

Food and Beverage services are exclusive to Austin Convention Center Catering, managed by Levy Restaurants. No outside food and/or beverages are permitted on premise. In some cases an exception may be made for sampling.

“**Sampling**” is defined as an exhibiting company (booth exhibitor) that wishes to distribute small portions of food and/or beverage from their booth.

Sampling requires approval from 2 separate entities:
Austin Convention Center Catering – **Sampling Request Form**
City of Austin / Travis County Health Department – **Temporary Health Permit**

Sampling Request Form

Each company/exhibitor that wishes to distribute samples must fill out and submit this form. If they meet the criteria and are approved, they may be granted permission by the facility to sample on property.

Items sampled must be products directly associated with the exhibiting company (booth exhibitor).

Examples include: manufactured, marketed, sold or distributed by the exhibiting company.

Items considered traffic promoters that are not directly associated with the exhibiting company must be purchased through Austin Convention Center Catering.

Sample Sizes

All items are limited to SAMPLE SIZE. The maximum sample sizes are as follows:

Food Items limited to 1 ounce “bite size”.

Beverage items limited to 3 ounces.

If the exhibiting company wishes to distribute larger portion sizes, approval must be granted and a fee may be applied.

No Alcohol Permitted

Under no circumstances may outside alcohol be brought on premise. All alcoholic beverages must be purchased through and served by Austin Convention Center Catering. Buyout and/or corkage fees are not available for alcohol.

Temporary Health Permit

The City of Austin / Travis County Health Department requires the show management (company contracting the exhibit hall space) to submit an application for a Temporary Health Permit – for every booth that is sampling. The individual exhibiting companies cannot apply for the permits themselves. The show management will need to collect the information from the sampling exhibitors and submit for the permit on behalf of the exhibiting companies. Additionally, the show management must physically go to the Health Department offices and pay for / pick up the permits. The permits must be given to the exhibiting companies’ onsite so they can be displayed at their booth.

Health Department website:

www.austintexas.gov/department/temporary-food-events

Permit to Operate

-link to the application that must be completed by show management

How to Setup a Temporary Food Booth

-this contains guidelines that should be shared with the exhibitors

At any time the policies, requirements and application process may be changed without notice, per the City of Austin / Travis County Health Department. It is the responsibility of the show management to communicate and confirm the approval and execution of all Temporary Permits within their contracted space.

Please know that neither the Austin Convention Center or Austin Convention Center Catering have any affiliation with the Health Department and cannot assist with the permit process. Furthermore, at any time the Health Department can enter the event, inspect and shut down a sampling operation if they deem it appropriate. The Sampling Request Form has no influence on the Health Department’s policy or authority.

Sampling Request Form 2024

Sampling is not permissible unless all criteria are met and approval is granted.

Items sampled must be products directly associated with the exhibiting company (booth exhibitor).

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Cooking on Premise and Sterno Use

Exhibitor cooking is not permitted unless approved in advance by the Austin Convention Center, Catering Manager and the AFD Fire Marshal.

Sterno may be used in approved booths following appropriate requirements outlined by the Fire Marshal.

Temporary Food Event Permit

The City of Austin / Travis County Health Department requires the show management (not the individual exhibitor) to submit a Temporary Food Event Application. If approved, they will be issued a Permit to Operate.

Provide your tradeshow contact person with the details of your sampling so they may apply on your behalf.

Fees will be assessed by the City of Austin / Travis County Health Department for each sampling booth.

Please visit <https://www.austintexas.gov/department/temporary-food-events> for current rates.

The individual booth must have the original copy of the Temporary Food Service - Permit to Operate displayed at their booth.

The applicant agrees to indemnify and hold harmless Austin Convention Center Catering, the Austin Convention Center Department and the City of Austin from all liabilities, damages, losses, costs, or expenses resulting directly or indirectly from disposition of such items.

Food and beverages for on-site consumption MAY NOT BE SOLD on the premises.

This form only represents approval from the Austin Convention Center & Palmer Events Center.

Confirm with show management that a Temporary Food Permit has been secured for your booth.

Name of Event:

Event Dates:

Booth Name:

Booth #:

Applicant Name:

Email:

Phone:

Onsite Contact Name:

Phone:

Product(s) you wish to dispense:

Size of portion to be dispensed:

Sterno or heat source to be used

Yes

No

In signing below, I understand and agree to the terms and conditions above:

Applicant Signature:

Date:

Approval Signature:

Date:

Contact your sales representative:

Jessica Birdwell

jbirdwell@levyrestaurants.com

512 404 4147

AUSTIN
CONVENTION CENTER
CATERING