

FOOD & BEVERAGE SAMPLING POLICY

Food and Beverage services are exclusive to Austin Convention Center Catering, managed by Levy Restaurants. 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.

Sampling requires approval from 2 separate entities:

Austin Convention Center Catering – **Sampling Request Form**

City of Austin / Travis County Health Department – **Temporary Food Service, Permit to Operate**

Sampling Request Form

Each company/exhibitor that wishes to distribute samples must fill out and submit a Sampling Request Form.

If they meet the criteria and are approved, they may be granted permission by the facility to sample on property.

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

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

Items considered traffic promoters, that are 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. Buyout and/or corkage fees are not available for alcohol.

Temporary Food Service Permit

The City of Austin / Travis County Health Department requires the show management (company contracting the exhibit hall space) to submit an application for a Temporary Food Service -Permit to Operate – for every booth that is sampling. The individual exhibiting companies cannot apply for the permits themselves. The show management will need to collect the information from the sampling exhibitors and submit for the permit on behalf of the exhibiting companies. Additionally, the show management must physically go to the Health Department offices and pay for / pick up the permits. The permits must be given to the exhibiting companies’ onsite so they can be displayed at their booth.

Health Department website:

www.austintexas.gov/departments/temporary-food-events

Permit to Operate:

-link to the application that must be completed by show management

How to Setup a Temporary Food Booth:

-this contains guidelines that should be shared with the exhibitors

At any time the policies, requirements and application process may be changed without notice, per the City of Austin / Travis County Health Department. It is the responsibility of the show management to communicate and confirm the approval and execution of all Temporary Permits within their contracted space.

Please know that neither the Austin Convention Center or Austin Convention Center Catering have any affiliation with the Health Department and cannot assist with the permit process. Furthermore, at any time the Health Department can enter the event, inspect and shut down a sampling operation if they deem it appropriate. The Sampling Request Form has no influence on the Health Department’s policy or authority.