



At the Kay Bailey Hutchinson Convention Center in Dallas
650, S Griffin, Dallas, TX 75202

(214) 743-2514 Phone – louise.larby@sodexo.com

Food and Beverage Sampling Authorization Form

The Client / Show Management are responsible for distributing this form to all exhibitors and ensuring that all guidelines are adhered to during the event. This completed form will need to be submitted for consideration and approval no less than (21) days prior to the event move in.

GENERAL CONDITIONS:

1. Items dispensed are limited to products manufactured, represented, or processed by the exhibiting firm.
2. All items are limited to the following sample sizes: beverages 3 fluid oz – food items 2oz or less.
3. Any alcoholic beverage that you wish to sample must be purchased through and dispensed by Sodexo Live Catering in accordance with the Texas Alcohol Beverage Code. Please contact the Catering Representative for this Event for further details on the purchase and distribution associated with the sampling of alcoholic beverages.
4. The applicant named on this form and their representatives acknowledge and agree to assume the sole responsibility for the preparation and distribution of the item(s) listed below in compliance with all State and Local Laws.
5. a. Each Exhibitor is responsible for securing the applicable health permits required and issued by the City of Dallas Health Department, they may be contacted at (214-670-8083) Or online at consumerhealthrfsmandtemp.dallascityhall.com.
b. Applications for, and issuance of Temporary Food Service Establishment Permits may be obtained at (7901 Goforth rd. Dallas TX, 75238)
c. Applications must be received in the office at least 5 working days prior to event. All 3 pages of the application must be submitted for approval.
6. All permits must be obtained prior to sampling and will always need to be displayed in the booth(s) indicated below. In the event the named Applicant or their representatives fail to adhere to this condition, they will be required to remove their item(s) from the Convention Center property.
7. In the event an exhibitor wishes to sample more than the approved sampling sizes, Sodexo Live will access a Loss of Revenue Fee accordingly. Please consult with the Catering Representative for this Event regarding any fees associated with the sampling of item(s) over the approved sampling sizes.
8. It is the policy of the Kay Bailey Hutchinson Convention Center that no unauthorized food or beverages (alcoholic or non-alcoholic) may be sold on its premises.

Event Name _____ Event Date _____

Applicant Name _____ Phone _____ Email address _____

Company Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Item(s) to be sampled _____ Booth#(s) _____

In signing below, the named Applicant and their representatives understand and agree to the terms and conditions above and release SODEXO LIVE, the City of Dallas and the Kay Bailey Hutchison Convention Center from any liability arising from the preparation, service, consumption, and disposition of the above-mentioned item(s) which will be served to their representatives or the public in conjunction with this event. The above Applicant and their representatives further agree to be responsible for any, and all legal fees resulting from legal actions associated with the above item(s) being brought on to this premises along with the preparation, service, consumption, and disposition of said item(s).

Applicant Signature _____ Date _____

OUTDOORS EXTRAVAGANZA

HUNTING, FISHING, OUTDOORS.



Kay Bailey Hutchison Convention Center Dallas

Sodexo Live! Booth Catering Order Form

Contact: cateringsales.dallas@sodexo.com

Office PH: 214-743-2521

- All Food and Beverage brought on premise must be purchased through and prepared by Sodexo Live
- Sodexo Live Catering **DOES NOT** supply tables, countertops nor electrical requirements for your booth. You must order these services through your service contractor or show decorator.
- All orders must be received with payment in full by the ordering deadline stated below
- Orders received past the deadline of **Wednesday, December 18th, 2024** will be subject to an administrative fee equal to 10% of food and beverage order, or a minimum of \$25.00. Fee is subject to 8.25% sales tax.
- No reduction or cancellation of food orders will be accepted less than 72-hours before the event.
- A \$45.00 delivery fee will be applied to all orders per day except specialty carts

COMPANY _____ BOOTH # _____

PHONE # _____ CELL # _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

NAME OF PERSON ORDERING _____

EMAIL ADDRESS _____

ON-SITE CONTACT _____

ON-SITE PHONE NUMBER _____

Quantity	Item	Delivery Date	Start/End Time	Price	Notes/Details (Optional)

The total Food and Beverage charges including, tax, service charge and applicable service charges will be reflected in your Banquet Event Order.

PAYMENT

Please go to the following URL to self-register and enter credit card information.

- <https://kbhccd.ezplanit.com/#/welcome>
 - Select Sign Up (upper right-hand corner of the page)
 - Complete customer info and select register account
 - Once registered, you can input your credit card information
 - Once registered we process payment and will send you a payment receipt



By signing this form, I authorize Centerplate Corporation to Charge my Credit Card for all services rendered during my event(s) and any balance owed at the conclusion of the event(s)

Sodexo Live! ~ KBHCCD ~ 650 South Griffin Street ~ Dallas, Texas 75202
(214) 743-2511~ (214) 743-2515 Fax