



Hong Kong Convention and Exhibition Centre, 1 Expo Drive, Wanchai, Hong Kong, China Tel: +852 2582 8888 Fax: +852 2131 4059

**AUTHORISATION REQUEST  
DISTRIBUTION OF FOOD AND/OR BEVERAGE SAMPLES AT NON FOOD-THEMED EVENTS**

Hong Kong Convention and Exhibition Centre (Management) Limited ("HML") holds the exclusive food and beverage distribution rights for the Hong Kong Convention and Exhibition Centre. However, SAMPLES of food and/or non-alcoholic beverage products may be distributed by exhibition sponsoring organisations and their exhibitors subject to written approval being obtained from HML.

**GENERAL CONDITIONS:**

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| <ol style="list-style-type: none"> <li>1) Items dispensed are limited to products manufactured, produced or processed by the exhibiting company.</li> <li>2) No items distributed may be sold, and all are limited to 'sample' sizes:             <ol style="list-style-type: none"> <li>a. Beverages are limited to containers of no more than 2 oz (approx 60ml).</li> <li>b. Food items are limited to "bite size" portions (approx. 1 oz or below 30 grams).</li> </ol> </li> <li>3) Use of food reheating equipment is subject to HML's approval, as is the method of reheating selected.</li> <li>4) Any reheating process which generates an unpleasant smell inside the licensed venue will be prohibited.</li> </ol> | <ol style="list-style-type: none"> <li>5) Standard fees for storage, handling, delivery, etc. will be charged where applicable.</li> <li>6) Food and beverage items used to promote visitor traffic (e.g. coffee, popcorn, bottled waters and sodas etc.) MUST be purchased from HML. Please contact our Food and Beverage Office with any questions relating to traffic promotion items.</li> <li>7) The applicant named below acknowledges that the exhibiting company has the sole responsibility for the disposition of such sampling items and for complying with all applicable laws. The applicant agrees to indemnify and forever hold HML harmless from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use and distribution of dispensed food and beverage items.</li> </ol> |
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Name of Event _____	Event Date(s) _____	Booth # _____
Name of Exhibiting Company _____	Email Address _____	
Address _____		
City _____	Country _____	
On-Site Contact _____	Title _____	
Tel No. _____	Fax No. _____	Signature _____

Product(s) you wish to distribute \_\_\_\_\_

Size of portion(s) to be distributed \_\_\_\_\_ Quantity to be distributed \_\_\_\_\_

Proposed method of distribution and reason for offering samples \_\_\_\_\_

Any on-site re-heating requirement?  Yes  No (HML official use:  copy EPC EM if yes)

Method of reheating (e.g. steaming, microwave, baking; please specify):  
\_\_\_\_\_

HML's approval is based on the relevance of the sample item(s) to the theme of the main event. Organisers or exhibitors agree to set up a dedicated washing area for cleaning any cooking equipment used.

Organiser's Verification:

(Name) \_\_\_\_\_ (Company Name) \_\_\_\_\_ (Contact No.) \_\_\_\_\_

(Signature) \_\_\_\_\_

- SERVICES REQUIRED: Please notify the HML's Food & Beverage Department at +852 2582 7204 of any special services or requests related to your sample distribution.
- NOTE: All samples MUST receive prior approval and confirmation from the HML's Director - Food & Beverage.
- Any food or beverage samples offered without prior approval will be required to be removed from the facility.
- This Form should be submitted by the Event Organiser to the HML's Food & Beverage Department at least ONE MONTH prior to the start of the Event.
- Remarks: Approval is subject to exhibitor's compliance with the attached safety requirements regarding installation of the reheating equipment.

APPROVED \_\_\_\_\_  
Director – Food & Beverage, HML