



ATTENTION EXHIBITORS

Dear Exhibitor,

You will receive your booth number two weeks prior to load-in. Please look out for an email with the subject line:

“Salt Lake City Bridal & Wedding Expo: Booth Number”

When placing your order for tables, chairs and electric please use only your exhibiting company name on the order forms.

Thank you,

Show Management

BRIDAL & WEDDING EXPO



EXHIBITOR KIT

October 26, 2024



SALT PALACE CONVENTION CENTER
- HALL 4 -

Venue Location:

Salt Palace Convention Center - Exhibit Hall 4: 100 S. West Temple, Salt Lake City, UT 84101

General:

Our top priority is to produce a quality event and to create an atmosphere where all exhibitors can do business. The following rules allow every exhibitor to work in the best possible environment for conducting business.

- **Music, musicians, functioning audio speakers, and/or performances of any kind are prohibited within your booth.** Promotional videos are acceptable.
- All activities within your booth, including promotional videos, must be at **appropriate noise levels** so as to not infringe on your neighbors ability to conduct business. ACS Show Management reserves the right to determine and set the acceptable sound level in all such instances.
- Working in the aisles or distributing brochures, literature, etc. from any area other than your booth is prohibited. All promotional activity must take place inside your contracted space.
- As per venue directive, exhibitors are not permitted to hand carry merchandise through the front doors during move-in or move-out. Exhibitor move-in and out access is permitted via the rear loading area only.
- Please ensure that your display is completely set up one hour prior to the show opening for inspection.
- For security purposes, at least one member of your company should be present at these times. American Consumer Shows personnel will be available during all set-up and show hours at the Information Booth.
- Performers will be contacted individually regarding access for set-up and/or breakdown.
- Each standard booth comes with a white 8' high back curtain and two 3' high side curtains (curtains will be omitted from open corners). Placement of curtains will vary for larger booths.
- Should you need carpeting and/or electric, please complete the respective order form and return it to the service provider. **Note: tables, chairs and electric are not included in your exhibitor space.** The decorator has discounted booth packages available (deadlines apply).
- Exhibitors may ship their contents to the decorator's warehouse prior to the show. Please contact the decorator directly for instructions and costs associated with this service.

Event Time Table:

Move-In

Friday, October 25, 2024	12:00 PM – 5:00 PM
Saturday, October 26, 2024	8:00 AM – 11:30 PM

Show Hours

Saturday, October 26, 2024	1:00 PM – 5:00 PM
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Move-Out

Saturday, October 26, 2024	5:00 PM – 8:00 PM
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Move-Out will not begin until the official show closing time. Dismantling or removal of exhibits before the show has closed creates a safety hazard, is unfair to the brides who attend the show later in the day, is disrespectful to neighboring exhibitors and makes for a show environment which is not conducive to selling. Loading doors will remain closed until 5 PM. All exhibitor material must be claimed by 6 PM and completely removed by 8 PM on Sunday night, NO EXCEPTIONS.

Facility Details:

- Load-in door dimensions are 15'1" Wide x 15'3" High.
- The ceiling height is 30'.
- This facility is equipped with loading docks.
- The facility flooring is concrete.
- A tarp or plastic covering must be used to protect the floor in all booths where exhibits are sampling food.

- Exhibitors that are carpeting their own booth or covering the floor must use tape provided by Show Management (visit the information booth during set-up to borrow tape) – **DO NOT USE DUCT TAPE ON THE FLOOR.**
- Trash removal of large items is your responsibility. Do not leave large items on the show floor, and do not put them in the dumpster.
- All covered booths must be fire-rated. A 5lb fire extinguisher and a smoke detector are required in all covered booths.

Vehicle/Limousine Display Requirements:

Exhibitors who have arranged for vehicle display space must adhere to the following safety rules:

- The battery must be disconnected.
- The fuel in the fuel tanks may not exceed 1/8 of a tank of gas.
- Fuel tanks and fill openings must be closed and sealed to prevent tampering.
- Vehicles may not be started up or moved during show hours. Keys must remain with Show Management for the duration of the show.
- A drip pan and tarp must be placed under the vehicle(s) in order to protect the floor in the event of a fluid leak.
- All vehicles must be cleaned of excessive dirt, snow or water prior to being placed on the show floor.
- **Tire cleaning/polishing products are not permitted inside the venue. Please clean/polish all tires prior to entering the exhibit hall.**

Oversized Displays:

If your exhibit is an actual trailer, vehicle or oversized display, you are required to contact the American Consumer Shows Operations Department. Please call 516.422.8100 or email ops@acsshows.com to make move-in arrangements. Please double check measurements to ensure that your display will fit through the door and within your booth space. Based on booth location, oversized exhibits are often the first ones inside the venue. Please consult the move-out coordinator on-site regarding move-out procedures.

Edible Sampling Requirements:

Exhibitors who have been approved to sample cake, food or beverages at the show must adhere to the following rules:

- Sample sizes are limited to bite sized for foods, and 4 oz. for beverages. All samples must be approved by the facility. Please fill out the Sampling Form in this exhibitor kit and submit to Emma.Selk@sodexo.com.
- Alcohol is not permitted to be sampled in the facility.
- A Health Permit is required for temperature controlled foods. Please see attached guidelines from the Utah Department of Agriculture and Food in this exhibitor kit.
- Food and beverage items used as traffic promoters MUST be purchased from Centerplate.

Show Management reserves the right to remove any items which do not meet these requirements.

Service Providers:

- Decorator & Electrical Form(s)

Modern Expo & Events: 424 S 700 E, Salt Lake City, UT 84102

P: 801.983.8160

F: 801.521.3040

Email: expo@modernexpo.com

Note: Tables, chairs, carpeting, and electric are not included in your booth. These items can be ordered from Modern Expo & Events.

- Water, Telephone & Internet Forms

Salt Palace Facility Services: 100 S. West Temple, Salt Lake City, UT 84101

P: 385.468.2229

F: 385.468.2171

Email: facilityservices@saltpalace.com

All services should be ordered prior to the deadline dates listed to avoid a surcharge by the service contractors. Show Management suggests that you photocopy all order forms prior to mailing and retain copies of each for your records.

[Click Here](#) to view and print additional copies of this Exhibitor Kit and Service Provider Forms.

Utilities:

Electrical Services

Modern Expo is the exclusive provider of all electrical services. Please complete the individual order forms (located in the Service Provider Forms) and return them directly to Modern Expo. Payment must accompany your order.

Water, Telephone and Internet Services

Water, Telephone & Internet service is strictly ordered online. To place an order with the Salt Palace please visit:

<https://ww04.elbowspace.com/secure/20171117112550051736>

Tax Information:

All vendors participating in special events are required to obtain a Temporary Sales Tax license and Special Return from the Utah State Tax Commission. The license/return is only good for the event that it is issued for. Temporary licenses are issued to each individual participant of a special event. The licenses may not be used to purchase goods or services tax free for resale. To purchase items tax free for resale, vendors must obtain a permanent sales tax license. Licensing is obtained by contacting the Special Events Unit in the Salt Lake Office at 801.297.6303 or at 1.800.662.4335 ext 6303. The Special Events Unit may issue temporary licenses for a period ranging from one day to six months.

The licensing departments of local government may contact the Tax Commission before issuing business licenses to ensure all vendors selling within their jurisdiction have a valid sales tax number. If needed, a temporary sales tax license for the state may be issued to the vendor over the telephone. Please visit <http://tax.utah.gov/sales/specialevents> for more information.

Local Agencies and/or Departments:

Exhibitors are required to conform to all local, state and federal laws concerning the legality of exhibiting their equipment, product or services; inclusive of obtaining proper licensing or permits for all companies and/or products. Exhibitor acknowledges that compliance with the foregoing requirements is an integral part of its contract. Failure to obtain or file the certificates or licenses or permits referred to above will be considered a breach of contract by the exhibitor, and the exhibitor shall be liable for any damages incurred by American Consumer Shows.

Hotels:

Salt Lake Marriot Downtown at City Creek: 75 S W Temple, Salt Lake City, UT 84101

P: 801.531.0800

F: 801.532.4127

Toll Free: 888.236.2427

Pay Your Bill:

Exhibitors with a past due balance will not be allowed to exhibit until all such balances are paid in full, no exceptions. If you have an outstanding balance, please mail your payment or [click here](#) or visit www.acsshow.com > I Am An Exhibitor > Pay For Your Booth Online to make a payment online.

Bridal Registration List:

Exhibitors will receive an email outlining instructions on how to obtain the Bridal Registration List shortly after the show's end. Bridal registration lists are individually seeded to monitor use. Exhibitors who provide their list to a non-exhibitor will be subject to substantial penalties.

Music:

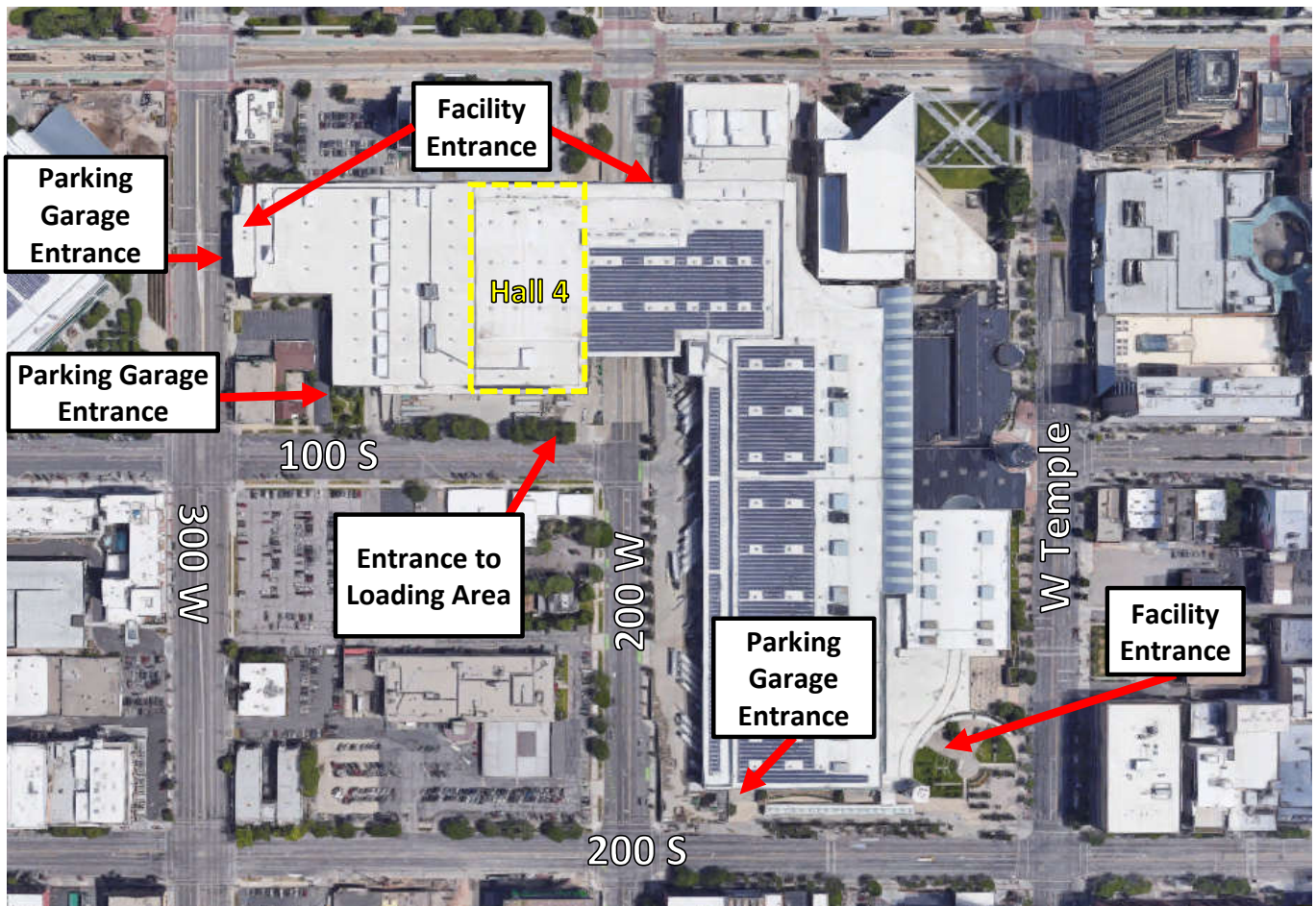
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- All activities within your booth, including promotional videos, must be at **appropriate noise levels** so as to not infringe on your neighbors ability to conduct business. ACS Show Management reserves the right to determine and set the acceptable sound level in all such instances.

**Salt Palace Convention Center
100 S. West Temple
Salt Lake City, UT 84101**

Move-In Instructions

****PLEASE NOTE THAT THE ENTRANCE TO THE LOADING AREA HAS CHANGED! SEE MAP BELOW****

- Proceed to the entrance to the load-in area off of 100 S.
- Parking in the loading area is **PROHIBITED**. Vehicles parked in the loading area will be ticketed and towed at the owner's expense.
- Once your vehicle is fully unloaded, please remove it from the loading area and park it in the exhibitor parking lot before setting up your booth.
- If you are bringing your own exhibit contents or a carrier is delivering them to the facility, please try to fit all of the contents into one vehicle.
- Parking in any unauthorized location will result in fines and possible towing by local authorities.
- Once inside the venue, the main entrance/exit will be used during the hours of the show. Emergency exits will not be accessible. Alarms will sound if the emergency exit doors are opened.
- There is a fee for parking during Show Days.
- It is strongly suggested that you bring your own hand truck, push cart or dolly to facilitate move-in/out. This will speed up the process.



BRIDAL & WEDDING EXPO

Move-Out and Breakdown Instructions:

Important Note: Please share this document with your breakdown crew!

- Move-out starts at 5:00 PM.
- It is strongly suggested that you bring your own hand truck, push cart, or dolly to facilitate move-out. This will speed up the process.
- Trash removal of construction material and landscaping material, such as pavers, stone, dirt, plants, etc., is your responsibility. Do not leave these items on the show floor; you must take them with you.
- Based on booth location, oversized exhibits are oftentimes the first ones inside the venue. Please note: first in and LAST OUT. It is imperative that you make arrangements to have your dismantle team arrive at approximately 6:00 PM on Saturday of breakdown to pick up your display, unless your display directly impacts the load out of an event; in which case you will be asked to remove it promptly at the start of breakdown. It is not possible to move-out oversized displays until smaller exhibits, displays and pipe/drape have been dismantled and removed.
- You may ship your exhibit contents to the warehouse, where they can be shipped by a carrier of your choice. Please stop by the decorator's desk after 3:00 PM on Sunday to discuss the details with the service representative. Remember to label all outgoing shipments.
- Never leave your exhibit contents unattended during move-out. This is a difficult time to provide security.
- All exhibitor material must be claimed by 6:00 PM and completely removed by 8:00 PM. Exhibit contents that have not been removed by 8:00 PM will be subject to shipping and storage charges.

Please note: Your cooperation in following the process outlined above will help in facilitating a smooth move-out.



Salt Palace Convention Center & Mountain America Exposition Center

OUTSIDE FOOD & BEVERAGE SAMPLING APPROVAL & WAIVER FORM

This form must be completed and returned to **SODEXO LIVE** for approval no less than (30) days prior to the event start date. **SODEXO LIVE** will provide written approval of the food and/or beverage arrangements to the exhibiting company within 7-10 business days.

Without SODEXO LIVE approval, outside sourced food and/or beverages will not be allowed on-site.

Name of Show _____ Date(s) of Show _____
Exhibiting Firm _____ Booth # _____
Address _____ City _____ State _____ Zip code _____
On-site Contact _____ Email _____ # _____

Product to be Distributed _____
How is it prepared _____
Type of equipment to be used _____
Portion size to be sampled _____ Portion size to be sold _____
*Will product be sold, sampled, or both? _____
**Please note any food/beverage sold is subject to a waiver/displacement fee*

APPROVED: _____
DAILY WAIVER SODEXO LIVE MGR. DATE
COMMENTS _____

RULES AND REGULATIONS

- All food & beverage items in the Exhibit Halls must be purchased through the Food and Beverage Department- **THIS INCLUDES BOTTLED WATER**
- **++ (current sales tax + 23% house service fee) applies to all waiver/displacement fees**
- All food & beverage waivers require full payment in advance. We accept America Express, MasterCard, Visa, or Company Check

General Conditions:

1. If applicable, the exhibitor must obtain a Temporary Food Permit from The Salt Lake Valley Health Department. SLVHD is located at 788 E. Wood Oak Lane Murray, UT 385.468.3845
 - a. The health department’s main concern with sampling is bare hand contact by workers and customers. If you are portioning your samples on site, gloves may not be enough. You may be required to have a hand washing station. Please contact SLVHD with any questions.
2. The product to be distributed must be the primary business of the exhibitor.
3. All items to be given away are limited to sample sizes:
 - a. **Food Samples**- “bite size” sample size
 - b. **Non-Alcoholic Beverage Samples**- 4 oz. maximum sample size
4. Alcoholic Beverage Samples- Alcoholic sampling is not permitted
5. Food and beverage items used to promote booth traffic **MUST** be purchased through SODEXO LIVE
6. Food and/or beverage may not be sold within either facility except by the exclusive Food Service Contractor, SODEXO LIVE.

If you have any questions, please contact your SODEXO LIVE sales manager.
--Please Retain a Copy for Your Records--

Please return form to your Catering Sales Manager: Cassidy.Kummer@Sodexo.com, (385) 775-9939

TEMPORARY FOOD ESTABLISHMENT APPLICATION

Est.# Approved On Hold - Additional Information Required DENIED Commissary Required High Low
Commissary Est # _____

Read the following before completing this application:

- A complete application package with fees must be received 12 days before the event to avoid a **\$40 late fee**. Incomplete applications will not be approved.
- Payment is accepted via cash, check, money order, Visa or MasterCard.
- **Permit fees are not refundable. Permits are not transferrable.**
- Each booth location requires its own separate permit. Preparation of food at a separate commissary location requires an additional permit and inspection.
- All applicants must meet with an inspector to review this application. Please plan on at least 30 minutes.

Booth Name _____ Name of Business/Organization _____

Person(s) in Charge (PIC) _____ Mailing Address _____

Phone Number at Event _____ Alt. Phone Number _____ Email _____

# of Booths	Event Date(s)*	Event Name	Event Location Name & Address	Booth Start & Stop Time
				to
				to
				to
				to
				to

***Operating a temporary food booth for more than 45 days in a calendar year requires an approved commissary.**

Anticipated temp event days this year:

Fee Schedule (Office Use Only)		Risk Level
<input type="checkbox"/> Low Risk Single Day: \$65. # of Days _____	<input type="checkbox"/> High Risk Single Day: \$95. # of Days _____	<input type="checkbox"/> Low Risk
<input type="checkbox"/> Low Risk 3-Day Event: \$80 (valid only for single event)	<input type="checkbox"/> High Risk 3-Day Event: \$120 (valid only for single event)	<input type="checkbox"/> High Risk
<input type="checkbox"/> Low Risk 14-Day Extended: \$280	<input type="checkbox"/> High Risk 14-Day Extended: \$375	
<input type="checkbox"/> Low Risk Seasonal: \$280	<input type="checkbox"/> High Risk Seasonal: \$375	

Applicant Signature: _____ Applicant Name (Print) _____

EHS Approval (Signature) _____ EHS Name (Print) _____ Date _____

FOOD PREPARATION AND MENU

Where will food be purchased? (Examples: Costco, Sam's Club) _____

- Menu: Only food items listed below will be approved to serve. Approval for any changes must be requested before the event.
- Any foods that require cooling must be done at an approved kitchen. Cooling hot food is not allowed at a temporary event.
- Temperature Control: Any food found in the Danger Zone above 41°F and below 135°F will be discarded.
- **Time as a public health control is prohibited at temporary events.**

MENU: Complete the table below. List all foods, beverages, and condiments that will be served. Use additional paper as needed.

Food Item	How purchased at store? (raw or pre-cooked)	Prepared in Booth or Approved Kitchen?	Transport item hot or cold? What type of equipment for transport?	Cold holding equipment used at event? (41°F or below)	Cooking/reheating equipment used? Final cook/reheat temperature?	Hot holding equipment used? (135°F or above) <i>*Sterno not allowed</i>
<i>Example: Hamburger</i>	<i>Raw</i>	<i>Booth</i>	<i>Cold Ice Chest</i>	<i>Ice Chest</i>	<i>Grill 155°F</i>	<i>Grill/Steam Table</i>

***Sterno or other canned fuel is not allowed at outdoor events unless used with commercially manufactured wind guards.**

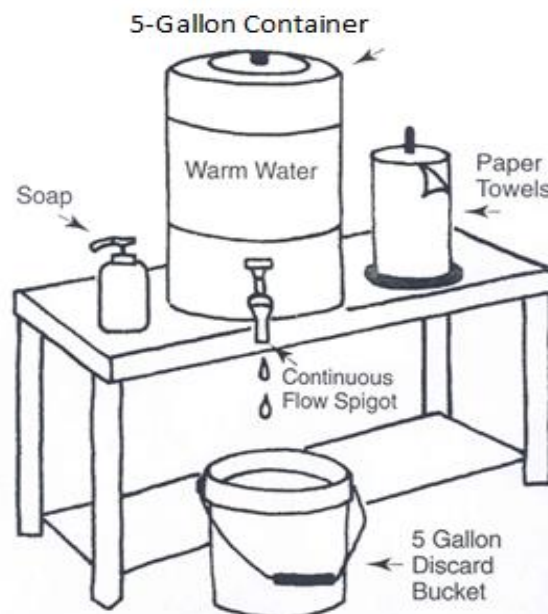
EQUIPMENT LIST

Identify equipment used at the event in your temporary food establishment booth. (check all boxes that apply)

<p>Handwash station (More than one may be required)</p> <ul style="list-style-type: none"> <input type="checkbox"/> 5 gallon container with a continuous flow spigot and 5 gallon catch bucket <input type="checkbox"/> Soap & paper towels <p>Note: A restroom hand sink cannot be used in place of the hand sink in the booth.</p>	<p>Outside cooking area (May require separate permit)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Outside cooking area (BBQ) must have a second handwash station <input type="checkbox"/> Cover on cooker <input type="checkbox"/> 4-foot separation/barrier from public 	<p>Food Safety/Hygiene Items</p> <ul style="list-style-type: none"> <input type="checkbox"/> Thermometer (0-220°F) <input type="checkbox"/> Sanitizer test strips <input type="checkbox"/> Hair restraints/hats <input type="checkbox"/> Clean clothing <input type="checkbox"/> Garbage can(s) <input type="checkbox"/> No young children <input type="checkbox"/> No live animals
<p>Describe Booth Materials</p> <p>Floor:</p> <p>Sidewalls:</p> <p>Ceiling/Overhead:</p>	<p>Utensils to Prevent Hand Contact</p> <ul style="list-style-type: none"> <input type="checkbox"/> Single-use gloves <input type="checkbox"/> Tongs <input type="checkbox"/> Spatula <input type="checkbox"/> Spoon or Fork <input type="checkbox"/> Other _____ <input type="checkbox"/> Extra utensils in booth 	<p>Sanitizer bucket</p> <ul style="list-style-type: none"> <input type="checkbox"/> Open container <input type="checkbox"/> Additional container for booths with raw meat <input type="checkbox"/> Wiping cloths <input type="checkbox"/> Bleach/Sanitizer (1 tsp bleach/gal. water)

Temporary Hand Washing Station

The hand washing station must consist of a 5-gallon container with a spigot that provides a continuous flow of water, soap, paper towels and a 5-gallon bucket to collect the dirty water. Any Temporary Food Establishment found without adequate hand washing facilities will be closed or required to stop selling or giving away food until the violations are corrected. **A re-inspection is required if the hand washing station is not set up as described, and the permit holder will be assessed a \$100 re-inspection fee. Annual vendors that operate a temporary food business will be closed for the day.**



GENERAL INFORMATION

1. Where will you dump waste water and grease?

2. Do any of your events last for more than one day? Yes No

If yes, where will you store your food and equipment during overnight hours?

3. How will you clean and sanitize food equipment and utensils at your booth?

4. List the name(s) of workers that hold a food handler card or food manager certificate:

5. Prohibited Activities:

a. Time as a public health control is not allowed at temporary events.

b. Eating, drinking, or smoking is not allowed in food booths.

Food Booth Floor Plan

In the space below please provide the layout (floor plan) of your food booth. Your plan must include:

Point of sale/service

All cold holding equipment

Hand washing station

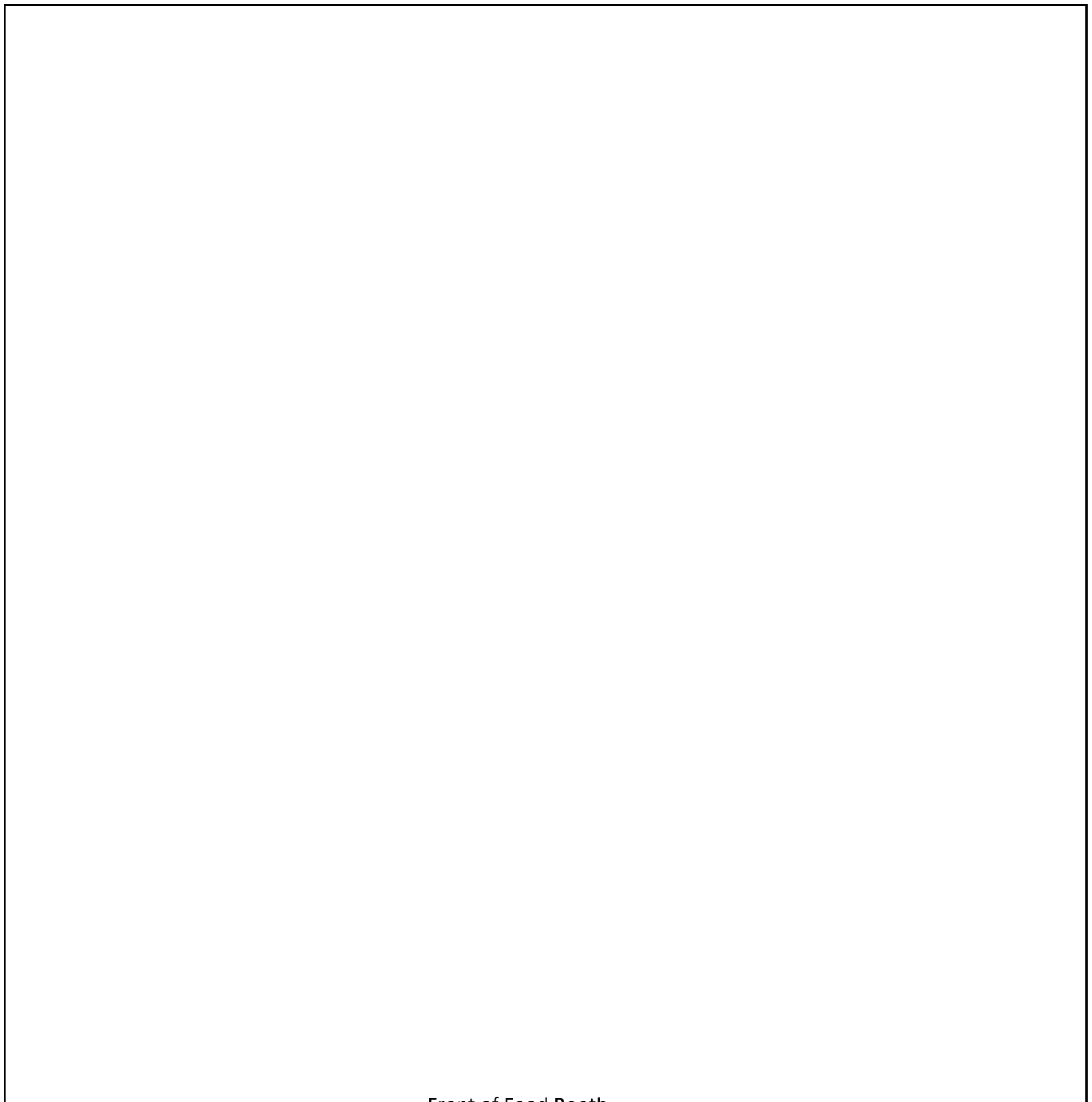
All hot holding equipment

Food preparation table(s)

Dry food storage

All cooking equipment

Dish washing station



Front of Food Booth

Commissary

If your operation does any of the following:

- Operates for more than 45 days in a calendar year
- Requires off-site food preparation prior to the event
- Uses melons that are not purchased pre-washed or pre-cut; commissary may be required for other produce
- Lacks access to a 3 compartment sink for dishwashing

You must obtain permission to use a kitchen facility (commissary) that is approved by Salt Lake County Health Department for advance food preparation, produce washing and dishwashing. Examples may include restaurant, church, school, or community center. The facility must have the ability to support your event menu and any preparation. **A separate permit and inspection are required for your commissary location. You must submit a separate commissary agreement form signed by you and the commissary owner/manager before your permit will be approved.**

(Print name of Commissary)

(Physical address)

(Contact Person at Commissary)

(Commissary Phone #)

Date(s) and Time(s) you will prepare food at the commissary*					
Date:	Time:	Date:	Time:	Date:	Time:

You must be at the commissary on the dates and times listed above for inspections. Failure to notify the Health Department of changes in your commissary schedule may result in **follow-up fees and/or **closure of your booth**.*

Please read and initial.

_____ I have read and understand the hand washing station requirements.
Initial

_____ I have received a Temporary Event Food Safety Guide.
Initial

_____ I have received the self-inspection form(s) and understand that I must complete a form on each
Initial

_____ I understand that any changes to this application must be submitted to and approved by SLCoHD.
Initial

_____ I understand that special processes (reduced oxygen packaging, fermentation, curing, etc.) are
Initial generally not allowed at temp food events, and must be pre-approved by SLCoHD.

_____ I understand the following conditions will warrant immediate closure:
Initial

- * Lack of a current SLCoHD permit for each day of operation
 - Permits are not transferable between booths or events.
- * Lack of a hand washing station
- * Foods prepared at or brought from home
- * Critical violations and/or imminent health hazards
- * Lack of equipment or capacity to hold potential hazardous foods at required temperatures



Food Protection Bureau
 788 E Woodoak Lane
 Murray, Utah 84107
 Phone: 385-468-3845
 saltlakehealth.org/food

Temporary Food Booth Self-Inspection

(TO BE COMPLETED WHEN SETTING UP ON EVENT DAY)

Establishment Name	
Event	Inspection Date / /
Inspected by ^(sign)	(Print)

BOOTH REQUIREMENTS		COMPLIES?			COMMENTS
1.	Permits	YES	NO	NA	
a.	Temporary food permit is posted in public view.				
b.	A knowledgeable person in charge is present with food handler card or certified manager certificate.				
2.	Hand Washing Station <i>(immediate closure if out of compliance)</i>				
a.	Minimum 5-gallons water; container with hands-free spigot				
b.	5-gallon waste water container				
c.	Pump soap and paper towels				
3.	Floor, Walls, Ceiling				
a.	Floors smooth & cleanable in entire booth (no grass, gravel)				
b.	2 sidewalls				
c.	Entire booth has overhead protection				
4.	Food Source/Menu <i>(immediate closure if out of compliance)</i>				
a.	Food was not prepared or stored home.				
b.	Commissary agreement available for foods prepared offsite.				
c.	No part of the operation was done at home.				
d.	Only foods approved on the application form are served.				
5.	Employee Hygiene				
a.	Employees wash hands upon entering the booth.				
b.	Employees keep hands clean and wash hands often.				
c.	Employees do not have these symptoms: vomiting, diarrhea, sore throat with fever, open wounds				
d.	Gloves or utensils are used - no bare hand contact with food				
e.	Employees have hair restraints or hats. Clean clothing.				
f.	No eating, drinking, or smoking in the booth.				
g.	Tasks are delegated so there are three types of workers: (1) Those who only handle raw meat or poultry (2) Those who only handle ready-to-eat-foods (3) Those who only handle money				
h.	Small children are not allowed in the booth.				
6.	Food Temperature Control				
a.	Hot foods held at 135°F or above.				
b.	Cold foods held at 41°F or below.				
c.	Adequate equipment to maintain temperatures hot or cold.				
d.	Adequate amount of ice to keep foods cold in ice chests.				
e.	No potentially hazardous food stored at room temperature.				
f.	Canister fuel not used without wind guards (outdoors only)				
g.	Metal probe thermometer with range 0 – 220°F in booth.				
h.	Probe thermometer is calibrated/accurate.				

7.	Storage				
a.	Food is stored at least 6" above the floor or inside a closed ice chest or waterproof box.				
b.	Food is not stored in standing water inside ice chests.				
c.	All plates, cups, utensils, and equipment stored at least 6" above the floor or in a closed waterproof box.				
8.	Ice				
a.	Ice stored in waterproof container and kept covered.				
b.	Ice used for refrigeration is not used for consumption.				
c.	Ice bags never come into contact with the ground.				
d.	Ice is not handled with bare hands.				
9.	Cooking				
a.	Raw poultry is cooked to at least 165°F.				
b.	Raw beef or pork is cooked to at least 155°F.				
c.	Raw fish or eggs are cooked to at least 145°F.				
d.	Cooking and cooling of foods is not done (prohibited).				
10.	Food Protection				
a.	BBQ grills and other cooking equipment are not accessible to the general public.				
b.	Cooking equipment outside the booth is covered.				
c.	Self-serve condiments are (1) in squeeze bottles, (2) in individual packets, or (3) in containers with lids.				
d.	All open food is protected from customer spit or sneezes.				
11.	Food Equipment				
a.	Good repair – no corrosion, cracks or chips				
b.	Food-grade – smooth, easily cleanable, non-absorbent				
c.	Extra utensils including tongs, spatulas, spoons available				
12.	Sanitizer				
a.	Unscented Bleach or Quaternary (Quat) sanitizer available				
b.	Sanitizer test strips available				
c.	Bleach concentration at 100 ppm or Quat at 200-300 ppm				
d.	Wiping cloths stored in bucket with sanitizer water				
e.	Separate bucket for raw meat/poultry area				
13.	Dish Washing				
a.	Three 5-gallon buckets or tubs available:				
b.	(1) Wash in soapy warm water				
c.	(2) Rinse in clean warm water				
d.	(3) Sanitize in warm water with proper concentration				
e.	All food equipment and utensils are washed, rinsed and sanitized prior to use each day of the event.				
14.	Garbage				
a.	Garbage containers with plastic liners provided in booth.				
b.	Garbage containers are covered if insects are present.				
15.	Lighting				
a.	Adequate lighting is available during night events.				
b.	Light bulbs are shielded or shatterproof				
16.	End of Day Clean-Up				
a.	Any remaining hot food is discarded (leftover hot food from temporary events shall not be cooled and re-served).				
b.	Food and equipment stored in a secure location overnight.				
c.	Booth operator has identified an approved location for disposal of liquid waste and oil/grease.				
17.	Miscellaneous				
a.	Name of the facility is posted and visible to customers.				
b.	Self-Inspection sheet is complete & available for inspector.				

BRIDAL & WEDDING EXPO



EXHIBITOR MANUAL



A member of the American Consumer Shows group of companies
6901 Jericho Turnpike, Suite 250, Syosset, NY 11791-4626
Telephone: (888) 433-EXPO (3976) | (516) 422-8100 | Fax: (888) 850-3977



TABLE OF CONTENTS

Adhesive Stickers & Bumper Stickers.....	3
Balloons & Helium Tanks.....	3
Booth Information.....	3
Decorator Services.....	3
Directions and Parking.....	3
Distribution of Literature.....	3
Electrical Services.....	3
Food & Beverage.....	3
Fire Marshal Rules & Regulations.....	4
Flyers.....	4
Information and Service Desk.....	4
Janitorial Services.....	4
Move-In and Set-Up Instructions.....	5
Move-Out and Breakdown Instructions.....	5
Noisemaking Equipment.....	6
Outstanding Balances.....	6
Oversized Displays.....	6
Products & Services to be Exhibited.....	6
Refunds for Exhibit Space.....	6
Sales Tax & Permits.....	6
Security.....	7
Shipping Information.....	7
Signs & Banners.....	7

Adhesive Stickers & Bumper Stickers:

No stickers of any kind are to be given out at any time, at any location, by exhibitors. Exhibitors distributing stickers of any kind will receive a bill from the facility for custodial personnel.

Balloons & Helium Tanks:

The facility does not allow helium balloons in the building for any purpose. For decorating purposes, you may have balloons without helium.

Booth Information:

- A. **Booths:** Maximum booth height is 8' all around, full cubic content. Island booths have no height restriction. Be sure to check the Exhibitor Kit under "*Facility Details*" for the ceiling height.
- B. **Pipe & Drape:** An 8' back curtain and two 3' side curtains are provided with each booth. Placement of curtains will vary for larger booths. Display material may go up to 8' high on either side of the inline booths.

Decorator Services:

Draped tables, chairs, carpeting, wastepaper baskets, and other items can be rented for the duration of the show. Return order form(s) and payment to the service provider. Please note the advance order discount deadline is listed on the service provider forms.

Directions and Parking:

Directions and parking are venue specific. For information on directions and parking, refer to the "*Directions*" page in the Exhibitor Kit.

Distribution of Literature:

Exhibitors are permitted to hand out flyers, catalogs, circulars, and folders within their booth only. Distribution of such material from booth to booth, in the aisles, or in the lobby is strictly prohibited. Canvassing of any kind or distributing literature in the exhibit facility or parking lot by or for non-exhibitors is forbidden. Exhibitors may display, demonstrate, give away samples, and sell within their booth only. Exhibitors should refrain from confronting those that are not complying with the above. Bring your concerns to show management at the Information Booth.

Electrical Services:

Electrical service is available in most venues. Return order form(s) and payment to the service provider. Please note the advance order discount deadline is listed on the service provider forms.

Food & Beverage:

Exhibitors are not permitted to sell food or drinks for consumption at the show without the prior written consent of American Consumer Shows. Sampling is permitted in most venues; please contact our customer service department at customerservice@acsshow.com for maximum sample size and additional details. It is the vendor's responsibility to obtain any and all permits, including permits required from local Health Departments or agencies. Any exhibitor providing food or drinks must protect the venue floor, no exceptions.

Fire Marshal Rules & Regulations:

Where applicable, please note the following:

- A. Flammable liquids are not permitted.
- B. Liquefied petroleum gases (Butane, Propane, etc.) are not permitted on or in any type of vehicle, boat, trailer, or in any exhibit.
 1. Vehicles that have removable propane tanks are not permitted to enter the building unless the propane tank(s) have been removed.
 2. Vehicles with built-in propane tanks that cannot be removed are not permitted to enter the building unless a notarized affidavit accompanying the vehicle indicates:
 - a. Propane tanks are new and have never contained propane or,
 - b. Propane tanks have been emptied and purged.
- C. If a vehicle is part of a display, where permitted, the exhibitor must ensure that there is ¼ tank of gas or less, the gas cap has been locked, and the battery has been disconnected.
- D. All drapes, curtains, tenting, decorations, tablecloths, etc., must be inherently fire resistant or flame proofed, unless made of non-combustible material. An original notarized certificate attesting to a material's fire resistance or flame proofing must be provided at the exhibit and available for inspection by the Fire Marshal.
- E. All exits, passageways, vestibules, lobbies, and fire passageways must be clear for their full width. They shall not be used for exhibits, tables, or storage.
- F. Open flame devices are not permitted.
- G. Cooking for demonstration purposes, where permitted, shall be by electrical appliances only and in locations approved by the Fire Marshal. If cooking is permitted, it must be kept clear of combustible materials. Deep fat frying is not permitted. Exhibitors are required to keep a working fire extinguisher within their booth. Please note, most Fire Marshals will request to see the extinguisher.
- H. The use of noxious, toxic, flammable substances, such as paint, stain, polyurethane or anything of the like, is not permitted during the show set-up.

Flyers:

Placement of flyers on cars in the parking lot is strictly prohibited. Exhibitors found placing flyers on cars in the parking lot will receive a bill from the facility for clean up and custodial personnel.

Information and Service Desk:

For any questions regarding the show onsite, please visit the American Consumer Shows' Information Booth, located in the lobby or on the show floor. The electrician will be on-site to help with your electrical requirements. For inquiries related to advance shipping, carpeting, and furnishing, please see the decorator representatives at their service desk, located in the lobby or on the show floor. All representatives will be available on-site during set-up and breakdown to facilitate exhibitor needs.

Janitorial Services:

The general public areas will be cleaned frequently during and after the show each day. Please place all garbage (boxes, papers, etc.) in the facility receptacles. Please note, it is the responsibility of the exhibitor to remove all trash. This includes but is not limited to construction and landscaping materials such as paving stones, dirt, etc. Do not leave large trash items on the show floor; you must take them with you.

Move-In and Set-Up Instructions:

- A. If your exhibit contents were shipped in advance to the warehouse, they will be delivered directly to your booth.
- B. If you are bringing your own exhibit contents or a carrier is delivering them to the facility, please try to fit all of the contents into one vehicle.
- C. As soon as your vehicle arrives at the facility, check in at the VEHICLE CHECK-IN (please follow the signs). Once checked in and on line, ACS or security personnel will instruct you further.
- D. Move-in can be very long and tedious; please be patient. We will move the line as quickly as possible. Some vehicles may be taken out of line based upon clear access to a particular booth.
- E. In many venues, vehicles are not permitted to drive into the exhibition hall to unload.
- F. Once your vehicle has been unloaded, immediately park it in the designated exhibitor parking area. Never leave your vehicle locked or unattended in the loading area. Vehicles parked in the loading area will be ticketed and towed at the owner's expense.
- G. If your exhibit is arriving by an outside carrier (i.e. UPS, Fed-Ex, or non company/private owned vehicle), a representative from your company must be available to sign for your exhibit contents. Show Management strongly discourages exhibitors from sending packages via UPS/Fed-Ex (or the like) to the facility. Small items tend to get "misplaced." Instead, we suggest sending smaller items to your hotel. Be sure to bring your tracking number.
- H. Please bring your own wagon, cart or dolly for both move-in and move-out.
- I. Independent companies hired to work for an exhibitor must provide a Certificate of Insurance to American Consumer Shows thirty (30) days prior to the show.
- J. All exhibits must be completely assembled one hour prior to the show opening.
- K. Any exhibits extending to the front of the exhibit space above the 3' side curtain must be finished or draped, at the exhibitor's expense. Signage may not intrude upon neighboring exhibits.
- L. Move-in is the most difficult time to provide security because there are so many vehicles and boxes coming in and out. If you have small or valuable items in your exhibit, be certain to have one person remain with your exhibit at all times.
- M. You may store your empties in your own vehicle; ensure that they are available for move-out.
- N. Trash removal of large construction items is your responsibility. Do not leave large items on the show floor, and do not put them in the dumpster

Move-Out and Breakdown Instructions:

- A. Detailed move-out instructions will be distributed on show-site.
- B. Please ensure that your entire exhibit is dismantled and packed prior bringing your vehicle to the loading area. **DO NOT GET YOUR VEHICLE UNTIL YOU HAVE BEEN INSTRUCTED TO DO SO.**
Do not lock your vehicle or leave it unattended in the loading area at any time.
- C. Never leave your exhibit contents unattended during move-out. This is a very difficult time to provide security.
- D. At some venues you have the option to ship your exhibit contents back to the decorator's warehouse for later pick-up via common carrier. Make sure you provide the contractor with the proper paperwork. There is a charge for this service. Please speak with the decorator representative to make arrangements.
- E. All exhibits must be removed by 8:00 PM on the last day of the show. Any exhibit contents that have not been removed by 8:00 PM will be subject to packing, shipping and storage charges.

Noisemaking Equipment:

Devices that produce sound must be operated at levels that will not disturb other exhibitors. The facility and American Consumer Shows reserve the right to determine the acceptable sound level in such instances. Failure to comply may result in ejection from the venue.

Outstanding Balances:

Exhibitors with a past due balance will not be allowed to exhibit until all such balances are paid in full, no exceptions. If you have an outstanding balance, please mail your payment or [click here](#) or visit acsshow.com > I Am An Exhibitor > Pay For Your Booth Online to make a payment online.

Oversized Display:

If your exhibit is an actual trailer, vehicle, sunroom, shed, or oversized display, you are required to contact the American Consumer Shows Operations Department. Please call 516.422.8100 or e-mail ops@acsshow.com to make move-in arrangements at venues that can accommodate oversized displays. Please double check measurements to ensure that your display will fit through the door of the facility and within your booth space. Based on booth location, oversized exhibits are oftentimes the first ones inside the venue. Please consult with the move-out coordinator on-site regarding move-out procedures. Note: this section applies only to venues where oversized displays are permitted. Please contact the Operations Department if you are unsure.

Products & Services to be Exhibited:

Only those products and services listed on the exhibitor contract may be exhibited at the show. Should different and/or additional items be displayed, Show Management has the right to ask that they be removed. Failure to comply may result in ejection from the show and forfeiture of booth cost.

Refunds for Exhibit Space:

Refunds will not be made, in whole or in part, for unused exhibit space. Should the contracted exhibit space remain unoccupied within two hours of the show start on the opening day, American Consumer Shows may assign it to another exhibitor or use it without obligation. All outstanding balances will remain due irrespective of American Consumer Shows reassigning such space.

Sales Tax & Permits:

All exhibitors are required to collect sales tax where applicable. The State Department of Taxation prohibits the selling of taxable merchandise or services at a show or event by all persons that have not registered for a valid Sales and Use Tax License. For your convenience, applications can be completed online; refer to the Exhibitor Kit under "*Tax Information*" for additional information. Please remember to print a copy of each page during the online registration process to keep for your records. It is the obligation of the exhibitor to obtain and clearly display a copy of the Certificate or License within their booth.

It is the responsibility of any exhibitor playing music at the show to obtain any necessary permits from ASCAP. Failure to obtain the required permits will be considered a breach of contract by the exhibitor, and the exhibitor shall be liable for any damages incurred by American Consumer Shows.

Security:

At the close of each show day, American Consumer Shows management will walk the show floor to ensure that everyone is out of the exhibition hall, at which time the facility is deemed secure and will be locked down. Doors will open to exhibitors each morning one hour before the show opens to the public. For preparation and security purposes, at least one member of your company must be present at these times. American Consumer Shows does not guarantee exhibitors against loss, nor does it imply any assumption of liability for exhibitor's property.

Shipping Information:

- A. **Advance Shipping to Warehouse:** Exhibitors may ship their exhibit contents to the decorator's warehouse prior to the show for a fee. Such contents will be stored and delivered directly to your booth before the show. Please contact the service provider directly for detailed instructions and costs associated with this service.
- B. **Direct Shipments to the Facility:** Exhibitors may ship by common carrier of their choice directly to the facility, only on the move-in day, during the move-in hours. Freight will not be accepted prior to this date. Under this shipping method, there are no additional warehouse charges. All exhibit materials that are shipped directly to the facility must be delivered to the loading area of the exhibition hall. Employees of American Consumer Shows and the facility are not authorized to sign and accept any shipments whatsoever. If personnel from your company are not available to sign and accept your exhibit contents, your carrier will not be permitted to leave your exhibit contents at the facility.
- C. **POV:** Personal Occupancy Vehicles are the most common form of to-show shipping. If you are bringing your own exhibitor contents or a carrier is delivering them to the facility, please try to fit all of the contents into one vehicle.

** Important: Do not ship your exhibit contents directly to the facility prior to the move-in day. The facility will not receive any advance shipments (unless otherwise specified).*

Signs & Banners:

Signs and banners may be suspended from the back wall curtain of your booth. The decorator will have sign hooks available that fit around the 10' pipe holding up the back curtain. Please ensure that your banner or sign has grommets along the top. Written approval from Show Management is required for any signage extending above 8' high. Please note, sign copy is limited to one side only and should be displayed above your booth. Signage must not encroach on neighboring displays, no exceptions.