



FOOD SAMPLING AND BEVERAGE/ALCOHOL TASTING APPLICATION

Event Name: _____

Event Date: _____

Booth Number: _____ Building Exhibiting In: _____

CONTACT INFORMATION

Company Name: _____

Name: _____

Phone#: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

SAMPLING/TASTING INFORMATION

Please list item, including quantity, portion size, method of dispensing item(s).

The Company requesting sampling acknowledges they have sole responsibility for the use, servicing or other disposition of such items (including alcoholic beverages) in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless the Indiana State Fair Commission, Urick Concessions, R.E. Smith Food and Drink, or Facility Concessions Services Inc., dba Spectrum from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items (including alcoholic beverages).

Please return this for approval to:
Carrie Stadtmiller
Vendor Services Manager, Indiana State Fairgrounds & Event Center
1202 E. 38th St., Indianapolis, IN 46205
O/F 317-927-7624; cstadtmiller@indianastatefair.com

Approved By: _____

Date: _____



Food & Beverage Guidelines for Year-Round Events

Overview:

Year-round show producers/promoters or exhibitors are not permitted to bring outside food or beverage into the buildings at the Indiana State Fairgrounds & Event Center for public or personal consumption unless specifically permitted in writing.

Exhibitors of year-round events may not do food sampling or beverage tastings, including alcoholic beverages, unless prior permission has been given in advance and in writing from the Director of Event Services or the Food & Beverage Manager to the show promoter prior to selling booth space. This is also included in all Facility Use Agreements.

If granted written permission in either instance, the show promoter and exhibitor shall be responsible to adherence to all Indiana State Fairgrounds & Event Center guidelines, all applicable Indiana State Department of Health food handling and safety regulations, and all Indiana Tobacco and Alcohol Commission regulations. In addition, the show promoter will be required to provide Host Liquor Liability Coverage as set forth in Section 21 (b)(iv) or proof of other liquor liability coverage as required by the Indiana State Fair Commission.

Food Sampling Guidelines:

Show promoters and their exhibitors may distribute **samples of food only** upon written authorization from the Director of Event Services or Food & Beverage Manager as well as adhering to all conditions outlined below.

- Items sampled are limited to products Manufactured, Processed or Distributed by exhibiting companies or made in a certified kitchen. No in-home vendors will be permitted.
- Exhibitors must complete the following tasks and **return all required paperwork no later than two weeks prior to the event start date to the Food & Beverage Manager.** Failure to comply with this deadline could result in the exhibitor not being able to do sampling.
 - Fill out the Sampling Permission Form listing all products to be sampled
 - Fill out the Temporary Food Establishment Form from the Indiana State Department of Health

- Submit a copy of a ServSafe Certificate or other food handling certification class
- Submit a Certificate of Liability Insurance with \$2 million liability insurance naming the Indiana State Fair Commission and State of Indiana as additional insureds. The address for both entities is: 1202 E. 38th Street, Indianapolis, IN 46205
- Show promoters and exhibitors will be required to adhere to all applicable Indiana State Department of Health food handling and safety regulations.
- Food items are limited to “bite size” – not to exceed 3oz.

Food Selling Guidelines:

Show promoters and their exhibitors may **sell food only** upon written authorization from the Director of Event Services or Food & Beverage Manager as well as complete adherence to all conditions outlined below.

- All outlined guidelines as listed above for Food Sampling must be adhered to for selling of food in booth spaces.
- Any food items sold must be pre-packaged items.
- Food items prohibited from being sold on Indiana State Fairgrounds & Event Center property include:
 - Popcorn
 - Ice Cream

Beverage/Alcohol Tasting Guidelines:

Show promoters and their exhibitors may **serve tastings** upon written authorization from the Director of Event Services or Food & Beverage Manager, as well as complete adherence to all conditions outlined below. Note: PepsiCo is the official soft drink sponsor of the Indiana State Fairgrounds & Event Center, including soda, water, sports and energy drinks.

- Beverages, including alcohol, must be dispensed and distributed in accordance to all Indiana Alcohol and Tobacco Commission codes and Indiana State Department of Health codes.
- Beverage items prohibited from being tasted on Indiana State Fairgrounds & Event Center property include:
 - Sodas, Water, Sport and Energy Drinks
- Indiana Wineries, Breweries, and Artisan Distilleries are permitted to attend events on Tradeshow/Exhibition Permits to do tastings.

- If a show promoter wants alcohol tastings served/sold at his/her event via an exhibitor, the show promoter must provide Host Liquor Liability of \$2 million as part of their Certificate of Liability Insurance to the Indiana State Fairgrounds & Event Center.
- Any exhibitor approved to offer tastings, must do the following and return the attached **no later than two weeks prior to event start date to the Food & Beverage Manager**. Failure to comply with this deadline could result in the exhibitor not being able to do tastings.
 - Apply for their Tradeshow/Exhibition Permit with the Indiana Alcohol and Tobacco Commission.
 - Once you receive your permit number or approved email, this must be submitted to the Food & Beverage Manager.
 - Fill out the Sampling/Tasting Permission Form listing all products to be sampled
 - Fill out the Temporary Food Establishment Form from the Indiana State Department of Health
 - Submit a Certificate of Liability Insurance with \$2 million liability insurance naming the Indiana State Fair Commission and State of Indiana as additional insureds. The address for both entities is: 1202 E. 38th Street, Indianapolis, IN 46205
- Items for tastings are limited to products Manufactured, Processed or Distributed by exhibiting companies.
- All tastings must be done by a person with the following:
 - Valid Indiana Alcoholic Servers Permit
 - Server Training Certificate
 - Photo ID
 - The above information is to be returned to the Food & Beverage Manager **no later than 2 weeks prior to event start date**.
 - Licensed bartenders may be arranged to do tastings through the Commission's caterer for \$25/hour.
- All tastings must be served in plastic, disposable cups in the following quantities:
 - Beer - 3 oz
 - Wine / Wine Coolers / Spirit Coolers - 1 oz
 - Liquor - ½ oz
 - Non-Alcoholic Beverages - 4 oz
- No more than 3 tastings per person per day.
- Tastings must end 30 minutes prior to closing time of event's scheduled time. This must be posted at the location of sampling in view of the consumer.

- If any person appears to be intoxicated, it is the server's responsibility to not serve that person. If he/she has issues with the patron, the server must contact the Manager on Duty and/or ISF&EC Security. There is a zero tolerance for over-serving.

Beverage/Alcohol Selling Guidelines:

- As of July 1, 2019, Indiana Breweries, Indiana Farm Wineries and Indiana Artisan Distilleries may sell product or take orders on the premises during an event. **However, the product cannot be opened and consumed on property.**
- Beverage items prohibited from being sold on Indiana State Fairgrounds & Event Center property include:
 - Sodas, Water, Sport and Energy Drinks
 - Coffee, Tea, Lemonade, Hot Chocolate
 - Alcohol by the glass
- All outlined guidelines as listed above for Beverage/Alcohol Tasting must be adhered to for selling of alcohol in booth spaces.

Additional Information:

Please note that the Indiana State Department of Health and the Indiana Alcohol and Tobacco Commission / Indiana State Excise Police does have the right to inspect an event/vendor without prior notice.

Failure to comply with any portion of these guidelines may result in immediate termination of the sampling/tasting by the Indiana State Fairgrounds & Event Center for the duration of the event.

If you have any questions or need assistance, please contact your Event Manager or the Food & Beverage Manager at cstadtmiller@indianastatefair.com or 317-927-7624.

We look forward to working with you to help make your event a success!

Reset Form



**REGISTRATION APPLICATION FOR A TEMPORARY
RETAIL FOOD ESTABLISHMENT**
State Form 55110 (R2 / 4-13)
Indiana State Department of Health – Food Protection Program

Return completed form to:
Indiana State Department of Health
Food Protection Program, Room N855
100 N. Senate Ave.
Indianapolis, IN 46204
317/234-8569 (fax) 317/233-9200

Please complete a form for each separate operation.

410 IAC 7-24-107 PREREQUISITE FOR OPERATION

(a) A person may not operate a retail food establishment without first having registered with the department as required under IC 16-42-1-6.
 (b) A retail food establishment registered with a local health department or other regulatory authority shall be considered registered with the department under IC 16-42-1-6.
 (c) To allow verification that the retail food establishment is constructed, equipped, and otherwise meets requirements of this rule, the regulatory authority shall be notified of an intent to operate at least thirty (30) days prior to registering under this rule.

ESTABLISHMENT OWNER INFORMATION			
Establishment Owner's Name			
Mailing Address <i>(number and street)</i>			
City	State	ZIP Code	County
E-mail	Telephone Number	Fax Number	

ESTABLISHMENT INFORMATION			
Establishment or Organization			
Establishment or Organization Address <i>(number and street)</i>			
City	State	ZIP Code	County
E-mail	Telephone Number	Fax Number	

EVENT INFORMATION	
Event Name	
Event Contact	Telephone Number
Date(s) of Event <i>(month, day, year)</i>	Hour(s) of Event
Food to be Served	
Location of your operation during this Event <i>(check one)</i> : <input type="checkbox"/> Grandstands <input type="checkbox"/> On the Fairgrounds – Lot Number: _____ <input type="checkbox"/> Building <i>(specify)</i> : _____ <i>(Building Name)</i>	
Type of structure <i>(check one)</i> : <input type="checkbox"/> Trailer <input type="checkbox"/> Tent <input type="checkbox"/> Cart <input type="checkbox"/> Booth: _____ <i>(Booth Number)</i> <input type="checkbox"/> Other: _____ <i>(Specify)</i> <input type="checkbox"/> Stock truck: _____ <i>(State and License Plate Number)</i> <input type="checkbox"/> Prep truck: _____ <i>(State and License Plate Number)</i>	
Providing Samples to the Public? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Food Prep / Storage at location other than Fairgrounds? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If Yes, provide Other Site Prep / Storage address.)</i> _____ <div style="display: flex; justify-content: space-between; font-size: small;"> <i>(Street)</i> <i>(City)</i> <i>(State)</i> <i>(ZIP Code)</i> <i>(County)</i> </div>	
If located elsewhere on fairgrounds, provide location: _____	

Original Signature of applicant	Date <i>(month, day, year)</i>
Printed name of applicant	Title