



## Salt Palace Convention Center

### Policies, Procedures & Requirements for Food or Beverage SAMPLING

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 Convention and Expo centers, Utah Food Services (UFS) works closely with the Utah Health Department to insure maximum safety for all of our guests. Insurance and liability statues allow for very specific considerations for bringing food and beverage items to the centers. If you have any questions regarding this form or the approval process please call UFS at 801-531-0226.

**BUILDING REQUIREMENTS: BEFORE obtaining health permits or insurance please send attached application for building approval or call the designated sales person at UFS 801-531-0226**

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 & fire department
4. - Exhibitors are responsible for complying with all Salt Lake Valley Health Department regulations regarding food sampling, storage, equipment, temperature, etc. If they are not in compliance or do not obtain the proper permits, the Health Department will close their booth.
  - No home made products are allowed

**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 enough, you will need a hand washing station.**

- o You must have min. 2-gallon water container with a tap or spigot capable of staying open for hands free operation.
  - o You must have a wastewater container/bucket directly under the hand washing unit
  - o You must have dispenser type hand soap
  - o You must have paper towels for hand drying
  - o You must have a garbage receptacle close to washing station
  - o Hand washing station must be easily accessible for all food handlers
  - o Customer must be able to pick up samples without touching other samples: toothpicks, tongs, soufflé cups.
5. Standard fees for storage, handling, delivery, etc. will be charged, where applicable.
  6. Food and beverages items used as traffic promoters **MUST** be purchased from Utah Food Services catering department 801-531-0226
  7. Restrooms, concessions stands and/or facility kitchens may not be used as exhibitor clean-up areas.
  8. Costs associated with the disposal of trash, waste, grease, etc. from exhibitor sampling are the responsibility of the Exhibitor.

**APPROVAL SCHEDULE:**

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

**SAMPLE SIZES:**

1. All items distributed are limited to **SAMPLE** sizes.
  - a. Beverages limited to maximum of ounces in 8 ounce or smaller container
  - b. Food items limited to 4 ounces

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

**UFS, Fax 801-328-9772 OR [sales@utahfoodservices.com](mailto:sales@utahfoodservices.com)**

**SAMPLING FORM**

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

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

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

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

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

**SAMPLING**

**PRODUCT TO BE SAMPLED**

**SIZE OF SAMPLE AND METHOD OF DISTRIBUTION**


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, is approving of any food handling or any assumption of liability.

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