



## Food & Non-Alcoholic Beverage Sampling Application Form & Sale Commission Agreement

Event Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_  
Legal Trade Name / Brand Name on Booth: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Company Mailing Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Primary Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Onsite Contact Name: \_\_\_\_\_ Mobile Phone #: \_\_\_\_\_

### **REGULATIONS**

1. This application form must be completed by any **Exhibitor** who wishes to request approval to sample, demonstrate, or sell food or non-alcoholic beverage products that they manufacture, produce or distribute. It is the responsibility of any **Exhibitor** that will be sampling, demonstrating, or selling food to submit this signed application form and agreement to Calgary Stampede (CS) Food & Beverage department a minimum of **three weeks prior to show start date**.
2. All products being sold or sampled must be pre-approved by the **Calgary Stampede**. Approvals and conditions will be confirmed by CS via e-mail. Please ensure your e-mail address above is listed clearly and accurately.
3. It is the responsibility of the **Trade Show Manager** to submit to CS and **Alberta Health Services (AHS)** a summary of all Exhibitors/Booth Numbers that will be sampling, demonstrating, or selling food. All Exhibitors are subject to approval by both CS and AHS. This summary must be received by Show Manager a minimum of four weeks prior to the event.
4. Exhibitors and Show Managers must comply with all health and safety regulations as outlined in The Environmental Public Health Program and submit event notification forms to Alberta Health Services. Notification forms are accessible from the link below. This includes approved handwashing requirements.
5. Plumbed hot and cold running water is required for events longer than (3) days.
  - <http://www.albertahealthservices.ca/assets/wf/eph/wf-eh-special-events-temporary-food-establishment-vendor-package.pdf>
  - <https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-mobile-food-vending-units.pdf>
  - <http://www.calgary.ca/CSPS/Fire/Documents/CFD-indoor-special-event-requirements-12-09-11.pdf?noredirect=1>

*\*Updated August 2020*

#### COVID-19 Risk Mitigation

##### Food Sampling

- Food samples should be served in pre-prepared or individual portions.
- Servers should avoid plating multiple samples in advance. If multiple samples are prepared in advance, they should be kept in a sealed container and removed one at a time to be served.
- If food samples must be cooked or prepared onsite, preparation should ideally occur in a designated kitchen or area that is closed to patrons.
- If food must be cooked or prepared in the same area where it is served (e.g., microwave), this area should be separated from patrons by barriers such as acrylic shields.

##### Beverage Tasting

- Identify or initial any reusable individual glasses/cups to avoid mix-ups.
- Consider providing a new or clean/sanitized glass or cup for each tasting
- Facilitate patrons in discarding disposable tasting cups after each sample.
- Where beverages are poured into a glass/cup that a customer has already used (smelled, tasted from, etc.), the beverage bottle/tap should never touch the rim of the patron's glass/cup.
- Servers should not touch beverage container necks or the rims of cups/glasses with their hands when pouring samples of a beverage.
- Discourage guests from sharing the same cup or glass, even if they are from the same household.
- In situations where patrons may spit out their beverage after tasting (e.g., wine), operators should provide single-use, disposable cups in place of communal or shared spittoons or spit buckets.
- Where food is provided to patrons as part of beverage tasting, it should be served directly to the patron by the server,
- Eliminate any self-serve foods and food containers from the tasting area.

Reference: <https://www.alberta.ca/assets/documents/covid-19-information-guidance-for-food-sampling-beverage-tasting%20.pdf>

6. **Exhibitors** and **Show Managers** are responsible for meeting safety standards in regards to electrical, HVAC and/or plumbing and gas codes where applicable. Residential and/or non CSA approved appliances may not be used unless approved in advance. The CS Health & Safety officer and the Calgary Fire Department may conduct inspections at any time.
7. CS is the exclusive food and beverage provider on Stampede Park and reserves the right to not approve any menu items that compete with our food service offerings, and may apply a fee to compensate for potential loss of revenue.

Updated August 2020



8. Alcohol tastings and alcohol sales are not covered by this agreement and must be submitted for approval on the separate form "Liquor Tasting / Sampling Application Form". Please contact us immediately if you were planning to offer tastings of alcohol.

**SAMPLES/GIVEAWAYS**

Sample items must be restricted to a maximum 2-ounce liquid portion or a food portion that can be served from a sample tray with a toothpick. Any larger sample size may be subject to a fee being assessed on site, superseding this agreement. Please list below all food or non-alcoholic beverages that will be sampled, demonstrated or given away at your booth that you wish to submit for approval. Please provide a full description of all products, including the sample size.

**Check Applicable Line:**

- As the manufacturer of the products listed below, I would ask for approval to provide samples per sample size guidelines.
- I would like to request approval to pay a rights fee so that I may provide samples of items below, per sample size guidelines.

<b>Item Description</b>	<b>Sample Size</b>
1. _____	_____
2. _____	_____

**ITEMS FOR SALE**

Please list **all** food or non-alcoholic beverages that will be sold. Provide a full description of all products, including portion size, brand names and proposed pricing. A copy of your actual menu may be sent in as well. Due to Exclusive Sponsorship agreements all products must be pre-approved by CS.

<b>Item Description (including portion size and brand name)</b>	<b>Proposed Sell Price</b>
1. _____	_____
2. _____	_____

**TERMS**

1. Exhibitor agrees to pay a 20% commission on all sales before tax. Payment is to be made nightly to the Food and Beverage Supervisor on duty, and within twenty (20) minutes of the event close. Government regulations require that 5% GST is added to all commissions paid.
2. Exhibitors must record and submit to CS acceptable records of sales. A POS sales system that can provide sales reports by both menu item and total sales by hour is mandatory. Operator agrees that inventory and cash handling are subject to audit by CS.
3. To prevent oversaturation of food services, there are guidelines as to the maximum booth numbers based on the type and size of the event. This information is available from your CS Event Manager.

***I have read and understood the applicable terms and conditions and acknowledge that non-compliance may result in food service activities being suspended until any outstanding issues are rectified.***

\_\_\_\_\_  
Exhibitor / Operator Signature

\_\_\_\_\_  
Trade Show Manager Signature

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Calgary Stampede Approval

**Email Completed Form to: [CSKitchen@calgarystampede.com](mailto:CSKitchen@calgarystampede.com) a minimum of 3 weeks prior to show date.**

***We will confirm your status via email one week prior to the event.***