



## **South Towne Expo Center and 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. If you have any questions regarding this form or the approval process please call Traci at 801-521-7585.

**BEFORE purchasing a booth or obtaining permits you MUST receive signed approval to distribute ANY food in the building. If you have any questions regarding this form please call Traci at 801-521-7585.**

### **REQUIREMENTS**

1. The product to be distributed must be the primary business of the exhibitor
2. Alcohol in any size or form is not allowed for distribution
3. Use of cooking equipment must have prior approval from the facility & fire department  
South Towne 385-468-2286  
Salt Palace 385-468-2221
4. **IF APPLICABLE**, the exhibitor must obtain a Temporary Food Permit from The Salt Lake Valley Health Department. SLVHD is located at 788 E. Wood Oak Lane Murray, Utah.....385-468-3845  
  
**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. Please call the SLVHD with any questions.**
5. Food and beverages items used as traffic promoters **MUST** be purchased from Utah Food Services catering department 801-531-0226
6. Items considered not readily consumable onsite (jams, sauces, salsas) can be sampled and sold but must receive written approval. Please submit form below.
7. Fundraising and/or charity groups will not be allowed to sell food inside or outside the building

# SAMPLING FORM

**SAMPLE SIZES:**

1. All items distributed are limited to SAMPLE sizes.
  - a. Beverages limited to maximum of 2 ounces in 3 ounce or smaller container
  - b. Food items limited to "bite-size"

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

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

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

Company: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ email: \_\_\_\_\_

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

**PRODUCT**

**SERVING SIZE**


**If you will be sampling the same product/sizes at additional shows this year please list events below to obtain 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 is approving of any food handling or any assumption of liability.

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

**APPROVAL OF SAMPLING IS NOT APPROVAL TO SELL YOUR ITEM**