

Greetings,

We look forward to seeing you at the upcoming *Los Angeles FitExpo*! Listed below are some friendly reminders and policies to keep in mind in order to expedite your preparations for the Expo.

Food & Beverage Sampling: Any Exhibitor intending to offer samples must be sure to complete the following documents:

1. An *Authorization to Distribute Sample Food & Beverage* form (attached below for your convenience.) Completed paperwork should be sent to the following address:

Los Angeles Convention Center
c/o Aramark
1201 South Figueroa Street
Los Angeles, CA 90015

It should be noted that there is no fee for this process.

2. A *Plan and Application for Temporary Event Food or Beverage Stands* form (also enclosed for your convenience.) **PLEASE NOTE:** There is a fee of \$39.50 for filing this form, and all checks must be made payable to "Los Angeles County Department of Public Health". Please return this form to the following address:

Northeast District
Environmental Health
3530 Wilshire Blvd ,9th fl
Los Angeles, Ca, 90010

Seller's Permits: All Exhibitors planning to sell products must hold a current California Reseller's Permit. Applications can be obtained at the State of California Board of Equalization's website: www.boe.ca.gov <<http://www.boe.ca.gov>> <<http://www.boe.ca.gov>> . **NOTE:** Out-of-state Exhibitors should apply for a temporary permit.

Should you have any further questions, please do not hesitate to contact our offices. We will be happy to assist you.

Best regards,

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Los Angeles Convention Center

ARAMARK
1201 SOUTH FIGUEROA STREET
LOS ANGELES, CA 90015
(213) 741-1151, Ext. 4512
FAX: (213) 765-4552
TDD: (213) 763-5080

AUTHORIZATION TO DISTRIBUTE
SAMPLE FOOD AND BEVERAGE

Show Name, Exhibiting Firm, Address, City, State, Zip, Contact, Telephone No., Fax No., E-Mail, Show Date(s), Booth Number(s)

GENERAL CONDITIONS

PLEASE SEE BACK OF THIS FORM FOR FURTHER INSTRUCTIONS

- 1) INSURANCE REQUIREMENTS - Product liability insurance is required when sample food is distributed in the Convention Center.
2) Samples distributed are limited to products manufactured, processed, distributed by and germane to the business of the exhibiting firm.
3) Items to be given away are limited to the following sample sizes:
ALCOHOLIC BEVERAGES - Distribution of alcoholic beverages is prohibited unless the required approvals and permits have been obtained from the LACC. Please see item #8 on the back of this form.
NON-ALCOHOLIC BEVERAGES - Maximum of 4 ozs. per serving.
FOOD ITEMS - "BITE SIZE" samples not to exceed 2 oz. per sample.
4) Items requiring preparation such as heating, cooling and refrigeration must meet the requirements of the Los Angeles Convention Center and local public health standards.
5) Disposal of food items must be arranged and disposed in the proper manner established by the Los Angeles Convention Center.
6) Exhibitors may not sell food or beverage in the Los Angeles Convention Center.

PRODUCT INFORMATION

Product To Be Dispensed, Portion Size, Proposed Method of Dispensing, Food samples may be subject to display protection such as sneeze guard or other Health Dept. requirements. How will product be prepared?, Please explain purpose for offering sample.

Please return all copies no less than thirty (30) days prior to show date to:
LOS ANGELES CONVENTION CENTER
c/o ARAMARK
1201 South Figueroa Street
Los Angeles, CA 90015

LACC USE ONLY

DISPOSITION: Forwarded to Food Service For Review, LACC Approved, Date, Copies Forwarded To: White-Event File, Green-Aramark, Pink-Show Management, Yellow-Exhibitor

1. Please provide the information requested on this form for the a timely response to this request.

Return **all** copies to the LACC **not less than thirty (30) days** prior to scheduled show.

2. If further description of food/beverage samples is necessary, please attach explanation to form.
3. Food and beverage items **NOT** manufactured, processed, or germane to the business of the exhibiting firm **MUST** be purchased from the LACC.
4. Please notify ARAMARK if any changes are made to original request.
5. Method of trash disposal, perishable food items, and cooking material from the exhibit booths will be subject to review and approval of the LACC.
6. Dispensing, storage, disposal of food/beverage product is the responsibility of the exhibitor and must meet all provisions required by the LACC and local public health agencies.
7. Companies approved for dispensing food or beverage must provide product liability insurance **prior** to dispensing of product.

The following endorsements must be included:

- a. **COMPREHENSIVE GENERAL LIABILITY** with a minimum limit of \$1,000,000 per occurrence. Insurance must include product and vendor liability, blanket contract liability, water damage legal liability and independent contractors liability.
- b. **WORKER'S COMPENSATION AND EMPLOYEE LIABILITY** with a minimum limit of \$1,000,000 for each occurrence.
- c. The coverage must include the City of Los Angeles, the Los Angeles Convention Center and ARAMARK Corporation, its parent and subsidiaries as additional insured.
- d. Insurance provided shall be in form and issued by companies authorized to do business in the State of California.

8. **ALCOHOLIC BEVERAGES**

Distribution of alcoholic beverages in pre-approved sample portions requires the following:

- a. Additional insurance coverage for liquor and host liability in the amount **not less than** \$1 million.
- b. Sample portions restricted to 4 ounces for beer; 2 ounces for wine; and ½ ounce for liquor.
- c. Purchase and handling of alcoholic beverages required through appropriate agencies.
- d. Permits available via LACC food services, ARAMARK.

Please direct all inquiries to: ARAMARK
Los Angeles Convention Center
1201 South Figueroa Street
Los Angeles, CA 90015
(213) 741-1151, x4512

THE LOS ANGELES CONVENTION CENTER IS A NON-SMOKING FACILITY

UTENSIL AND EQUIPMENT

Multi-use eating and drinking utensils. (e.g. Plates, Glasses, Silverware) ? Yes No

Multi-use kitchen utensils. (e.g. Scoops, Spatulas. Etc...) ? Yes No

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

Promoter/ Sponsor

Food Stand Operator*

* Please complete Part B

PART B

Location and type of utensil sink

Method of liquid waste removal:

Connected to public sewage

Waste tank

Waste tank maintenance schedule _____ per day _____ per hour

Name of waste removal company _____

Address _____ Telephone () _____

PART C

List all equipment to be used at event _____

Food to be protected from customer contamination by:

Sneeze Guard

Only pre-packaged or Bottled Food or Drink

Hinged Chafing Dishes

Other (Specify) _____

Prepared and Handled out of the line of the customer

FOOD STAND CONSTRUCTION AND EQUIPMENT

MATERIALS TO BE USED FOR FLOORS, WALLS AND CEILING

*Please Note: Food stands must be protected from dust contamination on 4 sides and top. A service opening of no more than 216 square inches (12"x 18") is allowed

FLOOR _____

WALLS _____

CEILING _____

COMMENTS _____

APPLICATION COMPLETED BY _____

TITLE _____ TELEPHONE () _____