



SAMPLE & RETAIL FOOD & BEVERAGE DISTRIBUTION AUTHORIZATION REQUEST

Centerplate has exclusive food and beverage distribution rights within the Pasadena Convention Center and Civic Auditorium. Exposition sponsoring organizations and/or their exhibitors may distribute, sample food and/or beverage products **ONLY** upon written authorization. Sampling request must be submitted no less than fourteen (14) days prior to the event date for consideration. For additional information, please contact the Catering Sales Department at 626-817-5635.

The exclusive rights of Centerplate may be waived by Centerplate in its sole discretion. Sampling may be permitted when a trade/exhibit show or convention's principle purpose is to promote food and/or beverage products, services, or equipment, and that is **NOT OPEN TO THE GENERAL PUBLIC**. All open to the public events that would like to offer sampling must apply and obtain approval through the City of Pasadena Health Department.

REGULATIONS:

1. Exhibitors must adhere to the California Retail Food Codes and proper food handling procedures.
2. Sampling may not include items that directly compete with Centerplate Catering and/or its retail concession outlets.
3. Centerplate must approve all vendors that would like to offer items for purchase. Approved items would consist of product that could not be consumed onsite (i.e. Starbucks bags of coffee or dry mixes). Items such as prepackaged snacks (i.e. granola bars or bottled beverages) would not be allowed.
4. Only approved items may be distributed.
5. Non-alcoholic beverages are limited to a maximum of a two (2) ounce container and no more than one (1) ounce of product. All sample food items are limited to "bite size."
6. Alcoholic beverages may be sampled- wine in a one (1) ounce pour and beer in a two (2) ounce pour. Additional fees for a floor supervisor or bartender will apply.

BOOTH REQUIREMENTS:

1. All food items, utensils and other related items must be stored at least six (6) inches off the ground and adequately protected from contamination while being transported, stored, prepared, displayed and served.
2. All equipment and utensils must be smooth, non-absorbent, easily cleanable, and made of non-toxic materials.
3. A three-compartment sink with two integral metal drain boards and with hot (120 F) and cold running water is required for washing utensils or piece of equipment to be cleaned in the sink. The event organizer or exhibitor may provide a portable sink or you may inquire on rental of our in house sinks.
4. Hand washing facilities must be provided in each booth handling unpackaged food items. Hand washing facilities include warm water (100F) (provided in an insulated container), a bucket to catch the wastewater, liquid pump soap, and single service paper towel dispensers. Hand washing kits are available for rental through Centerplate for \$30.00++ /per day.



SAMPLING AGREEMENT:

In consideration of granting a waiver of the food and beverage service restrictions, the undersigned Exhibitor hereby waives, and agrees to indemnify, defend, and hold Centerplate at the Pasadena Convention Center and Civic Auditorium, and their respective officers, directors, and agents (collectively the "Indemnities"), harmless from, any and all liabilities, claims, damages, costs and fees (including attorneys' fees) that may be suffered or incurred by the Indemnities and arising from the preparation, presentation, delivery or consumption of the food and/or beverage products provided by Exhibitor.

Sampling request must be submitted no less than fourteen (14) days prior to the event date for consideration.

A copy of current business license is required along with the completed sampling request form. Please complete the information below and fax to Centerplate at **FAX# 626-795-9656**.

EVENT: _____

EXHIBITOR/COMPANY NAME: _____

CONTACT: _____ **ON-SITE CONTACT:** _____

EMAIL: _____ **BOOTH#:** _____

ADDRESS: _____ **CITY:** _____

STATE: _____ **ZIP:** _____ **PHONE:** _____

1. Product(s) you wish to dispense: _____
2. Proposed method of dispensing (*include all food heating and holding equipment and procedures as well as cleaning and sanitation practices*):

SERVICES REQUIRED: (PLEASE NOTE: ALL SERVICES WILL BE CHARGED ACCORDINGLY)

STORAGE: _____ NO _____ YES; indicate approximate amount needed _____ cu. ft.
_____ Freezer _____ Refrigerator / \$75/\$150 _____ Dry Storage
_____ Kitchen Preparation _____ Ice @ \$10/per 10lb bag minimum.
_____ Dispensing or serving equipment _____ Attendant / \$150/4 hr
_____ Floor Supervisor / \$150/4 hr _____ Bartender/ \$150/4 hr

Other _____

CLIENT: _____ **APPROVED:** _____
Client Name Catering Sales Director

Note: We will contact you ONLY if we foresee a problem or have questions regarding your sampling application.

CENTERPLATE CATERING DEPARTMENT

Return to: Centerplate at the Pasadena Convention Center
Lanese Cotton, Senior Catering Sales Director

Phone 626-817-5635 **Fax** 626-795-9656 **Email** Lcotton@pasadenacenter.com