

SAMPLING AT LONG BEACH

Convention & Entertainment Center



Guidelines

- Organizations that sponsor expositions and trade shows, along with their exhibitors, may only distribute **SAMPLE** food and beverage products with written authorization and adherence. Items dispensed are limited to products manufactured, processed, or distributed by exhibiting companies.
- All items are limited to **SAMPLE SIZE** and must be dispensed or distributed following health codes. **Single-use plastics are prohibited at the Long Beach Convention and Entertainment Center.** Non- alcoholic beverages limited to a maximum of 4oz. Cans or bottles will not be permitted. Food Items are limited to "Bite-size" and are not to exceed 2oz portions or 2oz pre-packaged samples.
- All alcohol sampling requires a Long Beach Convention and Entertainment Center Bartender - fees apply. Alcoholic beverage sampling is permitted only if you are the manufacturer or distributor of the beverage. All alcohol must be shipped to the Long Beach Convention and Entertainment Center. All alcoholic beverages must be **SAMPLE SIZE**: 2 oz for Beer & Wine and 0.25 oz for Liquor. Handling and Storage fees will apply.

Booth Fees

Food or Beverage Products on the premises for consumption that do not fall within the sampling parameters are subject to fees. A buyout fee will be determined by the Long Beach Convention and Entertainment Center on a case-by-case basis. The cost will be based on the percentage of retail pricing for food and/or beverage items and are applicable to all taxes and service charges.

Storage & Delivery Fees:

- Refrigerated/Freezer Storage - \$200 per pallet per day.
- Dry Storage - \$100 per pallet per day.
- If you're not sending a total pallet, storage price is \$35 per case per day.
- \$84.00 per delivery

COMPANY NAME: _____

BOOTH NUMBER: _____

COMPANY ADDRESS: _____

CONTACT NAME: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

ITEM SAMPLES: _____

DISTRIBUTION PURPOSE: _____

PORTION SIZE: _____

METHOD OF DISPENSING: _____

Food and Beverage Sampling/On-Site Preparation Approval Form

The Long Beach Convention and Entertainment Center requires specific information for all on-site food and beverage preparation and dispensing to ensure compliance with Long Beach Health Department and fire safety codes.

Name of Event: _____ Date of Event: _____

Company Name: _____ Booth #: _____

Contact/Title: _____ Contact Number: _____

Email: _____ On-Site Contact Number: _____

Proprietary product to be prepared/sampled: _____

Demonstration: Yes No

An Exhibitor that does not manufacture or distribute the product being sampled but wishes to use food and/or beverage to demonstrate a piece of equipment is considered a demonstration. If yes, a Catering Sales Representative will be in contact.

Non-Alcoholic Beverages are limited to a maximum 4oz containers. All alcoholic beverage sampling requires prior approval as specific laws and policies apply. Please speak with your Catering Sales Representative for further information.

Food items are limited to a sample size not more than 2oz.

Portion Size to be Dispensed: 2oz Food 4oz Non-Alcoholic Beverage

Long Beach Health Law requires use of a hand washing and sanitation station when sampling or preparing food/beverage. You may provide your own station or rent from the Long Beach Convention and Entertainment Center. (Subject to Availability)

Will you be renting a hand washing and sanitation kit from us? Yes No

If yes, a Catering Sales Representative will be in contact.

Will you be heating or cooking food? Yes No

Please list the heating or cooking equipment to be used: _____

By submitting this form, I acknowledge I have read and understand the food and beverage policies at the Long Beach Convention and Entertainment Center.

Client Signature: _____ Date: _____

Approval from the Long Beach Convention and Entertainment Center must be received prior to finalizing your plans.

Please email completed form, your order, and submit payment to:
ralvarez@longbeachcc.com



Food and Beverage Sampling Guidelines

Long Beach Convention and Entertainment Center
300 E Ocean Blvd. Long Beach, CA 90802

Food and Non-Alcoholic Beverage Sampling Terms:

- ❖ Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm.
- ❖ All Items are limited to sample size and must be distributed from exhibit location.
 - Non-Alcoholic Beverage samples are limited to a maximum of 4 oz.
 - Food Items are limited to "Bite Size" portions of 2 oz.
 - Food and/or beverage items as traffic promoters (i.e. popcorn, coffee, bar service) must be purchased through Catering Services.
 - Firms wanting to distribute sample food and/or beverage at non-industry related events, or larger portions must pay Catering Services a waiver fee equal to 50% of the Catering Services retail price for similar item.
 - Exhibiting Firms who wish to contract Catering Services to perform kitchen prep must ship product through the Catering Services Warehouse. Appropriate storage, handling, and labor fees will apply.
- ❖ Exhibiting firm must provide Catering Services no later than three business days before the first day of the event with a certificate of liability with coverage of \$1,000,000 per occurrence the City of Long Beach and the Long Beach Convention and Entertainment Center as additional Insured.
- ❖ Exhibiting firm or show management must also obtain a Health Permit from the Health Department.
- ❖ **Exhibiting firms are NOT authorized to sell any food or beverage items.**
- ❖ **Single-use plastics are prohibited.**

Alcohol Sampling Terms:

- ❖ All Alcoholic Beverages dispensed are limited to products manufactured, processed, or distributed by exhibiting firm. All Alcohol must come from a California distributor on a zero-balance invoice, delivered to the Long Beach Convention and Entertainment Center.
- ❖ Exhibiting Firms who wish to dispense alcoholic beverages must ship product through the Catering Services Warehouse via a California Licensed Distributor.
- ❖ Alcoholic beverages received by Catering Services will be immediately inventoried and stored until the start of service. Following completion of all scheduled services any leftover product will be inventoried to figure total consumption.
- ❖ Exhibiting firms dispensing alcohol must contract a Catering Sales Representative. Catering Services Bartenders are required to pour all alcoholic beverages.
- ❖ Alcohol Sample sizes are limited to the following: Liquor: 0.25oz Wine and Beer: 2oz
- ❖ Corkage rates may vary depending on product. Contact your Catering Sales Representative for more information.
- ❖ Exhibiting firm must provide Catering Services no later than three business days before the first day of the event with a certificate of liability with coverage of \$1,000,000 per occurrence and naming the City of Long Beach and the Long Beach Convention and Entertainment Center as additional Insured.
- ❖ Exhibiting firm or show management must also obtain a Health Permit from Health Department.
- ❖ **Exhibiting firms are NOT authorized to sell any alcoholic items**
- ❖ **Single-use plastics are prohibited.**



Food and Beverage Sampling Guidelines Cont.

Food and Beverage Sampling Shipping and Storage Guidelines:

- ❖ All products contracted for Kitchen Prep, or Alcohol Sampling must be received and inventoried by a Catering Services Representative.
- ❖ All Alcoholic Beverages must be delivered and picked up by a California Licensed Distributor.
- ❖ Catering Services can provide dry, refrigerated, or freezer storage prior to, and during scheduled events.
 - Exhibiting Firms must make storage arrangements with Catering Services at least 21 days prior to event in order to ensure space availability.
 - Exhibiting Firms must provide tracking for the shipped product to their Catering Representative before shipping.
 - All product contracted to be stored by Catering Services must be received no earlier than one week prior to event start, and no later than two days prior to event start.
 - Catering Services Warehouse hours are Monday through Friday 8am-3pm and must be delivered to the Food and Beverage Loading Dock accessible via Shoreline Dr.
 - Catering Services Warehouse Address:
 - The Long Beach Convention and Entertainment Center
 - 300 E. Ocean Blvd
 - Long Beach, CA 90802
 - ATTN: Your Catering Sales Representative
- When shipping product to the Catering Services Warehouse, please include the following information on all boxes:
 - Item Description
 - Dry, Refrigerated, or Freezer Storage
 - Name of Show, Exhibiting Firm, and Booth Number
 - Catering Services Sales Representative's Name Number of Total Boxes (i.e., 1 of 10)
- Prior to shipping your product, please inform your sales manager of the following:
 - What date you expect your shipment to arrive at the Long Beach Convention Center.
 - How many total boxes are you shipping, and what size are they?
 - How many total pallets?
 - How are we to store your product? Dry, Refrigerated, or Freezer.

Kitchen Prep Guidelines:

- ❖ Catering Services can provide Kitchen Preparation Services to assist exhibiting firm's food and beverage sampling needs. Kitchen Preparation needs must be submitted in writing to the Catering Services Sales Office at least 21 days prior to event start. All kitchen preparation requests received less than 21 days prior to the start of the show will incur a 15% late processing fee.
- ❖ The following Guidelines must be followed when submitting kitchen preparation recipes for food and beverage sampling.
 - Complete recipe list submitted in writing to Catering Services Sales Office.
 - Complete recipe and preparation instructions, calculated into institutional sizes.
 - Quantity of product to be prepared by Catering Services
 - A list/quantity of all products from recipe that the exhibiting firm will be providing. (*Catering Services must provide all food and beverage items within recipe or used for sampling that are not manufactured, processed, or distributed by exhibiting firm.*)
 - A list/quantity of all Catering Services provided items. (*Please note that Catering Services does not supply complimentary utensils, etc needed for booth sampling.*)
 - Time(s) and quantities for the kitchen prepared product to be sent to a booth (*a \$79.50+ delivery fee will apply for each delivery*)
 - A description of any special instructions that may be needed. (i.e., how should product be served/displayed, portioned, etc)



Food and Beverage Sampling Guidelines Cont.

Food and Beverage Sampling/Kitchen Prep Fees

❖ Storage/Handling Fees (product shipped in lesser quantities will be pro rated based on the following fees):

- \$100.00+ per pallet, per day: dry storage
- \$200.00+ per pallet, per day: refrigerated storage or freezer storage

❖ Labor Fees:

- Delivery fee: \$84.00++, per delivery of product to booth
- Dedicated Attendant/Catering Server fee: \$275.00+ (4 hour minimum)
- Chef Attendant/Kitchen Prep Fee: \$275.00+(4 hour minimum)
- Chef Consultation Fee: \$350.00+ (recommended for all kitchen prep recipe orders)
- Bartender fee: \$275.00+ (4 hour minimum)

Temporary Food Booths and/or Food Sampling Involving Preparation:

❖ A copy of Long Beach Health Permit is required along with the signed Agreement.

PLEASE NOTE THAT THIS IS REQUIRED FROM ALL EXHIBITORS THAT WILL BE DISTRIBUTING FOOD SAMPLES IN AN EVENT OR SHOW THAT IS OPEN TO THE PUBLIC.

Sample Items and Description: _____

Electrical Requirements: _____

Please consult show decorators regarding your electrical requirements associated with your equipment.

Hold Harmless - Indemnification:

_____ agrees to indemnify, defend and the Long Beach Convention and Entertainment Center harmless against all claims, actions or causes of action, liabilities, including attorney's fees and costs arising from the defense of any claim, action, cause of action or liabilities arising out of or resulting from any act taken or committed by _____ pursuant to performance of each party's obligations hereunder.

Dates: This agreement is valid only for _____

Location: Limited Area of Service _____

Client Signature: _____ Date: _____

Business Address: _____

Phone Number: _____ Email Address: _____

If there are any questions please contact your the Long Beach Convention and Entertainment Center Catering Sales Representative



Cooking & Sampling Regulations

Long Beach Convention and Entertainment Center
300 E Ocean Blvd. Long Beach, CA 90802

The Long Beach Health and Human Services Department no longer requires health permits for food preparation and sampling. However, they will be on site to do inspections. If you have any questions regarding the sampling arrangements, instructions and/or application, contact your Catering Sales Representative.

The Long Beach Health and Human Services Department will be enforcing the following:

- ❖ All potentially hazardous foods (meats, dairy products, poultry, fish, shellfish, melons, rice, etc.) must be maintained at 40°F or colder or 140°F or hotter. Poultry products and reheated products must be cooked to 165° F. Ground beef products must be cooked to 155°F.
- ❖ Accurate/calibrated STEM THERMOMETERS must be available to monitor food temperatures.
- ❖ Mechanical refrigeration **MUST** be available for perishable or potentially hazardous food storage at booths. No ice chests will be permitted.
- ❖ A hand washing station **MUST** be provided and set up in each booth where food preparation (open food handling) is occurring. Coffee urns or bottled water with spigots are recommended. Liquid soap and paper towels must be provided.
- ❖ The Long Beach Convention and Entertainment Center will have for sale kits that have all the necessary supplies to be in compliance with the Long Beach Health and Human Services Department . NOTE: When all food and beverages are prepackaged, hand washing facilities are not required.
- ❖ Disposable gloves and/or suitable utensils are required for handling food. Gloves are not a substitute for hand washing.
- ❖ Sanitizer solution of chlorine or other approved sanitizer of at least a 1-gallon capacity is required at each booth for surface, utensil, and hand sanitation. This solution may be made with bleach or another approved sanitizer. A chlorine solution must be at 50 ppm chlorine achieved by mixing 1.5 tsp. (1 capful) of bleach to 1 gallon of water.
- ❖ All utensils and food service equipment **MUST** be taken to a 3-compartment sink location to be washed, rinsed, and sanitized at least daily or as needed.
- ❖ All foods must be dispensed in single-service portions (with toothpicks, napkins, or individual serving cups). Common service bowls are prohibited.
- ❖ Foods on display for an extended period of time **MUST** be protected from contamination by sneeze guards or adequate covers. Foods placed out for immediate pick up by attendees will not require a sneeze guard (limited to no more than 15 portions).
- ❖ All food, food containers, utensils, napkins, etc. must be stored at least six (6) inches off the floor.
- ❖ No smoking, eating, drinking or chewing of gum will be allowed in any booth by exhibitor personnel.

Exhibitors may dispense sample food and/or beverages ONLY under the following general conditions:

- ❖ Items dispensed are limited to products manufactured, processed, or distributed by exhibiting firms.
- ❖ All items are limited to SAMPLE SIZE.
- ❖ Non-alcoholic beverages are limited to the parameters of 4oz containers and 2oz product.
- ❖ Smoking is prohibited in temporary food facilities.
- ❖ Display: Adequate sneeze guard protection must be provided, or food must be stored and served so it will not be subject to contamination.
- ❖ Facilities will be provided for hand and utensil washing.
- ❖ Do not use restrooms to clean utensils.
- ❖ **Single-use plastics are prohibited.**



Food Preparation within Exhibits Regulations

Long Beach Convention and Entertainment Center
300 E Ocean Blvd. Long Beach, CA 90802

Whenever food is prepared within an exhibit, an 'Application for Food Preparation within Exhibits' form should be completed and forwarded to the official show caterer and Show Management for review. Please complete the PDF Food and Beverage Sampling / On-site Preparation Approval Form as soon as possible.

Cooking and food warming devices in exhibit booths shall comply with provisions in NFPA 101-Life Safety Code, Sections 8-7.5.3.9. Which are as follows:

- ❖ Devices shall be isolated from the public by at least 4 ft. (122 cm) or by a barrier between the devices and the public.
- ❖ Multi-well cooking equipment (fryers) using combustible oils or solids (heated and cooking oil or grease) are not allowed unless installed in accordance with NFPA 96 – Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations.
- ❖ Single well cooking equipment (fryers) using combustible oils or solids (heated and cooking oil or grease) shall:
 - Be of a self-contained, and enclosed type.
 - Be limited to 288 sq. in. (.19 sq. m) of cooking surface.
 - Be placed on non-combustible surface materials.
 - Be separated from each other by a minimum horizontal distance of 2 ft. (61 cm).
 - *Exception: Multiple single well cooking equipment where the aggregate cooking surface does not exceed 288 square inches (.19 square meter) of cooking surface.*
 - Be kept a minimum horizontal distance of 2 ft. (61 cm) from any combustible material.
- ❖ NFPA-101, Sec 8-7.1.4 Definition: "Portable Cooking Equipment" – Portable cooking equipment that is not flue connected shall be permitted only as follows:
 - No open flame devices shall be used in any assembly occupancy unless Equipment fueled by small heat sources that can be readily extinguished by water, such as candles or alcohol burning equipment (including "solid alcohol") may be used provided adequate precautions satisfactory to the authority having jurisdiction are taken to prevent ignition of any combustible materials. These devices must be attended at all times by personnel that are provided by the contractor who has exclusive food service rights to the facility. The only duty of this personnel will be to supervise the food service operation. In addition, the food service personnel must be trained in the usage of a fire extinguisher.
 - Candles may be used on a dining table used for decorative purposes if securely supported on substantial noncombustible bases so located as to avoid danger of ignition of combustible materials and only if approved by the authority having jurisdiction. Candle flames shall be protected and enclosed so that if the candle were to tip over, there would be no risk of fire.
- ❖ Fire Extinguishers for Heated and Cooking Oil or Grease Operations:
 - Exhibitors using heated oil or grease for cooking or any other purpose must have a type "K" fire extinguisher present during the demonstration. An example of this type extinguisher is a potassium bicarbonate extinguisher. Also acceptable is a sodium bicarbonate extinguisher.
 - Fire code prohibits the use of any "B" type extinguisher for the purpose of extinguishing a heated cooking oil or grease fire.
 - Type "K" fire extinguishers can be obtained from a company that sells and services fire extinguishers. The yellow page directory for "fire extinguishers" can be referenced for a supplier. There are several companies local in Long Beach that offer this service.

