



FOOD AND/OR BEVERAGE SAMPLING AND DISTRIBUTION AUTHORIZATION REQUEST

The Lynnwood Convention Center is the exclusive food and beverage provider within the venue. Outside food and beverage is strictly prohibited. Exceptions in the case of tradeshow exhibitors can be made for distribution of food and beverage samples upon written authorization. The authorization request must be submitted a minimum of five (5) business days prior to the event date(s).

GENERAL CONDITIONS:

- Proof of Commercial General Liability coverage, naming Lynnwood Convention Center as additional insured, shall be provided at least five (5) business days prior to Event.**
- Exhibiting organization must be a licensed food service business, and those serving/distributing the food and /or beverage must have valid food handlers permits.
 - Alcohol sampling requires submission of a Class-8 Permit, obtained for the WSLCB; and all bartenders must be permitted.
- All items distributed in the exhibit space must be products manufactured, processed or distributed by the exhibiting company.
- All items are limited to samples sizes and must be distributed from the assigned exhibit space only:
 - Non-alcoholic beverage samples are limited to a maximum three (3) ounce container.
 - Food items are limited to two (2) ounces or bite size portions.
 - Beer and wine, if permitted by the event host, is limited to two (2) ounce pours.
 - Distilled liquor, if permitted by the event host, is limited to half (0.5) ounce pours.
- No cooking of raw food is permitted on site.
- Applicant is solely responsible for providing their own hot/cold storage and serving tools. Storage must be contained within the exhibitor's exhibit space or in the event's designated storage space. The Lynnwood Convention Center is not responsible for providing storage of food items or for providing serving tools (i.e. plates, platters, tongs, forks).
- Food and beverage to be used as traffic promoters (i.e. coffee, bottled water, fresh popcorn) must be purchased through the Lynnwood Convention Center.

The below listed applicant acknowledges having sole responsibility for sampling product in compliance with laws including [Snohomish County Health Code](#) and the Washington State Liquor Control Board. Snohomish County food permits are the sole responsibility of the applicant and must be displayed and accessible through-out the duration of the event. All sampling requests must receive prior approval from the Lynnwood Convention Center. Exhibitors not in compliance with the above conditions will be asked to remove product from the facility immediately.

EVENT NAME: _____ EVENT DATE: _____

EXHIBITOR/COMPANY NAME: _____

CONTACT NAME: _____

BOOTH #: _____ ON-SITE CONTACT: _____

ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

PRODUCT TO BE SAMPLED: _____

SAMPLE SIZE: _____ METHOD OF DISTRIBUTION: _____

PURPOSE FOR SAMPLING: _____ PRODUCT REPRESENTATION

_____ BOOTH TRAFFIC *Be advised that this form does not confirm an order. A Sales or Event Manager will be in contact to obtain more information regarding your order.*

In signing the below, the applicant understands and agrees to the terms and conditions outlined above.

APPLICANT SIGNATURE: _____ DATE: _____

Please return the completed form and subsequent documents to:

Lynnwood Convention Center
3711 196th Street SW, Lynnwood, WA 98036
(425) 778-7155 vendor-services@lynnwoodcc.com