

Exhibitor Food & Beverage Sampling Authorization Form

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⚠ IMPORTANT — Read Before Completing

The Cohere Centre holds exclusive rights for food & beverage production and distribution within its facility. Show Distributors (show management, exhibitors, sponsors, vendors, etc.) may request permission to sell or distribute samples for product(s) that are their primary line of business. This form must be received **no later than 15 days before the event**. Approval is not guaranteed.

Section 1 — Event Information

Event Name	National Women's Show	Event Date(s)	October 17 & 18, 2026
Event Coordinator		Booking / File #	

Section 2 — Exhibitor / Company Information

Company Name		Onsite Contact Person	
Booth Number(s)		Telephone Number	
Email Address		Fax Number	
Billing Address		City	
Province / State		Postal Code / Zip Code	
Company Website			
Products created in a commercial kitchen?	☐ Yes ☐ No		

Section 3 — Products to be Sampled or Sold

Maximum Portion Sizes

Product Type	Maximum Sample Size	Notes
Snack Foods	1 oz (28 g)	Per patron, per product
Food Products (all other)	2 oz (57 g)	Per patron, per product
Beverage Samples (non-alcoholic)	4 oz (118 mL)	Per patron, per product
Alcoholic Beverages	See Alcohol Sampling Form	Separate authorization required

Description of Item	Sample or Sale	Type of Packaging	Portion Size	# of Portions
	☐ Sample ☐ Sale			
	☐ Sample ☐ Sale			
	☐ Sample ☐ Sale			
	☐ Sample ☐ Sale			
	☐ Sample ☐ Sale			
	☐ Sample ☐ Sale			
	☐ Sample ☐ Sale			
	☐ Sample ☐ Sale			

Section 4 — Distribution Details

Proposed Method of Distribution	
Purpose of Distribution	

Section 5 — Terms & Conditions

By signing this form, the Show Distributor acknowledges and agrees to all of the following:

1. **Exclusive Rights.** The Cohere Centre holds exclusive rights for food and beverage production and distribution within its facility. Show Distributors may request permission to sell or distribute samples for product(s) that are produced and/or sold as their primary line of business. The Cohere Centre holds all final rights to approve or deny any or all requests.
2. **Permitted Activities.** With prior written approval of the Cohere Centre, Show Distributors are permitted to:
 - (a) Sell products that are packaged, sealed in bulk quantities and intended to be consumed off-site; and/or
 - (b) Distribute complimentary food samples on premises during a show/event, restricted to: 1 oz for snack foods, 2 oz for food products of any kind, and 4 oz for non-alcoholic beverage samples.
 - (c) The sale or distribution of alcoholic samples is not permitted without separate prior written approval. Show Distributors must obtain all required permits and insurance and fully comply with the rules and regulations of all relevant authorities, including the Cohere Centre, the AGCO, and the LLBO.
3. **Indemnification.** Authorized Show Distributors agree to indemnify the Cohere Centre with respect to any liability resulting from the sale or distribution of samples. The Cohere Centre will not be responsible for the quality and/or state of samples sold or distributed. Show Distributors must comply with all Cohere Centre and government (municipal/provincial/federal) food health and safety regulations.
4. **Costs.** All costs associated with the transportation, setup, power, display, cleanup and teardown of the exhibit booth, products, equipment, smallwares, etc. are the sole responsibility of the Show Distributor.
5. **Review Period.** The Cohere Centre will review requests within ten (10) business days of receipt of a fully completed form. All requests must be submitted to your Event Coordinator no later than 15 days prior to the show/event.
6. **Ottawa Public Health.** Show Distributors must complete and submit the Ottawa Public Health Special Event and Farmers Market Vendor Form prior to the event. This is a mandatory requirement — failure to submit may result in the immediate termination of food services at the event.

Section 6 — Ottawa Public Health Compliance

Mandatory Requirement

All Show Distributors distributing or selling food and beverage to the public are **required** to complete and submit the Ottawa Public Health Special Event and Farmers Market Vendor Form before the event. This must be completed regardless of whether products are complimentary or for sale. Failure to comply may result in the immediate termination of sampling or sales activity.

Complete your Ottawa Public Health form here:

<https://secureforms.ottawapublichealth.ca/Inspections/Special-Event-and-Farmers-Market-Vendor-Form>

Ottawa Public Health Form Submitted?

☐ Yes — Confirmation Number: ☐ No — Will Submit By:

Section 7 — Authorization & Signatures

Exhibitor / Show Distributor Authorization	Cohere Centre Approval
Authorized Signature:	Authorized Signature:
Print Name:	Print Name:
Title: Date:	Title: Date:
	Decision: ☐ Approved ☐ Approved with Conditions ☐ Denied

Conditions / Additional Requirements (Cohere Centre use only):

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