



# Policies, Procedures & Requirements for Food or Beverage Sampling

## Sampling Request Form Attached

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 Salt Palace Convention Center, Utah Food Services (UFS) works closely with the Utah Health Department to ensure maximum safety for all of our guests. Insurance and liability statutes allow for very specific considerations for bringing food and beverage items into the facility. If you have any questions regarding this form or the approval process, please call Traci at UFS at 801-521-7585.

### BUILDING REQUIREMENTS:

**BEFORE obtaining health permits or insurance, please send the attached application for building approval or call Traci at UFS 801-521-7585**

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 and the city's Fire Department. Call 385-468-2221.
4. **IF APPLICABLE**, the exhibitor must obtain and provide a copy of a Temporary Food Permit from the Salt Lake Valley Health Department. If the health department does not require a Temporary Food Permit, they will give you a form letter to forward to UFS.
  - SLVHD is located at 788 E. Wood Oak Lane Murray, UT. Call 385-468-3845.
  - Permits need to be purchased at least 12 days in advance to avoid a late fee.
  - Exhibitors are responsible for complying with all Salt Lake Valley Health Department regulations regarding food sampling, storage, equipment, temperature, etc. Exhibit booths not in compliance or without proper permits are subject to closure by the Health Department.
  - No homemade products are allowed.
5. **The Health Department's main concern with sampling is bare-hand contact by workers and customers. If you are portioning your samples on site, gloves are not sufficient; you will need a hand washing station.**
  - You must have minimum 2-gallon water container with a tap or spigot capable of staying open for hands-free operation.
  - You must have a wastewater container/bucket directly under the hand washing unit.
  - You must have dispenser-type hand soap.
  - You must have paper towels for hand drying.
  - You must have a garbage receptacle close to washing station.
  - Hand washing station must be easily accessible for all food handlers.
  - Customer must be able to pick up samples without touching other samples: use toothpicks, tongs, soufflé cups, etc.
6. If the Health Department requires a Temporary Food Permit for your sampling, you will need to provide liability insurance with SMG-Salt Palace Convention Center, Salt Lake County and Utah Food Service LLC Concessions, **ALL** listed as additional insured. Policy amounts: \$1 million "general"; \$1 million "aggregate."
7. Standard fees for storage, handling, delivery, etc., will be charged where applicable.
8. Food and beverage items used as traffic promoters **MUST** be purchased from Utah Food Services catering department. Call 801-531-0226.
9. Restrooms, concessions stands and/or facility kitchens may not be used as exhibitor clean-up areas.
10. Costs associated with the disposal of trash, waste, grease, etc., from exhibitor sampling are the responsibility of the Exhibitor.

### APPROVAL SCHEDULE

Applications and approvals must be made no later than four weeks prior to the first day of the event.

### SAMPLE SIZES

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."



To apply, please fill out the following form & remit to:

Traci McCormick, UFS • Fax 801.521.0050 • [traci@wfsutah.com](mailto:traci@wfsutah.com)

## SAMPLING REQUEST FORM

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

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

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

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

PRODUCTS 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 events this year at the Salt Palace Convention Center, please list events below to request 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 approves of any food handling methods or assumes any liability.

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

**APPROVAL OF SAMPLING IS NOT AUTOMATIC APPROVAL TO SELL YOUR ITEM. PLEASE REQUEST THE APPROPRIATE FORM IF YOU INTEND TO SELL A FOOD ITEM.**

