FOOD & BEVERAGE CLEARANCE INQUIRY

PLEASE NOTE: This form is an initial inquiry and **must be submitted before vendor registration**. This screening paperwork must be approved first before your formal event registration can be processed, as all food and beverage items must successfully clear the Convention Center's strict conference guidelines.

1. Vendor Contact Details

Company/Brand Name:

Contact Person Name:

Email Address:

Phone Number:

2. Intent of Food & Beverage Items

Please select how products will be utilized at your booth (check all that apply):

☐ **Sampling:** We intend to distribute free bite-sized food or small beverage samples to attendees.

☐ **Retail/Sale:** We intend to sell packaged food or beverage items at our booth for attendees to take home or consume on-site.

3. Product Inventory & Description

The Convention Center requires prior authorization for all food and beverage items brought onto the property for sale or distributed as samples (including homemade baked goods, organic juices, and other food products).

***This information may be submitted as an attached menu with pricing or a general overview of the products** using the table below.*

Food / Beverage Item Name & Description	Estimated Sample Size (if applicable)	Retail Price (if for sale)

☐ **Acknowledge:** I understand that this information will be reviewed against the conference venue guidelines, and approval of these items is a mandatory requirement before our formal vendor registration can be approved.