

## 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 135°F or hotter.
- COLD foods must be kept at 41°F or colder.
- 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: (404) 223-4500.
- 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.
- If you have any questions, please contact IDDBA at [exhibitorservices@iddba.org](mailto:exhibitorservices@iddba.org) or 608-310-5000.

**The health and safety of attendees and exhibitors at IDDBA 2022 is the top priority of IDDBA. We will continue to monitor and update guidelines and protocols as necessary. Please visit our [IDDBA Exhibitor Services website page](#) for the most current information.**

## Levy

### Food Preparation

- Levy can provide professional staff to assist you with food preparation. To arrange for assistance, please contact Levy at (404) 223-4500.

### Ice and Supplies

- Ice and supplies can be purchased from Levy. See the order form in the 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.

## Requirements for Cooking/Heating Equipment

If you will be cooking or warming food in a booth at IDDBA 2022, please read the following restrictions.

- Open flame devices such as sternos, candles, solid alcohol fueled, or other solid fueled type device, are allowed for the cooking and hot-holding of food. Each booth using warming/cooking equipment must have at least one 2A10BC or 3A40BC fire extinguisher in the booth. 3A40BC fire extinguishers are available to rent from GES and must be ordered in advance.
- Gas, liquid, and solid fuel-burning equipment designed to be vented shall be vented to the outside air. Vents shall be equipped with approved spark arresters.
- Cooking and heating equipment shall not be located within 10' of combustible materials.
- The use of cooking oils or grease for cooking and frying must be approved by the fire marshal. A K-type fire extinguisher with current inspection date tag is required in the booth. A standby fire watch may also be required. Contact IDDBA for details.

Cooking and food-warming devices in exhibit booths shall comply with the following guidelines:

- Gas-fired devices shall comply with the following:
  1. Natural gas-fired devices shall be in accordance with the fire codes adopted by the Safety Fire Commissioner's Rules and Regulations.
  2. The use of LP-gas cylinders shall be prohibited. EXCEPTION: Non-refillable LP-gas cylinders not exceeding 2.5 pounds may be permitted to be used where permitted by the authority having jurisdiction.
- The devices shall be isolated from the public by not less than 4 feet (1.2 m) or by a barrier between the devices and the public.
- All cooking equipment using combustible oils or solids shall comply with 9.2.3 of the 2012 Life Safety Code.
- Portable fire extinguishers with a minimum of a 2A:10B:C rating are placed within the booth, or an approved automatic extinguishing system shall be provided.
- Combustible materials within exhibit booths shall be limited to a one day supply. Storage of combustible materials behind the booth shall be prohibited.
- A Cooking and Cooking Equipment form must be submitted to the Georgia World Congress Center by May 2, 2022 if you will have any cooking or cooking equipment in your booth. The information requested will be used to evaluate the safety of operations and decisions will reference NFPA 101 Life Safety Code and NFPA 96 (Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations) as well as the recommendation and final decision of the Georgia Fire Safety Division and the Georgia World Congress Center Authority.

## Dishwashing

- There will be dish washing stations on the show floor with three compartment sinks. Five of the dish washing stations will be equipped with automatic dishwashers provided by IDDBA. 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.

## 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 12:00 noon on Tuesday, June 7 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 7, to pick up any product stored in the refrigerated/freezer storage.**
- **Refrigerated/freezer storage will not be available after 12:00 noon on Tuesday, June 7.**
- 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.