

# EXHIBITOR

## Food Preparation Request

These guidelines establish the requirements for recipe submissions to ensure accurate scaling, proper sourcing, on-time delivery, and complete product information to support production and menu planning. This standard applies to all companies and vendors submitting food recipes for use in ACC operations.

### Step #1 Submit Recipe

All recipes must be submitted at least two (2) months prior to the scheduled production or event date.

#### *Submissions must include:*

- Full recipe with ingredients, preparation steps, and yields.
- Scaled quantities to match the required final production volume as specified.
- Nutritional and allergen information, if applicable.

#### *Scaling Requirements*

- Companies are responsible for scaling recipes accurately to the designated yield/volume.
- Standardized recipe formats must be used to ensure consistency in measurements and conversions.

#### *Brand-Specific Ingredients*

- If a recipe calls for brand-specific items (e.g., proprietary sauces, natural extracts, or unique products), the submitting company is responsible for sourcing and providing those items.
- If the company chooses not to supply the brand-specific product, ACC reserves the right to approve a substitution or alternative product.

### Step #2 Product Provision & Delivery

- All required non-standard or specialty items must be delivered to ACC at least one (1) week prior to the scheduled production date, unless otherwise approved.
- For live events or ongoing service, deliveries must be scheduled no more frequently than every 60 minutes (one hour).
- Travel time must be factored into delivery schedules – if deliveries are attempted at 30-minute intervals, the travel time alone will disrupt production flow. One hour is the minimum frequency permitted for deliveries.
- Failure to provide items or adhere to delivery requirements may result in substitutions or removal of the recipe from the program.

### Step #3 Review & Approval

- ACC will review all submissions for accuracy, compliance with volume scaling, and product availability.
- Any discrepancies must be resolved no later than six (6) weeks prior to production.

### Important

- Recipes or product submissions that do not meet these requirements may be rejected.

### *Recipe Submission*

#### **Submit Recipe to Sales Manager**

2 months prior to production/event day

#### **Scaling Requirements**

Use the standard recipe and scale it to the target batch size.

#### **Brand-Specific Ingredients**

When a recipe calls for a brand-specific product, the company is responsible for sourcing it. If it's not supplied, ACC reserves the right to approve a replacement.

#### **Product Provision & Delivery**

All required non-standard or specialty items must be delivered to ACC at least one (1) week prior to the scheduled production date, unless otherwise approved.  
Travel time must be factored into delivery schedules

#### **ACC will review all submissions.**

Any discrepancies must be resolved no later than six (6) weeks prior to production.