



# Food Sample Form

**Event** \_\_\_\_\_

**Dates** \_\_\_\_\_

The Toronto Congress Centre (TCC) is a practicing HACCP facility adhering to the highest food safety standards. In order to uphold our HACCP accreditation, it is imperative that we monitor and control all food products being served onsite. All exhibitors who wish to dispense food samples at TCC must submit this form in advance of the Event.

Contact Name:		Booth Number(s):	
Company Name:		Email:	
Address:		City/Prov:	
Postal/Zip Code:	Phone #:	Fax #:	

**Please describe your proposed food & beverage sample:**

Please check one of the following:

Open and Packaged Samples Only                       Food or Non Alcoholic Beverage Product for Consumption onsite

Brief description of food or non-alcoholic beverage product	:
Describe individual food or non-alcoholic beverage packaging and size. <b>NOTE:</b> Not to exceed 3oz for food & 5oz for non-alcoholic beverages	:
Describe the exact portion of product i.e., one ounce and quantities served	:

**How will the sample be prepared in your booth?:**

<input type="checkbox"/> Microwave	<input type="checkbox"/> Pan Frying	<input type="checkbox"/> Warming Plate	<input type="checkbox"/> Electric BBQ
<input type="checkbox"/> Request for TCC to prepare product	<input type="checkbox"/> Induction Cooking (Fire Extinguisher on Standby)	<input type="checkbox"/> Other	

NOTE: Distributor of samples is responsible for arranging a fire extinguisher on standby during sampling of product.

For food samples, cooking system must have its own fire suppression and ventilation system (must be a minimum of 12" from anything flammable). Microwaves, Warming Plates, Pan Frying (no open flame) and electric BBQ are all permitted. Fire extinguisher to be on standby. Any equipment that uses open flames must be approved in writing prior to the Event by TCC.

If "Other," please describe:

Return Completed Form to:  
Fax: (416) 245-3046



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**TCC Guidelines:**

1. TCC holds exclusivity to F & B within the facility.
2. Written approval is required by TCC if looking to distribute food and beverage samples prior to the Event.
3. Distribution of alcohol samples are not permitted without TCC's prior written approval. Event Management must have required permits, insurance coverage and comply with regulations set forth by the AGCO, LLBO and any other necessary authorities.
4. Event Management agrees to indemnify TCC with respect to any liability regarding sampling.
5. Costs or services associated with setup/teardown of equipment, labour, furniture, transportation, power, cleaning, etc. are the responsibility of the distributor of samples.

The undersigned agrees to prepare and serve all samples in accordance with the guidelines outlined in the City of Toronto "Special Event Temporary Food Establishment" package <https://www.toronto.ca/wp-content/uploads/2018/01/958c-Special-Event-Temporary-Food-Establishment-Vendor-Package.pdf> including, but not limited to, the providing of portable hand washing facilities where appropriate.

**IN AGREEMENT:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Approved  Declined

Signature of Toronto Congress Centre Representative: \_\_\_\_\_

Special Comments: \_\_\_\_\_

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