



Food Manufactures' Sampling Application

Items dispensed are limited to the products manufactured or processed by the exhibiting company and must be related to the theme of the show. Houston Inspired Catering has the sole food and beverage distribution rights within the George Brown Convention Center (GRB). Expositions sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products ONLY upon written authorization. All sample items MUST receive prior approval and confirmation from Houston Inspired Catering and the GRB. Exhibitors who do not comply will be asked to remove the item(s) from the facility. For questions concerning sampling please contact the HIC sales person: Kalli Tuma ktuma@levyrestaurants.com

Requirements for Sampling:

1. All requests must be received at least two weeks prior to the start of the event. Please do not make any arrangements prior to approval.
2. All items are limited to sample size.
 - Beverages may be dispensed in containers holding no more than 4 ounces; NO ALCOHOL ALLOWED
 - Food items are limited to "bite size" portions of 3 ounce or less
3. The applicant named below acknowledges they have sole responsibility for use, sale, servicing or other disposition of such items in compliance with the applicable laws. Accordingly, the applicant agrees to indemnify and forever hold harmless HIC, GRB, Houston First Corporation, and the City of Houston from all liabilities, damages, losses, costs or expenses resulting directly from their use, sale, serving or other disposition of such items.
4. There is no fee required for the Food Manufactures' Sampling Application.
5. Fees for storage, handling, delivery, and sales tax will be charged where applicable.

Required Temporary Health Permit

- Event promoter or individual exhibitor is responsible for securing a City of Houston Temporary Health Permit for sample items. Contact the City of Houston Health Department at phone number 832.393.5100 for all details. The 1-9 days temporary permit application may be found at the following link: <https://www.houstontx.gov/health/Food/forms.html>
Permits must be displayed at the location where the food or beverage is being served throughout the event. You **cannot** serve samples without an approved City of Houston Temporary Health Permit.

Name of Event _____ Event Dates _____
 Company Name _____ Booth Number _____
 Address _____ City _____ State _____ Zip _____
 Phone _____ Fax _____ Email _____
 On-site Contact _____ On-site Phone _____
 Product(s) to be dispensed _____
 Portion size _____ Method of dispensing _____
 Reason for offering samples _____

Print Name

Signature

Date

Application Approval

General Manager, HIC

Date

Director of Convention Services, GRB

Date



FIRE CODES FOR EXHIBITOR COOKING

- **2411.1 Installation** - Heating or cooking equipment, tanks, piping, hoses, fittings, valves, tubing and other related components shall be installed as specified in the *International Mechanical Code* and the *International Fuel Gas Code*, and shall be approved by the code official.
- **2411.2 Venting** - Gas, liquid and solid fuel-burning equipment designed to be vented shall be vented to the outside air as specified in the *International Fuel Gas Code* and the *International Mechanical Code*. Such vents shall be equipped with approved spark arresters when required. Where vents or flues are used, all portions of the tent, air-supported, air-inflated or tensioned membrane structures, temporary membrane structures, or canopies, shall be not less than 12 inches from the flue or vent.
- **2411.3 Location** - Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials.
- **2411.4 Operations** - Operations such as warming of foods, cooking demonstrations and similar operations that use solid flammables, butane or other similar devices which do not pose an ignition hazard, shall be approved.
- **2411.5 Cooking tents** - Tents where cooking is performed shall be separated from other tents, air-supported, air-inflated or tensioned membrane structures, temporary membrane structures, or canopies, by a minimum of 20 feet.
- **2411.6 Outdoor cooking** - Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet from a tent, air-supported, air-inflated or tensioned membrane structures, temporary membrane structures, or canopies.
- **2411.7 Electrical heating and cooking equipment** - Electrical cooking and heating equipment shall comply with the *ICC Electrical Code*.
- **2412.1 General** - LP-gas equipment such as tanks, piping, hoses, fittings, valves, tubing and other related components shall be approved and in accordance with the *International Fuel Gas Code* and Chapter 38. Services must be ordered through our facility provider. Please coordinate your needs directly with you assigned Event Manager.
- **2412.2 Location of containers** - LP-gas containers shall be located outside. Safety release valves shall be pointed away from a tent, air-supported, air-inflated or tensioned membrane structures, temporary membrane structures, or canopies.

PROPANE USAGE – No propane tanks are allowed in the building. Please see assigned Event Manager concerning any questions regarding propane usage at the GRB.

Festival and Tradeshow Booths Section 1- Requirements

1.1 Fire extinguishers - All cooking booths at festivals, fairs, carnivals and trade shows or exhibition events will require at least one listed 2-A, 10-B: C portable fire extinguisher with current inspection date tag. All cooking booths where deep fry cooking is performed using vegetable or animal oils or fats, at least one listed **Type 'K'** fire extinguisher with current inspection date tag, will be required. All cooking booths exceeding 20 feet in any dimension will require a minimum of two 2-A, 10-B: C fire extinguishers with current date tags attached, mounted in a location that is fully visible and readily accessible. (**Type 'K'** fire extinguishers are for use only for cooking grease or oil fires –(class "B" fires) - and are not to be used, or substituted for the required 2A, 10B:C fire extinguishers, for use on other classes of fires.)

Please Note: All events featuring "Deep Fryers" must have a Standby Fire Watch.

1.2 Egress - All booths must have an unobstructed path of egress to the exit.

1.3 Flame retardant materials - All booths and table coverings and other combustible materials composed of cloth, paper, and similar materials must be flame retardant treated. Any material added to a booth structure must be flame retardant. This shall include signage, awnings over cooking areas or attached to the booth in any manner.

1.4 Protective barriers - All booths using portable cooking equipment shall provide protective barriers to prevent public access or exposure to these areas. A minimum of 3 feet of clearance distance is required at all times.

1.5 Combustible materials - Highly combustible materials such as bales of hay or similar materials are prohibited. Trash, rubbish and debris shall not be allowed to accumulate in booth areas.

Please Note: The use of cooking or grease for cooking or frying must be approved by the Fire Marshal and requires a standby fire watch.