

# Food and/or Beverage Distribution Sampling Request Form

Metro Toronto Convention Centre Corporation (MTCC) has exclusive food and beverage distribution rights within the Convention Centre. Exposition sponsoring organizations and/or exhibitors may distribute SAMPLE food and/or beverage products ONLY upon written authorization to the Metro Toronto Convention Centre and adherence to ALL of the conditions outlined below.

For those exhibitors that produce or bring to market a food and/or beverage product and wish to provide sampling at your booth, please complete this form to request authorization from the Metro Toronto Convention Centre.

## Conditions for Sampling Food & Beverage

**NOTE: Please carefully review the conditions that apply to food & beverage sampling at the Metro Toronto Convention Centre.**

1. Exhibitor that are permitted to apply for food and/or beverage sampling is limited to exhibitors that **produce or bring to market** a food and/or beverage product. Such exhibitors are limited solely to specific food and/or beverage products that they actually produce or bring to market.
2. Food and/or beverage product(s) for sampling purposes will be limited to size parameters below.
3. Exhibitors providing and attendees receiving food and/or beverage sampling items from an exhibitor must adhere to all provincial regulations and Toronto Public Health policies at the time that the show occurs. It is the **responsibility of the exhibitor and show organizer** to ensure all provincial regulations and Toronto Public Health policies are followed at all times within the Metro Toronto Convention Centre.
4. All items are limited to SAMPLE SIZE;
  - (a.) *Sample or promotional non-alcoholic beverages must be approved by the Catering Department and will be limited to a maximum 3 oz / 89 ml sample size.*
  - (b.) *Sample food items must be approved by the Catering Department and will be limited to a maximum of 4" x 2" inches / 10cm x 5cm or 4oz / 114gr portions.*
5. For sampling questions regarding alcoholic beverage, please contact the Catering Department at the MTCC at [catering@mtccc.com](mailto:catering@mtccc.com) or call us at **(416) 585-8144**.
6. For those exhibitors that do not produce or bring to market food and/beverage products yet still wish to provide sampling, the requirements above still apply and exhibitors are requested to apply for approval to the MTCC using the form below. A **Loss of Revenue Fee** for and approved food and/or beverage products distributed will apply. This charge is determined based on the product(s), size and quantity. You may contact us at [catering@mtccc.com](mailto:catering@mtccc.com) or **(416) 585-8144** to discuss further.
7. Approved sampling may be distributed from the exhibiting booth only, and not in any pre-function spaces or public spaces without written consent from the show manager as well as the Metro Toronto Convention Centre.



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The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of all food and beverage items in compliance with all applicable policies and laws in the City of Toronto, Province of Ontario. Accordingly, the Company agrees to fully indemnify and hold harmless the Metropolitan Toronto Convention Centre Corporation from all liabilities, damages, losses, costs, expenses, legal fees and disbursements, penalties or fines resulting directly or indirectly from their use, serving or other disposition of all food and beverage items

Date: \_\_\_\_\_ Booth #: \_\_\_\_\_ Event Room/Hall: \_\_\_\_\_

Event Name: \_\_\_\_\_

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

Contact: \_\_\_\_\_

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

Address: \_\_\_\_\_

Prov./State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_

**Please list below** all food and/or beverage item(s) requested for sampling approval. As well as the purpose of distribution. Include quantity and portion. Please note the exclusion of any of the information may result in delayed request and approval process.

**Exhibitor Signature:** \_\_\_\_\_

**MTCC USE ONLY:**

Approved:  Yes /  No

MTCC Manager's Signature: \_\_\_\_\_