

## Food and Beverage Sampling / On-Site Preparation Approval Form

To provide a safe and comfortable tradeshow environment, and to comply with fire safety codes, the Catering Department at the LVCC requires specific information for all on-site food and beverage preparation and dispensing.

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
Contact/Title: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Email: \_\_\_\_\_ On-Site Contact Number: \_\_\_\_\_

Proprietary product to be prepared/sampled: \_\_\_\_\_

**Demonstration:** An Exhibitor that does not manufacture or distribute the product being sampled but wishes to use food and/or beverage to demonstrate a piece of equipment is considered a demonstration. **If yes, a Centerplate Sales representative will be in contact.**

*Non-Alcoholic Beverages are limited to a maximum 3oz containers. All alcoholic beverage sampling requires prior approval as specific laws and policies apply. Please speak with your Centerplate sales representative for further information.*

*Food items are limited to a sample size not more than 2oz.*

Portion Size to be Dispensed: **2oz**  **food** **3oz**  **beverage**

*Nevada Health Law requires use of a hand washing and sanitation station when sampling or preparing food/beverage. You may provide your own station or purchase from Centerplate.*

Will you be purchasing a hand washing and sanitation kit from Centerplate? **Yes**  **No**   
**If yes, a Centerplate sales representative will be in contact.**

Will you be heating or cooking food? **Yes**  **No**   
**If yes, an LVCVA Fire Prevention coordinator will be in contact**

Please list the heating or cooking equipment \_\_\_\_\_

### Temporary Food Establishment Permit (TFE)

If you are sampling the product you are selling, you must obtain a TFE permit from Southern Nevada Health District directly: <http://southernnevadahealthdistrict.org/temp-permits/temp-food-est.php>

*Product being sold must meet the following criteria:*

- *Commercially produced*
- *Packaged for consumption offsite*
- *Non-hazardous and non-hot holding*

**Selling only without sampling does not require a TFE.**

By submitting this form, I acknowledge I have read and understand the food and beverage policies at the LVCC.

**Approval from both LVCC and the Catering Department at LVCC must be received prior to finalizing your plans.**

**DO NOT include any credit card or personal information with this form. A Centerplate representative will follow up with you on any balance due.**

**Email completed form to: [foodprepandsample@lvcva.com](mailto:foodprepandsample@lvcva.com)**

**All aforementioned policies will be strictly managed by the LVCC, Centerplate, and the Southern Nevada Health District. Any violation will result in the removal of product from the show floor and or obligatory discontinuation of booth activities.**