



**KANSAS EXPOCENTRE
TOPEKA, KANSAS**

GUIDELINES FOR EXHIBIT FOOD SERVICE / SAMPLING / SELLING

The County of Shawnee holds the rights to concessions and food beverage operations within the Kansas Expocentre Complex. Heart of America Food Services has been contracted to execute and uphold these rights and policies. All Food and Beverage functions and concessions are administered by Heart of America Food Services.

In recognizing the purpose and nature of some exhibitors/shows associated with the food industry, the Kansas Expocentre will permit the serving of Food and Beverage in an exhibition in accordance with the following guidelines:

1. Show management shall not sell exhibit space to any exhibitor for the purpose of selling food, beverages, or confections, without informing said exhibitor of concessionaire vendor fee. Fee will be set by and paid directly to the Expocentre's concessionaire, Heart of America Food Services. The exhibitor must contact Heart of America Food Services (785) 354-7776, and pay a vendor fee a minimum of two (2) weeks in advance of the show. The GENERAL MANAGER, a representative of Heart of America Food Services, and the PERMITTEE will perform a "walk-thru" on the event move-in day to collect any remaining vendor fees.
2. Permission to exhibit and sell Food, Confection, or Beverage products must be requested in writing from Heart of America Services by exhibitor prior to contracting for exhibit space with show management. Permission may be granted **ONLY** to an exhibitor where food products are an integral part of the business to be represented.
3. **For the purposes of this contract exhibitors are not allowed to give away or sample food items, water or carbonated beverages that are not the primary function of that exhibitors business. Labeling such items for marketing purposes do not constitute primary function. Sample sizes for exhibitors whose primary business function is food or beverage related will limit such sample to 2 oz. or less.**
4. Sampling is permitted only during regular exhibition hours and not in conjunction with functions outside of the leased facility.
5. Special permission must be obtained to sample alcoholic beverages. Since the Kansas Expocentre is a premise licensed under the Kansas Alcoholic Beverage Control office, Heart of America Food Services will coordinate the procedures to facilitate the desired activity under current ABC code.
6. Samples are allowed only in sample sizes. A "guide" to recognize sample sizes is as follows:

½ oz.	-	For candies and confections (wt.)
1 oz.	-	For pastries and cheeses (wt.)
2 oz.	-	For bulk foods such as meats (wt.)
3 oz.	-	For soups, stews, chowders, and gumbos (fl. oz.)
½ oz.	-	Approved liquors and distilled spirits (fl. oz.)
2 oz.	-	Approved wines (fl. oz.)
4 oz.	-	Approved beers, cereal malt beverages, and coolers (fl. oz.)
4 oz.	-	Soft drinks and juices (fl. oz.)

There are obviously some items to be sampled that are not listed above which can be considered individually. The intent is to fairly manage the promotion of these exhibited product samples.

7. All food service for hospitality purposes to be served by a non-food product (other) exhibitor in the confines of a booth or by show management must be purchased through Heart of America Food Services.
8. The exhibitor and/or show management is responsible for maintaining proper sanitary service conditions; hauling and disposal of bulk wet trash, the disposal of grease, water and other liquid refuse.
9. The exhibitor and/or show management is responsible for adhering to all City of Topeka and Shawnee County Health Department requirements.

Updated 10/07