

EVENT INFORMATION

EVENT NAME:	EVENT DATE(S):
COMPANY NAME:	ONSITE CONTACT PERSON:
BOOTH NUMBER(S):	TELEPHONE NUMBER:
EMAIL ADDRESS:	FAX NUMBER:
BILLING ADDRESS:	CITY:
PROVINCE/STATE:	POSTAL CODE/ZIP CODE:
	COMPANY WEBSITE:

PLEASE SPECIFY THE ITEMS YOU WISH TO SAMPLE OR SELL, INCLUDING TYPE OF PACKAGING (IE. INDIVIDUALLY WRAPPED, GIFT BASKET, ETC.) AND SIZE:

DESCRIPTION OF ITEM	SAMPLE OR SALE	TYPE OF PACKAGING	PORTION SIZE
	<input type="checkbox"/> SAMPLE <input type="checkbox"/> SALE		
	<input type="checkbox"/> SAMPLE <input type="checkbox"/> SALE		
	<input type="checkbox"/> SAMPLE <input type="checkbox"/> SALE		
	<input type="checkbox"/> SAMPLE <input type="checkbox"/> SALE		

THE ABOVE NOTED PRODUCTS HAVE BEEN CREATED IN A COMMERCIAL KITCHEN:	<input type="checkbox"/> YES <input type="checkbox"/> NO
PROPOSED METHOD OF DISTRIBUTION:	PURPOSE OF DISTRIBUTION:
EXHIBITOR AUTHORIZED SIGNATURE:	PRINT NAME:

Thank you for your inquiry to sell or distribute sample food & beverage (herein after referred to as “Samples”). The EY Centre holds the exclusive rights for food & beverage production and distribution within its facility. “Show Distributors” (i.e. show management, exhibitors, sponsors, vendors, etc.) may request permission to sell or distribute samples for product(s) that are produced and/or sold as their primary line of business. With the prior written approval of The EY Centre, Show Distributors are permitted to distribute samples only for the above mentioned Event and Event Date(s). The EY Centre holds all final rights to approve or deny any or all requests. All approved Show Distributors must comply with the following terms and conditions and approval may be withdrawn if any of such terms and conditions are violated.

- Show Distributors approved by The EY Centre are permitted to:
 - sell products that are packaged, sealed in bulk quantities and intended to be consumed off site; and/or
 - distribute complimentary food samples on premises during a show/event but are restricted to one ounce (1 oz.) for snack foods, two ounces (2 oz.) for food products of any kind and four ounces (4 oz.) for beverage samples.
 - the sale or distribution of complimentary alcoholic samples are not permitted without The EY Centre’s prior written approval; Show Distributors must obtain all required permits and insurance coverages and fully comply with the rules and regulations of all relevant authorities including but not limited to The EY Centre, the AGCO and the LLBO.
- Authorized Show Distributors agree to indemnify The EY Centre with respect to any liability resulting from the sale or distribution of Samples. The EY Centre will not be responsible for the quality and/or state of the Samples sold or distributed. The Show Distributors must comply with all The EY Centre and government (municipal/provincial/federal) sanctioned food health and safety regulations.
- All costs associated with the transportation, setup, power, display, clean-up and tear down of the exhibit booth, products, equipment, smallwares, etc. are the responsibility of the Show Distributors conducting the sale or distribution of samples.
- The EY Centre will review your request within ten (10) business days of receipt of a fully completed request form. All requests should be forwarded to your Event Coordinator contact no later than 30 days prior to the show/event.
- Please complete and submit all necessary Ottawa Public Health forms for the public distribution of Food & Beverage. Please visit the Ottawa Public Health website for details. Any violations of the health code may result in the immediate termination of food services. <http://ottawa.ca/en/residents/public-health/food-premises-personal-service-settings-and-inspections/requirements-food>