



SPECTRA FOOD SERVICES & HOSPITALITY EXHIBITOR SAMPLING GUIDELINES

The practice of exhibitors bringing in their own food or beverage is in direct conflict with the Spectra Food Service & Hospitality exclusive contract at the Atlantic City Convention Center & Boardwalk Hall. Therefore, it is our policy that any exhibitor who is providing ANY food or non-alcoholic beverage item be required to notify Spectra Food Service & Hospitality in writing as to the nature of the proposed product giveaway (fees are applicable unless waived by Spectra Food Service & Hospitality or purchased through Spectra Food Service & Hospitality).

Sampling of food or non-alcoholic beverage items would not be 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. A written approval must then be obtained from Spectra Food Service & Hospitality at least (7) seven working days prior to the show opening.

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, Deep Fryers with built-in suppression Systems and NJ State Fire Inspector Approval.

Not approved are Electric Grills for cooking steaks or any items creating "Grease Laden Vapors".

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 your Event Manager for additional details.

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. Please refer to the Exhibitors Agreement for further specifications. You must also hire a Spectra union bartender to serve any alcoholic beverages. Bartender fee is \$250.00 four hour minimum then \$25.00 for each additional hour. Samples are limited to 1 ounce of beer or wine and 1/2 ounce of spirituous liquors.

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"

Insurance Requirements:

General Certificate Liability Insurance for \$2,000,000 Each Occurrence and \$2,000,000 Aggregate. Certificate must name as additional insured **Spectra Food Service & Hospitality and Atlantic City Convention Center** on a primary/noncontributory basis.

Any exhibitor providing samples of food and non-alcoholic beverage must operate within the local Health Department Guidelines.



SAMPLING AUTHORIZATION FORM

Deadline: 30 days prior to event

Please submit the following information for approval to distribute your product as a sample to attendees. When preparing your samples, be sure to abide by all sampling and food preparation rules as described in guidelines. Only food and beverage manufacturers may serve sample **“bite size”, 2oz or less portions of their own food products and 4oz. container of non-alcoholic beverages.**

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

Contact Name: _____

Phone: _____ **Email:** _____

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

_____ Sample Size _____

_____ Sample Size _____

_____ Sample Size _____

_____ 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:

FAX OR EMAIL TO:

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

