



TERMS AND CONDITIONS FOR EXHIBITORS DISTRIBUTING FOOD AND BEVERAGE PRODUCTS FOR SAMPLING AT AN EVENT

1. RDS Rules and Regulations

The RDS retains the sole rights for the sale or distribution of any article of food, drink or tobacco through such catering contractor or contractors as the RDS may nominate from time to time.

2. Need for Sampling

The RDS recognises the need for marketing and sampling product at exhibitions and in this regard may approve sampling to event attendees in a controlled manner. The RDS may reasonably refuse a request to sample and will communicate any such reasons to the event organiser.

3. Notice

The event organiser must provide to the RDS Hospitality Services Manager completed application forms for approval at least 3 days prior to the event start date. Applications received after this deadline may not be considered and risk being rejected.

4. Sampling Sizes

The below maximum sample sizes will only be permitted:

- Soft Drinks / Beers / Ciders - 50ml
- Wine/Fortified Wine/Champagne/Alcopops and similar – 25ml
- Spirits and similar - 5ml
- 'Single bite size' portions of food only (**requires event-specific HSE Food Business Registration – see link below**)
- Individually wrapped chocolates and sweets

5. Health and Safety

It is the responsibility of the event organiser to ensure that exhibitors comply with Health and Safety and Food Safety Regulations and to ensure exhibitor compliance with government guidelines to restrict the spread of infectious diseases (e.g. Covid-19). Any sampling deemed to be in breach of these regulations will be ceased with immediate effect. With the exception of alcoholic beverages, soft drinks and individually wrapped sweets / chocolates, exhibitors looking to sample foods must register with the HSE for the specific event by completing the online form available at: <https://ehonline.hse.ie/>
A copy of this completed form must be available for inspection for the duration of the event

6. No Charge

Sample portions will be distributed free of charge.

7. Exit Samples

Samples of products in portions larger than those listed at point 4 above may be distributed for off-site consumption only. The distribution of these items must be organised in such a manner as to ensure they are not returned to the venue. Where this cannot be guaranteed, the RDS will refuse exit sampling. Requests for exit sampling are subject to the same approval process as on-site sampling.

8. Alcohol

If sampling alcoholic beverage, the exhibitor must ensure that samples are not distributed to those under 18 years of age. Proof of age must be produced where necessary. If there is doubt about the customer's age and no proof of age is available, then samples must not be given. Only 1 sample portion per customer may be distributed at any event. Any necessary licence requirement in this regard, is the responsibility of the organiser.

9. Breach of Conditions

Should an organiser or exhibitor breach the above terms, the RDS will have the offending exhibit/s cease carrying on business at the event, in whatever manner it deems appropriate.



**APPLICATION FORM FOR PERMISSION FOR AN EXHIBITOR TO DISTRIBUTE FOOD OR BEVERAGE
PRODUCT FOR SAMPLING / MARKETING PURPOSES**

To be completed by the Event Organiser

Name of Event		Sampling Date(s)	
Event Organiser Name		Mobile No	
Stand / Exhibit Name		Stand / Exhibit Location	
Details of product/s requested for sampling:			
Portion size requested for sampling:			
Number of portions requested for sampling per event day:			
I, the event organiser, confirm that an event specific HSE Food Business Registration application form for this stand holder has been completed (required for food sampling only) YES ☐ NOT APPLICABLE ☐			
I, the event organiser, apply to the RDS on behalf of the above exhibitor, for permission to distribute free of charge, the product/s listed above, during the above event. I understand that only the product/s and quantities agreed with RDS may be distributed. I understand that failure to comply with the terms of sampling approval will result in sampling approval being revoked. Signed Date			
On behalf of the RDS Approved by..... Date..... Position			

This form should be emailed to:

Paolo Romeri
Hospitality Services Manager
RDS
Ballsbridge
Dublin 4 email: paolo.romeri@rds.ie

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