



South Towne Expo Center Policies, Procedures & Requirements for **SALE** of Food or Beverage Products

Welcome! Our goal is to provide you as an exhibitor with the best experience possible during your stay at our facility. The information below is meant to assist you in maximizing your exposure to your guests while maintaining a food safe environment. As the exclusive distributor of food and beverages at the Convention and Expo centers, Utah Food Services (UFS) works closely with the Utah Health Department to insure maximum safety for all of our guests. Insurance and liability statutes allow for very specific considerations for bringing food and beverage items to the centers. If you have any questions regarding this form or the approval process, please call Traci at 801-521-7585.

BUILDING REQUIREMENTS: Before obtaining health permits or insurance please send attached application for building approval.

1. The product to be sold must be the primary business of the exhibitor
2. Alcohol in any size or form is not allowed
3. Use of cooking equipment must have prior approval from the facility & fire department 801-565-4406
4. The exhibitor must obtain and provide a copy of a Special Event Permit from The Salt Lake Valley Health Department, **if applicable**. If the health department does not require a Special Event Permit they will give you a form letter to forward to UFS.
 - ✓ SLVHD is located at 788 E. Wood Oak Lane Murray, Utah..... 801-313-6620.
 - ✓ Permits need to be purchased at least 2 weeks in advance to avoid penalty fees
 - ✓ Exhibitors are responsible for complying with all Salt Lake Valley Health Department regulations regarding food sampling, storage, equipment, temperature, etc. If they are not in compliance or do not obtain the proper permits, the Health Department will close their booth.
 - ✓ No home made products are allowed
5. If the Health Department requires a **Special Event Permit**, you will need to provide liability insurance with SMG-South Towne Expo, Salt Lake County and Utah Food Service LLC concessions, **ALL** listed as additional insured. Policy amounts 1million "general" 1million "aggregate"
6. Standard fees for storage, handling, delivery, etc. will be charged, where applicable.
7. Restrooms, concessions stands and/or facility kitchens may not be used as exhibitor clean-up areas.
8. Costs associated with the disposal of trash, waste, grease, etc from exhibitor sampling is the responsibility of the Exhibitor.

APPROVAL SCHEDULE:

1. Applications and approvals must be made no later than four weeks prior to the first day of the event.



SALE OF PRODUCT FORM

SALE OF PRODUCT:

If you are requesting permission to sell a food product for **on-premise** consumption, in addition to the general conditions and fees listed above, a daily fee is required based on the item being sold. This fee will be determined once we have received this form.

- Payment is due, in full, two weeks prior to the first day of the Event

Event: _____ Event Date(s) _____ Booth # _____

Company: _____

Contact: _____ Phone: _____ Fax: _____

Description of Business: _____

SALE OF PRODUCT

Menu items to be sold:

MENU ITEM

PRICE

Product Sale **approved** by _____

**this approval is for the sale of food products, and that all applicable forms have been received, it does not imply that UFS, concessions is approving of any food handling or any assumption of liability.

Product Sale **denied** by _____

Payment Due _____

Date Due _____

Payment Received _____

Date _____

To apply, please fill out the following form & remit to: Traci McCormick, UFS, Fax
801.521.0050