

SAMPLING REQUEST FORM

Each company/exhibitor that wishes to distribute samples must fill out and submit this form.

Sampling is not permissible unless all criteria are met and approval is granted.

Items sampled must be products directly associated with the exhibiting company (booth exhibitor).

Examples include: manufactured, marketed, sold or distributed by the exhibiting company.

Items considered traffic promoters that are not directly associated with the exhibiting company must be purchased through Austin Convention Center Catering.

Sample Sizes

All items are limited to SAMPLE SIZE. The maximum sample sizes are as follows:

Food Items limited to 1 ounce "bite size".

Beverage items limited to 3 ounces.

If the exhibiting company wishes to distribute larger portion sizes, approval must be granted and a fee may be applied.

No Alcohol Permitted

Under no circumstances may outside alcohol be brought on premise. All alcoholic beverages must be purchased through and served by Austin Convention Center Catering. Buyout and/or corkage fees are not available for alcohol.

Temporary Food Event Permit

The City of Austin / Travis County Health Department requires the show management (not the individual exhibitor) to submit a Temporary Food Event Application. If approved, they will be issued a Permit to Operate.

Provide your tradeshow contact person with the details of your sampling so they may apply on your behalf.

The individual booth must have the original copy of the Temporary Food Service - Permit to Operate displayed at their booth.

The applicant agrees to indemnify and hold harmless Austin Convention Center Catering, the Austin Convention Center Department and the City of Austin from all liabilities, damages, losses, costs, or expenses resulting directly or indirectly from disposition of such items.

Food and beverages MAY NOT BE SOLD on the premises.

This form only represents approval from the Austin Convention Center.

Confirm with show management that a Temporary Food Permit has been secured for your booth.

Name of Event:

Event Dates:

Booth Name:

Booth #:

Applicant Name:

Email:

Phone:

Onsite Contact Name:

Phone:

Product(s) you wish to dispense:

Size of portion to be dispensed:

In signing below I understand and agree to the terms and conditions above

Applicant Signature:

Date:

Approval Signature:

Date:

Please email or fax the completed form to our office at least 14 days prior to the event date.