

**Hartford, CT October 16, 2018**

**XL Center**

**Food Sampling Requirements**

Exhibitors offering food samples must complete a **Vendor Temporary Food License Application**. Completed application should be sent along with the fee to the Department of Health and Human Services in Hartford, CT at least 30 days prior to the event. Late fees may be assessed.

Additionally, the following information must be emailed to Susan Phillips sphillips@ptotoday.com no later than October 9, 2018 for approval to sample from the XL Center.

* Company Name
* Name of Exhibitor(s) on site
* Contact email or cell phone
* Item(s) to be sampled

\* Please note: all samples must be 2 oz or smaller.

If you have any questions, please contact Susan Phillips at sphillips@ptotoday.com or 800-644-3561 ext 207.

***Please be aware that failure to adhere to safe food handling procedures may prohibit you from sampling.***