



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 beverage products may be distributed by exhibition sponsoring organisations and their exhibitors subject to written approval being obtained from HML.

**GENERAL CONDITIONS:**

- 1) Distribution of food or beverage samples is limited to the booth area.
- 2) No items distributed may be sold, and all are limited to 'sample' sizes below:
  - a. Beverages are limited to containers of no more than 2 oz (approx 60ml).
  - b. Food items are limited to "bite size" portions (approx. 1 oz or below 30 grams).
- 3) Use of food reheating equipment is subject to HML's approval, as is the method of reheating selected.
- 4) Any reheating process which generates an unpleasant smell inside the licensed venue will be prohibited.
- 5) Standard fees for storage, handling, delivery, etc. will be charged where applicable.
- 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.
- 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.
- 8) The Hong Kong Convention and Exhibition Centre (Management) Limited is not responsible for any illness caused by any self-provided food and beverages.

Name of Event	Event Date(s)	Booth #
Name of Exhibiting Company	Email Address	
Address		
City	Country	
On-Site Contact	Title	
Tel No.	Signature	

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

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

Reasons for distributing 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 7846 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