FOOD SAMPLING GUIDELINES

The Vancouver Convention Centre retains the exclusive right to provide and control all food & beverage services in the facility. Food & beverage sampling is generally not permitted. However, certain exceptions may be granted for trade shows or conventions that are directly related to the food & beverage industry.

Food sampling requests must be submitted to the Vancouver Convention Centre at least 14 days prior to the scheduled event. Requests must include a detailed list of the products to be sampled, and the quantities of each item. Food service exhibitors may only offer food & beverage samples in the exhibition area. Sampling portions including pre-packaged foods are limited to *four ounces of liquid (non-alcoholic)* and *one ounce of food*. Exhibitors may only offer samples for the purpose of promoting their merchandise or services. Accordingly, food & beverage samples are limited to products *manufactured, processed, or distributed* by the respective Exhibitor.

All sampling is subject to Vancouver Coastal Health food safety and sanitation regulations and must comply with any other specific requirements mandated by Vancouver Coastal Health and the Provincial or Federal Departments of Health and Agriculture, as applicable. Health regulations may require that any prepared products be appropriately inspected and licensed for consumption by Vancouver Coastal Health. It is the responsibility of the Client/Exhibitor to collect all vendor applications and submit them for review and approval for compliance with all local health and safety regulations, which may include utensil or hand washing sinks installed at the Client's/Exhibitor's expense. The appropriate permit applications must be submitted to Vancouver Coastal Health at least 14 days in advance of the event or a $50.00 administration fee is charged per application. Details can be found at http://www.vch.ca/Documents/Temporary-event-coordinators-planning-guide.pdf

For further information and permit applications, please visit http://www.vch.ca/public-health/environmental-health-inspections/restaurant-food-safety/apply-for-a-food-service-permit or contact:

Vancouver Coastal Health, Health Protection
Phone: (604) 675-3800
Fax: (604) 736-8651
E-mail/Inquiries: ehvc@vch.ca

Send completed applications to temporaryevents@vch.ca

Clients or Exhibitors requiring Vancouver Convention Centre kitchen staff to assist with food preparations must complete a *Product Preparation Information Sheet*, which may be obtained from your Catering Manager. The Product Preparation Information Sheet must be completed in full for each product and must be submitted to the Vancouver Convention Centre at least 14 days prior to the event move-in date. The Client/Exhibitor will be responsible for all charges at current rates including equipment rental, labour, and any supplementary food or cleaning supplies required.

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All deliveries are to be sent to the Vancouver Convention Centre's loading dock and must be clearly labelled with event name, event dates, and exhibitor's on-site contact. Frozen food must be received at least three days prior to the event, and fresh food must be received a minimum of 24 hours prior. The Vancouver Convention Centre reserves the right to refuse food preparation for any products received after the above timelines and is subject to availability at current operating business levels.

Any use or access to the Vancouver Convention Centre food service areas must be approved in advance by the Catering Department.