



**EXHIBITOR SAMPLE/SELL AGREEMENT  
Food & Non-Alcoholic Beverage**

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_ Booth Number: \_\_\_\_\_

**Exhibitor Information (All fields required)**

Legal Trade Name/Brand Name on Booth: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Onsite Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**REGULATIONS**

1. This form must be completed by any **Exhibitor** who wishes to sample, demonstrate, or sell food or non-alcoholic beverage products. It is the responsibility of any **Exhibitor** that will be sampling, demonstrating, or selling food to submit this signed disclosure and agreement to CES Food & Beverage **14 days prior to show date**.
2. All products being sold or sampled must be pre-approved by the **Calgary Exhibition & Stampede (CES)**. Approvals and conditions will be confirmed via e-mail. Please ensure your e-mail address above is listed clearly and accurately. Reply to acknowledge receipt.
3. It is the responsibility of the **Trade Show Manager** to submit to CES and **Alberta Health Services (AHS)** the list of all Exhibitors/Booth Numbers that will be sampling, demonstrating, or selling food. All Exhibitors are subject to approval by both CES and AHS. All information must be received 14 days 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.
  - <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 CES Health & Safety officer and the Calgary Fire Department may conduct inspections at any time.
6. CES Food and Beverage reserves the right to not approve any items that compete with our Concessions menus, and may apply a fee to compensate for potential loss of sales.
7. Alcohol samples and sales are not covered by this agreement and must be submitted for approval on the separate "Alcoholic Beverage Exhibitor Agreement". Please contact us immediately if you were planning to sample alcohol.

**SAMPLES/GIVEAWAYS** (Please continue on Page 2 if more space is required)

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. Anything larger may be assessed a fee onsite superseding this agreement. Please list below the food or non-alcoholic beverage products 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.

A. \_\_\_\_\_

B. \_\_\_\_\_

**ITEMS FOR SALE** (Please continue on Page 2 if more space is required)

Please list all food or non-alcoholic beverages that will be sold including a full description of all products, including portion size, brand names and prices. A copy of your menu may be sent in as well. Due to Exclusive Sponsorship agreements all products must be pre-approved.

A. \_\_\_\_\_

B. \_\_\_\_\_

**TERMS**

1. Exhibitor agrees to pay 20% commission on all sales before tax. Payment is to be made nightly to the Concession Supervisor on duty and within twenty (20) minutes of the event close. Government regulations require that 5% GST is added.
2. Exhibitors must keep satisfactory sales records. A POS cash register system of some type is preferred; Inventory is subject to audit and the amount payable may be at the discretion of the Concession Manager.
3. To prevent over saturation 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 the CES Event Coordinator.

***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.***

\_\_\_\_\_  
**Trade Show Manager Name**

\_\_\_\_\_  
**Exhibitor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Approval Details (CES USE)**

Fax or E-mail us your completed form and we will confirm your status via e-mail. If you require more information call us at the number below.

**E-mail:** [concessions@calgarystampede.com](mailto:concessions@calgarystampede.com)

**Fax:** (403) 261-1348

**Tel:** (403) 261-0180

