

REQUEST TO DISTRIBUTE SAMPLES FORM

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To receive authorization for distributing food or beverages not purchased through The Venetian® Convention and Expo Center (the exclusive provider of these services), please complete this form no later than 7 days prior to show opening. The selling of food/beverage products by any other entity is prohibited and must be removed from the show floor. Sponsoring organizations of expositions and trade shows and their exhibitors may distribute **SAMPLES** of food and beverage products upon written authorization and adherence to all of the conditions outlined below.

GENERAL INFORMATION FOR FOOD INDUSTRY SHOWS

1. Items dispensed are limited to food and beverage products that are **manufactured, processed, or distributed** by exhibiting companies. Items that are not manufactured, processed, or distributed by the company may not be provided as samples unless they are purchased through The Venetian Convention and Expo Center.
2. Food and beverage items used as traffic promoters (i.e., popcorn, coffee, bar service, ice cream) must be purchased from The Venetian Convention and Expo Center.
3. If you do **manufacture, process, or distribute** the items, they are to be a SAMPLE SIZE and must be dispensed/distributed in accordance with local and state health codes:
 - Non-alcoholic Beverages can be a **maximum of 2 oz.** sample size and must be served in plastic cups. No cans or bottles will be permitted.
 - Food items are limited to "bite-size," **not to exceed 1 oz.** portions.
 - Vendors must submit proof of having \$2,000,000 liability insurance and name The Venetian Resort Las Vegas and The Venetian Expo as additional insured.
 - The distribution of alcohol sampling is not allowed.
4. All alcoholic beverages must be purchased from The Venetian Convention and Expo Center and dispensed by The Venetian Convention and Expo Center bartenders (prevailing rates will apply).
5. The Venetian Convention and Expo Center will act as the coordinator for the Health Department event permit. If the sampling of food and/or beverage will occur within your booth, it must be included in the permit, and a handwashing station will be required by Southern Nevada Health District (SNHD). A first-day delivery and setup fee will be incurred as noted below (based upon your booth needs), with a \$26.50 charge for each day thereafter. Rates apply to orders received no later than 7 days prior to show opening. Orders received after this time but prior to show opening will incur an additional \$100 late fee. Orders placed on show days will incur an additional \$150 late fee.
 - \$350 - electric hand sink, permit, and water disposal/replenishment. A 20 amp circuit must be ordered separately.
 - \$215 - gravity-fed hand washing station, permit, and water disposal/replenishment.
6. Please visit southernnevadahealthdistrict.org/food-regulations/chapter15.php for additional information on SNHD sampling guidelines. Visit southernnevadahealthdistrict.org/download/eh/temp-permit-checklist.pdf to view a Temporary Food Establishment Quick Reference Checklist.
7. The Venetian Convention and Expo Center is not responsible for any Food and/or Beverage products brought in from the outside. These products must be coordinated/ approved by a Catering Manager prior to show dates.
8. Vendors are responsible for booth rental fees and related services, including electrical, plumbing, drainage, and booth cleaning/trash removal. For exhibitors distributing samples, Porter Service is highly recommended; ordering this cleaning service will remove all debris and food sampling waste from your booth area. Please contact the Exhibit & Business Service Center for details.
9. If product storage, delivery, or kitchen use is needed, the following charges may be assessed. For kitchen use, completion of a release form will be required. Space is limited and available on a first-come, first-served basis and must be arranged no later than 21 days prior to show opening. Any orders received after this cutoff date will need to be approved based upon available space; additional fees may apply.
 - \$200 per day/per pallet for refrigerated, freezer, and dry storage.
 - \$50 one-time handling fee for 1-4 skids/\$250 handling fee for 5 or more skids.
 - \$50 delivery charge each time product is delivered to the exhibit booth/room.
 - \$150 per hour for shared kitchen space in The Venetian Expo (4-hour minimum). Subject to availability and management approvals.
 - Kitchen labor is available for \$45 per hour (4-hour minimum).
 - Additional charges will apply for equipment rental and is subject to availability.

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Event Name: _____ Sampling Dates: _____ Booth #: _____ Hall Location: _____

Exhibiting Company: _____ Address: _____ City/State: _____ Zip: _____

Ordered by: _____ Telephone: _____ Fax: _____ Email: _____

ITEM(S) DESCRIPTION (QUANTITY, PORTION SIZE, METHOD OF AND REASON FOR DISPENSING): _____

KITCHEN USE REQUEST (DESCRIBE WHAT IS NEEDED): _____

HEALTH DEPARTMENT AND HANDWASHING STATION OPTION TO BE USED IN EXHIBIT AREA:

\$350 - Electric hand sink, plus an additional \$26.50 charge for each day thereafter. Facility coordinates permit and water disposal/replenishment. A 20 amp circuit must be ordered separately.

\$215 - Gravity-fed hand washing station, plus an additional \$26.50 charge for each day thereafter. Facility coordinates permit and water disposal/replenishment.

The company requesting sampling approval acknowledges it has sole responsibility for the use, servicing, or other disposition of such items (including alcoholic beverages) in compliance with all applicable laws. Accordingly, the company agrees to indemnify and forever hold harmless The Venetian® Resort Las Vegas and The Venetian Expo from all liabilities, damages, losses, costs, or expenses resulting directly or indirectly from their use, serving, or other disposition of such items (including alcoholic beverages).

Signature/Approved by: _____ Date: _____