

## Letter to Exhibitors Regarding Food Sampling

**To distribute food or beverage samples at the Santa Clara Convention Center you must meet the following requirements:**

- Sample Products dispensed are limited to products manufactured, processed or distributed by Exhibiting Firm.
- All Sample Products are limited to SAMPLE SIZE and must be distributed from exhibit location.
- Exhibiting Firms who wish to dispense alcoholic beverage Sample Products must ship product through Levy. ***Appropriate corkage fees will apply.***  
(See Sample Authorization Form for additional details on the information above)

**The following documents must be turned in to Levy no later than 14 business days prior to the event. If Levy does not have the following documents, exhibitors will NOT be permitted to distribute samples:**

- A completed Sample Authorization Form (see attached)
- A Certificate of Liability with coverage of 1,000,000 per occurrence and including Levy, the City of Santa Clara and the Santa Clara Convention Center as additional insureds.

**The following must be provided to the Show Organizer:**

- A Temporary Food Facility Permit application from the County of Santa Clara must be submitted to the Show Organizer along with the application fee at least 3 weeks prior to the event. Please visit the link below for further details:  
<https://www.sccgov.org/sites/cpd/programs/TE/Pages/home.aspx>
- Show Organizer to consolidate all Exhibitor Permit Application Forms along with the payments for the application fees to be submitted to the County for review and approval.