

Requirements for Cooking/Heating Equipment

If you will be cooking or warming food in a booth at the Dairy-Deli-Bake Seminar & Expo, please read the following restrictions. Equipment does not need to be pre-approved.

- Open flame devices such as sternos, candles, solid alcohol fueled, or other solid fueled type device, are **allowed** for the cooking and hot-holding of food. Each booth using warming/cooking equipment must have at least one 3A40BC fire extinguisher with current inspection date and tag in the booth. Booths exceeding 20' in any dimension must have a minimum of two 3A40BC fire extinguishers with current inspection date and tag in the booth.
- LP Gas (i.e., propane, butane) and natural gas powered cooking devices are allowed. **Natural gas must be supplied by the GRBCC and is available in limited locations.**
- Propane brought into the George R. Brown Convention Center is limited to a 16.4 oz. container. No more than 4 devices (each with one 16.4 oz. propane container) are allowed. If more than 4 propane cooking devices are within your booth, a fire watch is required (at the cost of the exhibitor). Contact IDDBA with questions.
- Gas, liquid and solid fuel-burning equipment designed to be vented shall be vented to the outside air. Vents shall be equipped with approved spark arresters.
- All booths using portable cooking equipment shall provide protective barriers to prevent public access or exposure to these areas. A **minimum of 3 feet** of clearance distance is required at all times.
- Cooking and heating equipment shall not be located within 10' of combustible materials.
- Frying equipment must be equipped with a grease shield and must have at least one type K fire extinguisher with current inspection date tag in the booth.
- All booths with a deep fryer must have a standby fire watch. Contact IDDBA for details.

Food Preparation

- Aramark can provide professional staff to assist you with food preparation. To arrange for assistance, please complete the **Exhibitor Order Form**.
- See also the Food Safety Guidelines on the following pages.

Food Preparation

- Items dispensed are limited to products manufactured, processed, or distributed by the exhibiting company
- Any product that is not manufactured, processed, or distributed by the exhibiting company must be purchased from Aramark if you wish to have it available for sampling by attendees.

- Food items are limited to 'bite size' (1 oz. or less).
- Beverage may be dispensed in containers holding not more than 2 oz.
- Food and/or beverage items used as traffic promoters (e.g., coffee, popcorn, sodas, bottled water [with or without logo], ice cream, etc.) not manufactured, processed, or distributed by the exhibiting company **MUST** be purchased from Aramark.

Sampling

- Pre-plan sampling so your product is exhausted prior to the close of each show day. Remember to keep your samples fresh.
- Keep the delivery costs to your booth low – consider ways to safely store as much product in your booth as you will use each day.
- Being successful at the show is not about giving food samples to everyone who walks down the aisle. Providing samples directly on the aisle in an open house manner only encourages buyers to keep walking after sampling. The objective is to get them into your booth.
- By having your serving table 3 feet from the aisle you will be inviting customers into your booth. Potential customers can enter your booth to receive samples, discuss product and avoid blocking the aisles.
- If a serving table is not 3 feet back from the aisle space, it is required that all food should be shielded from the public with some kind of protective covering, plastic, or glass enclosure (sneeze guard).
- Concentrate on reaching your target group and not the entire audience. Your pre-show promotion could include an invitation for a sampling during a scheduled appointment, making better use of your staff time and of the customers. They will appreciate it much more than trying to battle the sample lines to get a chance to speak with your sales staff.

Alcoholic Beverage Sampling

- All alcoholic beverages must be purchased through Aramark, even if manufactured by the exhibitor.
- Contact Aramark to purchase any alcoholic beverages you wish to dispense to attendees.
- Bartenders to serve the alcoholic beverage must be hired through Aramark.
- Aramark will refuse alcoholic beverages to all persons unable to offer proper identification confirming that they are at least twenty-one (21) years of age, or a person who, in Aramark's sole judgment appear to be in intoxicated.

Ice Orders

- Ice can be purchased from Aramark. See the [supply list and order form](#).

Dishwashing

- Exhibitors will have access to areas where they may use sinks. These are **self-service** areas; detergent and paper towels for dishwashing will be provided.
- Exact locations will be marked on the map in the on-site packet. Under NO circumstance should food be prepped, washed, or dishes cleaned in the restrooms.

Food & Grease Disposal

- Food not being donated may be disposed of in any plastic-lined trash bin located in the exhibit hall. Please **do not** dispose of food in the restrooms or donation bins.
- Grease may be disposed of only in the barrel provided. Grease **may not** be disposed of in any other location. The exact location of the grease disposal will be indicated in your on-site packet.

Food Donation

- The Food Bank will be at show site to accept food donations from exhibiting companies. All donated product is distributed to soup kitchens, homeless shelters, and other organizations feeding the hungry.
- Product may be donated at the end of each show day. Further instructions on where to take donated product will be included in the exhibitor packet distributed at show site.
- **Product remaining in IDDBA refrigerated/freezer storage after 12:00 noon on Tuesday, June 7, will automatically be donated** to the Food Bank, unless return shipping arrangements have been made prior to 10:00 a.m. Cold storage material handling forms (with **Refrigerated or Frozen** clearly indicated next to the carrier name) must be turned in and freight carriers must be checked in by 10:00 a.m. for all exhibitors.
- **Please be sure to make arrangements for your carrier/shipper to arrive by 10:00 a.m. on Tuesday, June 7, to pick up any product stored in the refrigerated/freezer storage.**
- Refrigerated/freezer storage will not be available after 12:00 noon on Tuesday, June 7.
- Each year our exhibitors donate thousands of pounds of food products to local food banks. Information and procedures will be available at show site.

IDDBA Safe Food Matters!

Focus on Allergens

More than 300,000 ambulatory-care visits a year among children under 18. Emergency department visits every three minutes. An estimated 30,000 emergency room visits and 150 deaths each year.

Food allergens are a growing public health concern that affects an estimated 15 million Americans, including six million children.

Allergic reactions to food can result in serious and potentially life-threatening symptoms such as low blood pressure, breathing difficulty and loss of consciousness, all of which can be fatal. The eight most common allergenic foods are milk, eggs, fish, shellfish, tree nuts, peanuts, wheat, and soy. All can be triggers that put one's health in peril.

The International Dairy-Deli-Bakery Association (IDDBA) in 2016 is conducting a year-long campaign called **Safe Food Matters! Focus on Allergens** to build awareness on food allergies and provide food retailers and manufacturers with education, training, and resources to help managers and service associates in their fresh departments reduce the likelihood of food allergen occurrences and cross-contact in the products they sell to shoppers.

While exhibiting at the June **Dairy-Deli-Bake 2016** Show:

- Display booth signage that shows your commitment to food allergen safety and proper production techniques.
- Encourage retailers' use of IDDBA's:
 - FREE food safety training resources
 - FREE food safety certification class and certification reimbursement programs.
- Display or add IDDBA's **Safe Food Matters!** logo on your show promotional items.

At other times of the year:

- Go to training.iddba.org for resources to train employees, brokers and distributors.

For more information on this year's Focus on Allergens campaign, visit

<http://iddba.org/safefoodmatters-allergens.aspx>



Focus on Allergens

IDDBA Food Safety Guidelines

Copy and share with all your booth staff

Retailers practice food safety everyday. Follow their example and make a great impression. Food safety and sanitation at the trade show is the responsibility of all exhibitors and should be an extension of your own HACCP (Hazard Analysis Critical Control Point) program for food safety.

Proper food handling impacts retailers' experiences with your products. Following these guidelines will provide protection against foodborne illness. We also require that you carry product liability insurance.



To help train your staff on proper food safety, refer to IDDBA's mobile training site at training.iddba.org/courses/food-safety.

NOTE: In compliance with the rules and regulations established by the Convention Center's foodservice company, all samples must be part of your established product line and bite-sized or sample-sized. Any other food items must be purchased from the Convention Center's foodservice company.

- ❑ **RECOMMENDED SUPPLIES:** Sanitizing supplies and containers, thermometer, timer, paper towels, disposable gloves, hair restraints, waste and grease disposal containers, single-use service supplies (plates, cups, napkins, utensils, etc.), food containers, labels, protective aprons/clothing, etc.
- ❑ **WHO IS RESPONSIBLE:** All your employees, food handlers, servers, etc. Please give all personnel a copy of the guidelines and post in your booth. **Put your best "food" forward.** The quality of your food samples directly reflects on your company. Be sure that your boothmanship and sampling are consistent with your company's commitment to quality and food safety.
- ❑ **PERSONAL HYGIENE:** Wash hands with soap and hot water (as hot as you can comfortably stand, but at least 100°F) for 10 - 15 seconds and dry with a single-use paper towel before starting work. Wash hands after using the restroom, taking a break, eating, smoking, touching TCS (Time/Temperature Controlled for Safety) foods such as raw meat, eggs, or any other contaminated object. Do not reuse cloth towels or cross contaminate towels. Keep towels that come in contact with raw meat, fish or poultry separate from towels meant to clean spills or other purposes. Hair restraints must be used by all employees handling or serving food samples. Wear clean aprons or protective clothing when prepping/cooking food or serving samples. Remove apron when leaving the sampling area or using the restroom.
- ❑ **REFRIGERATION:** Refrigeration must be used for TCS foods being stored longer than 4 hours. If serving food samples that must be chilled, there must be sufficient mechanical refrigeration, cold packs, or ice which will hold food temperatures at 41°F or below at all times. This will require 24-hour refrigeration. Ice chests may be used for short-term storage if the food and beverage in containers are not in contact with "melt water" in the ice.
- ❑ **HOT FOODS:** If serving hot food samples, you must have sufficient cooking and hot-holding equipment. Hot-holding equipment must keep food at an internal temperature of 135°F or higher. Poultry products, stuffings, sausages, soups, and casseroles must be cooked to reach the minimum internal temperature of 165°F for 15 seconds; ground meat or ground seafood, eggs (for hot-held service), and injected meats must be cooked to at least 155°F for 15 seconds; pork, beef, veal, lamb, fish, and eggs must be cooked to at least 145°F for 15 seconds. Roast of pork, beef, veal, and lamb must be cooked to 145°F for four (4) minutes.
- ❑ **REHEATING:** Prior to hot-holding for service, precooked TCS foods must be reheated to an internal temperature of at least 165°F for 15 seconds.
- ❑ **THAWING:** Thaw frozen foods using one of the following four methods: thaw in a refrigerator at 41°F or lower; submerge the frozen product under running potable water at a temperature of 70°F or lower; thaw in a microwave oven (if cooking immediately afterward); or thaw as part of the cooking process. Use thawed foods within 4 hours.
- ❑ **TIME:** Booth supervisor or designated representative will monitor and verify proper food temperatures at a minimum of every two hours during product handling and exhibiting hours. Leftovers from the previous day must be discarded. Food must be in good condition, free of spoilage, and stored at the proper temperature at all times. Label and date all containers of food.

Continued on the next page

FOOD SAFETY GUIDELINES (Continued)

- ❑ **TEMPERATURE:** There must be appropriate thermometers for each refrigerator, freezer, and hot-holding unit. Booth personnel must have a metal-stemmed thermometer or thermocouple to check cooking, hot-holding, and cooling temperatures. The DANGER ZONE for food is between 41°F and 135°F.
- ❑ **SNEEZE GUARDS:** All food must be shielded from the public with some kind of protective covering, plastic, or glass enclosure. Keep food covered and off the floor. Keep litter, paper, and food scraps cleaned up around the booth.
- ❑ **ICE:** Ice intended for consumption shall be treated and handled as food. Store food and ice scoops so the handle does not touch the food or ice, so that the scoops do not get dirty or contaminated. Ice shall be held in bags until used and dispensed properly.
- ❑ **GLOVES:** There must be an adequate supply of disposable gloves on hand for each employee who will be handling food. Gloves are to be discarded after four hours of use (at a minimum) or whenever there has been damage, potential contamination, change in usage, or soiling. More frequently is better and always wash your hands before putting on a new pair of gloves. Gloves are meant to keep the food safe – not your hands! No bare-hand food preparation is permitted in booths lacking hot water for hand-washing or a 3-compartment sink for washing and sanitizing.
- ❑ **FOOD SAMPLES** should be individually packaged or dispensed in a single-service portion and not served from a common bowl or container to keep customers from contaminating remaining portions.
- ❑ **CONDIMENTS** must be provided in individual packets or approved dispensers.
- ❑ **UTENSILS / SERVICEWARE:** Use utensils to handle food. All utensils, serviceware, and cookware must be cleaned and sanitized at least every 4 hours in a 3-compartment sink. No direct hand contact with food should be allowed. Only single-use service plates, cups, bowls, forks, spoons, and knives may be used by the consumer. Keep single-use service items covered in their original container or packaging until use. Dispense cups from sleeve or cup dispenser.
- ❑ **SURFACE CLEANING:** All food-contact and non-food contact surfaces must be made of approved materials, in good repair, and easily cleaned. Food-contact surfaces must be cleaned and sanitized every 4 hours. Clean and sanitize food equipment often during the day to prevent dried, encrusted food buildup. Air-dry cleaned and sanitized equipment. No towel drying. Non-food contact surfaces must be cleaned daily to prevent any buildup.
- ❑ **SANITIZING:** An approved sanitizer must be available in a labeled container. Mix sanitizer according to manufacturer's instructions. Use separate containers of sanitizer for wiping food-contact equipment and non-food contact surfaces. Store wet cloths in sanitizer between uses. Use only the approved dishwashing stations; do not wash dishes in the restrooms.
- ❑ **STORAGE:** All food, food containers, utensils, equipment, napkins, papers cups, etc. must be stored on clean surfaces at least 6 inches above the floor. Use clean, airtight containers with lids.
- ❑ **WASTE:** Provide cleanable waste containers with covers for garbage, litter, and grease. Waste grease must be stored in and disposed of in approved containers.
- ❑ **NON-FOOD ITEMS:** Store all clothes, shoes, purses, and other personal items separately from food utensils and single-use service items.
- ❑ **DISPOSAL AT END OF SHOW:** Food that is not suitable for donation to the food bank must be disposed of in provided containers at the end of the show and/or clearly labeled "not for consumption". Under no circumstances should spoiled or suspect product be consumed or given away.

For more information or if you have questions, please contact:

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