



P.O. Box 221075
 Chantilly, VA 20153-1075
 Main: 703-378-0910
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Contact: Patricia Gillespie
 703-378-0176
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**SAMPLE/SELL
 FOOD AND/OR BEVERAGE
 INCLUDING COOKWARE DEMOS
DISTRIBUTION REQUEST**



The Dulles Expo Center is the authorized Food and Beverage manager. Exposition sponsoring organization and/or their exhibitors may distribute food and/or beverage products ONLY upon written authorization.

Application must be submitted 21 days prior to event opening.

- Items dispensed are limited to products manufactured by or licensed for distribution by exhibiting firms and must be related to the purpose of the show.
 1. Beverages limited to maximum 3 oz. container and 2oz. product.
 2. Food items limited to “bite size.”
- All items limited to SAMPLE SIZE. If you do not comply with the above sample size, you may be asked to discontinue sampling.
- NO ALCOHOL may be sampled or sold unless service is ordered through Dulles Café. Restrictions apply.
- You must comply with all Fairfax County Health Department rules and regulations.
<https://www.fairfaxcounty.gov/health/food/operators>
- Food and/or beverage items used as traffic promoters (i.e. coffee, candy, popcorn, soda, water, etc.) must be purchased from the Dulles Expo Center.
- Food and/or beverage items for sale must be packaged for off-site consumption. No single servings. See page two for onsite consumption buyout guidelines.

- Food and beverage items that are consumed onsite are subject to a fee of no less than \$300.00. This fee is assessed on a case by case basis. Exhibitors that seek to sell “onsite consumption” items are required to pay this fee in order to be in compliance with facility regulations.
- Dulles Expo determines at their discretion what items would be considered “onsite consumption” and require a Food & Beverage (F&B) Buyout Fee to sell your items. Examples but not limited to: Popcorn, Pickles, Jerky, Candies, Chocolate, Pastries, Cookies, Pretzels, Coffee, Smoothies/Slushies

Fire Marshal Regulations:

- Warming Food/Beverage only. No Cooking.
- If using an appliance a **FIRE EXTINGUISHER IS REQUIRED!** 5lb ABC or larger with current date. Exp.: Stamped 2018 will be good through December 2019.
- Electric appliances only, no gas.
- Booth may not be left unattended when appliances are in use.
- No Oil may be used. No Fryers.
- No Flame or Smoke may be created.

The company named below acknowledges they have sole responsibility for the use, sale, servicing or other disposition of such items in compliance with all applicable laws. Accordingly, the company agrees to indemnify and forever hold harmless the Dulles Expo Center from all liability damages, losses, costs or expenses resulting directly or indirectly from their use, sale, serving or other disposition of such items.

Event Name:				Show Dates:		
Company Name:				Booth #		
Phone:		On-site Cell:		Email:		
Address:						
City:		State:		Zip:		

CONTINUED ON PAGE 2. PLEASE FILL OUT FORM IN ITS ENTIRETY.



DULLES EXPO CENTER

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DEMO POTS & PANS ONLY. NO SAMPLING OR SELLING. Check Box: <input type="checkbox"/>			
Product(s) and Size of Portion to dispense for Sampling:			
Proposed Method of Dispensing and Reason for Offering Samples:			
Electric Appliances used for DEMOS or SAMPLING:			
Contact Person:		Title:	
Signature:		Date:	
Approved: _____ (Initial) Dulles Café EC, DEC *No F&B Buyout Fee Required		Disapproved: _____ (Initial) Dulles Café EC, DEC	
F&B Buyout Fee Required: \$ _____ Payment due 7 days prior to event opening.			
Upon payment of F&B Buyout Fee (No less than \$300), the Company/Exhibitor listed in the adjacent box is allowed to sell and distribute individual servings of their product.		On-Record Company Representative: Print: _____ Signature: _____	
Approved: _____ (Initial) Dulles Café EC, DEC		Disapproved: _____ (Initial) Dulles Café EC, DEC	
DEC OFFICE USE ONLY		Fee Paid? Yes <input type="checkbox"/> / No <input type="checkbox"/>	Receipt Date:
Comments:			