

Guidelines for Serving & Sampling

- All food and beverages **must be covered and protected** from handling, coughs, sneezes, dust, dirt and vermin during transportation, storage, handling, display and service.
- **Close supervision** by an Exhibitor staff member is required at all times during sampling.
- Instruments such as tongs or serving spoons are to be used to **prevent direct handling of food**. It is recommended that food items be offered in pre-portioned servings.
- Food **samples must be protected** from customer contamination using one of the following methods:
 - Covered by a transparent shield (sneeze guard);
 - Inaccessible to attendees and served by the Exhibitor on an individual basis in **SAMPLE SIZE PORTIONS**.
- The use of **home-prepared food is strictly prohibited**.
- All prepared food must be **cooked in a local commercial facility**, which has been approved in advance by the local health department. Food from unapproved sources will be condemned by the health department.
- Limited on-site preparation of food is allowed. Please **use designated Clean Up Stations** for all cleaning of utensils.
- The use of L.P. gases such as **propane & butane are prohibited**. All electrical equipment must be U.L. approved (Underwriter's Laboratories).
- The use of fry equipment **must include a grease-shield** for the machine **as well as a fire extinguisher**.

COLD FOOD:

Perishable items must be kept at or below **45° F** at all times during transportation and until served or used.

HOT FOODS:

Perishable items must be kept at or above **140° F** at all times during transportation and until served or used.

ALL READY-TO-EAT FOODS:

Must be separated from raw, potentially hazardous food and unwashed fruits or vegetables to prevent them from becoming contaminated with chemicals and/or raw food bacteria.

UTENSILS AND CONDIMENTS:

Must be individually packaged or dispensed from approved dispensers. Single-serving utensils shall be provided only in sanitary containers or approved sanitary dispensers, and shall stored in a clean, dry place until used, and used only once.

Please consider using environmentally-friendly paper products for serving your samples instead of plastic products. Eco-friendly serving utensils & supplies can be purchased through CenterPlate, the official show caterer (see forms in Show Vendors section).

SANITARY STORAGE FACILITIES:

Must be used for all unpackaged foods and utensils at all times during transportation and until served or used. (Note: Passenger vehicles are not sanitary facilities.) Quantities of food stored in Exhibitor Booths for subsequent processing or display must be limited to an amount that can be maintained at a proper temperature and protected from contamination. The use of small portable electric refrigerators is recommended and arrangements can be made with Lowe Refrigeration at 770-461-9001.

PERSONAL HYGIENE:

Employees or others staffing foodservice booths must wear clean outer garments, use suitable hair restraints, practice high personal cleanliness and keep their hands clean. Hands must be washed after using toilet facilities or handling soiled or unclean material, after smoking and before handling food or utensils. All foodservice personnel must be free of any communicable disease or illness that can be transmitted by food.

WARE-WASHING:

Exhibitors must use the designated “Clean Up Stations” on the Show floor for washing utensils. *THE USE OF REST ROOMS FOR WASHING UTENSILS OR DISPOSING OF FOOD IS PROHIBITED.*

GARBAGE AND REFUSE:

Exhibitors serving sample foods must dispose of garbage or other wastes in a sanitary manner. Grease bins will be provided in each of the “Clean Up Stations” located around the Show floor.

Product Security

Basic Security Measures Provided:

- **Overnight storage rooms** are provided free of charge for exhibitors to store valuables during move-in, Show days and move-out. To prevent theft or damage, please do not leave anything of great value in your Booth overnight or during move-in and move-out.
- **Uniformed guards** will be stationed at entrances, exits and along the perimeter of each Exhibit Hall. This service will be provided 24 hours a day from the first move-in day to the last move-out day.
- **Private guards** for your booth may be hired from the official security contractor
- **Security cages** may be rented from Freeman

Guidelines for Protecting Your Products & Display:

The NASFT cannot assume responsibility for loss, damage or theft at the Show. Each Exhibitor must be responsible for his/her own property. Adherence to the following recommendations and precautions plus the vigilance of the personnel in your booth, should ensure adequate security for your exhibit materials and personal property.

- Make sure your **insurance coverage** is adequate to protect your exhibit and product against damage or loss from the time it leaves your premises until it returns.
- When preparing exhibit material for shipment, **avoid cartons that identify contents**. Use plain shipping containers and coded labels.
- Assign people to be present at your Booth **when your exhibit material arrives** to receive the shipment and take inventory. Report immediately to the Security Office any discrepancies between quantities shipped and quantities received.
- Move – In & Move – Out is a **highly vulnerable** period, so pay special attention to items easily pilfered during this time. Place them in locked containers when you can't keep an eye on them.
- As an added security precaution, **tape-off or drape your Booth overnight**.
- Do not put articles of any value in a container marked **“EMPTY STORAGE.”**
- Exhibitor's must wear **official Show badges** at all times during move-in, Show days and move-out.
- During Show days, someone should be on duty in your Booth **one half hour prior to opening and one half hour after closing**.

- Immediately report to Security or Show Management the presence of any **unauthorized visitors** on the exhibit floor.
- Don't leave **personal items** unguarded such as cellular phones, laptops, coats, wallets, handbags, briefcases, etc.
- To **remove merchandise from the exhibit floor**, you must be an exhibitor wearing an exhibitor badge and show a photo I.D. Please remember, people wearing exhibitor badges with your company name on it are serving as representatives of your company. Therefore, any actions taken by these people fall under your responsibility, so please choose wisely. We suggest taking badges back from temp staff at the end of the show.
- Remember, and remind those staffing your Booth, that while guard service is provided by the NASFT until the end of move-out, it remains your responsibility to take whatever precautions you deem necessary to protect your property. **Do not leave your Booth unsupervised** until your items have been picked up for shipping.
- Do not leave your **sales leads** unsecured in your Booth at any time. We recommend you take them with you at the end of each day.

Temporary Work Pass

Our Temporary Work Pass procedures are established to protect you and your property at the show. Security is an important topic for us and we are very dedicated in implementing procedures to ensure you have a safe and secure show.

Please keep in mind that you will be held responsible for any person you allow access to the show floor with an exhibitor badge or a temporary work badge.

Temporary Work Passes are to be used for:

- People setting up or dismantling your booth during **Move-In/Set-up** or **Move-Out/Dismantling** days only.
- People delivering small product samples and/or materials to your booth during Move-In/Set-Up Days.

Temporary Work Passes are NOT for:

- Booth personnel, demonstrators, sales representatives, agents, hosts, hostesses. (These people must be registered as Exhibitors)
- Exhibitor Designated Contractors (EDC's) / Display Houses.
- People visiting you at the booth during Show Days (Sunday – Monday). We consider anyone who is visiting our exhibitors for meetings, to review their products as “Show attendees”. Show attendees are required to pay the registration fee to visit/attend the show.

Delivery on a Show Day:

- We will not issue a Temporary Work Pass on Show Days.
- The person will need an attendee badge if they need to physically bring the delivery to your booth, or you will need to meet them outside of the exhibit hall to pick up your package.

Procedure to Obtain a Temporary Work Pass:

- A Temporary Work Pass can be obtained beginning the 1st day of Move-In at the Show Office.

- To obtain a Temporary Work Pass the person will need a ***Photo ID*** and one of the following sources:
 - Business Card with Exhibiting Company name.
 - Letter from Exhibiting Company explaining the reason person will need a temporary badge to gain access to exhibit floor.
- **There will be NO EXCEPTIONS granted if the person does not have required documentation.**

If you have any questions regarding the Temporary Work Pass procedures, please contact **Stephanie Morris at (646) 878 – 0105, smorris@nasft.org**