



DEPARTMENT OF REGULATORY SERVICES
 DIVISION OF ENVIRONMENTAL HEALTH
 250 SOUTH 4TH STREET, ROOM 414
 MINNEAPOLIS, MN 55415
 PHONE: (612) 673-2170, FAX: (612) 673-2635

FOR OFFICE USE ONLY	
CHECK/M.O. NUMBER:	AMOUNT
DATE:	
APPLICATION NUMBER:	

MINNEAPOLIS CONVENTION CENTER FOOD EVENT SPONSORING APPLICATION

An approval must be secured from Minneapolis Environmental Health for all events that involve dispensing food at the Minneapolis Convention Center. Event Sponsors and/or Show Management **MUST** submit Sponsoring Application **AT LEAST TEN BUSINESS DAYS** prior to the event, or a late fee of \$50.00 will be assessed. Event Sponsors and/or Show Management are responsible for collecting information and payment from exhibitors.

NAME OF EVENT: <i>(PLEASE PRINT)</i>		LOCATION OF EVENT: MINNEAPOLIS CONVENTION CENTER		
DATE(S) OF EVENT:		EVENT START TIME:		EVENT END TIME:
SPONSORING ORGANIZATION:	ADDRESS OF SPONSORING ORGANIZATION:	CITY:	STATE:	ZIP:
CONTACT PERSON FROM SPONSORING ORGANIZATION:				PHONE NUMBER:

SPONSORING ORGANIZATION MUST SUBMIT A LIST OF ALL PARTICIPATING EXHIBITORS, AND TYPES OF FOODS DISPENSED AT THE EVENT

NO.	NAME & ADDRESS	PHONE NUMBER	FOOD/BEVERAGE - DISPENSED
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

LIST ADDITIONAL EXHIBITORS ON SEPARATE SHEET

MAKE CHECK OR MONEY ORDER PAYABLE TO: MPLS FINANCE DEPARTMENT. FEES ARE BASED ON THE NUMBER OF EXHIBITORS, WITH MINIMUM CHARGE OF \$100. IF MORE THAN 10 EXHIBITORS WILL BE AT THE EVENT, PLEASE CALL CARL SAMAROO AT 612-673-3693 FOR THE AMOUNT.

As Event Sponsor and/or Show Manager, I have received and read the "GUIDELINES FOR DISPENSING FOODS AT THE MINNEAPOLIS CONVENTION CENTER" and agree to comply with all food safety standards. _____(Initials)

SIGNATURE OF APPLICANT: <small>(Sponsor agrees to comply with the Mpls Food Code)</small>	DATE:	ENVIRONMENTAL HEALTH SIGNATURE:	DATE:
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