



## Food & Non-Alcoholic Beverage Application Form for Sampling & 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.
  - <http://www.albertahealthservices.ca/assets/wf/eph/wf-eh-special-events-temporary-food-establishment-vendor-package.pdf>
  - <http://www.calgary.ca/CSPS/Fire/Documents/CFD-indoor-special-event-requirements-12-09-11.pdf?noredirect=1>
5. **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.
6. 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.
7. 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.

#### **Item Description**

#### **Sample Size**

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.

Item Description (including portion size and brand name)	Proposed Sell Price
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

**TERMS**

1. Exhibitor agrees to pay a 25% 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.***