

# FOOD & BEVERAGE SAMPLING APPLICATION FORM

## APPLICATION PROCESS:

- **Complete and submit this form (along with required attachments) to IPEIA Admin ([admin@ipeia.com](mailto:admin@ipeia.com)) 30 days prior to the start of the show**
- Approval from both Banff Centre for Arts & Creativity and Alberta Health Services (AHS) must be obtained and in full force prior to the selling or sampling of any product
- On site approval will NOT be permitted
- **Please note:** the Banff Centre for Arts and Creativity reserves the right to control the sampling of all food and beverages, including confectioneries.

EXHIBITOR'S CORPORATE NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

EMAIL: \_\_\_\_\_

BOOTH # (confirmed by IPEIA): \_\_\_\_\_

## REQUIREMENTS (to be attached to this application):

- Menu Item to be Sampled
- List of Sample Items
- Size of Samples
- Method of Service
- Ingredients

Will the food be heated using CSA approved equipment  Yes  No

Accordingly, the exhibitor acknowledges they have sole responsibility for the use, servicing, or other disposition of such items in compliance with all applicable legislation. The exhibitor agrees to indemnify and forever hold harmless Banff Centre for Arts & Creativity and IPEIA from all liabilities, losses, costs, or expenses resulting directly or indirectly from their use, service or other disposition of such samples.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## RETURN THIS FORM 30 DAYS PRIOR TO COMMENCEMENT OF SHOW TO:

IPEIA Admin Email: [admin@ipeia.com](mailto:admin@ipeia.com)

## INDEPENDENT CONCESSIONAIRES RULES AND REGULATIONS

### FOOD SAMPLING

Banff Centre for Arts & Creativity Exhibitor policies with respect to food and beverage sampling within the venue are as follows:

- **Food Product:** Sample portions to be no more than one (1) oz. (28 grams) per serving. Beverages such as, but not limited to, bottled water or coffee are not permitted as a sampling item if the portion exceeds one (1) oz.
- **PLEASE NOTE:** Additional fees may be assessed if samples exceed the specified portion size.
- All food must come from an approved food establishment and cannot be homemade.
- Additional cleaning fees may apply
- Advise the IPEIA Admin 30 days in advance as to how many booths you will be operating within the Trade Show and the product you will be sampling.
- It is your responsibility to comply with all Alberta Health Services regulations. For further information, please contact the Alberta Health Services office at 780.342.2000 and to complete all forms and get approvals from Alberta Health Services:

**Special Event Food Vendor Notification Form:** <https://www.albertahealthservices.ca/frm-19882.pdf>

**AHS Questions:** [contact direct](#), by Phone (780) 342-2000 or online <https://www.albertahealthservices.ca>

It is mandatory that exhibitors maintain standards and adhere to sanitation requirements. Alberta Health Services legislation relative to sampling must be in full force:

- All foods offered as samples must be protected from contamination and improper handling by customers. It is recommended that vendors hand samples to the customer, using toothpicks, napkins or single-use containers.
- Exhibitor is responsible to provide all napkins, toothpicks and serving containers.

### ALCOHOLIC PRODUCT

As the sampling of alcohol carries a much higher potential risk to public health and safety, Exhibitors who wish to distribute alcohol samples from their booth must first contact IPEIA. **All requests must be approved in advance with IPEIA and Banff Centre for Arts & Creativity and must meet the requirements of the Alberta Gaming and Liquor Commission (AGLC).**

- Advise the IPEIA Admin **30 days in advance** as to how many booths you will be operating within the Trade Show and the product you will be sampling.
- No homemade alcohol is permitted.
- The liquor used for the tastings must be purchased from the licensee, at the licensee's cost of the product. (amended Apr 2016)
- Maximum tasting sizes are as follows:
  - beer - 112 ml (4 oz.) (amended Apr 2016)
  - coolers/premixed - 56 ml (2 oz.)
  - wine - 28 ml (1 oz.)
  - spirits - 14 ml (½ oz.)
  - liqueurs - 14 ml (½ oz.)
  - refreshment beverages - 28 ml (1 oz.)
- At all times during the promotion: a) the liquor agency or their employee must be present on the licensed premises; and b) the booth or area from which the tastings are offered must be staffed.
- The tastings may be served by the liquor agency's employee or the licensee. Both the liquor agency and the licensee are responsible to ensure: a) minors are not provided liquor; b) no one is served to the point of intoxication; and c) the server has valid ProServe certification. (amended Apr 2016)

**For any additional questions please speak direct with your conference organizer.**

# IPEIA Exhibitor Info

- A full suite of Exhibitor Audio Visual Support is available from Banff Centre Technical Services. Exhibitor Orders must be received 7 days in advance of rental start date. Email: [avtechnical\\_producer@banffcentre.ca](mailto:avtechnical_producer@banffcentre.ca) or see attached.
- Exhibitors who pre-order AV through Banff Centre Technical Services will receive priority service.
- Cables and adapters are available for sale from Technical Services should they be required. Cables are not available for rental without equipment rental.
- Banff Centre Technical Services cannot support exhibitor supplied equipment.

# BANFF CENTRE TECHNICAL SERVICES

## Internet and Audio/Visual Equipment

### RENTAL FORM FOR EXHIBITORS

Please fill in all blanks and return by fax or email to [Technical\\_Services@banffcentre.ca](mailto:Technical_Services@banffcentre.ca)

Fax Number: 1-403-762-6621. Please call 1-403-762-6602 if you have any questions.

*A Receipt will be emailed to you shortly after the event once the card has been processed.*

<b><u>Company Name:</u></b>			
<b><u>Address:</u></b>			
<b><u>Phone Number:</u></b>		<b><u>Fax Number:</u></b>	
<b><u>Name of Conference:</u></b>			
<b><u>Date of Exhibits:</u></b>			
<b><u>Booth Number:</u></b>			
<b><u>Location of Booth: (if known)</u></b>			
<b><u>On-site Contact:</u></b>			
<b><u>Credit Card Number for Payment:</u></b>			
<b><u>Name on Card:</u></b>		<b><u>Expiry Date:</u></b>	

**Internet Order if Line Required / Price for Line:** (Please check all required)

Ethernet Line (high speed internet – price per Line) \$50.00 per day + GST

Wireless: Complimentary

55" LCD monitor: \$250.00 per day + GST

46" LCD monitor: \$150.00 per day + GST

32" LCD monitor: \$50.00 per day + GST

26" LCD monitor: \$40.00 per day + GST

BluRay and/or DVD Player: \$20.00 per day + GST

Kinnear Centre Breakout Room 60" built-in monitor: \$100.00 per day + GST

Media Player (To play video from USB Stick or SD Card) \$35 per day + GST

For what purpose do you require the High Speed Internet? (i.e. basic internet access or access to personal / private network - VPN = \$50/day for Ethernet Connection)

**Any other requirements for your vendor's booth:**

<b><u>Signature:</u></b>	
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Person signing must have authority to sign on behalf of the company noted above.

**GST# R119214955**