RBC Convention Centre
WINNIPEG

AUTHORIZATION REQUEST
FOR SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION

The RBC Convention Centre Winnipeg provides exclusive Food and Beverage services within the Centre. Exposition sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products applicable to their business and the show **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. Beverage 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 (ie: popcorn, coffee, bottled water, bar service) **MUST** be purchased from the RBC Convention Centre Winnipeg.
3. **Must adhere to all City of Winnipeg Environmental Health Service Guidelines for Food Sampling as outlined in our Guidelines for Food Sampling Demonstrations/Concessionaire Information.** All alcoholic beverages are regulated under the regulations of the Liquor and Gaming Authority of Manitoba.

Name of Show or Event

Firm Name: _____

Telephone Number: _____   Email Address: _____

Address: _____

City: _____   Province/State: _____   Postal/Zip Code: _____

Contact Name: _____   Title: _____

Date: _____   Booth #: _____

Name and address of Affiliated Approved Food Handling Establishment (if applicable): _____

_____

_____

Product(s) you wish to dispense: _____

_____

_____

Approved:

_____
Senior Banquet Manager
RBC Convention Centre Winnipeg

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

Return for to: RBC Convention Centre Winnipeg
                     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 – email: ssaygnavong@wcc.mb.ca
www.wcc.mb.ca
Effective July 1, 2017

GUIDELINES FOR FOOD SAMPLING DEMONSTRATIONS /CONCESSIONAIRE INFORMATION

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.

HAND WASHING:

- Where space is restricted, a 9 – litre dip pail containing 4 litres 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 litres (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 periods of non-supervision.