



Centerplate
Making It Better To Be There Since 1929.™



Food and Beverage Sampling / On-Site Preparation Approval Form

The TCF Center has established the following provisions to allow for the distribution of sampled food and beverage items:

Organizations and/or their Exhibitors may distribute small food and/or beverage products **ONLY** upon written authorization. All Exhibitors intending to serve sample-sized portions of food and beverage manufactured by the exhibiting company **MUST** apply for authorization from Centerplate. The information is **required** and must be faxed to Centerplate at least **30 DAYS** prior to the event date.

Show/Event Name:			
Company:			Booth Number:
Date of Event:		Contact/Title:	
Contact Number:	Email:	Other:	
On-Site Contact Name:		On-Site Contact Number:	

Proprietary product to be prepared/sampled: _____

Demonstration: An Exhibitor that does not manufacture or distribute the product being sampled 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 2oz container. All alcoholic beverage sampling requires prior approval as specific laws and policies apply. Please speak with your Catering Sales Representative for further information.*

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

1. Portion Size To Dispense: **2oz** **food** **2oz** **beverage**

Michigan 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.

2. Will you be purchasing a hand washing and sanitation kit from Centerplate? **Yes** **No**

If yes, a Catering Sales representative will be in contact.

3. Will you be heating or cooking food? **Yes** **No**

If yes, an TCF Center and/or Centerplate representative will be in contact.

Please list the heating or cooking equipment to be used: _____

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

**Approval from both TCF Center & Centerplate must be received prior to finalizing your plans.
FAX COMPLETED FORM TO: 313.567.2305**

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

**All afore mentioned policies will be strictly managed by the TCF Center, Centerplate, and the Michigan Health Department.
Any violation will result in the removal of product from the show floor and or obligatory discontinuation of booth activities**

CENTERPLATE USE ONLY:

APPROVED: _____ Date: _____
 General Manager, Centerplate

Food & Beverage Sampling Conditions and Guidelines:

Centerplate has exclusive food and beverage rights within the TCF Center. The following guidelines & conditions have been established to allow for the distribution of sampled items.

General Conditions:

- The catering department retains the exclusive right for all booth catering and reserves the right to provide all cash and contracted service designated for on-site consumption.
- Booth Catering is defined as any food and/or beverage used to entice delegates & guests to their booths.
- Items dispensed are limited to products manufactured or processed by the exhibiting company and must be related to the purpose of the show.
- Any product not manufactured or processed by the exhibiting company must be purchased from Centerplate.
- All items are limited to **SAMPLE SIZE**. Maximum two (2) ounce portions for food and/or beverage.
- Items used as samples only. No cash sales.
- Michigan State Law prohibits anyone other than the alcohol license holder from distributing, giving away, or bringing into the TCF Center any alcoholic beverages for the purpose of traffic promotion. All alcoholic beverages must be purchased, on approval, from the license holder (*Centerplate*).
- The TCF Center understands that certain conventions have as their primary purpose the preparation and consumption of food and beverage. Exhibitors at private conventions relating to food and beverage may sample food and beverage within the confines of their booth.
- Exhibitors at public conventions may sample food and/or beverage under the following guidelines:
 - A maximum number of sampling booths may be set up at the discretion of the TCF Center as well as types of food and/or beverage.
 - A sample charge may be imposed to offset lost food and beverage sales.

General Guidelines:

1. Centerplate retains the exclusive right for booth catering.
2. Centerplate understands that certain conventions have as their primary purpose, the preparation and consumption of food and beverage. Exhibitors at private conventions relating to food and beverage may sample food and beverage within the confines of their booth.
3. Exhibitors may sample foods under the following guidelines and or changes
 - Centerplate maintains the exclusive rights to all food and beverage sampled within the Convention Center and will determine the types of food and the maximum number of booths available for sampling within space held at the Convention Center.
 - A sampling charge may be imposed to offset lost food and beverage sales.
 - An "Authorization Request for Sample Food and Beverage Distribution" form must be submitted a minimum of **30 DAYS** prior to the event.
 - A signed copy of the authorization form must always be present in the show management office and the exhibitor's booth.
 - Items dispensed are limited to products manufactured, processed, or marketed by the exhibiting firm and must be related to the theme of the show.
 - All items are limited to **SAMPLE SIZE** of two ounces or less.
 - The applicant acknowledges they have the sole responsibility for use, serving or other disposition of such items in compliance with all applicable laws, Michigan state law prohibits the sampling and distribution of any alcoholic beverage.
 - Applicant agrees to provide a COI to indemnify and forever hold harmless Centerplate, TCF Center, and the Detroit Regional Convention Authority.
 - Show Management and applicant are responsible for securing all applicable City and State permits for the distribution of sampling items, including applicable Wayne County Health Permits.
 - Standard fees for storage, handling, delivery, corkage, etc. will be charged where applicable.
 - Food and beverage items used as traffic promoters (*i.e. coffee, popcorn, sodas, bar services, ice, etc.*) **MUST** be purchased from Centerplate.