



Manchester Central Hospitality

Samples Policy

Guidelines for food and beverage samples within the Venue

Please contact:

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Definitions

In this policy, the following words shall have the following meanings:

'Venue' refers to Manchester Central Convention Complex, who's registered address is Petersfield, Manchester M2 3GX

'Company' refers to Manchester Central Convention Complex - Manchester Central Hospitality which is a trading name of it's catering division

'Client' refers to the Organiser and where applicable the Exhibitor

Samples Policy

"Samples" refers to any food or beverages that the Client may offer to delegates or visitors to consume free of charge for which they receive no payment.

If the Client receives payment from the delegate/visitor for the sample, then the Client is liable to pay a facility fee subject to the Company's terms and conditions which are available from the Company.

Sample and maximum sizes are defined by the Company as follows:-

- 28g (Bite size) for food / snacks
- 50ml for beer/wine
- 5ml for spirits
- 50ml for all other beverages (hot or cold)

Any foods or beverages that exceed the listed volume and weights must be agreed with the Company prior to the event and the distributor of the "samples" will be liable to pay relevant facility fees as documented within the Company's 's terms and conditions.

All foods and beverages must be stored, prepared and serviced within the standard practises listed by the **e-Guide 2012** by any distributor. Failure to comply may lead to the Company's refusal to allow distribution.

It is the Client's responsibility to ensure that no third party distributor operates within the Client's event without the required legislative documentation and e-Guide 2012 food policy.

The Company will accept no liability for any breach of legislative or e-Guide 2012 food policy by the Client or the third party distributor; this will be the sole responsibility of the Client. Failure to comply will lead to refusal to allow the distributor to distribute the samples.

The Venue's completed catering authorisation document must be submitted and agreed in writing at least 7 days prior to any event.

Signed Agreement

The Client signature is acceptance of responsibility for upholding the above policy and the adherence to the Company's alcohol policy (if alcohol is being offered) for all foods and beverages being supplied, sold, distributed, consumed or offered free of charge within the Venue.

Event name

Client signature

Print name (Client)

Date

Company signature

Print name (Company)

Date
