



Sampling and Serving of Food and Beverages

Saint Paul RiverCentre and Roy Wilkins Auditorium retains the exclusive right to provide, control and sell all food and beverage services throughout the facility for events including catering, concessions, novelties, sale of non-alcoholic and alcoholic beverages, and retain any revenues.

No food or beverage may be brought into the Exclusively Licensed Facilities by exhibitors, vendors, sponsors, or attendees unless such items are specifically permitted by express prior consent of Manager in writing a minimum of thirty (30) days prior to the event date. If consent is granted, items may be sampled only, and cannot be sold for consumption on or offsite.

PROHIBITED ITEMS: The following are prohibited from sampling without additional express permission from the Facility:

- Food
 - Food sample sizes over (1) ounce
- Non-Alcoholic Beverages
 - Non-alcoholic beverage sample sizes over (3) ounces
 - Single serve carbonated beverages of any kind or form that are not offered or available from Coca Cola
 - Single serve noncarbonated beverages of any kind or form, including juice and juice drinks, isotonic/sports drinks and bottled water that are not offered or available from Coca Cola
- Alcoholic Beverages

APPROVED SAMPLING: The following food and beverage items are allowed to be sampled after approval of the form below as long as the sampling is compliant with the RiverCentre sampling guidelines and MN Department of Health Special Event Permit guidelines:

- Food
 - Food sample sizes of (1) ounce or less.
- Non-alcoholic beverages
 - Non-alcoholic beverage sample sizes of (3) ounces or less
 - Coca Cola Products
 - Milk products or other dairy-based beverages
 - Coffee and Tea
 - Frozen or soft-frozen beverages
 - Non bottled Water

It is important that you identify all (prepackaged or unpackaged) food and beverage samples that you would like to sample at your booth for consent to be granted. Please fill out the information on the attached form and return this document to show management.

SPECIAL EVENTS PERMIT: Please note if you receive written approval to sample at your booth, you will be required to obtain a Special Events Permit through the MN Department of Health. To do so, contact the Minnesota Department of Health at 651-201-4500 and ask to speak with the Health Inspector responsible for events at Saint Paul RiverCentre.

You will be responsible for any fees associated with sampling and held responsible for following proper safe handling practices.

SAMPLING REQUEST FORM:

Food to be sampled (please be as specific as possible):

Non Alcoholic Beverage to be sampled (please be as specific as possible):

Alcoholic Beverage to be sampled (please be as specific as possible):

Please describe how the product you would like to sample is affiliated with the theme/purpose of the show:

Company Name:

Company Billing Address:

Contact Name (person filling out the form):

Phone Number (person filling out the form):

E-mail Address (person filling out the form):

Onsite Contact Name:

Onsite Contact Phone Number:

Onsite Contact E-mail Address:

Booth Number (if known):

Check the box that best describes your booth:

- Exhibitor/Vendor
- Sponsor

If consent is granted to provide samples of food or beverage products in a booth, the exhibitor, vendor or sponsor must have a permit and all appropriate fees on file with the Minnesota Department of Health no less than (14) fourteen days prior to the event date. Food sample sizes are (1) one ounce or less and a beverage sample is non-alcoholic and (3) three ounces or less.

If freezer space, refrigeration, cooking, or heating of food or beverage products is requested additional fees will apply.

Please return the completed form to Beret Holslin, Catering Sales Coordinator at beret.holslin@rivercentrecatering.org

Signature Line: _____