

Application for Food Sampling Indiana Convention Center and Lucas Oil Stadium

The Indiana Convention Center has established the following provisions to allow for the distribution of sampled food and beverage items:

Organizations and/or their Exhibitors may distribute sample food and/or beverage products **ONLY** upon written authorization. All Exhibitors intending to serve sample-sized portions of food and/or beverages manufactured by the exhibiting company **MUST** apply for authorization from Centerplate. This information is **required** and must be faxed to Centerplate at least three weeks prior to the event date.

General Conditions:

- The Catering Department retains the exclusive right for all booth catering and reserves the right to provide all cash and contracted service designated for on-site consumption.
- Booth Catering is defined as food and /or beverage used to entice delegates and guests to their booth.
- Items dispensed are limited to products manufactured or processed by the exhibiting company and must be related to the purpose of the show.
- Any product **not** manufactured or processed by the exhibiting company must be purchased from Centerplate.
- All items are limited to SAMPLE SIZE: Maximum 2oz portions for food and/or beverage.
- Items are used as samples only; no cash sales are permitted.
- Indiana State Law prohibits anyone other than the alcohol license holder from distributing, giving away or bringing into the Indiana Convention Center any alcoholic beverages for the purpose of traffic promotion. All alcoholic beverages must be purchased from the license holder (Centerplate).
- Indiana Convention Center understands that certain conventions have as their primary purpose the preparation and consumption of food and beverage. Exhibitors at private conventions relating to food and beverage may sample food and beverage within the confines of their booth.
- Exhibitors at public conventions may sample food/beverage under the following guidelines:
 - A maximum number of sampling booths may be set at the discretion of the Indiana Convention Center and Lucas Oil Stadium as well as types of food and/or beverage.
 - **A sampling charge of \$250.00 per day may be imposed to offset lost food and beverage sales.**

If you have questions regarding the above provisions, please contact the Catering Department at the Indiana Convention Center at 317.262.3500. Please fax your application back to 317.634.0541.

Name of Event _____ **Booth Number** _____

Date(s) of Event _____

Company Name _____ **Contact Name** _____ **Phone** _____

Address _____ **City** _____ **State** _____ **Zip Code** _____

Email Address _____

Products you wish to dispense _____

Portion Size _____

Proposed method of dispensing and purpose for offering samples: _____

APPROVED: _____ **Date** _____

General Manager, Centerplate

