



APPLICATION FOR FOOD PREPARATION WITHIN EXHIBITS

This application is to ensure all fire and safety regulations are in place to enable cooking in your booth.

Name of Event: _____

Dates of Event: _____ Booth Number: _____

Name of Exhibiting Company: _____

Contact Person/Title: _____

Phone: _____ Email: _____

1. Please indicate the food item(s) you wish to prepare:

2. Is your company a manufacturer of the food items you wish to distribute? Yes ☐ No ☐
If you are not the direct manufacturer of the food item(s), all products must be purchased from and supplied by Aramark, our exclusive food and beverage partner.

3. Please indicate the process/equipment that would be used:

No open flames will be permitted.

A 5ABC portable fire extinguisher will be required for each approved device.

A type "K" portable fire extinguisher will be required when use of cooking oil is approved.

Someone from Aramark will be contacting you soon to discuss Southern Nevada Health Department procedures, additional forms and fee information.

Please email this form to:

Convention Services Manager, LVCC
conventionservices@lvcva.com

DO NOT finalize plans to prepare food in your booth without approval of your equipment by the Las Vegas Convention Center.

☐ Approved ☐ Denied



**AUTHORIZATION REQUEST
SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION**

ARAMARK has the exclusive food and beverage rights within the Las Vegas Convention Center.
Organizations and/or their exhibitors may distribute sample food and/or beverage products only upon written authorization.

GENERAL CONDITIONS:

1. A certificate of liability naming ARAMARK as an additional insured **MUST** be submitted to ARAMARK at least five (5) business days prior to first day of the show. Please provide general liability (\$1,000,000.00) and Workers Comp (\$1,000,000.00).
2. Items dispensed are limited to products manufactured, processed or distributed by the exhibiting company.
3. All items are limited to SAMPLE SIZES and may be distributed from the exhibit location only.
 - a) Non-alcoholic beverage samples, including energy drinks, are limited to a maximum three (3) ounce container and two (2) fluid ounces of product. Energy drinks **CANNOT** be mixed with alcohol under any circumstances.
 - b) Alcoholic Beverages are limited to a maximum of two (2) ounces or ¼ ounce portion sizes determined by type of beverage being poured – exhibitor may also have to fill out an exhibitor agreement with show management when sampling alcohol.
4. Food items are limited to two (2) ounces or bite size portions.
5. Food and/or beverage items as traffic promoters (i.e., popcorn, coffee, bar service) **MUST** be purchased through ARAMARK.
6. Exhibiting firms who wish to dispense alcoholic beverages **MUST** ship product through ARAMARK. Appropriate storage & handling fees will be applied.
7. All alcoholic beverages must be served by a Nevada TAM-certified bartender. Any exhibitors planning to have their own personnel or temps/models dispensing alcohol will be required to have an Aramark bartender in attendance, show proof of Nevada TAM certification and proof of a current Southern Nevada Health District Health Card at least five (5) business days prior to the show.
8. If any heating or cooking of food products is to take place within the booth space an Application for Food Preparation within Exhibits form must be completed and returned to the LVCVA Convention Services Department at 702-892-2933.
9. Organizations and exhibitors distributing sample alcoholic beverages shall comply with all applicable federal, state and local liquor laws.

CONVENTION NAME: _____

COMPANY NAME: _____

BOOTH/ROOM #: _____

CONTACT NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP** _____

PHONE: _____ **FAX:** _____ **EMAIL:** _____

PRODUCT TO BE SAMPLED: _____

PORTION SIZE: _____

PROPOSED METHOD OF DISTRIBUTION: _____

PURPOSE OF SAMPLING: _____

PLEASE NOTE:

If you require services from ARAMARK, such as storage of your product, ice, kitchen equipment or labor, please submit that request on our Labor & Equipment Order Form and return it to our offices along with this Sample Authorization Request. Your ARAMARK Sales Manager will contact you with any questions and will provide you with written confirmation of your order.

*****If you do not receive WRITTEN CONFIRMATION, CONTACT OUR OFFICES to ensure that your order was received.***

PLEASE COMPLETE THIS FORM IN ITS ENTIRETY AND RETURN TO:

ARAMARK Sports & Entertainment Services, LLC.

ATTN: Catering Sales Department

Las Vegas Convention Center

Phone (702) 943-6910 – Fax (702) 943-6911

Temporary Food Establishment Quick Reference Checklist



Post a copy of this checklist in your food booth and use it to ensure that you are ready for inspection by the time specified on your permit application. Failure to set-up properly may result in denial of the health permit to operate or limiting the types of foods that may be served.

- _____ A person in charge must always be available at the booth while in operation.
- _____ All foods must be obtained from approved sources and prepared at the booth the day of the event OR in a permitted food establishment.
 - **DO NOT STORE/PREPARE FOOD AT HOME.**
 - Receipts must be provided upon our request.
- _____ A readily accessible (<10' away) hand wash station is required at each booth. This includes a portable sink or gravity fed hot water (90-110°F) dispenser (minimum 5 gal supply & preferably hands-free), dispensing liquid soap and disposable paper towels, a trash can and waste water catch container.
 - There shall be NO bare hand contact with any ready-to-eat foods.
 - Glove use and hand sanitizers DO NOT substitute for hand washing.
 - Hand wash often!
- _____ Foods at proper temperature. A calibrated metal stem (scaled 0-220°F) or digital thermometer must be on site to check food temperatures often.
 - Cold holding = 41°F or colder.
 - Hot holding = 135°F or hotter.
 - See chart for cooking temperatures.
 - Thawing can be done in a cooler (keeping the food at or below 41°F) or as part of the cooking process. ***You are not allowed to leave food outside to thaw.***
- _____ Sanitizer bucket with wiping cloths must be provided (for sanitizing your food contact surfaces) at all times. Test strips must be available to test sanitizer concentration.
 - Bleach solution = 50-100ppm.
 - Quaternary ammonia "Quat" = 200ppm or per manufacturer's recommendation.
- _____ Avoid contamination of food, equipment and single-service items.
 - Store them 6" off the ground.
 - Provide overhead protection where applicable.
 - Use separate utensils for raw animal product and cooked/ready-to-eat products.
 - Switch out or wash-rinse-sanitize utensils every four (4) hours.
 - Store drinks, personal items and chemicals away from food and food contact surfaces.
 - Exclude children, animals and ill workers from the food booth.
 - No eating or smoking in the food area.
- _____ 35 foot-candles of light required.
- _____ Dispose of solid & liquid waste properly as needed.
 - Wastewater must be disposed into an approved sewer or holding tank.
- _____ Depending on the type of foodservice, required signage may include:
Signage is available at <http://www.southernnevadahealthdistrict.org/ferl/handouts.php>.
 - Appropriate health warning signage for drinking while pregnant must be posted if serving liquor.
 - A consumer advisory must be posted if serving raw or undercooked animal product.
 - A clean plate sign must be posted at buffets.



Cooking temps	minimum
Hamburger	155°F
Chicken, Poultry	165°F
Seafood, Fish	145°F
Whole meats	145°F

For the complete section of regulations, see Chapter 15 - Special Events & Temporary Food Establishments of the SNHD 2010 Regulations Governing the Sanitation of Food Establishments. If you have any questions, call (702) 759-0588.

HAND WASHING & SANITATION STATIONS



RETURN TO: ARAMARK Corporation - 3150 Paradise Road - Las Vegas,
Nevada 89109 USA - Phone 702-943-6910 - Fax 702-943-6911

Show/Event Name			
Company			Booth Number
Address: Street		City, State, Zip, Country	
Phone	Fax		E-mail
Authorized Contact Signature		Authorized Contact – Please Print	
Date for Pickup:			

Hand Washing Station \$25.00 +

Disposable station to include:

2.5 Gallons of Hot Water in Igloo Container, 1 Roll of Paper Towels, Hand Soap,
Disposable Bucket.

Sanitation Station \$25.00 +

Disposable station to include:

1 Bottle of Bleach or Sanitizing Liquid, Test strips, Red Plastic Bucket.

Hand Washing & Sanitation Station Combined \$50.00+

****If sampling or food preparation (cutting any foods, or preparing any food) is done in the booth, you will need to have a hand washing station and a sanitation station.*****

Exhibitors will be required to pick up their handwashing and sanitation station from the retail location set up on your show floor. Payment will be accepted via credit card at this location.



Credit Card Authorization Form

SHOW NAME: _____

COMPANY: _____

BILLING ADDRESS: _____

TEL #: _____ FAX #: _____

☐

Company check used for initial deposit.
Credit card to be used for reorders & the balance of bill.

☐

Credit card to be used for all charges during the show and
For any re-ordering on site.

☐

American Express

☐

Visa

☐

MasterCard

CARDHOLDER'S NAME: _____

CREDIT CARD #:
EXPIRATION DATE: _____

BILLING ADDRESS OF
CREDIT CARD: _____

SIGNATURE: _____

Customer agrees to pay total charges as specified on the catering order(s) as well as applicable charges on additional items ordered on site.

****A copy of the credit card front and back must accompany this form. ****

Under no circumstances will ARAMARK accept re orders without a credit card on file.

Under no circumstances does ARAMARK take orders or credit card numbers over the phone. Customer must either fax or mail order with signature of cardholder.

Frequently Asked questions (FAQs)

Sampling /Temporary Event Shows

What is a Temporary Food Establishment Permit for Special Events?

This permit is required when selling open foods, open drinks, or Potentially Hazardous Food (PHF) packaged from a temporary booth set up. Generally these booths are found at venues such as mass gatherings, fairs, conventions, or recreational events. In order to receive a **Temporary Food Establishment Permit for Special Events** you may be required to provide a permission letter from the property owner granting permission to have the event on their property. If claiming tax-exempt status, a tax-exempt identification number and letter will be required at the time of application. Additionally, a permitted mobile vendor wishing to set up outside their vehicle will need to apply for a temporary permit.

What if I am just sampling open food and/or open drinks at an event?

People who are only sampling open food or drinks, without selling food and/or drinks from their booth, and people who are sampling closed non-potentially hazardous foods do not need an individual temporary food establishment permit. However, a **Special Events and Trade Shows Event Coordinator** permit will be required if there is more than **one food sampling booth** sponsor and the event is not on the sponsor's property. An Event Coordinator permit is required even if a tasting event is on the sponsor's property and there is a fee for admission to the event. This permit covers the food handling activities of all food **sampling** booths. All booths with open food and drink whether selling or sampling must follow the [Temporary Food Establishment Quick Reference Checklist](http://www.southernnevadahealthdistrict.org/download/eh/annual-itinerant-food-est-regs-appx-a.pdf) required by Southern Nevada Health District regulations. Contact the Event Coordinator or the contact identified for the show/event to ensure a **Special Events and Trade Shows Event Coordinator Permit** has been **applied** for the event. For more information as to when an Event Coordinator permit is required, please reference the following site: <http://www.southernnevadahealthdistrict.org/download/eh/annual-itinerant-food-est-regs-appx-a.pdf>

How does the new SNHD law affect me?

As of January 1, 2014 the Southern Nevada Health District has changed its standards for handwashing sinks for food sampling. All sinks must now contain hot water (above 100 degrees Fahrenheit). Our cambros have been tested to hold temperature for 6 hours. Anything above 6 hours must have a water refill. Also, as part of the new regulation, the handwashing container must be removed each night, so the hot water must be delivered prior to start of services each day.

What is a Potentially Hazardous Food (PHF) which is also known as Time/Temperature Controlled for Food Safety (TCS)?

A potentially hazardous food means any food that consists, in whole or in part, of: milk or products made from milk; eggs; meat; poultry; fish, shellfish, or edible Crustacea; or other food in a form capable of supporting the rapid and progressive growth of infectious or toxigenic microorganisms. The term does not include foods that have a pH level of 4.1 or below, or a water activity (Aw) of 0.85 or less. This means very acidic or dry foods are exempt. If you don't know if your food is a PHF either have it tested by a lab and have the lab tests available for the inspector, or treat it as if it is a PHF food to be on the safe side.

Can I serve my samples in a large bowl?

Generally no, every effort must be made to prevent contamination. Common service bowls where customers stick their hands in the food are typically prohibited. Single food or drink portions and containers such as napkins, cups, and toothpicks can prevent or minimize contamination of the samples. Large bowls may only be used with samples which are commercially wrapped.

My grandma's homemade chili is the best! Why can't I serve it?

You can serve grandma's chili if you prepare it at the event. Food that is prepared at home or at a noncommercial facility cannot be served or sold at the event. District precautions are taken because foods prepared at home are not subjected to inspections therefore; control over cleanliness and sanitation, product temperature, and the monitoring of safe preparation and cooking methods are unobserved. These controls, if not monitored and regulated, can contribute to a food borne illness outbreak.

What is a gravity fed hand-washing station?

A gravity fed hand washing station is required for all open food/drink booths that do not have standard plumbing installed within each food booth operation. Gravity fed systems can be as simple as a 2.5 gallon water container from **Aramark** with a pull spout, a catch bucket for dirty water, soap and paper towels to as complex as a large National Sanitation Foundation (NSF) approved portable hand sink. Just remember to have enough water/containers to last the entire event and each water container must have a pull spout/faucet that allows for a continuous stream of water when opened. Hand-washing stations can be purchased from **Aramark**.

I have hand sanitizer and gloves. Will that be good enough instead of a gravity fed hand-washing station?

No, Southern Nevada Health District does not recognize the use of hand sanitizer and gloves as a substitute for hand washing. However, they may be used in conjunction with proper hand-washing.

The place I am having my event has bathrooms close to my booth. Can I use those as my hand washing station?

No, hand-washing stations must be set up in each booth and hand-washing must take place after using the restroom in both the restroom and when the individual re-enters the booth.

I'm only handling cookies or pouring drinks into cups, why do I need a hand washing station?

Hand-washing stations are required for all open foods or drinks, because the food handler could have contaminated hands that may contaminate the food, plates, or cups served to customers. Although some dry foods such as cookies are not potentially hazardous and capable of causing food borne illness, they can become contaminated by food handler hands and transmit diseases such as Norovirus, which is why the Health District requires hand sinks for hand washing.

What is a sanitizer bucket used for?

Sanitizer buckets contain sanitizer solution and wiping cloths used for wiping food contact surfaces. The sanitizer on the cloth helps keep your area clean and sanitized if properly used.

How do I set up my sanitizer bucket?

The most commonly used sanitizer for temporary booths is bleach /chlorine. A good way to set up your bucket is to add ½ cap of bleach to a gallon of water which will equal approximately 50ppm (parts per million) of chlorine. Remember to have specific test strips for the chemical sanitizer in use (bleach or QUAT) to properly test sanitizer strength. Proper sanitizer strength ensures effectiveness and safety. Sanitation stations can be purchased from **Aramark**.

Where do I get test strips?

Any restaurant supply store. Test strips are provided with the sanitation stations sold by **Aramark**.

Where do I wash my utensils and dishware?

Most event coordinators will have a 3 compartment sink set up at your event. Contact your event coordinator to find out where it will be located. If not, you will have to supply your own 3 compartment sink set up for washing dishware/utensils. This can be as simple as 3 plastic containers as follows: one container with soapy water, one container of fresh rinse water and the last container filled with sanitizer at 50ppm chlorine/bleach or 200ppm QUAT (use the same method for preparing sanitizer like the sanitizer bucket above). The process is wash-rinse-sanitize-air dry for utensils and dishware.

My event is only one day long. Do I need to have a 3 compartment sink set up?

No. Dishware and utensils need to be changed at least every 4 hours (or when they become contaminated). If you have enough utensils and dishware to be able to change them every 4 hours then you will not need a 3 compartment sink set up.

There is a bathroom at the place I am having my event. Can I use that for washing dishware and utensils?

No. Utensils and dishware used in preparing food for the public can not be washed in a restroom.

Where do I dump my waste water?

Waste water must be dumped in an approved drain. Ask your Event Coordinator if waste water dumping locations have been provided. It may be necessary to contain the waste water until a proper dumping location has been identified. Never dump waste water on the ground; in a storm drain or gutter.