

# Food and Beverage Sampling Permit Form

Please complete this form and return **no later than 3 weeks prior** to the first event day:

Event Services, BMO Centre at Stampede Park

**Phone:** 403.261.0377 **Email:** eventservices@calgariystampede.com

## CONTACT DETAILS

<b>Event Name:</b>	<b>Event Dates(s):</b>	
<b>Company:</b>	<b>Booth Name:</b>	<b>Booth number:</b>
<b>Primary Contact:</b>	<b>Phone:</b>	<b>Email:</b>
<b>Onsite Contact:</b>	<b>Phone:</b>	<b>Email:</b>

## PURPOSE

**What food or beverage items are being sampled?**

**Why are these items being sampled and how are they relevant to your business?**

**What quantity of items will be distributed per day?**

**What are the sample sizes of the items to be distributed?**

**Is cooking required for any of the items being served?**  
**If so, please complete Cooking Permit Form.**

## MANDATORY REQUIREMENTS

Please check the box to indicate that you have read and understood these mandatory requirements.

- This application form shall be completed by any **Exhibitor** who wishes to request approval to sample or demonstrate food or non-alcoholic beverage products that they manufacture, produce or distribute. It is the responsibility of any **Exhibitor** that will be sampling or demonstrating food to submit this signed application form and agreement to BMO Centre at Stampede Park culinary department a minimum of **three weeks prior to the first event day**.
- All products being sampled must be pre-approved by **BMO Centre at Stampede Park**. Approvals and conditions will be confirmed by BMO Centre via e-mail. Please ensure your e-mail address above is listed clearly and accurately.
- Show Managers are required to submit to BMO Centre and Alberta Health Services (AHS) a summary of all Exhibitors/Booth Numbers that will be sampling, demonstrating, or selling food. **It is the responsibility of each Exhibitor** to advise their Show Manager if they will be sampling, demonstrating or selling food/non-alcoholic beverages. All Exhibitors are subject to approval by both BMO Centre and AHS. This summary must be received by Show Manager a minimum of four weeks prior to the event.
- Exhibitors and Show Managers must comply with all health and safety regulations as outlined in The Environmental Public Health Program and submit event notification forms to Alberta Health Services. Notification forms are accessible from the link below. This includes approved handwashing requirements.
  - <http://www.albertahealthservices.ca/assets/wf/eph/wf-eh-special-events-temporary-food-establishment-vendor-package.pdf>
  - <http://www.calgary.ca/CSPS/Fire/Documents/CFD-indoor-special-event-requirements-12-09-11.pdf?noredirect=1>
- Exhibitors** and **Show Managers** are responsible for meeting safety standards in regards to electrical, HVAC and/or plumbing and gas codes where applicable. Residential and/or non CSA approved appliances may not be used unless approved in advance. The BMO Centre Health & Safety officer and the Calgary Fire Department may conduct inspections at any time.
- BMO Centre is the exclusive food and beverage provider on Stampede Park and reserves the right to not approve any menu items that compete with our food service offerings, and may apply a fee to compensate for potential loss of revenue.
- Alcohol tastings and alcohol sales are not covered by this agreement and must be submitted for approval on the separate form "Liquor Tasting / Sampling Application Form". Please contact us immediately if you were planning to offer tastings of alcohol.

# Food and Beverage Sampling Permit Form

## SAMPLES AND GIVEAWAYS

Sample items shall be restricted to a maximum 2 -ounce liquid portion or a food portion that can be served from a sample tray with a toothpick. Any larger sample size may be subject to a fee being assessed on site, superseding this agreement. Please list below all food or non-alcoholic beverages that will be sampled, demonstrated or given away at your booth that you wish to submit for approval. Please provide a full description of all products, including the sample size.

**Item Description:**

**Sample Size:**

**Item Description:**

**Sample Size:**

**Item Description:**

**Sample Size:**

## PERMIT TERMS OF AGREEMENT *(to be completed by person responsible for the work to be performed)*

This activity has not been authorized to occur at BMO Centre until written confirmation of its approval is provided by BMO Centre, and in such circumstance, BMO Centre makes no representation, warranty or guarantee about the safety or legality of the activity or the completeness or accuracy of the information provided within this form, which is at all times the sole responsibility of the primary contact listed in the Contact Details.

BMO Centre undertakes regular compliance checks and you may be required to provide evidence in relation to those requirements. If at any time, an activity or operation is considered by BMO Centre to be non-compliant with any legal or regulatory obligation, inconsistent with the information provided on this form, unsafe or placing persons, the venue or the environment at risk, BMO Centre representatives reserve the right to postpone or cancel the activity in its sole discretion until it is completely satisfied that its concerns are addressed and any issues are rectified.

Any approval by BMO Centre for this activity to occur does not give rise to an acceptance of any liability, loss or damage caused by the activity

**Signed:**

**Date:**

## BMO CENTRE USE ONLY

### BMO CENTRE CULINARY AUTHORIZATION

**Permit issued by:**

**Comments:**

**Signed:**

**Date:**

### BMO CENTRE FLOOR MANAGER VALIDATION

**Reviewed by:**

**Comments:**

**Signed:**

**Date:**