Authorization Request – Sample Food and/or Beverage Distribution

Metro Toronto Convention Centre Corporation has exclusive food and beverage distribution rights within the Convention Centre. Exposition sponsoring organizations and/or exhibitors may distribute SAMPLE food and/or beverage products ONLY upon written authorization and adherence to ALL of the conditions outlined below.

Please complete this form to request authorization to distribute food or beverages not purchased through the Food & Beverage Department of the Metro Toronto Convention Centre.

General Conditions for Sampling Food & Beverage

1. Items dispensed are limited to products **manufactured, processed or distributed** by an exhibiting firm and/or are related to the purpose of the show.
2. All items are limited to SAMPLE SIZE and must be dispensed/distributed in accordance with **Local Public Health Codes. Visit the following link for more information: http://www.toronto.ca/health/**.
   a) Sample or promotional non-alcoholic beverages must be approved by the Catering Department and will be limited to a maximum **4 oz / 118 ml** sample size.
   b) Sample food items limited to bite sized **(2×2 inches/5×5cm or 2oz/59gr portions)**.
3. For sampling questions regarding alcoholic beverages, please contact the Catering Department at **catering@mtccc.com** or call us at **(416) 585-8144.**
4. Sponsorships or donations involving Food and/or Beverage products are subject to a **Loss of Revenue Fee** for food and beverage products distributed. This charge is determined based on the product. You may contact us at catering@mtccc.com or (416) 585-8144 to discuss further.
5. Samples may be distributed from the exhibiting booth only, and not in any pre-function spaces or public spaces without written consent from the show manager as well as the Metro Toronto Convention Centre.

The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of all food and beverage items in compliance with all applicable policies and laws in the City of Toronto, Province of Ontario. Accordingly, the Company agrees to fully indemnify and hold harmless the Metropolitan Toronto Convention Centre Corporation from all liabilities, damages, losses, costs, expenses, legal fees and disbursements, penalties or fines resulting directly or indirectly from their use, serving or other disposition of all food and beverage items.

Date: _____ (month/day/year) Event Name: _____ Booth Number: _____

Company Name: _____ Contact: _____

Office Phone: _____ Mobile: _____ E-Mail: _____

Address: _____ Prov./State: _____ Country: _____ Postal/Zip Code: _____

Event Room / Hall: _____

Item and purpose of distribution (include quantity, portion size, method of dispensing and food vessel used) Please note the exclusion of any of this information may result in a delayed approval process. Matron service or booth cleaning charges may apply.

_____

_____

MTCC USE ONLY:

Approved: Yes ☐ **No** ☐ **Manager's Signature:** _____