



Food and Beverage Sampling

Exhibitor Guidelines and Regulations

Food and Beverage Sampling

Food and Beverage services are provided exclusively by ACCD Catering. No outside food and/or beverages are permitted on premise. In some cases, an exception may be made for sampling. "Sampling" is defined as an exhibiting company (booth exhibitor) that wishes to distribute small portions of food and/or beverage from their booth.

General Guidelines for Exhibitor Food and Beverage Sampling

- No open flame cooking of any type is allowed in exhibitor space.
- Be mindful of placement of electric warming equipment.
- Sampling Request Form must be submitted to Austin Convention Center Catering no later than 30-days prior to the event.
- Please review the following pages for additional information on setting up a temporary food booth.

Sterno Requirements for ACC

- Only wicked sterno devices allowed. No gel allowed in exhibit halls.
- Sterno canisters used with equipment consistent with industry standards. Sterno canisters not allowed to be placed directly on table cloth or any other combustible material.
- Not allowed within 3 feet of pipe and drape.
- Not allowed within 5 feet of combustible displays or storage.
- Not allowed within 10 feet of exits.
- Fire extinguisher placed within 30 feet of exhibitor booth using sterno.

Start Here!

If you are an exhibitor who wishes to provide food or beverage samples within their booth, please start by completing the following **Sampling Request Form**. Please submit the form to Dawn Mosely, dmosely@levyrestaurants.com.

NOTICE:

Obtaining a temporary health permit is the responsibility of show management; Not the individual exhibitor. In advance of the event, each individual food service booth should review the Temporary food booth operational requirements detailed on the [Austin Public Health website](#). Exhibitor shall, without relying on the use of the Convention Center's facilities, provide all equipment/small wares necessary to perform food service safely.

Sampling Request Form 2024

Sampling is not permissible unless all criteria are met and approval is granted.

Items sampled must be products directly associated with the exhibiting company (booth exhibitor).

Examples include: manufactured, marketed, sold or distributed by the exhibiting company.

Traffic promoters not directly associated with the exhibiting company must be purchased through Austin Convention Center Catering

Sample Sizes

All items are limited to SAMPLE SIZE. The maximum sample sizes are as follows:

Food Items limited to 1 ounce "bite size".

Beverage items limited to 3 ounces.

If the exhibiting company wishes to distribute larger portion sizes, approval must be granted and a fee may be applied.

No Alcohol Permitted

Under no circumstances may outside alcohol be brought on premise. All alcoholic beverages must be purchased through and served by Austin Convention Center Catering.

Cooking on Premise and Sterno Use

Exhibitor cooking is not permitted unless approved in advance by the Austin Convention Center, Catering Manager and the AFD Fire Marshal.

Sterno may be used in approved booths following appropriate requirements outlined by the Fire Marshal.

Temporary Food Event Permit

The City of Austin / Travis County Health Department requires the show management (not the individual exhibitor) to submit a Temporary Food Event Application. If approved, they will be issued a Permit to Operate.

Provide your tradeshow contact person with the details of your sampling so they may apply on your behalf.

Fees will be assessed by the City of Austin / Travis County Health Department for each sampling booth.

Please visit <https://www.austintexas.gov/department/temporary-food-events> for current rates.

The individual booth must have the original copy of the Temporary Food Service - Permit to Operate displayed at their booth.

The applicant agrees to indemnify and hold harmless Austin Convention Center Catering, the Austin Convention Center Department and the City of Austin from all liabilities, damages, losses, costs, or expenses resulting directly or indirectly from disposition of such items.

Food and beverages for on-site consumption MAY NOT BE SOLD on the premises.

This form only represents approval from the Austin Convention Center & Palmer Events Center.

Confirm with show management that a Temporary Food Permit has been secured for your booth.

Name of Event:

Event Dates:

Booth Name:

Booth #:

Applicant Name:

Email:

Phone:

Onsite Contact Name:

Phone:

Product(s) you wish to dispense:

Size of portion to be dispensed:

Sterno or heat source to be used

Yes

No

In signing below, I understand and agree to the terms and conditions above:

Applicant Signature:

Date:

Approval Signature:

Date:

Contact your sales representative:

Dawn Mosely

dmosely@levyrestaurants.com

512-404-4254

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