FORT WORTH

PUBLIC EVENTS DEPARTMENT
WILL ROGERS MEMORIAL CENTER

FOOD MANUFACTURERS SAMPLING/SALES FORM

Items dispensed are limited to products manufactured or processed by the exhibiting firm and must be related to the theme of the show. Craft Culinary Catering currently has food and beverage distribution rights within the Will Rogers Memorial Center. Expositions sponsoring organizations (or organizations sponsoring an event) and/or their exhibitors may distribute sample food and/or beverage products ONLY upon written authorization. All sample items MUST receive prior approval and confirmation from the Show Manager, Craft Culinary Catering and the Will Rogers Memorial Center management by no less than 30 days prior to first event date. Exhibitors who do not comply will be required to immediately remove the item(s) from the facility. Sales of food items must be related to the theme of the show and must be in pre-packaged multiple serving containers, with a cost of not less than $5.00 each. Items offered for sale may not be typical ñconcessionò items, including, but not limited to, soft drinks, bottled water, coffee, popcorn, hot dogs, candy bars, nachos, cotton candy, ice cream, peanuts, etc. All alcoholic beverages MUST be arranged through Craft Culinary Catering, or the current in-house food and beverage concessionaire.

For questions concerning purchase of food and/or beverage items used as traffic promoters (i.e., coffee, popcorn, sodas, bar service, etc.) contact the Craft Culinary Catering sales office at (469)584-1123. **ALL REQUESTS MUST BE RECEIVED AT LEAST 30 DAYS PRIOR TO THE START OF SHOW TO ALLOW TIME FOR PROCESSING. DO NOT MAKE ARRANGEMENTS PRIOR TO RECEIPT OF APPROVAL.**

GENERAL CONDITIONS FOR SAMPLING:

1) All items limited to **SAMPLE SIZE**.
   i) Non-alcoholic beverages may be dispensed in containers holding not more than 2 ounces.
   ii) Food items are limited to ñbite sizeò (1 ounce or less).
2) The applicant named below acknowledges they have sole responsibility for use, sale, servicing or other disposition of such items in compliance with all applicable laws and City of Fort Worth ordinances including, but not limited to, those of the Consumer Health Department. Accordingly, the applicant agrees to indemnify and forever hold harmless Coburnôs Catering, the Will Rogers Memorial Center, and the City of Fort Worth from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, sale, serving or other disposition of such items.
3) Show Manager and/or applicant is responsible for securing a City of Fort Worth health permit for sample items. When approved and authorized, contact the City of Fort Worth Consumer Health Department at (817) 392-7255, or **www.fortworthtexas.gov/health**. **Permit must be displayed at the booth throughout the show**.

Name of Event_____ Event Dates _____
Firm Name_____ Booth Number _____
Address_____ City_____ State_____ Zip _____
On-Site Contact_____ Phone_____ Fax _____
Signature_____ Date_____ Email _____
Products(s) you wish to dispense _____
Size of portion to be dispensed _____
Proposed method of dispensing and reason for offering samples: _____
_____
_____

WILL ROGERS MEMORIAL CENTER AUTHORIZATION

APPROVED_____ **APPROVED**_____
Craft Culinary Concepts **Will Rogers Memorial Center**

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