



## South Towne Expo Center

### Policies, Procedures & Requirements for Food or Beverage **SAMPLING**

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 sampled must be the primary business of the exhibitor
2. Alcohol in any size or form is not allowed for sampling
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.....385-468-3845
  - ✓ 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** for your sampling, 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. Food and beverages items used as traffic promoters **MUST** be purchased from Utah Food Services catering department 801-531-0226
8. Restrooms, concessions stands and/or facility kitchens may not be used as exhibitor clean-up areas.
9. Costs associated with the disposal of trash, waste, grease, etc. from exhibitor sampling are 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.

### **SAMPLE SIZES:**

1. All items distributed are limited to **SAMPLE** sizes.
  - a. Beverages limited to maximum of 2 ounces in 3 ounce or smaller container
  - b. Food items limited to "bite-size"

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



## SAMPLING FORM

Event: \_\_\_\_\_ Event Date(s) \_\_\_\_\_ Booth # \_\_\_\_\_

Company: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Description of Business: \_\_\_\_\_

### SAMPLING

Products and portions to be sampled:

PRODUCT TO BE SAMPLED

SIZE OF SAMPLE AND METHOD OF

DISTRIBUTION


All items distributed are limited to **SAMPLE** sizes.

- Beverages limited to maximum of 2 ounces in 3 ounce or smaller container
- Food items limited to "bite-size"

If you will be sampling the same product/sizes at additional shows this year at the South Town Expo Center please list events below to obtain annual approval.

Date	Event	Date	Event
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Sampling **approved** by \_\_\_\_\_ Date \_\_\_\_\_

\*\*this approval is for the item and size of food product 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.

Sampling **denied** by \_\_\_\_\_ Date \_\_\_\_\_