

APPLICATION PROCESS

- Approval from Alberta Health Services (AHS) must be obtained and in full force prior to the sampling of any product
- [AHS Vendor Notification Form](#)
- [AHS Questions](#)
- On-site approval will NOT be permitted
- Please note: the Edmonton EXPO Centre reserves the right to control the sampling of all food and beverages, including confectioneries

ALCOHOLIC PRODUCT

As the sampling of alcohol carries a much higher potential risk to public health and safety, Exhibitors who wish to distribute alcohol samples from their booth must first contact Edmonton EXPO Centre at 780.471.7327 or foodservices@edmontonexpocentre.com. All requests must be approved in advance by the Edmonton EXPO Centre and must meet the requirements of the Alberta Gaming and Liquor Commission (AGLC).

SAMPLING

The Edmonton EXPO Centre Exhibitor policies with respect to food and beverage sampling within the venue are as follows:

- Food Product: Sample portions to be no more than one (1) oz. (28 grams) per serving. Beverages such as, but not limited to, bottled water or coffee are not permitted as a sampling item if the portion exceeds one (1) oz.
- **Please note:** additional fees may be assessed if samples exceed the specified portion size.
- It is your responsibility to comply with all Alberta Health Services regulations. For further information, please contact the Edmonton Alberta Health Services office at 780.735.1800 or edmontonzone.environmentalhealth@albertahealthservices.ca. Information can also be obtained at ephs.ca (click on Facts and Forms)
- Same process to be followed if sampling after a stage demonstration

If what you are sampling is also available for sale and intended for onsite consumption and commissionable, you must go through the application process on our [FOOD AND BEVERAGE SALES APPLICATION](#) as well.

FOR QUESTIONS OR FURTHER INFORMATION:

Email: foodservices@edmontonexpocentre.com

Phone: 780.471.7327

SAMPLERS RULES AND REGULATIONS

As a LICENSEE at the Edmonton EXPO Centre, it is your responsibility as set forth in this manual to know and follow all rules and regulations of Trade & Consumer Shows. Please ensure any representatives or employees working with you are also aware of this information.

In interpreting the following Rules, Regulations and Conditions “EDMONTON EXPO CENTRE” shall mean the Edmonton EXPO Centre and the “LICENSEE” shall mean the party named in the License Agreement.

GOVERNMENT INSPECTORS

The LICENSEE will provide to all government inspectors or agents all information required in the conduct of their investigation and will not impede or overrule the work of any government inspector.

It is mandatory that exhibitors maintain standards and adhere to sanitation requirements. Alberta Health Services legislation relative to sampling must be in full force:

- All foods offered as samples must be protected from contamination and improper handling by customers. It is recommended that vendors hand samples to the customer, using toothpicks, napkins or single-use containers.

1.01 LICENCESES, REGULATORY AUTHORITIES, RULES AND REGULATIONS

- That the Management of EDMONTON EXPO CENTRE, shall have absolute right and discretionary power to interpret, alter, amend, add or cancel any of these rules and regulations and the LICENSEE agrees to be bound by such. The Management shall also have the absolute right and discretionary power to relax, vary or cancel any of these rules and regulations in individual cases.
- Except as provided in the Agreement, no further or other use of the premises shall be permitted except with the prior written consent of EDMONTON EXPO CENTRE, and subject to the terms and conditions in such written consent, which permission EDMONTON EXPO CENTRE may grant or withhold in its absolute discretion.
- That EDMONTON EXPO CENTRE reserves the right to remove from the Trade or Consumer Show Site any exhibit or LICENSEE which EDMONTON EXPO CENTRE deems unsuitable.
- That the LICENSEE is responsible for securing storage space and shall not use the space allocated by EDMONTON EXPO CENTRE for that reason unless approved by EDMONTON EXPO CENTRE.

2.01 OPERATIONS

LICENSEE will ensure full compliance to Alberta Health Services legislation relative to [SPECIAL EVENTS TEMPORARY FOOD ESTABLISHMENT VENDOR PACKAGE](#)

EDMONTON FIRE DEPARTMENT

FIRE PREVENTION BRANCH FIRE SAFETY REQUIREMENTS GOVERNING EXHIBITS AND DISPLAYS IN ASSEMBLY BUILDINGS

Please Note: The requirements as noted below are only a condensed version of the referenced sections of the Alberta Fire Code. If more information is required, contact the Fire Prevention Branch at 780.427.6868.

Equipment must be set up in a manner that will comply with acceptable safety standards and a suitable fire extinguisher shall be provided. If at any time the Fire Inspector deems such equipment to be operated in a manner dangerous to public safety, he shall direct the property owner to cancel the privilege of the exhibitor concerned.

Every display using an open flame must have a 2A 10BC rated (minimum) multi-purpose fire extinguisher. Food service concessions must have a 20BC rated (minimum) dry chemical, fire extinguisher.

- Interior food service displays shall provide a diagram drawn to scale showing the location of cooking equipment (deep fryers, grills, and stoves) fire extinguishers and aisle space within the booth area.
- Open flame shall not be used solely for attracting attention. Motor vehicles designed for open air food services are prohibited in public assembly buildings.

PROPANE USE IN THE EXPO CENTRE

The EDMONTON EXPO CENTRE values the safety of our customers, visitors, clients and staff. It is with this intent that the EDMONTON EXPO CENTRE has recently reviewed its policies on the use of propane in the building for events and exhibitors. Our goal is to be compliant with the governing Alberta Gas Regulation included in the Provincial Safety Codes. This has been done in conjunction with and under the advisement of the City of Edmonton Fire Department and the City of Edmonton Safety Codes Plumbing and Gas Inspection Group. Please see [Alberta Gas Regulation](#).