

## Sampling Guidelines

- Samples are limited to bite size (4 oz. or less).
- Beverages may be dispensed in containers holding not more than 4 oz.
- Gloves and utensils are recommended when handling samples that are not individually wrapped.
- HOT foods must be kept 140°F or above.
- COLD foods must be kept at 41°F or under.
- All food, equipment, and paper products must be stored at least six inches above the floor.
- No eating, drinking, or smoking is allowed in any food preparation area.

### Sample Product Inventory Guidelines

- Food must be obtained from a licensed food establishment or processor.
- Items dispensed are limited to products manufactured, processed, or distributed by the exhibiting company.
- Any product intended for sampling that is not manufactured, processed, or distributed by the exhibiting company must be purchased from Levy: (713) 853-8150.
- Calculate the amount of daily samples needed to help ensure that product is exhausted prior to the close of each show day. Keep your samples fresh.
- Keep booth delivery costs low by safely storing as much

### CDC, FDA, HACCP Guidelines

- To maintain a safe food environment view [HACCP guidelines](#).
- For additional information food safety information, please refer to [CDC](#) and [FDA](#) information.
- If you have any questions, please contact IDDBA at exhibitorservices@iddba.org or 608-310-5000.

## Dishwashing

- There will be dish washing stations on the show floor with three compartment sinks. Locations will be marked on the floor plan and will be listed in the exhibitor move-in 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 barrels provided. Grease **may not** be disposed of in any other location. The exact location of the grease disposal barrels will be indicated in the exhibitor move-in packet.

## Levy

### Food Preparation

- Levy can provide professional staff to assist you with food preparation. To arrange for assistance, please contact Levy at (713) 853-8150.

### Ice and Supplies

- Ice and supplies can be purchased from Levy. See the order form in the IDDBA Exhibitor Service Kit for pricing. IDDBA recommends ordering ice ahead of time and having it delivered to your booth to avoid long lines at show site. Ice used for consumption must be from an approved source and shall be held in bags until used and dispensed properly.

### Alcoholic Beverage Sampling

- All alcoholic beverages must be purchased through Levy, even if manufactured by the exhibitor.
- Contact Levy to purchase any alcoholic beverages you wish to dispense to attendees.
- Bartenders to serve the alcoholic beverages must be hired through Levy.
- Levy 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 Levy's sole judgment, appears to be intoxicated.
- Alcohol is not allowed to be brought in from outside under any circumstances. This includes alcohol being used for display purposes & mini bottles for giveaway promotions.

## 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 move-in packet.
- **Product remaining in IDDBA refrigerated/freezer storage after 10:00 am on Tuesday, June 11 will automatically be donated** to the Food Bank unless return shipping arrangements have been made prior to 8:00 am. 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 8:00 am for all exhibitors.
- **Please be sure to make arrangements for your carrier/shipper to arrive by 8:00 am on Tuesday, June 11, to pick up any product stored in the refrigerated/freezer storage.**
- **Refrigerated/freezer storage will not be available after 10:00 am on Tuesday, June 11.**
- Each year, IDDBA exhibitors donate thousands of pounds of food products to local food banks. Information and procedures will be available in your move-in/move-out packet. IDDBA thanks you in advance for any contribution you are able to make to the Food Bank.