

**Distinctive Gourmet, a division of Centerplate, has exclusive food and beverage distribution rights within the Virginia Beach Convention Center. Food and Beverage Sampling or sales not permitted without express written permission from the Virginia Beach Convention Center through use of this form.** Evaluation criteria is referenced in section 51E of the Virginia Beach Convention Center User's Guide.

**Booth Activity– please check all that apply:** Selections are subject to approval (see conditions below)

- Sampling of a \*gift– packaged food being sold onsite for off premise consumption.
- Sampling of food and beverage product from a food service appliance or cookbook.
- Sampling food and beverage items used as traffic promoters.
- Sampling of food and beverage product for the purpose of product promotion with no onsite sales.  
\*See illustration sheet for definition of gift packaged

**The following conditions apply, if sampling of product is approved:**

1. Items dispensed are limited to those manufactured or processed by the exhibition firm or related to the theme of the show.
2. All items distributed are limited to sample sizes:
  - a. Beverages limited to a maximum of 3oz containers
  - b. Food items limited to "Bite size" (1oz or less)
3. Use of cooking equipment must have prior approval of the Virginia Beach Convention Center ("VBCC") Management. Activity is subject to permit requirement from the Virginia Beach Fire Department, applicable fee will apply. Contact the Fire Marshal's office at 757-385-1089. A copy must be filed with VBCC .
4. Serving of foods prepared onsite must have prior approval of the VBCC Management. Activity is subject to permit requirement from the Virginia Department of Health, applicable fee will apply. Contact the Health Department's office at 757-518-2646. A copy must be filed with VBCC and Distinctive Gourmet.
5. Standard fees for storage, handling, delivery, etc. will be charged where applicable.
6. Food and beverage items used as traffic promoters (coffee, bottled waters, popcorn, sodas, etc.) **MUST** be purchased from Distinctive Gourmet. Please contact the Distinctive Gourmet Catering office at 757-385-2015.
7. Styrofoam and other plastic service pieces are prohibited. Service ware must be degradable.
8. The VBCC reserves right to assess a fee on waste management and removal.
9. State law regulates the sampling and distribution of alcoholic beverages. All alcohol must be purchased through and served by Distinctive Gourmet, a Division of Centerplate the VBCC's exclusive food service provider.

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The applicant named below acknowledges they have sole responsibility for use, service, and disposition of such items in compliance with all applicable laws. Accordingly, the applicant agrees to indemnify and forever holds Distinctive Gourmet, Virginia Beach Convention Center, City of Virginia Beach and its agents from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use distribution or other dispensed food and beverage items.

Name of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
Telephone: \_\_\_\_\_ On Site Contact: \_\_\_\_\_  
Signature: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_  
Name of on site representative: \_\_\_\_\_  
\*Product(s) to be sampled: \_\_\_\_\_  
\*Product(s) to be sold onsite: \_\_\_\_\_  
Size of portion: \_\_\_\_\_ Quantity (Total samples distributed): \_\_\_\_\_  
\*Attach photo if available, describe below

PLEASE RETURN TO VBCC BY FAX OR MAIL NO LATER THAN TWO (2) WEEKS PRIOR TO THE START OF THE EVENT.  
All samples/onsite items for sale must receive prior approval by the Virginia Beach Convention Center. **Exhibitors not in compliance will be asked to remove the items from the facility.**

\_\_\_\_\_  
Approved by VBCC Manager

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Approved by Distinctive Gourmet Manager

\_\_\_\_\_  
DATE

If you have not received a response within 5 business days please call 757-385-2000.

*Due to VBCC's continuous efforts to reduce waste, please describe in full what your product is and how you plan to distribute and dispose of waste in the space below.*

\_\_\_\_\_  
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