

# Sampling Request Form 2024

Sampling is not permissible unless all criteria are met and approval is granted.

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

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

Traffic promoters 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.

## Cooking on Premise and Sterno Use

Exhibitor cooking is not permitted unless approved in advance by the Austin Convention Center, Catering Manager and the AFD Fire Marshal.

Sterno may be used in approved booths following appropriate requirements outlined by the Fire Marshal.

## Temporary Food Event Permit

The City of Austin / Travis County Health Department requires the show management (not the individual exhibitor) to submit a Temporary Food Event Application. If approved, they will be issued a Permit to Operate.

Provide your tradeshow contact person with the details of your sampling so they may apply on your behalf.

Fees will be assessed by the City of Austin / Travis County Health Department for each sampling booth.

Please visit <https://www.austintexas.gov/department/temporary-food-events> for current rates.

The individual booth must have the original copy of the Temporary Food Service - Permit to Operate displayed at their booth.

The applicant agrees to indemnify and hold harmless Austin Convention Center Catering, the Austin Convention Center Department and the City of Austin from all liabilities, damages, losses, costs, or expenses resulting directly or indirectly from disposition of such items.

**Food and beverages for on-site consumption MAY NOT BE SOLD on the premises.**

**This form only represents approval from the Austin Convention Center & Palmer Events Center.**

**Confirm with show management that a Temporary Food Permit has been secured for your booth.**

Name of Event:

Event Dates:

Booth Name:

Booth #:

Applicant Name:

Email:

Phone:

Onsite Contact Name:

Phone:

Product(s) you wish to dispense:

Size of portion to be dispensed:

Sterno or heat source to be used

Yes

No

*In signing below, I understand and agree to the terms and conditions above:*

Applicant Signature:

Date:

Approval Signature:

Date:

Contact your sales representative:

**Jessica Birdwell**

[jbirdwell@levyrestaurants.com](mailto:jbirdwell@levyrestaurants.com)

**512-404-4147**

**AUSTIN**  
CONVENTION CENTER  
CATERING