

EXHIBITOR FOOD & BEVERAGE SAMPLES REQUEST FORM

Event Name	:	_____	Event Date	:	_____
Venue/Hall	:	_____	Booth No	:	_____
Company Name	:	_____	Phone No	:	_____
Person In Charge	:	_____	Fax No	:	_____
Email	:	_____			

Exhibitor Sampling Guidelines

1. The Kuala Lumpur Convention Centre (the Centre) reserves the right to provide and control all food and beverage services for any event held at the Centre.
2. Food and beverage sampling is generally not permitted however, certain exceptions may be granted for trade shows and/or conventions that are directly related to the food and beverage industry.
3. In order to obtain authorisation from the Centre to distribute any food or beverage items, the Exhibitor distributing the food or beverage items must be the manufacturer of the said products and be exhibiting them at a food and beverage or related industry show.
4. In those circumstances, a detailed list of the products that will be sampled (quantities included) must be submitted to the Centre two weeks prior to the scheduled event.
5. All sampling is subject to strict compliance with the Food Act 1983 and Hazard Analysis Critical Control Points (HACCP) as well as the Centre’s Food, Quality, Environment, Safety & Health (FOQESH) guidelines.
6. Beverage tasting and promotional samples are limited to a maximum size of **50ml per glass/cup**.
7. Solid food portions should not be larger than **BITE SIZE portions – 85g**.
8. All food products served in the Centre should be **HALAL** certified. However, if products served are not **HALAL** certified, Non-Halal signage or placards must be displayed.
9. **No pork or lard products** are permitted in the Centre.
10. Eating and drinking utensils shall be provided by exhibitors and shall be disposable (e.g. paper cups and plastic spoons) and must not be reused. The Centre discourages the use of polystyrene cups or any cups or containers which cannot be recycled in accordance our commitment to Green Globe 21 Company Standards.
11. Food must be offered in such a manner as to avoid being handled by the public (e.g. apportioned with toothpicks per inserted).
12. Antiseptic hand cream dispensers should be made available for visitors wishing to clean their hands prior to and after eating.
13. It is the responsibility of the Exhibitor to comply with all local health and safety regulations, which may include sink installation at the cost of the Exhibitors. If Exhibitors bring food and beverage items into the Centre that do not meet one of the conditions listed above, the Exhibitor will be required to immediately remove the unauthorised item(s) from their exhibit.
14. For further information, please visit <http://www.klccconventioncentre.com>.

KUALA LUMPUR CONVENTION CENTRE



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Product(s) for Sampling	Proposed Method	Storage Method

(If the space above is inadequate, kindly attach additional information with the form)

Tick Applicable Box

I / We are the manufacturer or distributor of the products listed above.

OR

I / We are not the manufacturer of the products but we would like to request permission to offer food.

Please explain purpose of offering the food : _____

OR

I / We are not the manufacturer of the products but would like to request permission to offer beverage (non-alcoholic).

Please explain purpose for offering the beverage : _____

INDEMNITY AGREEMENT

This agreement is between the Centre and _____
(Exhibitor / Company Name)

The undersigned hereby agrees to indemnify and hold harmless the Centre from and against any and all claims, demands, actions, suits, losses, costs, charges, expenses, damages and liabilities whatsoever which the Centre may pay, sustain, suffer or incur by reason of or in connection with the Exhibitor's distribution of food and beverage at the Centre.

Signature : _____

Name : _____

Designation : _____

Date : _____

Company Stamp : _____

Please fax the completed form to +603 2333 2882 fourteen (14) days prior to the event date.

**For official use only
(KUALA LUMPUR CONVENTION CENTRE)**

Approved
 Not Approved, Remarks : _____

Authorised By : _____

Designation : _____

Date : _____