



# SEAPORT

## **Seaport World Trade Center Boston Procedures for Distributing Food During an Expo Hall Event**

Welcome to the World Trade Center Boston!

### ***Notification***

The World Trade Center is the exclusive provider of foodservice within its premises. As such, we reserve the right to regulate any and all food which is distributed for consumption on our premises. If you intend to distribute food during an upcoming event, for any reason, please contact the following:

Seaport World Trade Center Boston  
Suite 500  
200 Seaport Boulevard  
Boston, MA 02210  
Dave Fazo, Event Manager  
(617) 385-4212

This must be accomplished at least three weeks before your scheduled event.

### ***Health Permits***

According to the city of Boston Health Codes, absolutely **no food** is to be distributed for consumption without a valid temporary foodservice permit. This includes products for sale, sample, or take home usage.

Attached, please find an application for this permit from the City of Boston Office of Inspectional Services. Simply complete this form and return it to your Show Manager by **January 28, 2010**:

**Liesl Robinson**  
**Show Director**  
**Boston Globe Travel Show**  
**PO Box 1766**  
**Westminster, MD 21157**



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All applications must be accompanied by a check made out to the City of Boston at a rate of \$20 for the first day of the exhibition and \$5 for each additional day thereafter. If you are a large corporation with many exhibitors on premise, or a foodservice brokerage house, you need to file a separate permit for each location you will be operating.

Your show manager may have instructed you as to when they need the above information. In either instance, all information must be presented to the City of Boston two weeks prior to the opening day of the show.

We thank you in advance for your cooperation with these policies and procedures. Should you have any questions, please do not hesitate to call the Seaport World Trade Center Boston at (617) 385-4212.

Thank you again, and we look forward to seeing you at your upcoming event.