

# Fiery Foods & Barbecue Show Exhibitor Rules & Regulations for 2012

## General Rules

**All** exhibitors must follow the rules and regulations listed.

1. Smoking is strictly prohibited at all times in the Sandia Resort and Casino Event Center.
2. All utility service requests must be received as soon as possible and no later than February 1, 2012. Electrical Order forms will be available for download on our website soon.
3. No signage is allowed in the hotel or casino entrance or inside the hotel lobby, guest elevators or guest room corridors.
4. Exhibitors will not glue, tape, tack nail or in any way affix items to any interior or exterior surface of the Sandia Resort and Casino event center.
5. Glitter, streamers/adhesive backed (stick on) and decals are strictly prohibited and may not be distributed or used for any purpose with the event center.
6. No outside food or beverage is allowed inside the event center other than exhibitor samples that meet the requirements of these rules and regulations. Please contact the Sandia Resort Catering and Sales Department for any food and beverage needs.
7. Do not throw boxes or trash generated during show hours into the aisles. Aisle way, exit ways and exits must be kept clear of any trash or debris at all times.
8. All decorations and items with the exhibitor booth must be fire retardant and meet all requirements of the local fire codes.
9. No equipment, booth(s), signs, displays or other items will be allowed to block or obstruct any emergency phones, alarms, sprinkler heads, sprinkler connections/valves or hose connections **this includes canopies or tents of any kind.**
10. No sternos or open flame lighting devices may be used.
11. No oils, combustibles or any liquids other than water may be poured into the Sandia Resort and Casino event center drainage or sewer system. Tools, machines, cookware, or other items must be taken to the designated dishwashing station at the designated times to be cleaned. **Do Not** use restrooms for equipment clean-up, including the disposal of ice.
12. Exhibitors demonstrating or using cooking appliances must have at least one 2A10BC fire extinguisher in the booth at all times. Exhibitors may not use any appliance producing grease-laden vapors (deep fat fryer, deep fryer, frying pans, etc). Cooking appliances must be isolated from spectators by at least four (4) feet or by a barrier between the appliances and the spectators. Apparatus must be placed on protective floor mats to protect the carpet. Exhibitor agrees to pay clean up fee or carpet replacement fee for any spills or damage to the ballroom carpet.
13. All carpets will be covered by visqueen plastic. Exhibitors will not remove the visqueen. If the covering tears during the show, notify the show decorator who will make repairs.

14. Loading docks are for loading and unloading only. All vehicles left in the loading area will be towed at the owners' expense. Loading and unloading must be done through the designated loading docks assigned for the event. Loading and unloading through the center lobbies is strictly limited to hand carried items. No vehicle parking is permitted in the hotel main entrance or porte-cochere. Material which may require use of two wheeled (or more) apparatus must go through the designated loading dock area. Passenger elevators are designed for passenger use and not intended to carry heavy weights and may not be used to carry freight of any kind. Vehicles will not be allowed in the loading dock areas without a pass. See how to get there and where to enter on our website and how to obtain your loading dock pass during set up and move out hours.
15. Sandia Resort and Casino event center cannot accept freight shipments or packages for exhibitors. Freight must be consigned through Disco Display. There are no exceptions to this policy. Disco Display's forms will be available for download on our site soon.
16. Vehicles are not allowed to drive on the exhibit floor to unload or load. Sandia Resort and Casino event center does not provide carts, dollies, pallet jacks, labor, etc., for exhibitor use. Sunbelt Shows will direct traffic in and out of the loading dock area and will provide a limited number of laborers to assist in loading and unloading of exhibitor vehicles if needed. Disco Display can provide full assistance in loading/unloading and booth set up/breakdown for a fee.
17. No item may be thrown at any time from booth(s).
18. Helium filled balloons are allowed in the event center only as part of a display and must be securely fastened to the booth. Balloons may not be given out and must be used for décor purposes only. Compressed gas/helium cylinders used to inflate balloons must be properly secured to prevent toppling, tipping, etc., during all event hours. These cylinder(s) must be removed from within the event center during non-show hours.
19. All live animals are prohibited with the exception of guide and service animals.
20. Sandia Resort and Casino event center and Sunbelt Shows are not responsible for lost or stolen items. Exhibitors should not leave valuable or personal items (laptops, purses, cameras, briefcases, etc.) on tabletops, behind booth drapes or in any unsecured areas of the event center. Please remove all such items from the show floor at the close of the show each day. During move-out do not leave your booth unattended until all of your display materials have been packed and crated.

**Specific Rules for Exhibitors Selling and/or Sampling Food Products:**

1. Any exhibitor who is selling or sampling food must comply with all of the following rules and regulations.
2. The Food and Drug Administration: 2005 Food Code is the public health guidance document for all food shows. All food items offered for sale or sample must comply with the conditions under which it is prepared, stored, displayed and all other sanitary conditions related to food items at the show must meet the food code.
3. Exhibitors are responsible for providing documentation that all products being sampled and/or sold are from an approved source. These documents must be

provided to Sunbelt Shows as soon as possible, but no later than December 1, 2011. New exhibitors must provide this information before being accepted into the show.

**For Persons bottling or canning or representing products which are bottled or canned:**

This may be done by providing (A & B or A & C)

- A. A copy of the scheduled process authority letter, **and**
  - B. For those not exempt and required to file the following is required:
    - i. A copy of FDA form 2541 showing the FCE number
    - ii. A copy of FDA form 2541a (ingredients or recipes may be redacted)
    - iii. A copy of the latest FDA inspection (ingredients or recipes may be redacted) and/or an actual copy of the latest inspection by the health agency;
    - iv. A copy of the processor's permit/license; **or**
  - C. For those exempt from filing:
    - i. A copy of the processor's permit/license
    - ii. A copy of the latest inspection by the health agency
4. Exhibitors must follow best practices for food handling and preparation, including without limitation the following practices:
- a. Pre-cooked meats should be used.
  - b. Product labels must be correct.
  - c. No bare hand contact with ready to eat foods will be allowed.
  - d. Food contact surfaces must be smooth and easily cleanable.
  - e. All booths must have sanitizing solutions or sanitizing wipes for sanitizing surfaces.
  - f. Each booth must have a hand washing station consisting of water from a gravity-fed container, catch basin, and soap and paper towels. Gel sanitizer may be used in addition to good hand washing.**
  - g. Serving containers must be clean and sanitary.
5. Exhibitors must have documentation that all products transported have been maintained in a safe manner and must be available to health inspectors. This can be accomplished by providing temperature logs showing temperatures at departures, arrival and during the event. Temperature logs can be downloaded from our site.
6. Exhibitors must have proper holding temperatures for hot and cold food. Food and meats must be kept in separate coolers, raw and cooked meat as well as different species of meats must be kept separate. **Foods labeled "Keep Refrigerated after Opening" must be maintained at a temperature of 41 degrees or below at all times either through adequate use of ice or refrigeration.**
7. Exhibitors must have accurate, calibrated thermometers to ensure correct product temperatures at all times, whether in storage or while on display.

8. Ice will be available for purchase from the Sunbelt Shows registration desk throughout the show. Water and other supplies will be available at the show from an approved vendor.
9. Exhibitors are not allowed to cook in any of the Sandia Resort and Casino's kitchens.
10. Exhibitors may only distribute "bite size" samples of no more than two (2) ounces of food or beverages free of charge. Any sampling of alcohol must be pre-approved by the show and resort and must follow special rules. All samples need to be provided in a single service container. Serving sample from a common container is not permitted.

### **PUBLIC HEALTH CONCERNS AND RECOMMENDATIONS**

1. **SAMPLING:** We are proposing below several types of sampling that we have seen that work well at the show.
  - a. 2 oz. cups-prefilled by vendor  
Toothpicks-prefilled by vendor  
Squirt bottle (vendor supplies chips, pretzels, etc.)  
Pump bottle  
Spoons-vendor controls access to product
  - b. Vendor sampling-pretzels, chips, spoons, napkins, toothpicks, etc. to be prefilled in a 2 ounce cup by the vendor. **No large containers, no common bowls.**

**All required documentation should be faxed to Sunbelt Shows at 505-271-9023 as soon as possible and no later than December 1, 2011. Questions can be sent to [margaret@fiery-foods.com](mailto:margaret@fiery-foods.com) or call 505-271-9050.**

**All downloads are available at [www.fiery-foods.com](http://www.fiery-foods.com), click on the "Fiery Foods & BBQ Show" tab at the top of the page, then go to "Exhibitor Information".**