

SAMPLE FOOD AND BEVERAGE REQUEST FORM

Exposition sponsoring organizations and/or their exhibitors may distribute sample food/beverage products only with written authorization.



General Conditions

1. Event Promotor (or) Individual Exhibitor is responsible for securing a City of Austin Health permit for sample items. Contact the Austin Travis County Health Department. Phone number: (512) 978-0300
The permit may be found at the following:
<http://www.austintexas.gov/department/business-applications-and-guides>
Mobile Vending and Temporary Food Establishments / Temporary Food Establishment Application
Permits must be displayed at the location where food/beverage is being served throughout the duration of the event.
2. Items dispensed are limited to products manufactured; represented or processed by the exhibiting company.
3. All items are limited to SAMPLE SIZE. Below are maximum sample size quantities.
 - a. **Beverages limited to 3 ounces.** ALCOHOLIC BEVERAGES ARE NOT PERMITTED FOR SAMPLING.
All alcoholic beverages MUST be purchased through and served by Austin Convention Center Catering, the in house food and beverage management company for the Austin Convention Center Department facilities (Austin Convention Center and Lester E. Palmer Events Center).
 - b. **Food items limited to 1 ounce "bite size".**
4. The Applicant name below acknowledges they have the sole responsibility for disposition of such items in compliance with all applicable laws including the Texas Alcohol Beverage Code. Accordingly, 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.
5. Food and/or beverage items used as booth traffic promoters (i.e. coffee, popcorn, sodas, bar service, etc.). MUST be purchased from Austin Convention Center Catering.
6. Food and beverages MAY NOT BE SOLD on the premises.

Name of Event _____ Event Date(s) _____ Booth Name _____ Booth # _____

Applicant Name _____ Email _____ Phone _____

Address _____ City _____ State _____ Zip _____

Onsite Contact: Name & Phone Number _____

Product(s) You Wish to Dispense _____

Size of Portion To Be Dispensed _____

Please contact the Austin Convention Center Catering Sales Office regarding food & beverage items needed for your booth. Note: All sample items MUST receive prior approval and confirmation from the Austin Convention Center Catering. Exhibitors not in compliance will be asked to remove the item(s) from the facility immediately.

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

Applicant Signature _____ Date _____

Approved _____ Date _____

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

Catering Sales Manager: Kim Robinson
Phone: (512) 404-4152
Fax: (512) 404-4149
Email: krobinson@levyrestaurants.com