

# Food and Non-Alcoholic Beverage Sampling Application and Sales Commission Agreement

Please complete this form and return **no later than (3) weeks prior** to the first day of the event.  
**Email to your CS Event Manager.**

## CONTACT DETAILS

Event Name:	<input type="text"/>	Event Dates(s):	<input type="text"/>
Legal Trade/Brand Name:	<input type="text"/>		
Company Mailing Address:	<input type="text"/>		
Telephone:	<input type="text"/>	Email:	<input type="text"/>
Primary Contact:	<input type="text"/>	Phone:	<input type="text"/>
		Email:	<input type="text"/>
Onsite Contact:	<input type="text"/>	Phone:	<input type="text"/>
		Email:	<input type="text"/>

## REGULATIONS

- This application form must be completed by any Exhibitor who wishes to apply for approval to sample, demonstrate or sell food and/or non-alcoholic beverages on Stampede Park. It is the responsibility of the Exhibitor to submit this signed application form and agreement to CS Event Management a minimum of (3) weeks prior to show start date.
- All products being sold must be pre-approved by the Calgary Stampede. Approvals and conditions will be confirmed by CS via e-mail (1) week prior to the event. Please ensure your e-mail address above is listed clearly and accurately.
- It is the responsibility of the Show Manager to submit to CS and Alberta Health Services (AHS) a summary of all Exhibitors/ Booth Numbers that will be sampling, demonstrating, or selling food. All Exhibitors are subject to approval by both CS and AHS. This summary must be received by Event Manager a minimum of three weeks prior to the event.
- Exhibitors and Show Managers must comply with all health and safety regulations as outlined in The Environmental Public Health Program and submit event notification forms to Alberta Health Services. Notification forms are accessible from the link below. This includes approved handwashing requirements.
- Plumbed hot and cold running water is required for events longer than (3) days as per AHD and CFD.
- Exhibitors and Show Managers are responsible for meeting safety standards in regards to electrical, HVAC, and/or plumbing and gas codes where applicable. Residential and/or non-CSA-approved appliances may not be used unless approved in advance. The CS Health & Safety officer and the Calgary Fire Department may conduct inspections at any time.
- CS is the exclusive Food and Beverage provider on Stampede Park. We reserve the right to not approve any menu items that compete with our food service offerings, and may apply a fee to compensate for any potential loss of sales.
- Alcohol tastings and alcohol sales are not covered by this agreement and must be submitted for approval on the separate form "Liquor Sampling Permit Form". Please contact us immediately if you were planning to offer tastings of alcohol.

**SAMPLES / GIVEAWAYS**

Sample items must be restricted to a maximum 2-ounce liquid portion or a food portion that can be served from a sample tray with a toothpick. Any larger sample size may be subject to a fee being assessed on site, superseding this agreement. Please list below all food or non-alcoholic beverages that will be sampled, demonstrated, or given away at your booth that you wish to submit for approval. Please provide a full description of all products, including the sample size.

Check Applicable Line:

- As the manufacturer of the products listed below, I would ask for approval to provide samples per sample size guidelines.
- I would like to request approval to pay a rights fee so that I may provide samples of items below, per sample size guidelines.

Item Description:	<input type="text"/>	Sample Size:	<input type="text"/>
Item Description:	<input type="text"/>	Sample Size:	<input type="text"/>
Item Description:	<input type="text"/>	Sample Size:	<input type="text"/>
Item Description:	<input type="text"/>	Sample Size:	<input type="text"/>

**ITEMS FOR SALE**

Please list all food and non-alcoholic beverages that will be sold. Provide a full description of all products, including portion size, brand name(s), and proposed pricing. Due to exclusive sponsorship agreements on Stampede Park (ie, Coca-Cola), all items must be pre-approved based on supplier, portion size, and pricing.

Item Description:	<input type="text"/>	Selling Price:	<input type="text"/>
Item Description:	<input type="text"/>	Selling Price:	<input type="text"/>
Item Description:	<input type="text"/>	Selling Price:	<input type="text"/>
Item Description:	<input type="text"/>	Selling Price:	<input type="text"/>

**TERMS**

- Exhibitor agrees to pay a 35% commission on all sales before tax for food items meant for on-site consumption. Government regulations require that 5% GST be added to all commissions paid.
- Payment can be made by Interac e-Transfer sent to [commissions@calgarystampede.com](mailto:commissions@calgarystampede.com), by Cheque (payable to Calgary Exhibition and Stampede Limited), or the Operator can arrange for cash or credit card payment with the Food and Beverage Supervisor.
- Operators must keep and submit satisfactory sales records to CS. A POS sales system that can provide sales reports by both menu item and total sales by hour is mandatory. Operator agrees that inventory and cash handling are subject to audit by CS.
- To prevent oversaturation of food services, there are guidelines as to the maximum number of food/beverage outlets that will be approved, based on the type and size of the event. This information is available from your CS Event Manager.
- Operator is responsible for any charges for occupying a parking stall upon entry to the park.

*I have read and understood the applicable terms and conditions and acknowledge that non-compliance may result in food service activities being suspended until any outstanding issues are rectified.*

<input type="text"/>	<input type="text"/>
Exhibitor /Operator Signature	Trade Show Manager Signature
<input type="text"/>	<input type="text"/>
Date Submitted	Calgary Stampede Approval

**BMO CENTRE USE ONLY**

**BMO CENTRE FOOD & BEVERAGE AUTHORIZATION**

Permit issued by:

Comments:

Signed:  Date:

**BMO CENTRE EVENT MANAGER VALIDATION**

Reviewed by:

Comments:

Signed:  Date: