



Cooking & Sampling Regulations

Spectra Food Services & Hospitality will be on site to ensure that exhibitors are following the sampling guidelines, outlined within this kit. If you have any questions regarding the guidelines, please contact nancy_masino@comcastspectacor.com.

Health Department Regulations:

- 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.
- Disposable gloves and/or suitable utensils are required for handling food. Gloves are not a substitute for hand washing.
- Hand washing and sanitizing stations will be located on the show floor for exhibitor use. Hand washing and sanitizing stations are not required in each booth space, but exhibitors are able to provide if they would like.
- 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.
- Beverages are limited to the parameters of 3 or-4-ounce containers and 2-ounce 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.
- Do not use restrooms to clean utensils.



COOKING REGULATIONS AND PERMITS

Cooking in exhibit booths is permitted at the Atlantic City Convention Center, subject to below requirements and conditions.

PERMITS ARE REQUIRED FOR THE FOLLOWING:

- Any cooking operation which involves the use of an open flame producing device; i.e.: propane or natural gas.
- Electric Griddles (no larger than 1' x 2')
- Any cooking operation which produces grease laden vapors.
 - In addition to the Fire Safety Permit, all cooking operations that produce a grease laden vapors shall be equipped with a ventilating hood, duct, and automatic fire suppression system.

PERMITS ARE NOT REQUIRED FOR THE FOLLOWING:

- Use of Sternos, Electric Pans, Toaster Ovens, George Forman Grills, Panini Grills, Sauté Pans that do not require the use of vegetable or animal oils and fats that would produce grease laden vapors.
- Sterno warmers may be used provided the fuel containers are properly protected from being knocked over and if the fuel containers are properly enclosed within the warmer units.

RULES & REGULATIONS REGARDING COOKING OPERATIONS:

- Cooking vendors must complete a permit application submitted through RIMS Online. (See Fire Safety Permit Application Instructions - Page 2)
- All cooking vendors shall supply their own fire extinguishers.
 - All fire extinguishers shall comply with NJAC5: 70-3, 906.2.
 - All fire extinguishers shall have a valid date inspection tag, valid for one year of the event.
 - Class K portable fire extinguisher are required for cooking with vegetable/animal oils and fats.
 - Class K portable fire extinguishers are required for cooking with solid fuel.
 - Class K portable fire extinguishers required for deep fat fryers.
- Any and all show booths that are cooking shall be grouped together, have wider than normal aisles and be located as close to the center of the exhibit hall as possible.
- Cooking booths shall not have any type of combustible hanging or decorative materials within 3 feet of the cooking operations, i.e.: side drapes, carpets, banners, etc.
- Suitable barricades shall be provided to maintain a distance of 5 feet between the heat producing appliance and the public.
- All vendors are subject to inspection by the N.J. Division of Fire Safety.

FIRE SAFETY PERMIT:

- All cooking vendors shall be required to apply for a fire safety permit through RIMS Online, issued by the NJ Division of Fire Safety. All permits shall be made available to the fire official upon inspection.
- 1E05/1L12 Type Permit Fee \$54.00. No Cash will be accepted - vendors shall apply and pay the permit fee through RIMS Online. Permits will not be issued unless payment is made in full. This is an application processing fee and is not refundable.
- The fire official upon inspection may deny or revoke a permit at any time; this can be due to failure to meet the permit conditions, unabated fire code violations or unsafe conditions.

FIRE SAFETY PERMIT APPLICATION INSTRUCTIONS:

- RIMS Online Access: http://www.nj.gov/dca/divisions/codes/RIMS_online.html
 - New User? Request Access to RIMS Online
 - Complete: (Contact Name, Organization Name, Email Address, Confirm Email)
 - Do you have a myNewJersey Login ID – If no, continue to fill out Contact Information
 - Specify User Group – Select Facility User
 - Request Certification Pin (This will be emailed to you and used in a later step)
 - Select Services – Apply for a Permit
 - Instruction Page: Type of Permit – Type 1 Permit \$54.00
 - General Permit Information
 - Permit Duration: Select - Temporary Permit
 - Event: Select - Pizza & Pasta Northeast
 - Location and Dates (Automatically prepopulates information when event is selected)
 - Physical Address: One Convention Blvd
 - State Facility: Check Box
 - County: Atlantic
 - Municipality: Atlantic City
 - Fire District: 001
 - Start Date: 9/25/2019
 - End Date: 9/26/2019
 - Permit Type:
 - Helpful Tip: [1E05 – Open Flame Permit] or [1L12 – Self-Contained Unit Permit]
 - Permits are required per booth - No blanket permits will be approved
 - Business Selection
 - I do not wish to use a facility currently in my profile
 - Create New Business
 - Business Information
 - Permit Applicants Mailing Address – not related at all to permit location
 - Contacts
 - Complete Primary Business Contact Information
 - Preparer/Applicant
 - Helpful Tip: Utilize drop down option to select My Profile Information or Existing Contact
 - Terms and Conditions
 - Confirmation of Permit Selected and PDF File of Permit Requirements
 - Hard Copy Attachments & Attachment Upload
 - Typically no attachments required for Type 1 Permit.
 - If you have booth layout plan you may upload under attachments or continue with no attachments at this time.
 - Certification
 - Review Application
 - Enter Certification PIN (From earlier process that was emailed to you)
 - Payment Process
 - Complete Information as Prompted

For additional information or questions:

Atlantic City Convention Center Representatives:

John Sarkos, Director of Events – Phone: (609) 449-2212 / Email: john_sarkos@comcastspectacor.com

Jim Schmidt, Event Manager – Phone: (609) 449-2020 / Email: jim_schmidt@comcastspectacor.com

Department of Community Affairs Division of Fire Safety

Phone: (609) 633-6132 / Fax: (609) 633-6330

SPECTRA FOOD SERVICES & HOSPITALITY EXHIBITOR SAMPLING GUIDELINES

Sampling of food or beverage items would not be permitted if the item being dispensed has no relation to such exhibitor's business. It is the exhibitor's responsibility to operate within the local Health Department Guidelines.

SAMPLING PORTIONS: All food and non-alcoholic beverages must be of sample size portions.

- 2 ounce portions for food
- 4 ounce for non-alcoholic beverages
- 1 ounce for beer or wine
- .5 ounce for spirituous liquors

APPROVED COOKING APPARATUS: If your sample requires you to cook on the show floor the following are approved cooking apparatus:

- George Foreman Grills
- Panini Grills, Induction Cookers
- Butane Stoves
- Toaster Ovens
- Sauté Pans (not using grease or oils)
- Pressure Cookers

PER APPROVAL COOKING APPARATUS: which may **ONLY** be approved with built-in Suppression Systems and/or NJ State Fire Inspector Approval (Permit)

- Deep Fryers
- Electric or Gas Grills for cooking any items creating "Grease Laden Vapors"
- Pizza Ovens

All booths cooking food must be clear of all combustible materials and contain at least 1 (one) 20 BC rated fire extinguisher. Open flame units will require a fire permit. See Cooking Regulations and Permits.

LIQUOR VENDOR SAMPLING: Any Exhibitor requesting to give away samples of alcoholic beverages must obtain a special event liquor license from the Liquor Control Board for the State of New Jersey. (Fees are applicable unless waived by Spectra Food Service & Hospitality or purchased through Spectra Food Service & Hospitality). Samples dispensed are limited to those products that are manufactured, processed or distributed by the entity requesting permission. You must also hire a Spectra union bartender to serve any alcoholic beverages. Bartender fee is \$225.00 per four hour minimum then \$25.00 for each additional hour.

Alcoholic Samples are to only be served to persons 21 years of age or older. Each booth must provide a visible sign, stating: "Guests must be 21 years of age to participate in sampling of alcoholic beverages. Picture I.D is required"

For additional information or concerns please contact:

Nancy Masino
Spectra Food Service & Hospitality
Atlantic City Convention Center
1 Convention Boulevard | Atlantic City, NJ 08401
Phone: 609.449.2058 | Fax: 609.449.2416
Email: nancy_masino@comcastspectacor.com



EXHIBITOR SAMPLING DETAILS FORM

Exhibitors planning to sample food within their booth space must fill out the below details form and return to Show Management prior to the show. Approval is not required, but each exhibitor must adhere to the Spectra Food Service & Hospitality and Health Department Guidelines, contained within this kit.

The sampling of food or non-alcoholic beverage is not permitted if the item being dispensed has no relation to such exhibitor's business. Spectra Food Service & Hospitality and the Atlantic City Convention Center & Boardwalk Hall require all food and non-alcoholic beverage to be of sample size portions; 2-ounce portions for food and 4-ounce cups for non-alcoholic beverages. If you plan to sample alcoholic beverages, you must reach out to Spectra Food Service & Hospitality for further instructions.

If you plan to cook within your booth space, you will be required to have a fire permit if your cooking operation involves the use of open flame (i.e. propane, natural gas or butane burners), the use of electrical griddles (no larger than 1' x 2') or cooking that produces grease laden vapors. Additional permit information can be found within this kit.

SAMPLING AUTHORIZATION FORM

Please submit the following information regarding sampling within your booth space to Pizza & Pasta Northeast Show Management. Approval is not required by Show Management, but each exhibitor is required to adhere to the Spectra Food Service & Hospitality and Health Department Guidelines when cooking and sampling within their booth space.

Company Name: _____ **Booth #:** _____

Contact Name: _____

Phone: _____ **Email:** _____

Description of Product(s) to be distributed for sampling:

_____ Sample Size _____

Method of Distribution: Sealed Package Cooked Sample (plate, napkin, toothpick, other)
 Cup (Liquid) Cup (Solid)

Does product need additional preparation on-site prior to distribution? Yes No
If yes: By your staff in the booth By in-house kitchen staff

Product is served: Hot Cold Room Temperature

Product is stored in: Booth Refrigerated storage Frozen storage

Return to:

Kirsten Khoury
Operations Manager – Pizza & Pasta Northeast
Kirsten.khoury@emeraldexpo.com