

[NON-FOOD SHOW] F&B SAMPLING & GIVEAWAYS PERMIT

[AP-0016]

This permit is required to be completed when there is F&B sampling and giveaways at a non-food show events. Please complete and return this permit to your dedicated Experience Manager no later than 21 days prior to the move-in date. **ONE CONSOLIDATED FORM FOR EACH EVENT IS REQUIRED.**

All forms are to be completed by the licence agreement signatory. To change authorising party for submissions, please see AP-001 Change in Authorising Party Permit.

Mandatory Requirements

- The applicant must obtain prior approval from the Centre before any activity can take place.
- F&B sampling and giveaways that conform to the below criteria are permitted without any additional catering charges.
- Suntec Singapore defines sampling of food and giveaways as:
 - o bite-size pieces up to 100g
 - o food must be non-perishable
 - o food to be pre-packed and must be distributed within the packaging
 - o samples must clearly state any allergens
 - o samples must be clearly marked as a give-away from a specified sponsor and not sold
 - o used-by date must be displayed on the packet
- Suntec Singapore defines sampling of drinks as:
 - o non-alcoholic beverage 15ml or less
 - o wine and beer 15ml or less
 - o liquor spirit 5ml or less
- For items that exceed the sampling size, please use AP-015 [Non-Food Show] External F&B Vendor Permit.
- Disposal of waste and cleaning is required to be provided by the event organiser.
- Contractors should ensure compliance to all safety guidelines.
- Suntec Singapore reserves the right to decline sampling requests and revoke permits, if deemed necessary.

Event Details																											
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Date:

Billing Details													
Company Name:		Company Address:											
Full Name: Mr / Mrs / Ms / Miss / Dr	Prof / Other	GST Number [for Singapore GST registered compare											
Contact Number:		Email:											
Purpose													
1) Please fill out the table below:													
Booth Number or Room Location	F&B I (Per												
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							_						
							_						
(Supplementary list can be attached if re-	quired)						_						
Declaration		For Internal	For Internal Processing Only										
I, the applicant, hereby acknowledge an technical and mandatory requirements : Centre		Approved / Reject	Approved / Rejected										
		Reject Reasons:	Reject Reasons:										
							-						
Sign & Company' Stamp		EM Signature:	EM Signature:										