



Manufacturers & Distributors Food Sampling Application for Exhibit Booth Sampling at the Minneapolis Convention Center

Food and Beverage samples may only be distributed directly from a Manufacturer or Distributor's exhibit booth within the show floor exhibit space. Form must be completed and submitted for approval **45 days** prior to first event date, to Kelber Catering, Inc. (KCI) the exclusive caterer within the Minneapolis Convention Center. Any forms received after 45 days may not be approved for sampling. KCI will review your request and reply within 3 business days of receipt.

- 1.) Food and Beverage samples are limited to products manufactured, processed, or distributed by the exhibiting company within their exhibit booth space only.
- 2.) Items distributed to attendees are limited to the following sample sizes, **no exceptions without corkage fees**:
 - **Food items are limited to a maximum of 2 oz. portions.**
 - **Non-Alcoholic beverages are limited to maximum of 5 oz. portions.**
 - **Alcoholic beverages are limited to*:**
 - **Beer - 3 ounces**
 - **Wine - 1.5 ounces**
 - **Liquor or Cordials - .75 ounce**
- 3.) Corkage fees will apply for food and non-alcoholic beverage samples larger than the sizes listed above in addition to all alcohol samples. Corkage fee pricing will be determined based on product and size.
- 4.) **To follow Minneapolis Convention Center policies, all sampling service-ware such as cups, forms, plates, picks, napkins, etc. must be compostable. The following are helpful suggestions and companies for service-wares.**
 - a. **Cocktail Napkins** any paper is fine
 - b. **Coffee Cups need to be a PLA-lined paper hot cup (many brands are available:** Primeware, Renewables, Eco-Products, World Centric)
 - c. **Bar Compostable ware cups are PLA (our wine cups are a blend of pla/grass) (many brands are available:** Fabrikal/Greenware, Eco Products, World Centric)
 - d. **Cutlery must be PLA to be compostable.** (Available brands: Eco Products, World Centric and more) Cannot be PSM (Plant starch material). PSM products contain plastic resins that are not compostable or biodegradable.
 - e. **Plates:** They need to be made of sugarcane ("bagasse"), preferably with no added PFAs, Palm-leaf, bamboo, PLA, paper-fiber.

*Exhibitors wishing to distribute alcohol products must contact KCI directly at 612-335-6045 in advance of completing sampling application. Corkage fees will apply to any sampling of alcohol products. A KCI bartender is required to serve sample alcohol products from the exhibitor booth.



Company information (please complete all information in this section)

Company: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Contact name: _____

Phone: _____ Cell: _____

Email Address: _____

Product Description & Size: _____

The product listed above has been approved to be given away on show day(s) only. The product must be exactly as the description states and meet all sample size requirements. Please have this form present at booth during show hours.

By signature hereon, above company or individual agrees to hold KCI and MCC harmless of any concerns arising from sample distribution of above stated products. It is the responsibility of the sampling company to have safe handling of products along with a hand washing station within the booth area. It is the responsibility of the sampling company to inform show management of product sampling and to comply with all guidelines set forth within the Minneapolis Short Term Food Permit **(for public shows only)**.

See link below.

[Short-Term Food Permit - City of Minneapolis \(minneapolismn.gov\)](http://minneapolismn.gov)

Client Name: _____ Signature: _____ Date: ___/___/___
Please print

Approved by: _____ Signature: _____ Date: ___/___/___
KCI Representative