

THIRD PARTY TRADESHOW EXHIBITOR PACKAGE



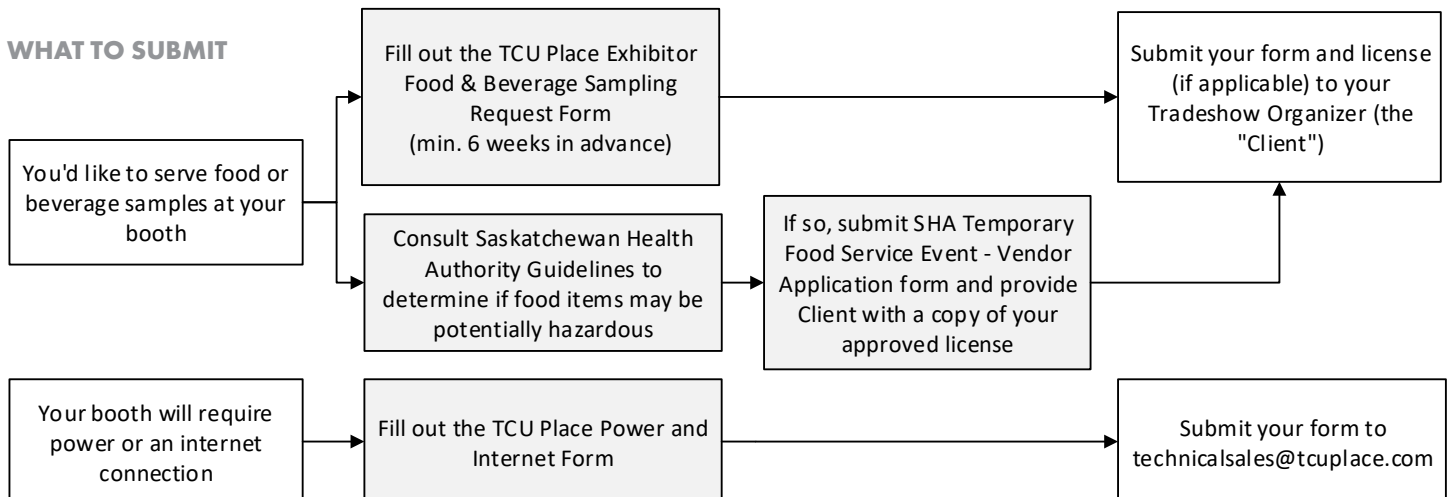
Food & Beverage Samples

If you intend to offer food or beverage samples at your booth, you must fill out the attached Exhibitor Food & Beverage Sampling Request Form. You may also require a Temporary Food Permit from the Saskatchewan Health Authority - see the **Exhibitor Food & Beverage Sampling Request Form** for further details. The completed request form needs to be sent to your event organizer. (They will submit all requests to TCU Place on behalf of exhibitors.)

What's In This Package

- » [Load-In Information](#)
- » [Exhibitor Food & Beverage Sampling Request Form](#)
- » [TCU Place Power and Internet Form](#)

WHAT TO SUBMIT

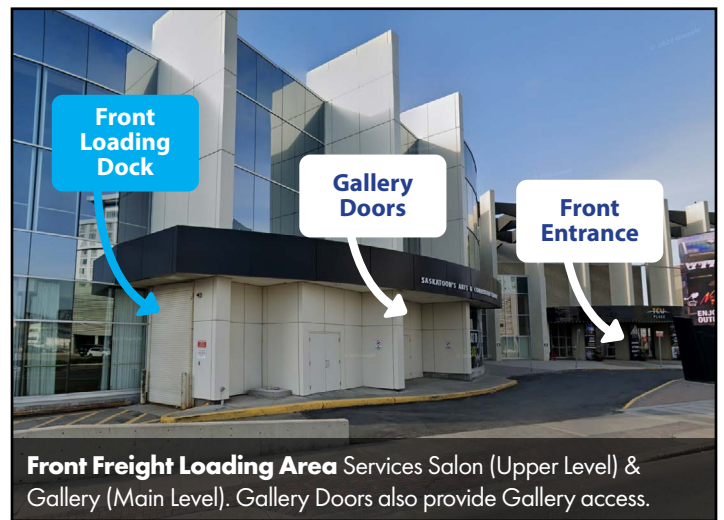


LOAD-IN INFORMATION



Rear Freight Loading Area Services Centennial Hall (Lower Level) and Main Stage/Regal (Main Level).

Rear Freight Elevator 11' wide, 19' long, 8' high
Load capacity 10,000 lbs.



Front Freight Loading Area Services Salon (Upper Level) & Gallery (Main Level). Gallery Doors also provide Gallery access.

Front Freight Elevator 8' wide, 19' long, 8' high
Load capacity 10,000 lbs.

TCU Place Freight Elevator Operators are required for tradeshow load-in/out, charged back to client at applicable hourly rate. Freight elevator operation is restricted to TCU Place Staff. Use of carts in passenger elevators during load-in and load-out is not permitted.



EXHIBITOR FOOD & BEVERAGE SAMPLING REQUEST FORM

THIS IS YOUR PLACE

TCU PLACE, 35 22ND ST E, SASKATOON SK, S7K 0C8

Event Name: _____

Event Organizer: _____

Event Date: _____

Event Organizer Email: _____

EXHIBITOR INFO

Company Name: _____

Email: _____

Event Day Contact Name: _____

Company Phone #: _____

Event Day Cell #: _____

Website: _____

FOOD & BEVERAGE SAMPLING

- » All Exhibitors offering food samples at an event must submit this form for approval.
- » This document does not replace or eliminate the need for other permits (eg. SHA Temporary Food Permits)
- » TCU Place retains full exclusivity to provide all food and beverage services in our venue.
- » Tradeshow event organizers and exhibitors may provide SAMPLES of their products only upon approval from TCU Place.
- » For those exhibitors that produce a food and/or beverage product and wish to provide sampling, please complete this form to request authorization from TCU Place.
- » The completed request form needs to be sent to the Tradeshow Event Organizer. (They will submit all requests to TCU Place on behalf of exhibitors.)
- » Exhibitors who have not received authorization for their food samples may have products removed from their booth.
- » Food sample requests must be made 6 weeks in advance.
- » Alcohol sampling requests must be made 2 months in advance.

- » All exhibitors must comply with local health and safety regulations and follow safe food handling.
- » All potentially hazardous food served or sold at the event must be prepared in a licensed kitchen or SHA approved kitchen and stored at safe temperatures during the entirety of the event. It is the exhibitor's responsibility to have warmers/coolers that meet the SHA food safety regulations
- » Some food items may require a temporary food permit (<https://bit.ly/sktemporaryfoodevents>) from the Saskatchewan Health Authority; this includes high-risk such as meat and dairy as well as items that are not pre-packaged. TCU Place will advise if a food permit is required (SHA requires a minimum of 2 weeks' notice for food permit applications).
- » All food samples must be bite-size portions (60 grams or 2"x2" or less).
- » All non-alcoholic beverage sample sizes must be 4 ounces or less.
- » Sampling of alcohol requires a permit from SLGA and must abide by all sampling size pour regulations (4 oz beer, 2 oz wine, 1/2 oz spirits). All product pourers must have a valid Serve It Right Saskatchewan certificate. See SLGA for current regulations. Permit must be provided to TCU Place and displayed during the entirety of the event.
- » Samples must be served in disposable containers and use disposable utensils which must be supplied by the exhibitor. Compostable packaging is encouraged.
- » Temporary food permits must be on display. Product ingredient list must be available at the tradeshow.

CONDITIONS

- » Applications to apply for food and/or beverage sampling are limited to exhibitors that produce or bring to market a food and/or beverage product. Samples must be products that the exhibitor produces or brings to market.
- » All items must be related to the purpose of the show.
- » Samples may only be distributed from the exhibitor booth, and not in any pre-function or public spaces without written consent from TCU Place.

The information that I have provided is complete and accurate to the best of my knowledge. I further agree to comply with all local health and safety regulations and conditions listed above.

Product(s) to be Sampled: _____

Size of Portion: _____

Purpose of Offering Samples: _____

Method of Serving/Packaging: _____

TCU PLACE USE ONLY APPROVED: _____

DATE: _____ EC: _____

Applicant Signature: _____

Date: _____



Show Name: _____

Show Dates: _____

THIS IS YOUR PLACE

Company: _____
 Contact: _____
 Address: _____
 City & P/C: _____

Booth #: _____
 Phone #: _____
 Email: _____

FOR INQUIRIES PLEASE EMAIL: technicalsales@tcuplace.com

	ADVANCE	ON-SITE	TOTAL
POWER - SUPPLIED TO THE BACK WALL OF BOOTH			
15 AMP - 120V - Standard Household	_____	_____	_____
Number of days (more than 2 days, additional \$20/outlet/day)	_____	_____	_____
<u>208 VOLT CONNECTION - Single-phase</u>			
30 AMP - 208V SERVICE	_____	_____	_____
50 AMP - 208V SERVICE	_____	_____	_____
100 AMP - 208V SERVICE (not available in Regal)	_____	_____	_____
<u>208 VOLT CONNECTION - Three-phase</u>			
30 AMP - 208V SERVICE	_____	_____	_____
50 AMP - 208V SERVICE	_____	_____	_____
100 AMP - 208V SERVICE (not available in Regal)	_____	_____	_____
HIGH SPEED INTERNET ACCESS (cost varies based on requirements)			
Hardwired	_____	_____	_____
Wireless - <i>A wireless code will be provided</i>	_____	_____	_____
<u>LCD MONITOR - Due to limited inventory, only 32" monitors are available for on-site requests</u>			
32" with table stand	_____	_____	_____
42" with floor stand	_____	_____	_____
49" with floor stand	_____	_____	_____
58" with floor stand	_____	_____	_____
65" with floor stand	_____	_____	_____
75" with floor stand	_____	_____	_____

SPECIAL REQUIREMENTS

Subtotal _____
 6% PST _____
 5% GST _____
TOTAL AMOUNT PAYABLE _____

Please return this completed form to technicalsales@tcuplace.com

* On-site rates shown will apply to orders placed during show move in and event.

*Labour rates may apply

* We regret that we cannot accept orders by phone.

*Payment in advance must accompany this order form

*Credit card payments must be made over the phone (contact Accounts Receivable) and may incur additional charges

Retain one copy for your records and return this form with payment to TCU Place