

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 Sodexo Live!
- 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 daily product as possible within the booth.

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.

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.

Sodexo Live!

Food Preparation

- Sodexo Live! can provide professional staff to assist you with food preparation. To arrange for assistance, please contact Sodexo Live! at (504) 670-7200.

Ice and Supplies

- Ice and supplies can be purchased from Sodexo Live! 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

- Refer to the Food & Beverage Outside Sourced Form if using any alcoholic beverage from a source other than Sodexo Live!
- Bartenders to serve the alcoholic beverages must be hired through Sodexo Live!.
- Sodexo Live! 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 Sodexo Live'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 Noon on Tuesday, June 3 will automatically be donated** to the Food Bank unless return shipping arrangements have been made prior to 10:00 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 10:00 am for all exhibitors.
- **Please be sure to make arrangements for your carrier/shipper to arrive by 10:00 am on Tuesday, June 3, to pick up any product stored in the refrigerated/freezer storage.**
- **Refrigerated/freezer storage will not be available after Noon on Tuesday, June 3.**
- 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.



FOOD AND BEVERAGE SAMPLING POLICY & GUIDELINES

Ernest N. Morial Convention Center New Orleans (MCCNO) Catering retains the exclusive right to provide, control and retain all food and beverage services within the New Orleans Convention Center. Concessions, the sale of alcoholic or non-alcoholic beverages, and the provision of snacks, treats or candies are included under this provision.

- ❖ A company/organization may not bring any food, beverages and/or alcoholic beverages for use in the hospitality lounge, staff offices, or backstage areas.
- ❖ All food and beverage samples or traffic promoters brought in to the Morial Convention Center New Orleans must have approval from MCCNO Catering in writing prior to the event and adhere to the following guidelines:

Food & Non-Alcoholic Beverage Sampling

- ❖ A company/organization may only distribute samples of food and beverage products that the company/organization produces or sells in its normal day to day operations. Samples may only be distributed in such quantities that are reasonable with regard to the purpose of promoting the merchandise.
 - Food samples are limited to a “bite size” sample.
 - Samples of non-alcoholic beverages are limited to a (4) four-ounce maximum.
- ❖ A written description must be submitted in advance to MCCNO Catering that details the product and portion size to be sampled. MCCNO Catering will provide approval of sampling arrangements to the sampling company/organization in writing only.
- ❖ Items dispensed are limited to products manufactured, processed or distributed by germane to the business of the exhibiting firm.
- ❖ General food and beverage items not manufactured, processed, or germane to the business of the exhibiting firm must be purchased from the **MCCNO** exclusive Food Service Contractor, **CENTERPLATE**.

Traffic Promoters

- ❖ “Traffic Promoters” (i.e. coffee, bottled water, candy, popcorn, etc.) that are of a type that competes with products vended by MCCNO Catering, the sampling company/organization must contact MCCNO Catering to arrange an appropriate buy-out fee. Please contact your MCCNO Catering Sales Representative for more information.

Food Production Services

- ❖ If an organization requires food preparation, heating or other kitchen services, arrangements must be made no later than 4 weeks in advance of the start of the event. Only MCCNO Catering staff may perform all preparation/cooking within the facility's production areas. Charges for these services will be based on the requirements of the arrangements. Please contact your MCCNO Catering Sales Representative for more information.

Food & Beverage Sampling - ICE

- ❖ Ice may also be ordered in advance for delivery to your booth during the show. The fee for ice is \$26.00 for each 40-pound bag.

Sampling & Donated Alcoholic Beverages

- ❖ All alcoholic beverages used for sampling purposes must have approval from MCCNO Catering in writing prior to the event and adhere to the following guidelines:
- ❖ All product must be delivered from a licensed Louisiana wholesaler and arrive with an invoice priced no less than the “laid-in” cost to the wholesaler.
- ❖ Only registered non-profit companies/organizations may sample donated product
- ❖ Samples of alcoholic beverages are limited to (1/2) one-half ounce of distilled spirits and (2) two ounces of beer or wine.
- ❖ MCCNO Catering staff must dispense all alcoholic beverage samples. The fee for staff necessary to dispense product will be determined by an hourly, per person rate of \$40.00 an hour with a five-hour minimum.

Labor Fees

- ❖ Contact your MCCNO Catering Sales Representative for more information on labor fees and to make the necessary arrangements.

All of the aforementioned policies will be strictly administered. Any violation of these will result in the removal of product from the show floor.

Food & Beverage Sampling Guidelines

Liability

The sampling company/organization will be fully responsible for any and all liabilities that may result from consumption of their products, and shall waive any and all liability against MCCNO Catering, MCCNO and the City of New Orleans

Payment

- ❖ A deposit of 90% of the total contract value will be required 30 days in advance of the first function. The final 10% remaining balance due shall be paid in full 72 business hours prior to the start of the function. A completed Credit Card Authorization form must be provided by the Customer as a guarantee of payment for services rendered.
- ❖ A statement describing the charges made and services rendered must be signed by the responsible person (representative or agent of the Customer) attending the function on the day of the function. Final payment for event charges in addition to those estimated on this contract must be paid at the conclusion of the event. Final payment will be due no later than ten (10) business days from receipt of the final invoice. Final payment shall be made by a company, certified or cashiers check or will be assessed to the credit card used to authorize the event. In the event the balance owing to MCCNO Catering under this contract is not paid within ten (10) following the function, Centerplate, Inc. may apply any final balance due to the credit card used to guarantee payment.

Please note the following:

If you are planning your event in less than 30 days from the date of the event, the required deposit will be 100% of the estimated balance due upon signing of the contract.

Thank you for selecting MCCNO Catering. It is our pleasure to serve you!

**Linsey Normand – Marriott
Exhibit Catering Sales Manager
Ernest N. New Orleans Morial Convention Center Catering
(O) 504.670.7200
(F) 504.670.7201
lmarriott@mccno.com**