



Food Sampling & Beverage Tasting Guidelines for Year-Round Events – Revised January 2023

Year-round show producers/promoters or exhibitors are not permitted to bring outside food or beverage into the buildings at the Indiana State Fairgrounds & Event Center for public or personal consumption unless specifically permitted in writing.

Exhibitors of year-round events may not do food sampling or beverage tastings, including alcoholic beverages, unless prior permission has been given in advance and in writing to the Food & Beverage Manager. This is also included in all Facility Use Agreements.

If granted written permission in either instance, the show promoter and exhibitor shall be responsible to adhere to all Indiana State Fairgrounds & Event Center guidelines, all applicable Indiana Department of Health food handling and safety regulations, and all Indiana Tobacco & Alcohol Commission regulations. In addition, the show promoter will be required to provide Host Liquor Liability Coverage as set forth in Section 21 (b)(iv) or proof of other liquor liability coverage as required by the Indiana State Fair Commission.

Food Sampling Guidelines:

Exhibitors may **distribute samples** of food only upon written authorization from the Food & Beverage Manager, as well as adhering to all conditions outlined below.

- Items sampled are limited to products Manufactured, Processed or Distributed by exhibiting companies or made in a Permitted Kitchen.
- No home-based vendors or out of state vendors using cottage rules.
- Samples may not be prepared in a hotel room, camper, or home kitchen.
- **Exhibitors must complete the following tasks and return all required paperwork no later than 30 days prior to the event start date.** Failure to comply with this deadline could result in the exhibitor not being able to do sampling. All paperwork needs to be returned to the Food & Beverage Manager via email: concessions@indianastatefair.com
 - Fill out the Food Sampling/Beverage Tasting Application listing all products to be sampled
 - Fill out the Temporary Food Establishment Form for the Indiana Department of Health (there is not a fee for this form)
 - Current Food Permit for your certified establishment.
 - Submit a current copy of a ServSafe Certificate or other food handling certification class
 - Submit a Certificate of Liability Insurance with \$2 million liability insurance naming the Indiana State Fair Commission and State of Indiana as additional insureds. The address for both entities is: 1202 E. 38th Street Indianapolis, IN 46205
- Show promoters and exhibitors will be required to adhere to all applicable Indiana Department of Health food handling and safety regulations.
- Food items are limited to “bite size” – not to exceed 3oz.

Food Selling Guidelines:

Exhibitors may **sell food** only upon written authorization from the Food & Beverage Manager, as well as adhering to all conditions outlined below.

- All outlined guidelines as listed above for Food Sampling must be adhered to for selling of food in booth spaces.
- Any food items sold must be pre-packaged items.
- Food items prohibited from being sold on Indiana State Fairgrounds & Event Center property include:
 - Popcorn

- Ice Cream
- Products containing CBD

Beverage/Alcohol Tasting Guidelines:

Exhibitors may **serve tastings** upon written authorization from the Food & Beverage Manager, as well as complete adherence to all conditions outlined below. Note: PepsiCo is the official non-alcoholic drink sponsor of the Indiana State Fairgrounds & Event Center, including but not limited to soda, water, sports and energy drinks.

- Indiana Farm Wineries, Breweries, and Artisan Distilleries are permitted to attend events on Tradeshow/Exhibition Permit to do tastings.
- Beverages, including alcohol, must be dispensed and distributed in accordance to all Indiana Alcohol & Tobacco Commission codes and Indiana Department of Health codes.
- Beverage items prohibited from being tasted on Indiana State Fairgrounds & Event Center property include:
 - Non-PepsiCo products including sodas, water, sport and energy drinks
 - Products containing CBD
- **Any exhibitor approved to offer tastings, must complete the following information no later than 15 days prior to event start date. Failure to comply with this deadline could result in this exhibitor not being able to do tastings.**
 - Fill out the Food Sampling/Beverage Tasting Application listing all products to be tasted
 - Submit a Certificate of Liability Insurance with \$2 million liability insurance naming the Indiana State Fair Commission and State of Indiana as additional insureds. The address for both entities is: 1202 E. 38th Street Indianapolis, IN 46205
 - Alcohol Exhibitor: Apply for their Tradeshow/Exhibition Permit with the Indiana Alcohol and Tobacco Commission.
 - Once you receive your permit number or approved email, this must be submitted to the Food & Beverage Manager.
- Items sampled are limited to products Manufactured, Processed or Distributed by exhibiting companies.
- If a show promoter wants alcohol tastings served at his/her event via an exhibitor, the show promoter must provide Host Liquor Liability of \$2 million as part of their Certificate of Liability Insurance to the Indiana State Fairgrounds & Event Center.
- All tastings must be done by a person with the following:
 - Valid Indiana Alcohol Servers Permit
 - Server Training Certificate
 - Photo ID
 - The above information is to be returned to the Food & Beverage Manager no later than 2 weeks prior to event start date.
 - Licensed bartenders may be arranged to do tastings through the Commission's caterer starting at \$25/hour.
- All tastings must be served in plastic, disposable cups in the following quantities:
 - Beer: 3 oz
 - Wine/Wine Coolers/Spirit Coolers: 1 oz
 - Liquor: ½ oz
 - Non-Alcoholic Beverages: 4 oz
- No more than 3 tastings per person per day.
- Tastings must end 30 minutes prior to closing time of event's scheduled time. This must be posted at the location of tasting in view of the consumer.
- If any person appears to be intoxicated, it is the server's responsibility to not serve that person. If he/she has issues with the patron, the server must contact the Manager on Duty and/or ISF&EC Security. There is a zero tolerance for over-serving.

Beverage/Alcohol Selling Guidelines:

Exhibitors may sell bottled beverages only upon written authorization from the Food & Beverage Manager, as well as adhering to all conditions outlined below.

- If permitted by the Food & Beverage Manager for the Indiana State Fair Commission, Indiana Breweries, Indiana Farm Wineries and Indiana Artisan Distilleries may sell their own products to consumers for consumption off the State Fairgrounds.
- Items prohibited from being sold on the Fairgrounds
 - Alcohol by the glass
 - Any non-alcoholic product by the glass

Additional Information:

Please note that the Indiana Department of Health and the Indiana Alcohol and Tobacco Commission/ Indiana State Excise Police does have the right to inspect an event/vendor without prior notice.

Failure to comply with any portion of these guidelines may result in immediate termination of the sampling/tasting by the Indiana State Fairgrounds & Event Center for the duration of the event.

If you have any questions or need assistance, please contact your Event Manager or the Food & Beverage Manager at concessions@indianastatefair.com or 317-927-7624.

We look forward to working with you to help make your event a success!