

# SAMPLE FOOD AND BEVERAGE REQUEST FORM

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



## Permit

The event organizer (not the individual booth operator) is required to obtain all necessary Temporary Food Booth Permits for each booth.

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

Event organizer is responsible for submitting the application through the following:

Austin Travis County Health & Human Services Department

(512) 978-0300 [ehsd.service@austintexas.gov](mailto:ehsd.service@austintexas.gov) <http://www.austintexas.gov/ehsd>

The individual booth must have the original copy of the temporary permit displayed at their booth.

ACC Catering is not affiliated with the Health Department and cannot facilitate or provide assistance with submission/approval of Temporary Food Permits.

## Item Relation to Exhibitor

Items dispensed are limited to products manufactured; represented or processed by the exhibiting company.

## Sample Sizes

All items are limited to SAMPLE SIZE. Below are maximum sample size quantities.

Beverages limited to 3 ounces.

Food items limited to 1 ounce "bite size".

## 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, the in house food and beverage management company.

**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.**

**Food and/or beverage items used as booth traffic promoters (i.e. coffee, popcorn, sodas, etc.) MUST be purchased from Austin Convention Center Catering.**

**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.**

Catering Sales Manager: Kerry Craig

Phone: (512) 404-4137

Fax: (512) 404-4149

Email: [kcraig@levyrestaurants.com](mailto:kcraig@levyrestaurants.com)