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## EXHIBITOR SAMPLING GUIDELINES

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It is Four Winds policy that any exhibitor who is providing ANY food or beverage sample to guests be required to notify Four Winds in writing as to the nature of the proposed product giveaway.

Sampling of food or beverage items is not permitted if the item being dispensed has no relation to such the exhibitor's business. Sampling of alcoholic beverages is prohibited

Four Winds requires all food and beverage to be of sample size portions; 2 ounce portions for food and 4 ounce cups for non-alcoholic beverages. A written approval must then be obtained from Four Winds at least (7) seven working days prior to date of event.

If your sample requires you to cook on the show floor the following are approved cooking apparatus: George Foreman Grills, Panini Grills, Induction Cookers, Butane Stoves, Toaster Ovens, Sauté Pans (not using grease or oils), .

All booths cooking food must be clear of all combustible materials and contain at least 1 (one) 20 BC rated fire extinguisher. Open flame units will require a fire permit. See your Event Manager for additional details.

### Insurance Requirements:

Exhibitor must maintain General Liability Insurance with minimum limits of for \$2,000,000 Each Occurrence and \$2,000,000 Aggregate.

Any Exhibitor providing samples of food and beverage must do so within the requirements of applicable health standards. Exhibitor booths shall be subject to inspection at any time in order to confirm such compliance.



**SAMPLING AUTHORIZATION FORM**

Deadline: 14 days prior to event

Please submit the following information for approval to distribute your product as a sample to attendees. When preparing your samples, be sure to abide by all sampling and food preparation rules as described in guidelines. Only food and beverage manufacturers may serve sample **“bite size”**, 2oz or less portions of their own food products and 4oz. container of non-alcoholic beverages.

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Description of Product(s) to be distributed for sampling:**

\_\_\_\_\_ Sample Size \_\_\_\_\_  
\_\_\_\_\_ Sample Size \_\_\_\_\_  
\_\_\_\_\_ Sample Size \_\_\_\_\_

**Method of Distribution:**  Sealed Package  Cooked Sample (plate, napkin, toothpick, other)

Cup (Liquid)  Cup (Solid)

**Does product need additional preparation on-site prior to distribution?**  Yes  No

**Product is served:**  Hot  Cold  Room Temperature

**Product is stored in:**  Booth  Refrigerated storage  Frozen storage

**FAX OR EMAIL TO:**

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