



**At the Kay Bailey Hutchinson Convention Center in Dallas
650, S Griffin, Dallas, TX 75202
(214) 743-2521 Phone – Angelique.hart@sodexo.com
Food and Beverage Sampling Authorization Form**

The Client / Show Management are responsible for distributing this form to all exhibitors and ensuring that all guidelines are adhered to during the event. This completed form will need to be submitted for consideration and approval no less than (21) days prior to the event move in.

GENERAL CONDITIONS:

1. Items dispensed are limited to products manufactured, represented, or processed by the exhibiting firm.
2. All items are limited to the following sample sizes: beverages 3 fluid oz – food items 2oz or less.
3. Any alcoholic beverage that you wish to sample must be purchased through and dispensed by Sodexo Live Catering in accordance with the Texas Alcohol Beverage Code. Please contact the Catering Representative for this Event for further details on the purchase and distribution associated with the sampling of alcoholic beverages.
4. The applicant named on this form and their representatives acknowledge and agree to assume the sole responsibility for the preparation and distribution of the item(s) listed below in compliance with all State and Local Laws.
5. Health Department Information:
 - a. Each Exhibitor is responsible for securing the applicable health permits required and issued by the City of Dallas Health Department, they may be contacted at (214-670-8083) Or online at consumerhealthrfsmandtemp.dallascityhall.com.
 - b. Applications for, and issuance of Temporary Food Service Establishment Permits may be obtained at (7901 Goforth rd. Dallas TX, 75238)
 - c. Applications must be received in the office at least 5 working days prior to event. All 3 pages of the application must be submitted for approval.
 - d. Vendors must provide a copy of the invitation or letter from Sodexo Live Representative granting permission to take part in the event.
6. All permits must be obtained prior to sampling and will always need to be displayed in the booth(s) indicated below. In the even the named Applicant or their representatives fail to adhere to this condition, they will be required to remove their item(s) from the Convention Center property.
7. In the event an exhibitor wishes to sample more than the approved sampling sizes, Sodexo Live will access a Loss of Revenue Fee accordingly. Please consult with the Catering Representative for this event regarding any fees associated with the sampling of item(s) over the approved sampling sizes.
8. It is the policy of the Kay Bailey Hutchinson Convention Center that no unauthorized food or beverages (alcoholic or nonalcoholic) may be sold on its premises

Event Name _____	Event Date _____
Applicant Name _____	Phone _____
Email address _____	
Company Name _____	Phone _____
Address _____	City _____ State _____ Zip _____

Item(s) to be sampled _____ Booth#(s) _____

In signing below, the named Applicant and their representatives understand and agree to the terms and conditions above and release SODEXO LIVE, the City of Dallas and the Kay Bailey Hutchison Convention Center from any liability arising from the preparation, service, consumption, and disposition of the above-mentioned item(s) which will be served to their representatives or the public in conjunction with this event. The above Applicant and their representatives further agree to be responsible for any, and all legal fees resulting from legal actions associated with the above item(s) being brought on to this premises along with the preparation, service, consumption, and disposition of said item(s).

Applicant Signature _____ Date _____