



**AUTHORIZATION REQUEST
For
Sample Food and/or Beverage Distribution**

The Winnipeg Convention Centre Catering Department has exclusive food and beverage distribution rights within the Centre. Exposition sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products **ONLY** upon written authorization.

General Conditions:

1. Items dispensed are limited to products manufactured, processed or distributed by the exhibiting firm.
2. All items are limited to **SAMPLE SIZE**.
 - a) Beverages limited to maximum two-ounce container and one ounce product.
 - b) Food items limited to "bite size" (2 oz. maximum) and no more than one sample per person.
 - c) Food and/or beverage items used as traffic promoters (i.e. popcorn, coffee, bar service) **MUST** be purchased from the Winnipeg Convention Centre.
3. **Must adhere to all City of Winnipeg Environmental Health Services Guidelines for Food Sampling as outlined on the reverse side of this form.**

Name of Show or Event: _____

Firm Name: _____ Telephone: _____ Fax: _____ Booth # _____

Address: _____ City: _____ Prov/State: _____ Postal Code: _____

Contact: _____ Title: _____ Date: _____

Name and address of Affiliated Approved Food Handling Establishment: _____

Product(s) you wish to dispense: _____

Approved:

Director of Food & Beverage Services
Winnipeg Convention Centre

For information on additional services please call the Winnipeg Convention Centre Catering Department at (204) 957-4505.

Return form to: Winnipeg Convention Centre
375 York Avenue
Winnipeg, MB Canada
R3C 3J3

375 York Avenue, Winnipeg, Manitoba, Canada – R3C 3J3 – Telephone: (204) 956-1720 – Fax: (204) 943-0310
1-800-565-7776 – E Mail: info@wcc.mb.ca

Guidelines for Food Sampling Demonstrations

FOOD:

FOOD PREPARED AT HOME IS PROHIBITED

- All food must be purchased from an approved Food Handling Establishment.
- All portioning or cutting of food must be done at an approved food-handling establishment to minimize food hand contact on site.
- Food must be protected from contamination and handling utilizing appropriate barriers, utensils, and adequate supervision.
- Store food at least 6 inches (15 cm) off the floor.

TEMPERATURE REQUIREMENTS:

WARNING: FOOD SUBJECTED TO IMPROPER TEMPERATURE MAY CAUSE FOOD POISONING

- Keep food cold 41°F (5°C) or colder – hot 140°F (60°C) or hotter.
- Adequate cooking equipment, probe thermometers and hot and cold storage facilities with appropriate thermometers must be provided for the food handled.

EQUIPMENT & UTENSIL WASHING:

AVOID CROSS CONTAMINATION

- For customer self-service use only disposable utensils.
- Use separate utensils for raw and cooked foods.
- All soiled utensils to be returned to an approved food-handling establishment for cleaning and sanitizing. Always keep several sets of clean utensils on hand to replace dirty utensils.

HANDWASHING:

- For food sampling demonstrations where space is restricted a 9-liter dip pail containing 4 liters of water and 1 teaspoon of bleach and paper towels may be used to keep hands clean.

PERSONNEL:

EATING WHILE HANDLING FOOD IS PROHIBITED

- Certification through the City of Winnipeg “Food Handling Training Program” is recommended for all food handlers working the commercial mall events and trade shows and also for supervisors of food promotion companies operating multiple small sites in retail grocers.
- Keep hands clean at all times using soap, water and paper towels.
- Avoid touching food with bare hands, use disposable gloves, tongs, scoops, or clean napkins.
- Food handlers shall wear clean full-length aprons or smocks and hair restraint.

WIPING CLOTHS:

- Store wiping cloths in a sanitizing solution (1-teaspoon bleach to 4 liters (1 gallon) water) or substitute with a sanitizer spray bottle at double strength (2 teaspoons) and wipe with disposable paper towels.

SUPERVISION:

- All food and utensils must be protected during period of non-supervision.