



## **Tradeshow Food and Beverage Terms and Conditions**

***Food and beverage (non-alcoholic) sampling is permissible for closed, non-public conventions and public tradeshows under the following guidelines***

1. All sampling requests will need to be submitted on the approved Sodexo Live Sampling Authorization Form and returned to the Catering Service Manager assigned to the Tradeshow or Event. Failure to comply with the guidelines indicated on this form will result in the removal of the food and beverage product from the premises.
2. Product to be sampled must be manufactured by the Exhibitor and/or Company he/she represents and must be closely related to the actual purpose/theme of the exposition or tradeshow.
3. All products must be sample size. (Not over 3 ounces of liquid or 2 ounces of food).
4. Sodexo Live will assess a "loss of revenue" fee for an exhibitor who wishes to sample in excess of the sampling size maximums. Please consult with your catering representative who may provide additional information. All fees must be pre-paid prior to event move in.
5. Exhibitors may distribute or have available in their booths manufactured candy, gum, mints, etc., as long as they are small, individually wrapped items. The Exhibitor will be limited to (1) bowl or jar to display and distribute these items.
6. Exhibitors offering a sample of their food or beverage product must comply with all local, state and national regulations of transport, storage, preparation and distribution of the product to include refrigeration of any perishable products. The City of Dallas may require that a Temporary Food Establishment Permit be obtained by each exhibitor sampling their manufactured product at their booth. This can be obtained by calling the Health and Human Services Office of Dallas at (214) 670-8083 no later than 48 hours prior to the show.
7. All sampling must be complimentary; the sale of any samples is strictly prohibited and will result in the removal of the food and beverage product from the premises.
8. Food and or Beverage items offered at Exhibit Booths (I.E. Coffee, Popcorn, Sodas, Waters, Bar Service. ETC.), will need to be purchased from Sodexo Live.
9. Accordingly, the applicant agrees to comply with all applicable laws and to indemnify and forever hold harmless Sodexo Live, the Kay Bailey Hutchinson Convention Center and the City of Dallas from all liabilities, damages, losses or expenses resulting directly or indirectly from disposition of such items. A Waiver of Liability will need to be completed, signed and placed on file with Sodexo Live.
10. Sodexo Live maintains the exclusive right to provide all the Food and Beverage for the Kay Bailey Hutchinson Convention Center Dallas. All Food and Beverage, including bottled water, must be purchased by Sodexo Live.
11. Exhibitors may distribute or have available in their booths bottled water as long as it is logoed, closely related to the actual purpose/theme of the exposition or tradeshow. A handling fee (loss of revenue fee) will be assessed to the Client's to cover the estimate amount of bottled water consumed. This fee is charged based on Sodexo Live's loss of revenue from Concessions or Catered Sales of these products.