Food & Non-Alcoholic Beverage Sample Form

Event: REALTOR QUEST - 2026
Dates: May 11, 2026 - May 15, 2026

The Toronto Congress Centre (TCC) is exclusive for food and beverage production and distribution within the facility. TCC is a practicing HACCP facility adhering to the highest food safety standards. In order to uphold HACCP accreditation, it is imperative that TCC monitor and control all outside food and non-alcoholic beverages served onsite at Events. All requests to dispense food and non-alcoholic beverage samples by Show / Event Management / Exhibitors at TCC must submit this form to your Event Logistics Manager 30 days prior to the Event for approval.

RETURN FORM TO TCC:
Attention: Daniel Dearlove, ddearlove@torontocongresscentre.com

Contact Name / Onsite Contact:	Booth Number(s):
Company Name / Exhibiting Company:	Email:
Address:	City/Prov:
Postal Code / Zip Code:	Phone #:

Please describe your proposed food & beverage sample:

Please check one of the following:

☐ Open and Packaged Samples Only ☐ Food or Non-Alcoholic Beverage Product for Consumption onsite

Description of food or non-alcoholic beverage product	:
Specify requested sampling food or non-alcoholic beverage packaging and size. Must not exceed 3oz for food and 5oz for non-alcoholic beverages. This does not include alcoholic sampling. See TCC Guidelines.	:
Describe the exact portion of product i.e., one ounce and quantities served	:

How will the sample be prepared in your booth?

☐ Microwave
☐ Pan Frying
☐ Warming Plate
☐ Electric BBQ
☐ Induction Cooking (Fire Extinguisher on Standby)
☐ Request for TCC to prepare product – please describe:
☐ Other – please describe:

IMPORTANT: Distributor of samples is responsible to arrange a fire extinguisher on standby in exhibit booth area.
For food samples, cooking system must have its own fire suppression and ventilation system (minimum clearance of 12" from anything flammable). Microwaves, warming plates, pan frying (no open flame) and electric BBQ are all permitted. Open flames are not permitted in exhibit booth.

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TCC Guidelines:

1. Distribution of alcohol samples are not permitted without TCC's prior written approval. Show / Event Management must have required permits, insurance coverage and comply with regulations set forth by the AGCO, LLBO and any other necessary authorities for sampling of alcohol.
2. Show / Event Management / Exhibitors agrees to indemnify TCC with respect to any liability regarding sampling and must comply with TCC and government food safety and health regulations. TCC is not responsible for the quality of sampling product distributed.
3. Show / Event Management / Exhibitors are responsible for all costs and setup/ dismantle related to sampling such as labour, setup of equipment to warm food (i.e., heat lamps), serving equipment and/or paper products (i.e., napkins, plates, etc.), electrical, transportation, housekeeping, furniture rental, etc.
4. Exhibitor's serving equipment is not permitted in TCC's Kitchen.
5. Approval of sampling may be withdrawn by TCC if guidelines are not met onsite at Event.
6. The undersigned agrees to prepare and serve all samples in accordance with the Food Safety at Special Events' guidelines outlined in the City of Toronto – Toronto Public Health: https://www.toronto.ca/community-people/health-wellness-care/health-programs-advice/food-safety/food-safety-at-special-events/ including, but not limited to, the providing of portable hand washing facilities where appropriate.

IN AGREEMENT BY EXHIBITING COMPANY:

Full Printed Name & Signature: _____

TCC INTERNAL USE ONLY:

Date: _____ Approved ☐ Declined ☐

Signature of Toronto Congress Centre Representative: _____

Special Comments: _____

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