# appendix D: exhibitors food & beverage dispensation form

# Venues Ōtautahi food and beverage dispensation policy

##  Food & Beverage Sampling

Where approval is given, any food and beverage items made available for sale can only be sold on the basis it is made available for off-site consumption only. On-site consumption other than where provision is made for the sampling of food and beverage products as per clauses 2 and 3 below, is prohibited.

## Food & Beverage Sampling

Product sampling is permitted as a means of demonstrating any product, plant or equipment forming part of the exhibition. Allowances for the supply of bowls of lollies or chocolates can be made but if you are unsure please discuss with your Venues Ōtautahi Event Manager to eliminate any issues during the event.

Samples to be given away free of cost to the attendees must be:

* Items which exhibitors sell wholesale in the normal course of their business
* Items that are produced by equipment used in the normal course of the business

Portions are to be of tasting size only:

* Non-alcoholic beverage samples to be no larger than 100mls
* Liquor samples to be no larger than 50mls and clause 4 must be adhered to
* Food samples should be no larger than 50gms

Exceptions to these sample quantities will require prior written approval from Venues Ōtautahi.

## Alcohol Beverages – Sampling and Sale

A liquor license **must be obtained** by any exhibitor that wishes to sell OR sample ANY Alcoholic Beverages. Licence applications must be lodged directly with the Christchurch City **Council at least 25 days before the event. The** temporary license must be sighted by your Venues Ōtautahi Event Manager prior to the event proceeding. A qualified Duty Manager must be present at the site where alcohol is being given away/sold for the duration of the event.

No Alcoholic beverages can be sold, sampled or given away without the appropriate liquor license being granted. The Venues Ōtautahi venue’s liquor license does not cover any exhibitor activity. The special liquor licence and Duty Managers licence needs to be displayed at the point of sale. Alcoholic Liquor Advisory Council (ALAC) signage must be displayed also.

Exhibitors are not allowed to bring in beverages for consumption on site. This includes after work/exhibitor drinks either on site anywhere within the venue, or in the carpark.

Any exhibitor in breach of this clause or in breach of any of the terms of their liquor licence will be asked to leave.

**Name of Expo:**

**Dates of Expo:**

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| --- | --- | --- | --- | --- |
| **Exhibitor Company Name** | **Product Requesting to** **be Served** | **Product** **Relevance** **to Expo** | **Samples?** | **How is the product packaged?***i.e for offsite consumption only* |
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