

Sampling Health & Safety Measures

- CDC approved masks are recommended during the event
- Exhibitors must adhere to Levy's approved sampling sizes of 2oz. for food, 4oz. for non-alcoholic beverages, 2oz. for wine & beer and .25oz for liquor
- Exhibitors must fill out and return the Sampling Form on page 3 to Levy
- Exhibitors must provide a COI (certificate of insurance) to Levy. Instructions are on page 3 & 4
- Exhibitors are encouraged not to leave samples out on a tray or countertop. Samples should be passed directly to the attendee
- Exhibitors are encouraged to provide individually wrapped food samples whenever possible
- Exhibitors handing out samples are encouraged to wear appropriate PPE. This includes gloves and CDC approved masks
- Plexi Shields (Sneeze Guards) for booths are recommended when sampling. These are available from Freeman or exhibitors may bring their own
- Hand washing stations in your booth are required when sampling. Please see page 3 for suggested items needed. You can bring your own or order from Freeman
- Exhibitors are encouraged to provide hand sanitizer for their booth staff and attendees to use when sampling

Health Permits

1. Fill out the Exhibitor Application on Pages 6-8. It is imperative that all fields are filled out accurately. To reduce additional fees, please ensure that your exhibit as name matches the name that will be displayed on your booth so that the inspector does not have any issues finding you for their on-site inspection.
2. Once completed, submit your application to Renee Wulf, Senior Event Operations Manager. Renee will submit your form to the Health Department for processing on your behalf. Renee.Wulf@clarionevents.com
3. A handwashing station is required for each booth that is handing out samples. Please see page 5 for instructions on what to bring or you can order from Freeman

IMPORTANT NOTE: Permits can not be filed on site. Exhibitors that sample on-site without a health permit are subject to additional fees and will be forced to stop sampling.

Questions?

Renee Wulf
renee.wulf@clarionevents.com

HEALTH PERMITS DUE JULY 15th

SAMPLING AT THE LOS ANGELES CONVENTION CENTER



FIRST STEP: DO YOU QUALIFY?

Are you the Manufacturer or Distributor?

Sponsoring Organizations of expositions and trade shows, and/or their exhibitors, may distribute SAMPLE food and/or beverage products ONLY upon written authorization and adherence.

Items dispensed are limited to products Manufactured, Processed or Distributed by exhibiting companies.

SECOND STEP: SIZE RESTRICTIONS

All items are limited to SAMPLE SIZE and must be dispensed/distributed in accordance to Health Codes

Non-Alcoholic Beverages limited to maximum of **4 oz.** No cans or bottles will be permitted.
Food items are limited to "bite size", not to exceed **2 oz.** Portions or a 2 oz. prepackaged samples.

THIRD STEP: SAMPLING ALCOHOL

All alcohol sampling requires a Levy Bartender - fees apply

Alcoholic beverage sampling is permitted only if you are the manufacturer or distributor of the beverage. **Alcoholic beverages** must be "sample" sizes (**2 oz. for beer/wine, .25 oz for liquor**) Handling/Storage fees may apply

FOURTH STEP: BUYOUT FEES

Food or Beverage Products brought on The premises for consumption that do not Fall within the Sampling parameters

A buy-out fee will be determined by Levy on a case by case basis; however, the fee will be based on a percentage of the retail pricing for the food and/or beverage item and is subject to all applicable taxes and service charges.

FIFTH STEP: HEALTH DEPARTMENT

Every exhibitor that plans to sample food and beverage must obtain a Temporary Food Facility Permit through the LA County Health Department.

The permit is only valid for the specified site, dates, and business or organization. Each permit is limited to one food facility (exhibitor) operated by one owner. **Please read over the full community event health department requirements (especially as it relates to hand washing and ware washing sinks).** Sampling exhibitors are all required to provide their own hand washing sink.

SIXTH STEP: EXHIBITOR CHECKLIST

- ☒ **Temporary Food Facility Application**
- ☒ **Sampling Authorization Form**
- ☒ **Certificate of Insurance**
**PLEASE SEE SAMPLE COI ATTACHED

**Please reach out to Show Management for more information on who to send each of these documents to

SAMPLING FORM

STORAGE AND DELIVERY FEES

Frozen Storage - \$250 per pallet per day

Dry Storage - \$150 per pallet per day

If you aren't sending a full pallet, the storage price is \$35 per case per day.

Pallet Delivery \$75 per pallet

Case Delivery \$35 per delivery



EXHIBITING FIRM MUST PROVIDE LEVY WITH A CERTIFICATE OF INSURANCE SHOWING EVIDENCE OF COMMERCIAL LIABILITY WITH AN EACH OCCURRENCE LIMIT OF \$1,000,000.

PLEASE REVIEW THE ATTACHED SAMPLE.

By returning this document, you are acknowledging you have read this document in it's entirety

COMPANY NAME: _____

BOOTH NUMBER: _____

COMPANY ADDRESS: _____

CONTACT NAME: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

ONSITE CONTACT: _____

ONSITE CELL PHONE NUMBER: _____

ITEM SAMPLING: _____

DISTRIBUTION PURPOSE: _____

QUANTITY: _____

PORTION SIZE: _____

METHOD OF DISPENSING: _____

PLEASE RETURN THIS FORM ALONG WITH ALL REQUIRED DOCUMENTS AT LEAST **30 DAYS** PRIOR TO THE EVENT. FOR ADDITIONAL SERVICES AND OR INFORMATION PLEASE CONTACT: LEVY AT TASTEofLA@LEVYRESTAURANTS.COM



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/29/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	
INSURED	E-MAIL ADDRESS:	
	FAX (A/C, No):	
INSURER(S) AFFORDING COVERAGE		NAC #
INSURER A: Truck Insurance Exchange		21709
INSURER B: Farmers Insurance Exchange		21652
INSURER C: Mid Century Insurance Company		21687
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GENL AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMPIOP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$ 1,000,000
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$ 1,000,000
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$ 1,000,000
	<input checked="" type="checkbox"/> SCHEDULED AUTOS						
	<input checked="" type="checkbox"/> NON-OWNED AUTOS						
A	UMBRELLA LIAB						EACH OCCURRENCE \$ 5,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB						AGGREGATE \$ 5,000,000
	<input type="checkbox"/> CLAIMS-MADE						
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Endorsement - (IF APPLICABLE, WILL BE DELIVERED WITH POLICY).
All Entities below have been added as Additional Insured & Loss Payee.

CERTIFICATE HOLDER

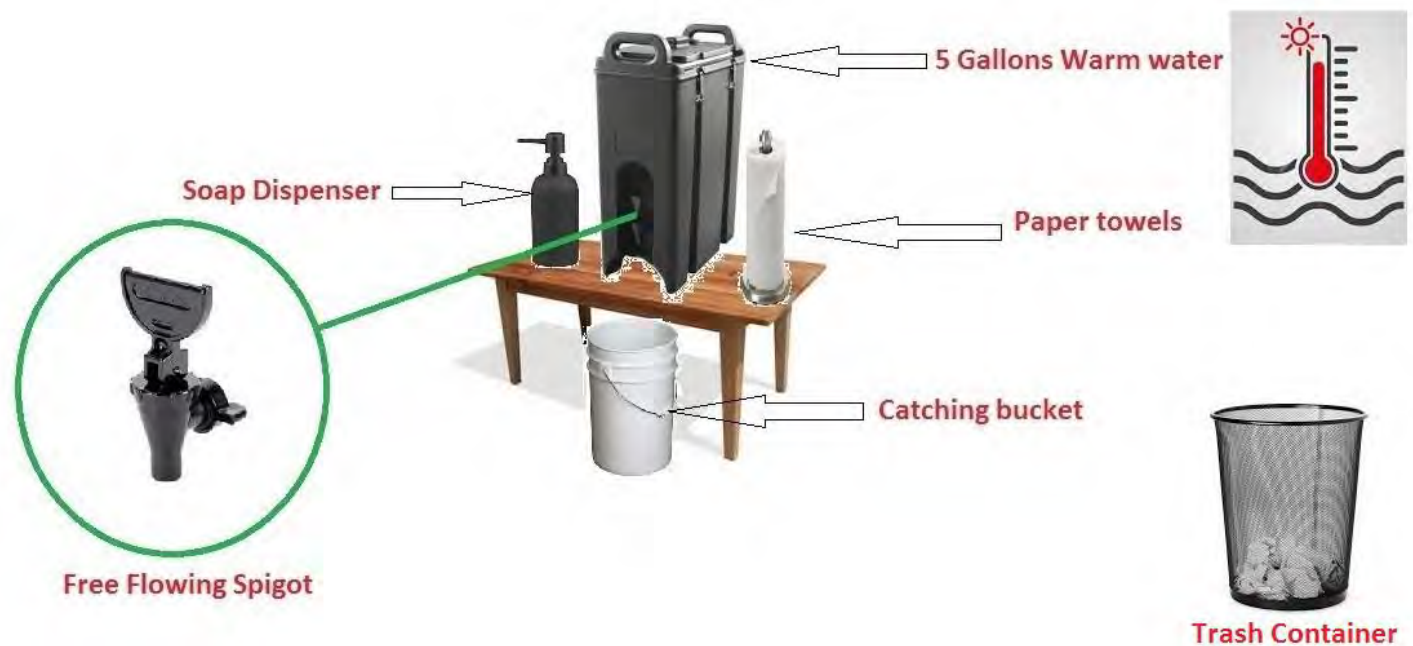
CANCELLATION

Levy Premium FoodService Limited Partnership &
AEG/Los Angeles Convention Center
1201 S. Figueroa St.
Los Angeles CA 90015

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Derek Anderson

Hand Washing Station at Community Event for 3 days or less



Hand washing sink:

- 1) A self-contained portable sink with 5 gallons of warm water (100°F), liquid soap, single use towels, and a trash container are available in the TFF.
- 2) For events of three days or less a gravity-fed container (with a catch basin) that can provide a continuous stream of warm water (100°F) may be used in place of a portable sink.



**COMMUNITY EVENT
TEMPORARY FOOD FACILITY APPLICATION**
(*Submit 30 days in advance of the event)



Application submitted less than 14 calendar days prior to the start of the event will be subjected to an expedited processing fee (\$50.00 or 25% whichever is greater).
All payments shall be submitted 1 week prior to the event.

Name of Event: _____ Date(s) of the Event: _____ to: _____

Name of Facility: _____ Event Organizer: _____

Facility Operator: _____ Booth #: _____ # of Food Employees: _____

Mailing Address: _____ City: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Event Address: _____ City: _____ Zip: _____

On-site Phone: _____

☐ For-Profit ☐ Non-Profit (Attach copy of approved Exemption Certification for Community Event Form)

TEMPORARY FOOD FACILITY TYPE:

☐ Food Booth ☐ Food Truck ☐ Food Cart ☐ Annual Food Booth

FOOD OPERATION TYPE:

☐ Selling Pre-packaged ☐ Selling Pre-packaged with Sampling ☐ Sampling only /Demonstration ☐ Food Preparation / Cooking

FOOD TO BE SOLD/SERVED

All food preparation shall be completed either in the temporary food facility or at a permitted food facility

List food items to be sold/served: (teriyaki chicken, burrito, popcorn, etc.)	Check if commercially pre-packaged: (unopened, original containers)	Identify types of preparation at other location: (cutting, washing, cooking, etc.)	Identify types of preparation at booth: (assembly, portioning, cooking, etc.)	Identify means of temperature control at booth: (steam table, refrigerator, ice chests, etc.)
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			

OFFICE USE ONLY:

Date Received: _____ Amount Paid: _____ Receipt #: _____ Approved By: _____

FOOD PREPARATION AT OTHER LOCATION

All food preparation must be completed either in the approved temporary facility or at a permitted food facility. Identify any facility where advanced preparation will take place. **An agreement form must be submitted for food preparation at a permitted food facility.**

Name of Facility: _____ Permit #: _____

Address of Facility: _____

Method of food temperature control used during transportation: _____

HOT/COLD HOLDING EQUIPMENT

Identify methods of maintaining food hot or cold during hours of operation.

Cold Holding: ☐ Mechanical Refrigerator ☐ Ice Chest ☐ Cold Table
☐ Other (Specify): _____

Hot Holding: ☐ Steam Table ☐ Chafing Dishes ☐ Electric Soup Warmer
☐ Hot Holding Cabinet ☐ Hot Dog Roller Grill ☐ Electric Rice Cooker/warmer
☐ Other (Specify): _____

At the end of the operating day, all potentially hazardous foods that are held at 45°F **shall be disposed.**

At the end of the operating day, all potentially hazardous foods held at or above 135°F **shall be disposed.**

EQUIPMENT/UTENSILS USED

Will multi-use kitchen utensils (knives, scoops, spatulas, bowls, etc.) be used inside the booth for food preparation? ☐ Yes ☐ No

Identify all **equipment** that will be used in food preparation at the food booth:

☐ Barbecue Grill ☐ Range Burner ☐ Deep Fryer ☐ Griddle ☐ Charbroiler ☐ Mixer ☐ Blender
☐ Other (Specify): _____

Identify all **utensils** that will be used in food preparation at the food booth:

Multi-use eating and drinking utensils are prohibited (plates, glassware, etc.)

FOOD PROTECTION (**Required when displaying open food samples for customers**)

Identify methods of protecting foods from customer contamination.

☐ Sneeze Guards ☐ Only pre-packaged food or bottled drink
☐ Hinged chafing dishes ☐ Prepared and stored away from the customers
☐ Other (Specify): _____

FOOD BOOTH CONSTRUCTION (**Not applicable when operating inside building structure**)

Food preparation booths must be constructed with 4 sides, a washable floor and overhead protection.

Pre-packaged food booths require a washable floor and overhead protection.

Floor Material: _____ Wall Material: _____

Ceiling Material: _____ Size of Pass through Window: _____

SINK REQUIREMENTS

Warewashing sink with hot and cold running water under pressure provided by:

- ☒ Event Organizer ☐ Pre-packaged only (not required)
☐ Temporary Food Facility Operator (complete Liquid Waste Disposal section)

*** Handwashing sink with warm and cold running water provided by (required when food is prepared by cutting/portioning/slicing.....etc.):**

- ☐ Event Organizer ☐ Pre-packaged only (not required)
☐ Temporary Food Facility Operator (complete Liquid Waste Disposal section)

Type of handwashing equipment:

- ☐ Permanently plumbed sink  ☐ Self-contained portable
☐ Gravity fed unit equipped with free flow spigot

Water Source: _____ **Volume of Water:** _____ Gallons

LIQUID WASTE DISPOSAL

Liquid Waste Removal Provided By: ☐ Event Organizer ☐ TFF Operator

Method of Liquid Waste Removal: ☐ Connected to public sewer ☐ Waste tank _____ Gallons

Waste tank maintenance schedule: _____ per day _____ per hour

Provide the name, address and telephone number of Person(s) responsible for removal of liquid waste:

Name: _____

Address: _____

Telephone: _____

I agree to voluntarily disposed any and all potentially hazardous food(s) held at 45 F and/or held at or above 135 F at the end of the operating day in a manner approved by the enforcement agency.

Print Name: _____ Signature: _____

I have completed the application to the best of my ability. I understand that I may be asked to provide additional information in order for the application to be approved and that the information provided is considered part of the application.

I understand that failure to meet the conditions identified in this application or failure to comply with requirements set forth in the California Health and Safety Code may result in the disposal of food, suspension of my approval to operate and/or may result in the filing of misdemeanor criminal charges.

I understand that once the application is reviewed the application fee is non-refundable including any expedited processing fee.

Application completed by:

Print Name: _____ Telephone: _____

Signature: _____ CellPhone: _____



ENVIRONMENTAL HEALTH

Bureau of District Surveillance & Enforcement
5050 Commerce Drive, Baldwin Park, CA 91706

Telephone: (626) 430-5200 • Website: <http://www.publichealth.lacounty.gov/eh>



COMMUNITY EVENT REQUIREMENTS CHECKLIST TEMPORARY FOOD FACILITIES

Health permit:

- Permit posted at the Temporary Food Facility (TFF).

Food:

- Ingredients are purchased from approved sources and prepared in the TFF or a permitted food facility.
- All potentially hazardous foods (PHF) are held at or below 45°F or at or above 135°F.
- Adequate supply of ice to keep food cold and a separate supply of ice to serve in drinks.
- Food stored at least 6 inches above the floor.

Dish washing sink:

- A three-compartment sink available to wash, rinse, and sanitize utensils if open foods are handled.
- Dish washing sink has hot (120°F) and cold water running water, overhead protection, and is connected to the sewer or a holding tank.
- Detergent and chlorine bleach or other approved sanitizer is available to wash, rinse and sanitize equipment and utensils.

Hand washing sink:

- A self contained portable sink with 5 gallons of warm water (100°F), liquid soap, single use towels, and a trash container are available in the TFF.
- For events of three days or less a gravity-fed container (with a catch basin) that can provide a continuous stream of warm water (100°F) may be used in place of a portable sink.

Food booth:

All Food Booths:

- Booth has overhead protection and a floor of concrete, asphalt, or wood.

Food Booths with open foods:

- Booth has four walls of solid material or 16 mesh per square inch screen. Pass through windows for customer service are 216 square inches or less.
- Alternatively, TFFs offering samples may maintain samples in covered containers.
- Barbecues, grills, or other approved outdoor cooking equipment are located adjacent to the TFF and with a barrier to prevent public access.

Additional information regarding the requirements for community events, including variances to the requirement for one dishwashing sink per four TFFs with food preparation, is available in the Requirements for Community Events booklet.

COMMUNITY EVENT REQUIREMENTS CHECKLIST

EVENT ORGANIZERS

Health permit:

- Organizer permit and approved plot plan are available at the event.
- All TFFs operating at the event have obtained permits.

Food employee toilet facilities:

- One (1) toilet for each 15 food employees is located within 200 feet of each TFF.
- One (1) hand washing sink with warm water (100°F), liquid soap, single use towels, and a trash container for towel waste is available for every toilet.

Public toilet facilities:

- Adequate toilet facilities (permanent or portable) are available for public use.
- One hand washing sink is available for every four (4) toilets. Sinks are stocked with liquid soap, single use towels, and a trash container for towel waste.

Dish washing sinks:

- 25 gallons of potable water is available for each TFF using the dish washing sink.
- No more than four TFFs with food preparation share a dish washing sink.
- Sinks have hot (120°F) and cold running water and are properly connected to the sewer system or holding tanks.

Hand washing sinks:

- See temporary food facilities section.

Liquid waste:

- A sewage transport vehicle is available (on call) to service portable toilets and remove liquid waste from sinks' holding tanks.

Trash/waste:

- Trash containers with watertight plastic bag inserts are available adjacent to TFFs and throughout the event as needed.
- Trash containers are emptied and bags replaced on a regular basis to prevent a nuisance.

Animals:

- Animals are maintained at least 20 feet away from TFFs (except service animals).
- Animal waste from petting zoos or other animal attractions is removed on a daily basis and stored in a covered container.

The event organizer is not required to provide booths, dish washing sinks, or hand washing facilities to each individual TFF operator; however it is the organizer's responsibility to ensure that TFF operators have approved booths and required dish washing and hand washing facilities prior to the start of the community event.

If you have questions regarding further requirements for community events, please visit our website at <http://www.publichealth.lacounty.gov/eh> or contact the Bureau of District Surveillance & Enforcement at (626) 430-5200.