

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 Sodexo Live! This information is **required** and must be emailed to your Sodexo Live! Catering Sales Representative **at least three weeks prior** to the event date. Please send completed forms to Melissa Gunn, melissa.gunn@sodexo.com

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 Sodexo Live!
- All items are limited to **SAMPLE SIZE:** Maximum 2oz portions.
- 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 (Sodexo Live!)
- 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/beverage may sample items if approved and follow the sampling guidelines
- Show Management must register and report all exhibitors sampling food items to the Marion County Health Department. Exhibitors must comply with all requirements.
- **Questions regarding health department compliance: Kelli Whiting, kwhiting@marionhealth.org**

*Questions regarding completion of the sampling form may be directed to the Catering Sales Department:
317.262.2164 or melissa.gunn@sodexo.com*

Name of Event: _____ **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, Sodexo Live

