

GENERAL INFORMATION FOR SPONSORS

Thank you for your sponsorship for ABA's Marketplace 2025. Below is some key information to make the most of your investment.



REGISTRATION BENEFITS | ALL SPONSORS

Sponsorship does not include any delegate registrations. Sponsors can bring extra attendees to work their booth. The rates and registrations are subject to ABA approval. Registrations for these delegate types can be done on the online system after the sponsorship contract is processed or on the fillable PDF form.

- \$0: Principal Level Entertainer Pass for Day of Sponsored Meal Event – No access to the Business Floor.
- \$0: Saturday Only Access Pass – No access to the Business Floor.
- \$945 Full-week Booth Worker – No access to the Business Floor



OPERATOR BOOTH DELIVERIES | ALL SPONSORS

- ABA does not stuff registration bags. However, as a sponsor you are eligible to have an item delivered to the Buyer booths on the Business Floor. Operator Chair Pads, Operator Gifts, Operator Profile Binders Sponsors should also follow the steps below for their sponsorships.
- If you would like to have an item (Approx. 325-350) of the item delivered for Sunday morning:
 - Email vosman@buses.org by January 3 with the item description.
 - Ship the item to the Advance Warehouse by the deadline marked with "Operator Gift" in place of the booth number of the shipping label.
 - Send the tracking information to vosman@buses.org for identifying the gifts onsite.



RAFFLES/GIVEAWAYS | CONTRIBUTOR, CHAMPION & PRINCIPAL LEVELS

- You may provide non-food/beverage giveaways from your booth during the show.
- Raffles can be conducted daily or based on your organization's schedule.
- You are responsible for the delivery of giveaways to the winner.
- We ask that you do not interrupt any appointments during the delivery.
- ABA is not able to make winner announcements.



FOOD AND BEVERAGE | CONTRIBUTOR, CHAMPION & PRINCIPAL LEVELS

- You may provide food and/or beverage from your booth during the show. Alcohol is only permitted on Saturday.
- Food and beverage must be ordered or approved by the convention center.
- 2 oz or less samples may be given out from booth if Sampling Form is completed and approved.
- Catering menus can be found at | <https://marketplace.buses.org/sponsorships/sponsor-information/>
- Catering ordering must be completed by January 2, 2025.
- Payments must be completed by the start of the event.



EXHIBIT SPACE | CONTRIBUTOR, CHAMPION & PRINCIPAL LEVELS

- Booth locations are assigned by ABA and are based on sponsor level, date of contract and special requests.
- Booth size and special booth requests should be submitted by Sept. 30 for consideration in booth assignments. Booths cannot exceed 8' in height without approval from ABA.
- Decorations, carpet and furnishings are not provided. You may bring your own booth or rent equipment from ABA's decorator. An exhibitor kit will be available on November 11.
- Pennsylvania Convention Center is a union labor center. See their Pledge to Customer Service (next sheet) to answer some frequently asked questions regarding exhibits.



SOCIAL MEDIA POSTING | CHAMPION AND PRINCIPAL LEVELS

As a sponsor benefit, ABA will place (1) social media posting on our platforms. Posts will be scheduled on a first come, first scheduled basis. Sponsors must provide:

- Contact Information
- Text Content
- Graphics/Logos (if applicable)
- URL Link for the posting
- Send to brome@buses.org.

INFORMATION FOR SPECIFIC SPONSORS TYPES



NOVEMBER 1 DEADLINE

Appointment Clock Sponsors Only: Appointment clock logo (eps format).

Marketplace App Sponsors Only: App logo (1280x200 px)

Operator Appointment Booklet Sponsors Only: Operator Appointment Booklet ads (4"x9"-PDF or hi-res JPEG)

Directory of Participant Sponsors Only: Directory of Participants ads (8.5"x 11"-PDF or hi-res JPEG)

Meal/Operator Reception Sponsors only:

- Décor (Linen Choice, Centerpieces)
- Entertainment/AV Needs
- Promo Materials for Email Blast (PDF, HTML or JPG format)

Logos in .eps or .ai Format Should be Provided for Design and Printing of Materials by the Following Sponsors:

- Charging Lounge
- Operator Booth Signs
- Registration Kiosks
- Business Floor Aisle Stickers
- Networking Floor Aisle Stickers
- Year-Round Webinar Education Series
- Registration Badge & Card Holders
- Business Floor Charging Stations
- Staffed Coat Check
- Education Bites Area
- Business Floor Refreshments
- Digital Photo Screen Display



DECEMBER 10 DEADLINE

Education Speakers Sponsors Only

- Speaker Assignment: Speaker sponsors will be sent the list of contracted speakers and their topics in late fall. Send top 3 choices of speakers to vosman@buses.org by the deadline. First come, first assigned.
- Speaker Introduction: Sponsors are eligible to introduce their assigned speaker at his/her sessions. They are also eligible to give a short presentation (2-3 minutes) about their company. If unable to make the introduction, sponsors who send a short description of their company to vosman@buses.org by Dec. 10 will have it read by the room moderator for the assigned sessions.



JANUARY 3 DEADLINE

Operator Shipping Boxes/Tapes Sponsor Only

Sponsor to provide (350) box stickers to the ABA Office by January 3. Sponsor will order boxes and tape for onsite to be delivered with Operator Booth Deliveries or ABA can order and ship boxes and invoice sponsor.



ADVANCE WAREHOUSE DEADLINE

Business Floor Recovery Sponsor Only

Sponsor to provide items to the advance warehouse by its deadline. Shipment must be marked "Show Management-Business Floor Recovery Station".

Registration Bag Sponsor Only

Sponsor to provide (quantity 2000-2500) to the advance warehouse by its deadline. Shipment must be marked "Show Management-Registration".

EXHIBIT INFORMATION

**BOOTH
SET UP
FRIDAY
JAN. 31
8 AM - 6 PM**

**STAFFED
BOOTH HRS
SATURDAY
Feb. 1
1:30 PM - 6 PM**

**STAFFED
BOOTH HRS
SUNDAY
Feb. 2
9 AM - 6 PM**

**STAFFED
BOOTH HRS
MONDAY
Feb. 3
9 AM - 6 PM**

**STAFFED
BOOTH HRS
TUESDAY
Feb. 4
9 AM - 5 PM**

**MOVE
OUT
TUESDAY
FEB. 4
5:30 PM**

OUR PLEDGE TO CUSTOMER SERVICE

THE PENNSYLVANIA CONVENTION CENTER

IN THE CITY OF PHILADELPHIA, known for its history-making meetings, we do hereby establish that all those who gather in our world-class facility have the right to:

FOR EXHIBITORS

1. **EFFECTIVE MANAGEMENT.** By bringing in industry-leader ASM Global to oversee our beautiful downtown Pennsylvania Convention Center, it's clear we're further dedicating ourselves to transparent, accountable and professional management for your meeting.
2. **INDEPENDENCE AND FLEXIBILITY.** Full-Time employees (Exhibitors) (as long as there is **not an EAC Contracted** to setup/dismantle the booth) have the freedom to:
 - Setup and/or tear down their booths without limitation to size.
 - Unload their personally owned vehicles using their own equipment, including dollies, luggage carriers, non-hydraulic carts, and two-to-four-wheel hand trucks.
 - Use power tools and ladders (up to 6 feet) to setup and tear down exhibits.
 - Install signage and floor coverings.
 - Install and remove non-rented and non-public AV equipment.
3. **SIMPLE COMPUTER SETUP.** Full-Time employees of the exhibiting company and show managers may setup, connect their own (**non-rented**) computers, tablets, and all computer components and any required low-voltage power supply equipment for **non-public** use. Our show labor will need to setup any rented equipment, registration and public-use computers & tablets including when using to collect Data. Public use of computers & tablets, in areas such as cyber cafes, exhibiting booth space and meeting rooms, are set by our show labor.
4. **SELF PROMOTION.** Show managers have the freedom to place, move and remove easels, signs, and poster board materials.
5. **EASY DISPLAY SETUP.** Full-Time employees of the exhibiting company, and show managers have the freedom to open boxes, stock shelves, setup, plug in, hang up, and freely distribute their non-bulk products/literature within their booth without limitation to size of the booth.
6. **DISPLAY MAINTENANCE.** Full-Time employees of the exhibiting company have the freedom to perform maintenance on their own display equipment after the initial setup without limitation to size of the booth.
7. **A SUPPORTIVE TEAM.** Each labor union has established a core workforce with a focus on hospitality.
8. **SKILLED WORKERS.** Our Labor workforce is highly skilled and has received specialized training in hospitality services.



AN MANAGED FACILITY

Progressive work rules and streamlined services provide our customers with just the right amount of flexibility and independence they need, resulting in greater cost efficiencies and a better overall customer experience.



◀ Within your booth area or show space, full-time employees of the Exhibiting Company (as long as there is **not an EAC Contracted** for the booth setup/dismantle) have the freedom to setup and tear down your display, hang graphics and signage, install floor coverings, and install non-rented AV equipment including tablets for **non-public use without limitation to booth size.**

◀ Place, move, and remove your own easels, signs, and poster board materials.

◀ Open boxes, stock shelves, setup, plug in, hang up, and freely distribute your non-bulk products/literature within your booth or show space.



◀ Use your own dollies, luggage carriers, non-hydraulic carts, and two-to-four-wheel hand trucks.

Drive your non-commercially registered personally owned vehicle to a designated area to unload.



VEHICLES THAT QUALIFY:



SEDAN



SUV



PICKUP



VAN

VEHICLES THAT DO NOT QUALIFY:



TRAILER



RENTALS



BOBTAIL



STAKEBED

Use your own power tools and ladders (up to 6 feet) to setup and tear down exhibits.



2024 pricing & menu subject to change
ABA Exhibitor orders are due 20
business days in advance
-Monday December 16th 2024



Aramark/SFS

1101 Arch Street, Philadelphia PA 19107

Pennsylvania Convention Center Exhibitor Menu

SPECIALTY SERVICES

Old City Coffee Service

Espresso Service, Specialty Coffee & Tea Service
Contact an Aramark/SFS Sales Manager for additional information

Electric Water Cooler**

Electric Water Cooler, \$100 each
Includes cooler, 5-gallon water tank and flat bottom cups
Additional 5-gallon water, \$45.00 each

Popcorn Machine**

Popcorn Machine, \$150 daily rental
Popcorn Kit, \$140 each
Includes oil/butter, popcorn, bags
Serves approximately 70 6-oz. bags
\$225 attendant fee for a minimum of 4 hours of service

Keurig Machine**

Keurig Machine, \$200 per day
Includes Keurig Machine, initial 5-gallon water tank, PC condiments, cups, stirrers, beverage napkins

Box of 24 K-Cups, \$95 each

Includes four varieties

Additional 5-gallon water, \$45 each

Soft Pretzel Warmer**

Pretzel Warmer, \$150 daily rental
Super Pretzels, \$225 per case of 50
Served with Spicy Mustard
\$225 attendant fee for a minimum of 4 hours of service

Hosted Consumption Bar

Requires an Aramark bartender, \$225 for 2 hours of service
Contact an Aramark/SFS Sales Manager for additional information

***Requires a dedicated 2000 watt service, client is responsible for ordering electric*

A LA CARTE ITEMS

Beverages

Coffee, Decaf, Hot Tea \$75 per gallon,
Serves approx. 14- 8 oz. cups
Unsweetened Iced Tea \$45 per gallon
Lemonade, \$50 per gallon
Herb Infused Waters, \$50 per gallon
Bottled Fruit Juice, \$6.50 each
Assorted Soft Drinks, \$6.50 each
Bottled Water, \$5 each
Mineral Water, \$5 each
Gatorade, \$8 each
Energy Drinks, \$8 each

7 lb. ice, \$10 per bag

Bakeries

Bagels, \$65 per dozen
Mini Danish, \$52 per dozen
Muffins, \$55 per dozen
Donuts, \$68 per dozen
Breakfast Breads, \$65.25 per dozen
Fresh Baked Cookies and Brownies, \$38 per dozen

Boxed Lunches- \$35 each

Roasted Turkey & Asiago
Italian Combo
Grilled Chicken Salad
The Cuban: Roasted Pork & Swiss
Vegan Smashed Chickpea Salad
Grilled Vegetables on GF Wrap

Boxed Lunch- continued

Garden Salad
Add Chicken to Salad-\$3 more
Includes Chips, Cookie, Bottled Water

Snacks

Individual Bags of Snacks (Potato chips, Pretzels, Popcorn), \$31.50 per dozen
Philadelphia Tastykakes, \$75 per dozen
Assorted Granola Bars, \$30 per dozen
Philly Soft Pretzels, \$41 per dozen
Miniature Soft Pretzels, \$33 per dozen
Seasonal Whole Fruit, \$35 per dozen
Mini Cupcakes, \$50 per dozen
Full Sized Cupcakes, \$85 per dozen
Assorted Hershey Kisses, \$29 per pound

ORDERING INFORMATION**Ordering**

Our 20-day deadline allows sufficient time to order, plan and prepare all your food and beverage needs. All orders received after the deadline will be noted as late and will be processed after all on-time orders have been completed. All original catering orders must be received **20 business days** prior to the first show day, or a 10% late charge will be applied. Changes and/or cancellations must be received **3 business days** prior to the first show day. **No** cancellations may be made after that time. Any changes made with less than 3 business days prior to the first show date will be subject to a 20% late fee. Late changes will also be subject to approval by the Aramark/SFS Sales Department based on availability of product and staff.

Payment Policy

Aramark Corporate Policy requires full payment prior to commencement of services. Additionally, a credit card must be on file for any re-orders made on site- no exceptions. A 3% processing fee will be charged to all credit card charges.

Delivery Charge

A \$45 delivery charge will apply to all original orders subtotaling less than \$100.

Tax and Service Fee

All food and beverage pricing are subject to a 23% administrative fee and 8% tax. All equipment charges are subject to an 8% tax only.

Pricing

All prices are subject to change without prior notification.

Special Orders

We have designed this menu through years of experience with exhibitors in mind. However, should you have special menu needs, please feel free to contact our Sales Department. Any variance from this menu, including changes in quantity, menu context, etc. is subject to special pricing.

Service Personnel

When ordering Aramark personnel for your booth, please consider set-up time. We recommend scheduling personnel one hour prior to the start of your service. Additionally, Aramark personnel will clean food and beverage related areas. They are not permitted to do general booth cleaning such as vacuuming, emptying non-food trash, dusting, etc.

Service Ware

All booth services include the appropriate variety of high-grade disposable service ware. No china service is allowed inside the exhibit halls. For any services outside of the exhibit halls, if china service is ordered, additional china charges and labor charges will apply. Please contact your Aramark/SFS Sales Manager for applicable pricing for your service.

Beverage Service

Initial beverage delivery includes- bowl of ice, ice scoop, cups, and napkins.

Tables and Electric

Aramark/SFS does not provide skirted service tables or electrical hook-ups in your exhibit space, including meeting rooms utilized for exhibits. Please contact the appropriate contractor for these items. For electrical needs, please contact Utility Services with the Pennsylvania Convention Center.

Unauthorized Food and Beverage

Aramark/SFS is the exclusive catering for the Pennsylvania Convention Center. ***Absolutely no food or beverage including candy, logo water, etc., are allowed in the Pennsylvania Convention Center without approval from Aramark/SFS and appropriate waiver/corkage fees.*** Contact an Aramark/SFS Sales manager for Sampling Guidelines and Corkage information.



ORDER FORM

Show Name: _____

Company: _____

Contact: _____

Address: _____

Email: _____

Phone: _____ Fax: _____ Cell: _____

On-site Contact: _____ On-site Phone: _____

Booth/Room Number: _____ Number of Guests: _____

Day/Date	Start & End Time	Quantity	Item Description	Item Price

<p>Submit your order: Leah Kenin Kenin-leah@aramark.com Fax: 215-418-2210 Phone: 215-418-2245</p>	Subtotal	
	10% Late Fee (When Applicable)	
	23% Administrative Fee	
	Delivery Fee (When Applicable)	
	8% Sales Tax	
	Total Amount	
	3% processing fee on the Total Amount	

Cardholder's Name: _____ Visa MasterCard

Cardholder's Signature: _____ AmEx Check

Card Number: _____

Exp. Date ___/___ CVV: _____

Important Information: Aramark/SFS is the exclusive caterer for the Pennsylvania Convention Center. Absolutely no food or beverage, including candy, logo water, etc., is allowed into the Pennsylvania Convention Center without approval from and appropriate waiver/corkage fees paid to Aramark/SFS.

Deadline: All original orders must be received 20 business days prior to the first show day, or a 10% late fee will apply. Changes and/or cancellations must be received 3 business days prior to service. No cancellations may be made after that time. Any changes made within 3 business days of service will be subject to a 20% late fee.

Aramark/SFS will use disposable service ware on all food and beverage functions held in the exhibit halls.

Payment Policy: Aramark/SFS Corporate Policy requires full payment prior to commencement of services. Credit card provided is authorized to be used for initial pre-show orders, and additional services ordered on-site will be automatically billed to customer's credit card. 3% credit card processing fee applies.

Delivery Charge: A \$45 charge will apply to all orders of less than \$100 per delivery

Table and Electrical Requirements: Aramark/SFS does not provide skirted service tables or electrical hook-ups in your exhibit space. Please contact the appropriate contractor for these items.

Aramark Planning Points of Interest

- There is a 23% administrative fee and 8% tax. State liquor tax is 10%.
- Aramark asks for all initial food and beverage specs to be sent 45 days prior to the event start date.
Monday December 16th 2024
- Aramark requires 100% deposit before the start of the event.
- All credit cards are subject to a 3% processing fee.
- All wire transfers must include a \$35.00 bank fee in the total payment to Aramark.
- Because Aramark is the exclusive food and beverage provider, no outside food and beverage is permitted. Exhibitors can sample their product if 1) they are the manufacturer of that product, 2) they stay within our sampling sizes of 2 ounces for food and 3 ounces for nonalcoholic beverages, and 3) they complete and return the attached sampling release form.
- Linens are provided on rounds for any rooms with food and beverage in them. For any rooms without F&B, linens are \$15.00 each. Our standard linens are either black or white and are not floor-length, floor-length linens are available for order at \$40.00 each. We are also able to order specialty linens, these will be priced based on your selection.
- Standard service time for breakfast, lunch and breaks is two (2) hours, standard service time for dinner is two and a half (2.5) hours. This time begins when the first guest enters the room and ends when the last guest leaves. Any additional time is overtime, which is \$65.00 per hour per staff.
- For any plated meal functions, our standard tables are set for 10. If tables are set for less than or more than 10, additional labor charges will apply.
- Bartenders are \$225.00 for two hours of pouring service. Attendants are \$225.00 for four hours. Overtime for all staff is \$65.00 per staff per hour.
- Cash bars will be subject to minimum sales of \$750.00 per bartender. One bartender is required per 250 guests.
- For any meal functions taking place in exhibit halls, we may request an area for setup and breakdown. We request that you provide pipe and drape through your decorator to conceal this area. We can discuss further once we have menus and floor plans together to come up with the best locations.
- All services are provided on a high-grade disposable ware. Any events using china will be subject to a \$5.00 per person china charge plus additional labor charges based on the guarantee and type of service.
- Water coolers are \$100.00 for the electric water cooler and first 5-gallon water. Each additional 5-gallon water is \$45.00. Client is responsible for ordering electric for the water coolers if none is available.
- For any items that require electric- carving stations, refrigerators, water coolers, coffee machines, etc. – the client is responsible for paying for the electrical needs.
- Concession stand minimums will apply based on show sales history. Concession minimums are applied per stand per day and are \$3,000.00 for the first four hours and \$750.00 for each additional hour thereafter. Should sales not meet the minimums, client will be responsible for the difference.
- Client is responsible for paying all set-up fees for any portable concessions stands.

Food Safety Guide to Working with Aramark as an Exhibitor

Sports & Entertainment Philadelphia District

Who does this guide apply to?

Any exhibitor **vending, selling, sampling or giving away packaged or open food or beverage product** must be approved by Aramark and the Philadelphia Department of Health. Throughout this guide, the act of vending, selling, sampling or giving away packaged or open food or beverage product is referred to simply as “serving”.

No food may be served at an event until the health department inspects and grants approval to each exhibitor at their location. The purpose of this guide is to make this process as smooth as possible.

Who needs a permit?

Special Event Temporary Food Vendor Guide & Application

This application must be filled out by each individual food exhibitor and received by the Phila Department of Health **30 days in advance** of your event. A copy of this application, along with submission instructions can be found here: https://www.phila.gov/media/20181003161248/Temporary_Special_Event_Food_Vendor_Guide_and_Application.pdf

The Department of Health will not approve applications on site the day of an event.

Exhibitors selling food must apply for a **Temporary Special Event Food Vendor Permit** with the Philadelphia Health Department **AND** a **Non-Permanent Food Business License** with Philadelphia Licenses and Inspections.

If you plan to sell food as an exhibitor, please follow the instructions provided on the next page: **For Vendors Selling Food**.

Commercial Manufacturers

For exhibitors who are the direct manufacturer of the product being served, the Philadelphia Department of Health will require a copy of a current Food Business License and a recent inspection report.



For Vendors Selling Food

Which are you?

* I have a Permanent (annual) Vendor Permit already issued by Philadelphia:

- Email your Operation Eligibility Certificate and Permanent Special Event vendor license to your Event Manager
- Print and have your Operation Eligibility Certificate and Permanent Special Event vendor license available at all events
- Email a copy of all PIC Philadelphia Health Certificates to your Aramark Contact and bring copies to all events
- The health department may inspect your operation prior to the event but you are permitted to operate once a representative of Aramark grants approval of your location set up; You do not have to wait for the Health Department

* I am not a permanent vendor, I am a Temporary Vendor, only selling at this event:

- [Apply for a Temporary Special Event Permit](#)
- Upon approval, you will receive an Operation Eligibility Certificate (OEC) and a License Eligibility Report (LER) from the Health Department via email
- Print a copy of your OEC and bring it to the event
- Submit your LER to the Department of Licenses and Inspections (L&I) to receive a temporary food license for the event
Please contact the License Issuance Unit of the Department of Licenses and Inspections at 215-686-2490 or 311 / (215) 686-8686 if you have difficulties or questions about obtaining your temporary food license.
- L&I will issue a Temporary Special Event Vendor License
- Print a copy of the L&I Temporary Special Event Vendor License and bring it to the event – the Health Department will request this at your inspection
- The Health Department will inspect your operation prior to the event -- you may not operate until you are approved
- A Person-In-Charge (PIC) must be present at all operating times. Bring a copy of all PIC Food Safety Certificates (Servsafe or Philadelphia Health Certificate if available) to the event.

Sample L&I Food License

Sample OECs

City of Philadelphia Department of Public Health Office of Food Protection

2022 Special Event Food Service Operation Eligibility Certificate

****MUST BE POSTED FOR INSPECTION DURING OPERATION****

This is to certify that the individual/business has been approved to operate at this event as designated:

Name: _____

Trade Name: _____ Licensee Name: _____

Dept. of Public Health ID#: V00192 Mailing Address: _____

Unit Type: Food Truck: XMY-0419 Commissary / Serving Area Address: _____

Philadelphia, Food Safety Certified Person (PIC): _____

Approved Foods: _____

App. Date: 5/19/2022 Cert. Expires on 5/19/2023

PIC Name (Print): _____ Sanitarian #: _____

MUST BE POSTED DURING OPERATION. THIS IS NOT A LICENSE. UPON APPROVAL BY THE HEALTH DEPARTMENT, A LICENSE MUST BE OBTAINED FROM THE DEPARTMENT OF LICENSES AND INSPECTION-LICENSE ISSUANCE UNIT.

inspected
verification
all foods
and wash

Sample LER

LICENSE ELIGIBILITY REPORT
CITY OF PHILADELPHIA
DEPARTMENT OF PUBLIC HEALTH

THIS IS NOT A LICENSE
You must apply for the license (s) within thirty (30) days of receipt.
Failure to comply will result in legal action.

OPERATING LOCATION: _____ TRADE NAME: _____

LICENSE: _____ ESTABLISHMENT PHONE #: _____

CORPORATE OFFICER: _____

TYPE OF LICENSE: Retail food sales - non permanent location REVENUE CODE #: 3112

OPERATOR (LICENSEE): temporary special event vendor

SPECIAL EVENT NAME: _____

EVENT DATES: _____

REMARKS: approved

TO OBTAIN LICENSE THIS REPORT MUST BE SUBMITTED TO:
MUNICIPAL SERVICES BUILDING - LICENSE ISSUANCE UNIT
1401 JOHN F. KENNEDY BOULEVARD
PHILADELPHIA, PA 19102

Please Note: Prior to License Issuance
This Establishment must be in compliance with Zoning and Other City Code Requirements.

PHONE NUMBER: _____

The Philadelphia Code: 2. At least one person with a valid Food Establishment Personnel Food Safety Cert. must be employed. 3. Conduct a min. of 1 self-inspection of the food establishment every 3 months. 4. Initiate any improvements found to be needed as a result of any self-inspection. 5. Promptly notify the Dept. of any known/suspected foodborne illness of an employee/customer. 6. All persons handling food must wear protective gloves and a suitable head covering/hair restraint, to protect the food from contamination. 7. The Dept. may revoke a Food Establishment Personnel Food Safety Cert. upon finding that the Cert. holder is in violation of appl. regulations.

LICENSE

Enterprise services available: خدمات الترجمة المعتمدة مقررة [شركات الترجمة المعتمدة مقررة] [服務翻譯] [Services d'interprétation disponibles] [통역이 가능한 회사] [Сервисы перевода с переводом] [Se bristat servicii de interpretare] [Se din dicit în limba dich.

What equipment must I provide myself?

HANDWASHING

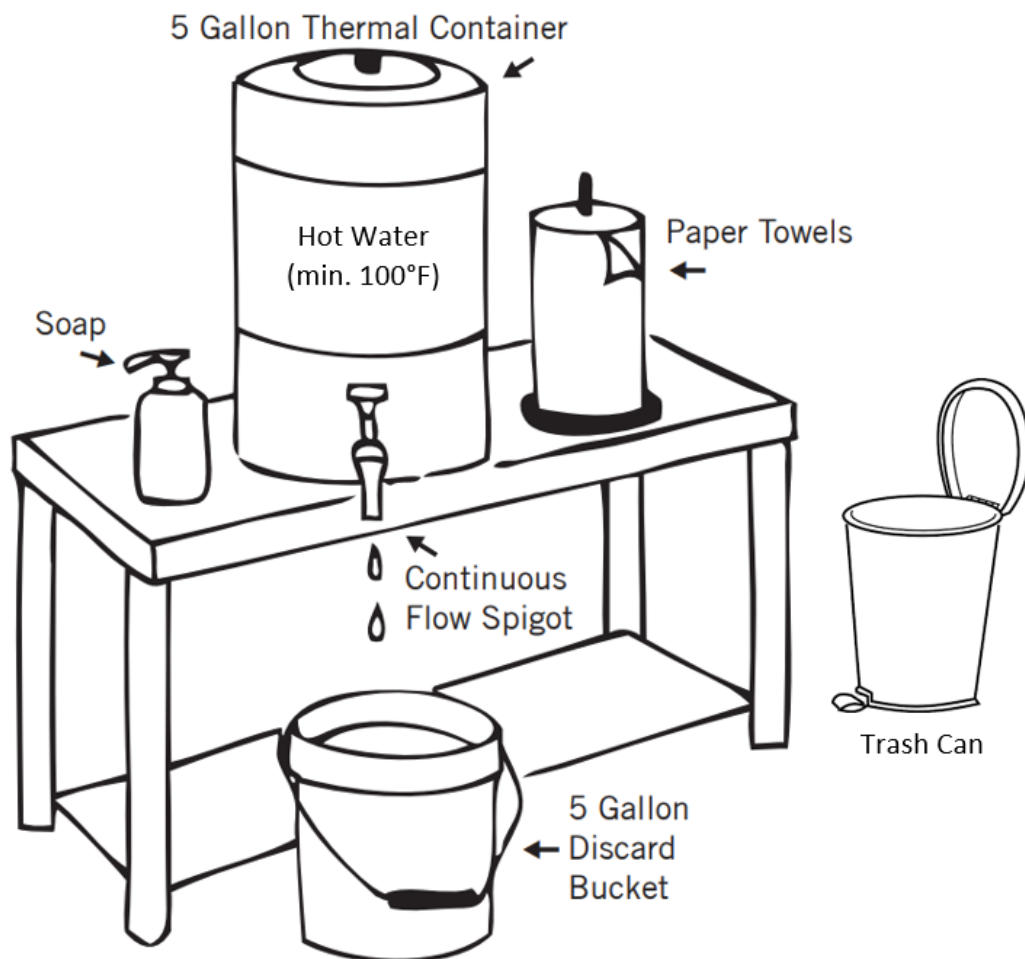
Any food exhibitor who will serve open/exposed* food or beverage must be able to wash their hands at an approved handwash station inside their exhibit booth. Arrangements for hot handwashing water must be planned for in advance.

Aramark recommends an [Igloo Handwash Water Container](#) for use during service.

An approved handwash station must contain all of the following elements:

1. **5 gallons of hot water** (minimum 100°F, maximum 115°F) that pours from a 'stay-open' spigot (i.e., water should flow freely without any button or knob being touched during the handwashing process).
2. **A 'grey water' or waste-water container**
3. **Hand soap**
4. **Single-use paper towels**
5. **A trashcan**

If you are serving a sealed container of food (sealed by you in advance of your arrival at the exhibit booth **or by a licensed commercial manufacturer) and the sealed container will not be opened for service, then no handwash station is required.*



DISPLAY

Open food/beverages must be protected from contamination. This must be done in any of the following ways:

1. Food may be displayed unprotected on a table at the rear of your booth, inaccessible to customers, exhibitors will directly hand product to customers
2. Food may be displayed on a customer-accessible table if the food is protected by a cover or lid
3. Open food may be displayed in customer-accessible areas if an appropriate sneeze guard is provided. A sneeze guard must protrude 7" away and 14" above food
4. If beverages are stored in carafes or pots, they are not considered open containers, and can be poured individually

Please note: No food, beverage or service items may sit directly on the floor during behind-the-scenes storage or display. Consider bringing tables, crates or dunnage racks to elevate all items off the floor.

HOT FOOD & COLD FOOD

Any food classified as Time/Temperature Control for Safety (TCS) or Potentially Hazardous Food (i.e., food that requires temperature control to stay safe) must be stored and held below 41°F or above 140°F at all times before service. Ice chests, coolers, or other equipment designed to keep food cold must be clean and contain an accurate thermometer. Hot boxes and chaffing dishes must have an adequate supply of heat (*Sterno or electric*) to keep food above 140°F for the entire event.

No open flame cooking or cooking that produces a vapor or smoke is allowed.

CONSUMABLE ICE

Ice used in beverages or food must be obtained from an approved ice source and protected from contamination by means of a clean, approved ice bin with a lid or other appropriate cover. A dedicated ice scoop must be provided to scoop ice.

CLEANING & SANITIZING EQUIPMENT

The washing/sanitizing of equipment and utensils inside an individual exhibit booth is prohibited by the Philadelphia Department of Health. Unless a central ware-washing area is provided by your Exhibition Organizer, you should plan to bring as many pieces of serving equipment and utensils as you will need for the entire exhibit. If you are serving food that requires temperature control for safety (i.e., cold food that must remain refrigerated or hot food that must remain bubbling hot for safety) you must provide adequate number of serving pieces to replace them every 4 hours throughout your event.

Aramark recommends purchasing [Sani Professional brand food-surface sanitizing wipes](#) for use during service.



Am I ready for my Health Inspection?

Use the following check list to be ready for your health inspector at your event:

- My Temporary Food Vendor application was approved by the Philadelphia Department of Health
- I have a health certificate (Servesafe® or equivalent) and any other documentation requested about my product during the application process
- My handwash station is properly set up and my water is between 100°F-115°F
- My hot food is being kept hot (above 140°F)
- My cold food is being kept cold (below 41°F)
- My food is protected from contamination by means of lids or sneeze guards or it is not accessible by customers
- My ice is in a clean, dedicated container and is protected from contamination
- No food or food service items are located directly on the floor
- I am able to replace contaminated utensils throughout the event and I use sanitizing wipes when appropriate
- I am able to prevent bare-hand contact with Ready-to-Eat food by use of disposable gloves, utensils or other single service means (i.e., deli tissue)

FAQs

Can I exhibit anything with CBD?

The Philadelphia Department of Health will not approve the sale of food or beverage products that contain any amount of CBD.

What if I am *only* opening a package and putting it into a cup to serve, do I really need a handwash station?

Yes. The Philadelphia Department of Health does not make a distinction between light or heavy food handling. Good handwashing is an important way to prevent foodborne illness if you open and serve any type of food, beverage or ice.

What if I have more questions?

Philadelphia Department of Health (Special Events Unit): dph.ehs.specialevent@phila.gov or 215-685-7414

Aramark District Food Safety Manager maida-leigh@aramark.com or 215-422-2753

