



## FOOD VENDOR REQUIREMENTS

The following guidelines regard the dispensing of food samplings, tradeshow or demonstrations in conjunction with any hosted event at the Chase Center on the Riverfront. These requirements are an addendum to the facility's exhibitor guidelines. Sodexo has the right to approve the involvement of all food vendors.

### INSURANCE REQUIREMENTS

Any participating exhibitor serving unpackaged or prepared food for tastings, samples or giveaways must provide a \$1Million certificate of insurance naming Sodexo and the Riverfront Development Corporation of Delaware as the insured riders.

### DE STATE BOARD OF HEALTH REQUIREMENTS

Exhibitors serving unpackaged or prepared food must have a State of Delaware Division of Public Health Temporary Food Permit form completed and submitted to the Division of Public Health prior to the event, and kept at the booth during the event. Health Inspectors will inspect all exhibitors serving food prior to the start of the event checking for paperwork, food temps and sanitation requirements. Appropriate signage should be displayed for any raw and undercooked food items. See Attached Brochure and Application. **This requirement is the sole responsibility of the Exhibitor.**

**Show Management and Sodexo will not allow an Exhibitor to load in and set up without the A Certificate of Insurance or Temporary Food Permit on file.**

### FACILITY REQUIREMENTS

All food and beverages served at the Chase Center fall under Sodexo's license. No Exhibitor may sell food or beverages in the facility.

Food Exhibitors must be self contained providing their own serving vessels, lined trash receptacle, utensils, storage, décor, etc. **There is no access to the facility's kitchen** including food storage, refrigeration, ice, water, cooking and re-heating, unless Show Management have made other arrangements with Sodexo to rent the kitchen or use of specific items.

Food should be cooked and held at the appropriate temperature ready to serve or finish off as outlined in the Temporary Food Permit.

All Exhibitors preparing and/or serving food at their booths are required to work on fire-rated 6 mil plastic drop cloths or rug runners, which are provided in their booth space to avoid spills and damage to carpet and flooring. Show Management will be billed for any excessive damage or cleaning.

**Any Exhibitor utilizing a heat source must provide a 5LB ABC Fire Extinguisher and a metal lid for each device at the booth.** Fire Extinguishers are a requirement of the State of Delaware Fire Marshall.

All cooking devices and heat sources must be approved by a recognized testing laboratory (UL or FM). Only Wick Sterno, cassette or induction burners are acceptable heat sources. Gel Sterno or open flames are not permitted. Tabletop convection ovens and induction burners requiring electric are permitted, check with your Show Management to ensure electric is available. All other kitchen equipment must be approved by Sodexo. Contact your sales manager for requests. No propane stoves, charcoal or gas grills are permitted in the facility. Arrangements should be made with the sales manager for outdoor set-up if possible depending on the show and floor plan.

All cooking devices and heat sources should be isolated from the public on back tables a minimum of 4' from the front of the booth with 2' between devices. No combustible materials may be within 2' of the cooking devices.

All décor including fabric, canvas, tenting and pipe and drape must be non-flammable with a label or marking noting such. No open flames including votives or candles are permitted.

### **LOAD OUT AND TRASH REMOVAL**

All exhibitors must dispose of all trash in appropriate trash or recycling dumpsters outside of security. Any food prep waste or by products should be removed and taken with the exhibitors. All spaces should be left broom swept. Show Management will be billed for any excessive damage or cleaning.

Any damage or spills should be reported to the Center immediately. Show Management and Sodexo will inspect and conduct a walk-thru prior to load-in and during load-out.

No breakdown or load-out is permitted prior to the end of the event.

Sodexo reserves the right to terminate or ban any vendor from serving food that does not follow or abide by these guidelines or respect the facility accordingly.

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Client Signature

Date