



Salt Palace Convention Center & Mountain America Exposition Center

**OUTSIDE FOOD & BEVERAGE SAMPLING APPROVAL & WAIVER FORM**

This form must be **completed and returned** to SODEXO LIVE for approval no less than (30) days prior to the event start date. SODEXO LIVE will provide written approval of the food and/or beverage arrangements to the exhibiting company within 7-10 business days. ***Without SODEXO LIVE approval, outside sourced food and/or beverages will not be allowed on-site.***

Name of Show \_\_\_\_\_ Date(s) of Show \_\_\_\_\_  
Exhibiting Firm \_\_\_\_\_ Booth # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_  
On-site Contact \_\_\_\_\_ Email \_\_\_\_\_ # \_\_\_\_\_

Product to be Distributed \_\_\_\_\_  
How is it prepared \_\_\_\_\_  
Type of equipment to be used \_\_\_\_\_  
Sample Size Portion \_\_\_\_\_ Qty Per Day: \_\_\_\_\_ Sold Portion Size \_\_\_\_\_ Qty Per Day: \_\_\_\_\_  
Will product be sold, sampled, or both?

*\*Please note that any food/beverage sold is subject to a waiver/displacement fee.*

APPROVED: \_\_\_\_\_  
DAILY WAIVER SODEXO LIVE MGR. DATE  
COMMENTS \_\_\_\_\_

**RULES AND REGULATIONS**

- All food & beverage items in the Ballroom, Exhibit Halls, Concourses, & Mezzanines **must be purchased** through the Food and Beverage Department - **THIS INCLUDES BOTTLED WATER**
- **++ (current sales tax + 23% house service fee) applies to all waiver/displacement fees.**
- All food & beverage waivers require full payment in advance. We accept America Express, MasterCard, Visa, or a Company Check.

**General Conditions:**

1. *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, UT 385.468.3845**
  - a. 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 may not be enough. You may be required to have a hand washing station. **Please contact SLVHD with any questions.**
2. The product to be distributed must be the **primary business** of the exhibitor.
3. *All items to be given away are limited to sample sizes:*
  - a. **Food Samples- 2-Ounce** Maximum Sample Size
  - b. **Non-Alcoholic Beverage Samples- 4-Ounce** Maximum Sample Size
4. SODEXO LIVE is the sole holder of the liquor licenses for both facilities. **Outside alcoholic beverages are not permitted to enter the facility as it is a violation of Utah State Liquor Laws.**
5. **Alcoholic Beverage Samples- Alcoholic sampling is not permitted.**
6. Food and beverage items used to promote booth traffic **MUST** be purchased through SODEXO LIVE.

If you have any questions, please contact your SODEXO LIVE Catering Sales Manager  
--Please Retain a Copy for Your Records--

**Please return form to your Catering Sales Coordinator: Alyssa.Orvis@Sodexo.com, (385)280-9378**