

## Authorization Request – “Sampling” & “Sales” Form

Spectra by Comcast Spectacor has the exclusive food and beverage distribution rights within the Direct organizations and/or exhibitors may distribute **SAMPLES** & Sell Food & Non - Alcoholic Beverage products **ONLY** upon written authorization and adherence to **ALL** of the conditions outlined below.

- a) Food samples must be limited to ‘bite size’ - **2x2 inches / 5x5 cm or 2oz**
- b) Non-alcoholic beverage samples must be approved by Spectra and limited to **4oz / 118ml.**
- c) Food or beverage items for sale must be pre-packaged in such quantities as to be solely intended for home consumption. Each individual package must be equal to or greater than one **kilogram** by weight or one **litre** by volume unless otherwise approved by Spectra
- d) Any items sold or sampled for intended consumption on the show floor must be approved in writing by Spectra and may be subject to a buyout fee at the discretion of Spectra
- e) Exhibitors participating in the Food/ Beverage program must adhere to policies and recommendations set forth by the City of Toronto Department of Public Health
- f) A Certificate of Insurance Form **must** be completed or a copy of your Certificate submitted
- g) For alcoholic beverage sampling, please refer to requirement #6 on the subsequent page of this form

Exhibitor’s Corporate Name: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_

Phone and/or Fax No: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Name of Show Attending: \_\_\_\_\_

Is this application for:

**Sampling**

Proposed Items:

Please indicate

weight \_\_\_\_\_

Is this application for:

**Food Sales**

Proposed Items: Please indicate weight/ size and quantities in package:

\_\_\_\_\_

Will food be heated using CSA approved equipment?  Yes  No

Return this form no later than 10 business days prior to commencement of show to:

**Spectra at Enercare Centre**

**100 Princes’ Boulevard – Suite 2, Toronto, Ontario M6K 3C3**

**Phone: 416-263-3526**

**Fax: 416-263-3519**

OFFICE USE ONLY:

Approved     Not Approved     Samples required for approval

Details:

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Approved by at Spectra: \_\_\_\_\_ Date: \_\_\_\_\_



## SAMPLING AND FOOD OPERATION REQUIREMENTS

Spectra at the Enercare Centre reserve the right to control the sale and/or sampling of food or beverages, including confectioneries. ***Food samples must not exceed (2oz) or 118 millilitres (4oz) by volume*** and food and beverage items for sale must be pre-packaged in such quantities as to be solely intended for home consumption and equal to no less than one kilogram by weight or one litre by volume.

If food and/or beverage products are sold for immediate consumption within Enercare Centre, the exhibitor in question will be asked to stop selling these food and/or beverage products. Should the practice continue, the exhibitor **MUST** comply with Enercare Centre Sub-contractor's Agreement.

Enercare Centre also reserves the right to ensure that samples of food and/or beverage are given out and done so in a safe and orderly manner. Should Enercare Centre deem a sampling program as unsafe for public or private consumption, the sampling program in question will cease to operate.

The following outlines the food operation and sampling requirements at Exhibition Place:

1. Any exhibitor wishing to give sample food and/or beverage at the Enercare Centre must complete the Authorization Request – "Sampling" & "Sales" Form by the date specified on the application.
2. All exhibitors participating in a sampling program must provide the standard liability insurance and must name Spectra Food Services and the Board of Governors' of Exhibition Place as additional named insured. Exhibitors who fail to provide the proper Certificate of Insurance will **NOT** be allowed to give out samples at Enercare Centre. See attached form
3. All exhibitors participating in a sampling program must adhere to The Board of Governors' of Exhibition Place temporary food establishment and operational requirements. (see attached)

4. All exhibitors who are giving out samples must adhere to the City of Toronto, Department of Public Health Recommendations for Food Operators. These include, but are not limited to, a separate and proper hand and utensil washing facility as outlined in the recommendations. Failure to comply will result in the sampling program ceasing until compliance with these regulations are adhered
  
5. Exhibitors wishing to give out samples of beer, wine or other alcoholic beverages must comply with the Alcohol and Gaming Commission of Ontario regulations concerning sampling. The Exhibitor must be the **manufacturer, processor and/or distributor** of the product and must be related to the purpose of the show in order to be authorized for sampling. Any exhibitors sampling alcohol must remit to Spectra a negotiated buy-out fee.
  - a. **Samples must be 2oz / 59ml or less and served in disposable cups. No cans or bottles will be permitted**
  - b. **Spirit samples must 0.5oz or less and served in disposable cups.**
  - c. **Vendors MUST submit proof of having Liability Insurance for exhibiting and must name Spectra Food Services and the Board of Governors of Exhibition Place as an additional named insured**
  - d. **Alcohol can only be dispensed by a Smart Serve Certified personnel (Spectra will require proof of certification)**
  - e. **You will need to obtain your own SOP – Special Operating Permit**
  
6. Cooking Demonstrations – Operation of gas cooking appliances, barbeques or deep fat fryers is not allowed for cooking demonstrations. No cooking appliance is to be placed on combustible furnishings or too close to any combustible materials. Cooking areas must have one dry chemical fire extinguisher bearing the Underwriter’s Laboratories of Canada designation 10-BC provided by the Show Manager of the exhibitor. Any variance to this policy must be approved in writing by Enercare Centre management.

To ensure that food sampling is done in a safe manner, Enercare Centre reiterates to exhibitors giving out samples of food and/or beverages that they must adhere to policies and recommendations put forth by the City of Toronto Department of Public Health.

For further information, please contact Michelle Barreto at [michelle.barreto@spectrarp.com](mailto:michelle.barreto@spectrarp.com)

**Please email all forms to the show Manager of the event**

**CERTIFICATE OF INSURANCE**  
**FOOD AND SAMPLING OPERATIONS**  
**(To Be Completed By the Insurer or its Representative)**

1. NAME OF INSURED	2. ADDRESS & TELEPHONE NO. OF THE INSURED
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3. Operations of the Named Insured for which this Certificate is issued:

4. COMMERCIAL GENERAL LIABILITY (Minimum limit - \$5,000,000 per Occurrence, defence costs outside limit)

A. Insuring Company	B. Policy Number	C. Policy Limit(s)	D. Effective Date	E. Expiry Date

5. POLICY PROVISIONS/AMENDMENTS/ENDORSEMENTS

A. Commercial General Liability is extended to include Personal Injury Liability, Broad Form Contractual Liability, Owner's and Contractor's Protective Coverage, Products and Completed Operations and Contingent Employer's Liability.

B. The Board of Governors of Exhibition Place, City of Toronto, and Spectra, their respective directors, officers, and employees have been named as Additional Insured but only with respect to liability arising out of the operations of the Named Insured for which an Agreement has been issued.

C. The Commercial General Liability Policy (ies) (as identified above) shall protect each insured in the same manner and to the same extent as though a separate policy has been issued to each, but nothing shall operate to increase the Limits of Liability as identified above beyond the amount or amounts for which the Company would be liable if there had been only one insured.

D. The Commercial General Liability Policy (ies) identified above shall apply as primary insurance and not excess to any other insurance available to any of the Additional Insured as set out in item 5B.

E. If cancelled or changed to reduce the coverage as outlined on this Certificate during the period of coverage as stated herein, thirty (30) days, (ten (10) days if cancellation is due to non-payment of premium), prior written notice by registered mail will be given by the Insurer(s) to Board of Governors of Exhibition Place and Spectra Food Services, c/o ENERCARE CENTRE, 100 PRINCES' BLVD., EXHIBITION PLACE, TORONTO, ONTARIO M6K3C3, TO THE ATTENTION OF THE GENERAL MANAGER OF THE ENERCARE CENTRE.

CERTIFICATION – I certify that the insurance is in effect as stated in this Certificate and that I have authorization to issue this Certificate for an on behalf of the Insurer(s) indicated above. This Certificate is valid until the expiration date(s) shown in Item 4 unless notice is given in writing in accordance with Item 5E.

Date	BROKER'S NAME & ADDRESS	SIGNATURE & STAMP OF CERTIFYING OFFICIAL
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