

KENTUCKY STATE FAIR Exhibitor and Concessionaire SERVICES MANUAL



**KENTUCKY STATE FAIR
AUGUST 17-27, 2023**

Kentucky Exposition Center
Louisville, Kentucky


Kentucky
STATE FAIR
kystatefair.org

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EXHIBITOR STANDARDS

ACCOUNT PAYMENT

Initial space assignment must be accompanied by 1/2 payment. Credit cards are the only payment method accepted. For insufficient fund checks and declined credit cards there will be an additional penalty of \$50.00 per transaction charged. There will be no exceptions. Failure to pay such charges will result in the immediate loss of your location. After July 1, 2023 all credit cards will be charged an additional 3% processing fee. See Method of Payment Form for wire transfer or ACH transfer check options.

APPLICATION PROCESS

Previous year exhibitors must go through the application process to rent space for the next Kentucky State Fair. We will review the returning applicants based on adherence to terms and conditions, adherence to standards, booth appeal (cleanliness and attendee attraction), customer service and past performance working with Kentucky Venue staff.

Prior to becoming an exhibitor for the first-time exhibitors must fill out the application on kystatefair.org website. We will review the new applicants based on adherence to terms and conditions, adherence to standards, booth appeal (cleanliness and attendee attraction), customer service and experience at large events.

CHARACTER OF EXHIBITS

Show Management reserves the right to approve the character of all displays and to prohibit any display which, because of noise or other objectionable features, detracts from the general character of the exhibit. Advertising signs and stunts which are aggressively promotional in nature, intended for use in the booth, the exhibit hall, or the approaches thereto, must be submitted to Show Management for approval. Products displayed are at the discretion of Show Management and anything deemed unsuitable for the show will not be allowed. Show Management may also limit the number of booths selling the same products.

CONTRACTS

Contracts will be distributed online and need to be completed online.

EXHIBITOR CONDUCT

Exhibitor conduct should portray the highest level of professionalism and customer service. No matter the situation, our attendees and staff should be shown respect and treated with the highest consideration without confrontation and argumentative behavior.

All exhibit activity must be legal according to Federal, State and Local guidelines. Anything not following these guidelines will be dealt with according to statutes and risk potential removal. Show management reserves the right to regulate any amplification equipment. If adherence to show management's decision is not followed removal of the amplification system will be required. No paint, cement or mastics may be applied to the exhibit floor. Loud demonstrations which disturb other exhibitors are forbidden. Strict adherence to booth regulations on sight lines and blocking of other exhibitor's display will be monitored and asked to adhere to Exhibit Specifications Section in this manual. **ROVING SOLICITATION IS STRICTLY PROHIBITED ANYWHERE OUTSIDE YOUR BOOTH SPACE.** No live animals are to be sold.

EXHIBITOR PROMOTIONAL ACTIVITIES

Any Exhibitor wishing to conduct any type of drawing must complete the Exhibitor Promotional Activities Form. No vacation giveaways will be permitted. (Form in the Form Index)

EXHIBIT SPACE AUDIT

The Kentucky State Fair policy requires all exhibit space assignments to be audited by our on-site auditors for size and activities to ensure both aspects conform to the exhibit space contract. If the auditors determine an additional charge is warranted, each Exhibitor will be notified in writing, and payment shall be due upon determination.

FIRE MARSHAL REQUIREMENTS

The following are the State Fire Marshal's minimum fire safety requirements and shall be applied at all shows: trade, commercial or otherwise, and shall apply whether the exhibit is open or closed to the public.. Contact Chris Brawner at chris.brawner@kyvenues.com or (502) 367-5376 for more information.

EXHIBITOR STANDARDS

(a) The display and operation of any cooking or heat producing appliances, pyrotechnics, use or storage of flammable liquids, compressed gases, or any other item or process deemed hazardous by the State Fire Marshal must have advance written approval by the State Fire Marshal's representative.

(b) Any motor vehicles, gasoline powered equipment, tools, etc. on display need to have their batteries disconnected. All fuel tanks that are not equipped with locking gas caps should be sealed with tape. All such fuel tanks shall be less than one-fourth full.

(c) Parking of any vehicle in the building without prior approval is prohibited. Cars and trucks shall be removed immediately after loading or unloading.

(d) Decorations and displays shall not block or impede access to fire protection equipment (sprinklers, exit markings, exit doors or emergency lighting equipment). Canopies, fire retardant or non-fire retardant, are prohibited anywhere on the exhibit floor.

(e) During hours of occupancy, aisles and exit doors shall be free of all obstructions and unlocked for immediate use in the event of an emergency. Chains and locks on doors equipped with panic hardware is prohibited.

(f) Signs approved by the representative designating exits and the direction of travel to exits shall be provided by the lessee and in place prior to the show opening.

(g) Additional fire extinguishers may be required at the discretion of the State Fire Marshal's representative.

(h) All electrical devices and installation must be in accordance with the applicable provisions of the National Electrical Code. The Underwriters Laboratories must list all devices.

(i) All electrical extension cords used must be heavy-duty. Lightweight cords of the lamp cord variety are prohibited and are subject to confiscation.

(j) All decorations shall be fire retardant. The decorating companies shall be prepared to provide certificates of flame spread on all decorations. Items that are not properly fire retardant shall be removed. Canopies, tents, or overhead awnings, flammable or non-flammable, cannot be used in any manner during the show. Also, bales of hay, treated or untreated, are not acceptable. Shredded mulch

cannot be used in any landscaping or decorative manner. Large bark nuggets are to be used only.

(k) The use of open flames is permitted only for reasonable purposes, when proper safeguards are taken and must have advance approval by the State Fire Marshal's representative. The ignition of flammable or combustible items to demonstrate fire extinguisher effectiveness is strictly prohibited.

FLOOR PLAN

Show Management may, at any time, change the size or location of the Exhibitors space or layout of the exhibit if they deem it necessary for the good of the show.

HEALTH PERMIT

A temporary food service permit from the Kentucky Health Department is required for any vendor who samples or serves food or drinks. Attendance at our food safety training class is also required. The Health Department has an office onsite by the midway. Any Exhibitor without a permit will not be permitted to hand out their food samples. Information regarding temporary food operations can be found in the forms section. (All forms are in the Form Index)

INSURANCE

Insurance. Exhibitor, for itself and on behalf of Show Management, decorators, contractors, service people, or others employed by Exhibitor shall during the entire term of the lease, secure, furnish and maintain insurance as follows:

Comprehensive General Liability Insurance with minimum combined limits of liability of \$1,000,000 for bodily injury and/or property damage in any one occurrence. Such insurance coverage shall be named the Fair Board, the officers, agents, and employees as additional insured. Such policy shall be issued by an insurance company authorized to transact business in the State of Kentucky. Exhibitors must furnish Show Management with appropriate Certificates of Insurance (COI) reflecting such coverage. COI can be uploaded to your Exhibitor Portal Account. This must be completed and sent to us by July 27, 2023.

Workman's Compensation Insurance in the minimum amounts required by the State of Kentucky for all companies and contracted associates.

EXHIBITOR STANDARDS

KENTUCKY SALES AND USE TAX

Persons engaged in making sales of tangible personal property are subject to tax at the rate of 6%. Personnel with the Kentucky Revenue Cabinet will be visiting each exhibit area throughout the Fair if you have any questions. On the last day of the fair, revenue personnel will have a table set-up in the South Wing C Exhibitor Registration to collect any taxes owed by the Exhibitor/Concessionaire.

All space rental is subject to 6% Kentucky Sales tax derived from the total amount billed for space rental. For nonprofits or other entities that are tax exempt you must provide a Kentucky State tax exempt form.

PROHIBITED ITEMS

Displaying or offering for sale any type of drug paraphernalia is prohibited. The provisions of Chapter 218A of Kentucky Revised Statutes are vigorously enforced on the grounds.

Switchblade knives, stilettos, pinpoint laser lights, pepper spray, smoke bombs, stun guns, butterfly knives and any items that resemble or bears the image of the Confederate Battle Flag are also prohibited. Items that clearly represent racist ideology, including but not limited to, Ku Klux Klan items, items reproduced since World War II denoting swastikas are prohibited.

Gummed labels, bumper stickers or stickers for promotion are prohibited. Helium balloons are also prohibited unless they are used for booth decorating purposes only and attached to your exhibit space. Products displayed are at the discretion of the Show Management.

If Show Management is made aware that prohibited items are being sold in your booth immediate removal of the item out of the show will be required. If the decision is not followed your booth will be in jeopardy of closure and removal.

SPACE ASSIGNMENTS AND CHARGES

Space assignments will be provided to Exhibitors after acceptance of the application issued by Show Management. Acceptance of the space assignment by signing this legally binding contract will allow the exhibitor to enter The Exhibitor Contract. Show Management

reserves the right to change such space assignments in the best interest of the show at any time. Deposit of ½ total space rental + state tax is due upon signing this agreement. The final payment for the total amount including tax is due 21 days prior to the start of the Kentucky State Fair, July 27, 2023. Credit Card or Wire Transfer are accepted methods of payment.

SUBLEASES

The exhibiting company signing the space contract cannot sublease any portion of their exhibit area to any distributor or manufacturer unless the contract holder is the manufacturer of equipment or merchandise to be displayed in the exhibit area. Booth space guarantees are nontransferable.

TRADEMARKS

Exhibitors may use the current Kentucky State Fair logo, along with the words "Kentucky State Fair" and the World's Championship Horse Show Trademark and words "World's Championship Horse Show" with prepayment of a \$1,000.00 fee and written approval 21 days prior to the first day of the Kentucky State Fair. Approval will be based on use of the current mark or trademark including spelling, color, font and accuracy of logo depiction, content of the use, and item it is placed on. Prior approval of all artworks must be granted by the Kentucky State Fair Communications Department, email, communications@kyvenues.com.

PARKING

During the Kentucky State Fair, parking will not be allowed in the parking lot next to the overhead door in by the South Wing, E19. There will be no parking in the loading dock area without a time stamped permit given by the Service Desk. We are selling permits to special Exhibitor parking in the D lot with security for \$100.

KENTUCKY STATE FAIR TIMES, SCHEDULES, & CREDENTIALS

EXHIBITOR SERVICES HOURS (Service Desk)

Saturday/Sunday, August 12-13	8:00am-5:00pm
Monday-Wednesday August 14 - 16	8:00am-8:00pm
Thursday, August 17	7:00am-8:00pm
Friday/Saturday August 18-19	9:00am-9:00pm
Sunday-Thursday August 20-24	9:00am-8:00pm
Friday-Saturday, August 25,26	9:00am-9:00pm
Sunday, August 27	9:00am-7:00pm

MOVE IN HOURS

INDOOR/SOUTH WING C

Saturday/Sunday August 12-13	8:00am-5:00pm
Monday – Wed. August 14 - 16	8:00am-8:00pm
Thursday, August 17	7:00am-9:00am

INDOOR/NORTH WING HORSE SHOW

Saturday/Sunday August 12-13	8:00am-5:00pm
Monday – Friday August 14 - 18	8:00am-5:00pm

OUTDOOR

Wednesday-Sunday August 9-13	8:00am-5:00pm
Monday-Tuesday August 14 - 15	8:00am-5:00pm

All outdoor vendors should have everything ready to be inspected by the close of business on Tuesday, August 15, 2023.

SHOW HOURS

INDOOR HOURS/SOUTH WING C

August 17	10:00am–8:00pm
August 18-19	10:00am–9:00pm
August 20-24	10:00am–8:00pm
August 25-26	10:00am–9:00pm
August 27	10:00am–6:00pm

INDOOR HOURS/NORTH WING HORSE SHOW

August 19	10:00am–8:00pm
August 20 - 25	10:00am–7:00pm
August 26	10:00am–8:00pm

OUTDOOR HOURS

August 17	10:00am–10:00pm
August 18-19	10:00am–11:00pm
August 20-24	10:00am–10:00pm
August 25-27	10:00am–10:00pm

EXHIBITOR PRESENCE

Booths must be open and staffed daily during all show hours throughout the 11 days of the show. Failure to open & close during these times will make your exhibit space subject to immediate closure for the remainder of the show and non-renewal of the application process for the following year.

MOVE OUT HOURS

Indoor Hours/North Wing Horse Show

August 26	8pm–10:00pm
August 27-29	8:00am–5:00pm

Indoor Hours/South Wing C

August 27	6pm–10:00pm
August 28-29	8:00am–5:00pm

Outdoor Hours

August 28-29	8:00am–5:00pm
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EARLY TEAR-DOWN/MOVE-OUT

The exhibit hall will close at 6:00pm on Sunday, August 27, 2023. No one will be allowed to move items out until security has validated that all attendees are out of the building. Absolutely no Exhibitor is to tear down and move their exhibit out before this time. Any Exhibitor tearing down and moving their exhibit out earlier than this time will lose their space for the following year. No lining up of vehicles will be allowed until after the South Wing has been closed at 6:00pm.

SECURITY

Show management provides general 24-hour security beginning the first day of move-in through and including the last day of move-out. Exhibitors requiring individual exhibit security will need to contact Show Management no less than 21 days in advance for approval.

KENTUCKY STATE FAIR TIMES, SCHEDULES, & CREDENTIALS

EXHIBITOR CREDENTIALS/BADGES

Registered exhibiting organizations are allotted a set number of Exhibitor Badges based on booth size. 10 x 10 exhibit booths will be allotted 8 badges, 10 x 20 exhibit booths will be allotted 10, 10 x 30 exhibit booths will be allotted 12, and bulk booths (400 square feet or more) will be allotted 15. These badges will include a QR code that will be scanned at the admission gates to gain admission to the Fair and free parking. Each badge is limited to two admissions per day. If you wish to exchange any of the allotted badges for tickets, a written request must be made to Show Management 21 days prior to the show, in order for them to be ready in advance. Each badge will exchange for 22 tickets. Any exchanges done on-site must be done at the Freedom Hall Ticket Office and will have a \$7 processing fee. Only the primary contact for the booth will be permitted to make the exchange. (Form in Form Index) To ensure maximum security of the South Wing and the North Wing during non-public hours of the Kentucky State Fair, admission to this area will be by Exhibitor Badge only. The Exhibitor Badge will allow Exhibitors entrance to the South Wing and the North Wing one hour prior (unless approved by Show Management) to opening to the public and one hour after closing to the public with the exception of the North Wing which will remain open until 11:00pm. This is for your convenience in cleaning up, restocking or rearranging your display or exhibit.

VENUE SERVICES/ACCESS TO FACILITY

The South and North Wing have a dedicated Venue Services staff to provide a secure environment and these associates are here to ensure no one is allowed in the facility during restricted times. Any exhibitor that does not treat these associates with respect will be immediately asked to leave the property and not allowed back at the Kentucky State Fair for the duration.

ADMISSION TICKETS

Admission tickets may be purchased at the Freedom Hall Box Office. The ticket is for admission and parking. These tickets are for people working the booths and not to be resold. Anyone found selling tickets may result in immediate loss of your exhibit space and not be allowed to return in future years. You must show your Exhibitor Badge to purchase tickets. The cost of each admission ticket is \$4.00.

FREEDOM HALL BOX OFFICE

Move-In Hours: August 12-16 | 9:00am-4:00pm
Show Hours: August 17-18 | 9:00am-6:00pm
August 19-26 | 9:00am-8:00pm
August 27 | 9:00am-6:00 pm

EXHIBITOR SERVICES

Our online portal which you have access to through our platform used to complete the contract and space approval process is the approved method to order electric, labor, booth cleaning, water, freight service, and IT. To complete the process go back to the platform use your, id and password then click on Order Facility Services task then enter the information needed. You will need to complete the diagram to complete the process.

BOOTH DECORATOR

Fern Exposition and Event Services is the exclusive decorator for the Kentucky State Fair. All orders for sign hanging, furniture, fixtures, carpeting, and drape must go through the following:

- Fern Exposition and Event Services
3752 Crittenden Drive
Louisville, KY 40209
(502) 367-0254
Missy Welch
(800) 774-1251 ext. 1
mwelch@fernexpo.com

ESSENTIAL INFORMATION

ATM LOCATIONS

Indoor

- ▶ Freedom Hall
- ▶ North Wing Lobby
- ▶ South Wing A, B & C Lobbies
- ▶ West Hall Lobby

Outdoor

- ▶ Freedom Hall Sidewalk
- ▶ Lot A (Big Tent)
- ▶ West Drive (Bud Tent)

BANKING CENTERS

- | | |
|---|--|
| ▶ Fifth Third Bank
2425 S. Shelby Street
(502) 635-2628 | ▶ Fifth Third Bank
4201 Poplar Level Road
(502) 454-9180 |
| ▶ PNC Bank
6511 South Preston
(502) 581-6675 | ▶ BB&T
5319 Preston Highway
(502) 810-0434 |

FIRST AID STATIONS

- ▶ Freedom Hall Coliseum (near Ramp V)
Sunday-Thursday | 9:00am–11:00pm
Friday/Saturday | 9:00am–12:00am
- ▶ South Wing Lobby
9:00am–9:00pm (Daily)
7:00am–10:00pm (Thursday, Aug. 25 Ham Breakfast)
- ▶ Trailer outside West Hall
Open 24 hours daily

GOLF CARTS, MOTOR POWERED BIKES AND ATVS

Use of Golf Carts, City Cars, Motor Powered Bikes and ATVs operated on the Kentucky Exposition Center (KEC) premises must obtain a permit.

HOTEL ACCOMMODATIONS

For hotel accommodations and availability please contact Louisville Tourism at (502) 584-2121 or (800) 626-5646. You may also visit their website at www.gotolouisville.com.

OVERNIGHT OCCUPANCY IN EXHIBIT AREA

No Exhibitor, employee or representative thereof shall be permitted to remain in an exhibit space overnight unless approved by Show Management

prior to the opening of the Fair. This policy is strictly enforced and any violation may result in immediate termination of the exhibit space contract.

PARCEL SERVICE/DELIVERIES

- | | |
|--|--|
| ▶ Postal Service
1420 Gardiner Lane
(502) 454-1650 | ▶ United Parcel Service
8001 Ashbottom Road
(800) 742-5877 |
|--|--|

NOTICE:

UPS and FedEx deliveries will be made daily to the Kentucky Exposition Center. The warehouse will deliver the packages to your booth space during show hours. **NORMAL DRAYAGE RATES WILL APPLY.** Absolutely no C.O.D. parcels will be accepted.

All parcels should be addressed as follows:

- ▶ Kentucky State Fair
[Name of Company or Individual]
[Booth Number]
937 Phillips Lane
Louisville, KY 40209

PURVEYORS

Show management will issue to local wholesale suppliers, non-exclusive permits allowing them to solicit sales to Concessionaires during the Fair. Concessionaires are not required to purchase their supplies from these suppliers but we highly recommend you check their prices first before using another outlet. All companies supplying exhibitors on KEC property must obtain a purveyor permit. Concession operations using fresh or frozen meat, poultry and/or seafood are required to purchase those supplies from one or more of the approved purveyors on the grounds only. Failure to follow this policy will result in immediate termination of a concession contract unless a concession operation has been granted an exemption from the policy in unity by Show Management.

ESSENTIAL INFORMATION

SATELLITE DISHES

The Kentucky Exposition Center does not allow the placing of satellite dishes on the rooftop nor can there be any cable or wire to the dish strung outside. This ensures safe daytime traffic and nighttime security by securing all pedestrian and overhead doors. Show Management accepts no liability for satellite dishes used on the ground. This includes vandalism, accidents, theft or otherwise. Satellite dishes should be used for display purposes only. If you have a satellite dish, you must contact Show Management prior to set-up.

SIGNS

All Exhibitors are permitted to hang overhead signage within the confines of their booth. However, signs may be hung from structural steel only. Hanging signs from sprinkler lines, water lines, gas or air lines, HVAC ductwork, electrical BUSS ducts or lines is strictly prohibited and will be removed at the owner's expense. All privately contracted signs on site must be approved by Show Management.

SMOKING POLICY

The Kentucky Exposition Center is a smoke-free facility. Smoking indoors in any building is strictly prohibited. Smoking is allowed outdoors only.

SOUND DEVICES

The sound volume must be maintained at a level so as to avoid any interference with neighboring Exhibitors. When objections are noted, it may be necessary for Show Management to prohibit the use of sound devices or limit operation to short time periods. Use of sound slides, sound motion pictures, loud speakers and other sound devices is subject to the approval of Show Management. Use of motion pictures and slides will be permitted only if they are directly related to products, services, techniques, or application.

STRUCTURAL/SUPPORT COLUMNS

Some exhibit spaces include or are adjacent to structural and/or support columns. Electrical and utility service panels on columns may be covered

or screened, but any covering must be readily removable for access to the panels at all times. Fire alarm boxes, fire hoses and extinguishers, and Fire Department access doors on the columns may not be covered, screened or blocked in any way at any time. Exhibitors who block access to utility service panels (telephone or electrical), fire alarm boxes, extinguishers or fire hoses, will be required to immediately correct these violations. Carpenter labor required to correct these violations will be charged to the Exhibitor. Sides of columns (without fire, electrical, service panels or equipment) may be covered or screened and incorporated into your display. Do not staple or tack directly into the column wall.

OUTSIDE CONCESSIONAIRE INFORMATION

CHANGE SERVICE

Change Service for Outdoor Food Vendors is available through the Freedom Hall Box Office from 9:00am to 5:00pm each day of the Fair. If you have a change request over \$5,000, you must call the Box Office at (502) 367-5144 a minimum of one hour before coming to exchange.

CONCESSION SPACE AUDITS

All outside vendors will be audited by our staff auditors for exact square footage used. Exhibitor will be notified of overages in writing, and payment shall be due upon determination. Based on agreed upon cost of \$45 per square foot. Concession space includes all frontage space used for retail operations included but not limited to beverage refrigerators, machinery for display of how product is made and any other promotional like displays. Concessions tables should be used to provide customer satisfaction and placed to the side of the booth linear to the side and we will not charge for that space.

Storage Areas

Concessionaires are allowed storage areas at the rear of their trailers at no extra charge. All storage areas are required to be boxed in with lattice to make the area attractive. We do not want bun racks, soft drink cylinders, etc. to be visible on the front sidewalk.

Ice Chests

Ice chests will not be measured. Ice chests are a convenience to Show Management as well as Concessionaire.

Seating Areas

Seating areas should not be audited. We encourage Concessionaires to set up and maintain large seating areas at their own cost. Once again, this service helps both the Concessionaire and Show Management. Seating areas cannot block doors, sidewalks or fire lanes.

Grill Attachments

Grill attachments should not be audited in addition to the Concessionaire's trailer. Most items are sold through the window of the trailer not directly off of the grill. In many instances these are show pieces that create aroma and atmosphere to the public.

Decorative Items

Any Concessionaire who wishes to make his presentation more professional and decorative should not be audited for items such as picket fences or pole and chains to create lines to the trailer, etc.

Hitches & Awnings

Although most concession trailer hitches slide back into the trailers and are covered by bally for flash, some trailer hitches are permanent. No vendor will be charged for his trailer hitch or any oversized awnings that cover his serving area.

These are general guidelines. Each Concessionaire will be judged on an individual basis, and is subject to review of the location after setup. Show Management must approve all locations and the space they have occupied before the Fair begins.

CONCESSIONAIRE FOOD SANITATION GUIDELINES

The Kentucky State Fair abides by all guidelines set forth by the Kentucky State Food Safety Branch and Louisville Metro Department of Public Health & Wellness Food Safety and Protection. The guidelines for Concessionaire food sanitation are located in the Forms section of this manual.

DISPLAY AND CONSTRUCTION

- (a) All operations must be in good working order and appearance. This includes all lights working, canopies in good repair, fresh paint job and any other item which Show Management deems necessary. No nail-up type concession stands will be allowed on the grounds without the permission of Show Management. Proof of appearance must be furnished to Show Management in the form of photographs or artist's renderings when application for space is made.
- (b) All concession items must remain in the stands with the exception of soda canisters that are in a presentable condition.
- (c) Concessions containing deep fryers must have sprayable 10 B.C. chemical fire extinguishers.

OUTSIDE CONCESSIONAIRE INFORMATION

(d) All food concessions operated under this contract shall be constructed and screened in a manner approved by state, county and city public health agencies, shall be subject to a daily inspection by the state, county and city public health agencies, and shall conform to such regulations as any governmental agency may require.

(e) Concessionaire agrees to post complete price lists for all items served on signs no less than 18" x 12" in size and to post as many signs as are necessary to be easily visible from all service counters.

(f) No voice or sound amplification, amateur or professional entertainment shall be used without consent from Show Management. Such permission, if granted, may be rescinded at any time by Show Management.

ELECTRICITY/PLUMBING

The show electrician will install electrical service, plumbing, etc., on a first-come first-serve basis. No electrical outlet will be furnished without charge. Once installation of your unit is complete, please notify the Exhibitor Services Office in the rear of Freedom Hall to arrange for hookup. Outdoor Electric cannot be guaranteed based on location.

Contact our Exhibitor Service Desk by emailing Exhibitor.Services@kyvenues.com or calling (502) 367-5321 to order outdoor electric services. Once confirmed with the electricians they will process your order. Advance orders must be postmarked no later than twenty-one days prior to the first show day. All orders received after the deadline will be charged the regular rate. A standard charge will be made per location for the amperage you select. If greater amperage is required, the additional installation may be had at an additional charge, based on the fixed and quoted rates of the Maintenance Department. Concessionaire must provide 100 feet of proper size and approved cable to connect to distribution panels.

During tear-down on Sunday, August 28 unhooking stops at midnight and will resume at 7:00am on Monday, August 29.

In order to allow you to make an electrical connection outside, you are required to comply with the following:

- ▶ Source Power will be GFI protected per NEC requirements, therefore your equipment must have a separate ground and neutral (they must not be tied/bonded together).
- ▶ All equipment, regardless of the source of power, must comply with all national, state and local safety codes.
- ▶ All equipment must be properly wired and tagged with complete information including type of current, voltage, phase, cycle, horsepower, etc.
- ▶ All cords provided by an Exhibitor must be the 12/3 wire ground type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
- ▶ All fountains and pumps should have Ground Fault Interruption (G.F.I.) protection.
- ▶ Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without a KEC electrician. However, a KEC electrician must make all service connections and overload protection to such equipment.
- ▶ Exhibitors shall pay for any required services, equipment, material and technicians at prevailing rates and conditions at the time of the event.
- ▶ All power cords, power strips, fans, equipment, etc. shall be UL listed and all listing instructions shall be followed.
- ▶ Tent frames/supports must be electrically bonded to the power supply panel.

You must be in compliance with KEC's guidelines or you will not be allowed to continue to operate.

EXHIBIT SPACE AUDIT

An auditor for the Kentucky State Fair, at some unannounced time, will actually measure your total space use. Concession operators found using more space than their contract allows shall be assessed an additional charge after the Fair.

HEALTH INSPECTION

All concession units, where applicable, must follow all Health Department regulations to the letter and

OUTSIDE CONCESSIONAIRE INFORMATION

attend one scheduled class. A schedule of classes is attached to this Exhibitor Services Manual. No concession operation shall be allowed to begin operation until these health regulations have been met.

of a concession contract unless a concession operation has been granted an exemption from the policy in unity by Show Management.

HOLDING TANKS/GREY WATER

All Concessionaires must operate with an adequate sized holding tank that will last for one 24-hour period. There are no exceptions. Holding tanks cannot be emptied at any time into any sewer or drainage ditch. Hoses running from concession units directly to sewers are prohibited. Concessionaire is responsible for the cost of grey water pumping. Vendors are responsible for paying all charges for holding tank services. KEC is not responsible for or included in this transaction. It is the sole responsibility of the vendor to settle all debts with the third party provider.

► Martins Sanitation Service, Inc.
P.O. Box 5343
Paris, KY 40362
Phone: (859) 987-2529
Fax: (859) 987-2583
Email: Jstracner@mss-kpt.com

Holding tanks cannot be emptied at any time during Fair hours. Grey water cannot be dumped into any sewer or any other place that is located on the grounds of the Kentucky Exposition Center.

All holding tanks will be emptied between midnight and 6:00am. If your tank becomes full and spills on the grounds, you may be fined, or told to cease operation until the following day.

PURVEYORS

Show management will issue to local wholesale suppliers, non-exclusive permits allowing them to solicit sales to Concessionaires during the Fair. Concessionaires are not required to purchase their supplies from these suppliers but we highly recommend you check their prices first before using another outlet. Concession operations using fresh or frozen meat, poultry and/or seafood are required to purchase those supplies from one or more of the approved purveyors on the grounds only. Failure to follow this policy will result in immediate termination

EXHIBIT SPECIFICATIONS

STRUCTURAL/SUPPORT COLUMNS

Some exhibit spaces include or are adjacent to structural and/or support columns. Fire alarm boxes, fire hoses, extinguishers and Fire Department access doors on the columns may not be covered, screened, or blocked in any way at any time. Exhibitors who block access to utility service panels (telephone or electrical), fire alarm boxes, extinguishers or fire hoses, will be required to immediately correct these violations. Carpenter labor required to correct these violations will be charged to the Exhibitor. Sides of columns (without fire, electrical, service panels or equipment) may be covered or screened and incorporated into your display. DO NOT staple or tack directly into the column wall.

STRUCTURES

No two-story modular exhibits will be permitted due to height restrictions and safety regulations. Please note that canopies, tents or overhead awnings, flammable or non-flammable, cannot be used in any manner during the show. Temporary structures with tops must be approved by the Kentucky State Fire Marshal's office. Tops cannot obstruct the building's fire suppression system. Diagrams with specifications must be submitted in advance for review.

STANDARD EXHIBIT

A Standard Exhibit Display is one or more exhibit booths in a straight line and no deeper than 10'.

STANDARD EXHIBIT BOOTH TYPES

In-Line Booths

Exposed to aisle on one side with neighboring booths to the left and right sides.

Corner Booths

End of a series of in-line booths with exposure to the aisles on two adjoining sides.

STANDARD EXHIBIT BOOTH HEIGHT RESTRICTIONS

- ▶ The maximum height for back wall and rear half of booth is 8'.
- ▶ The maximum height for front half of booth is 4'.

Exhibit structure must be constructed to allow utility service at rear of booth.

Show Management must approve any exceptions.

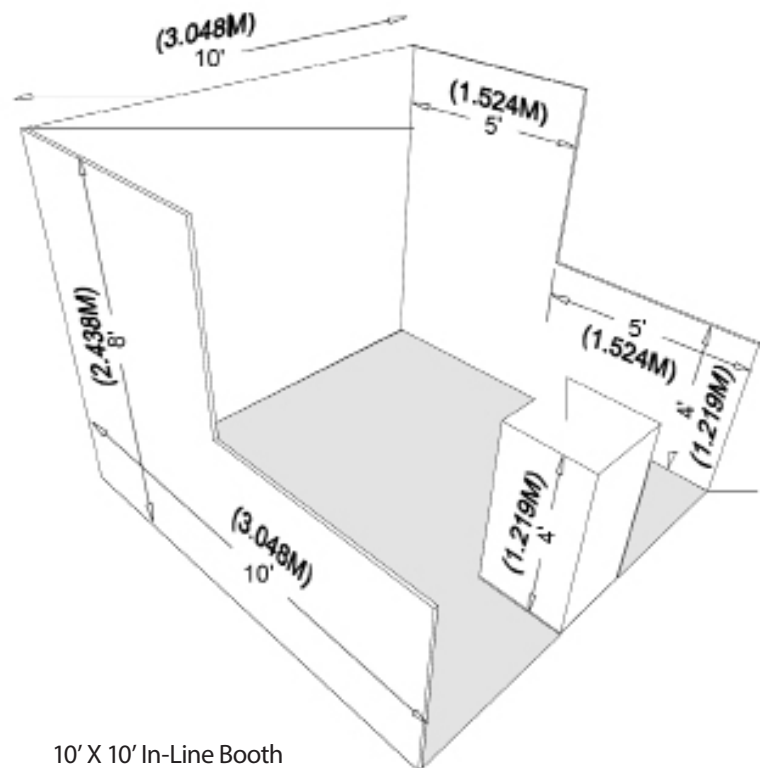


EXHIBIT SPECIFICATIONS

ENDCAP EXHIBIT

An Endcap Exhibit Display is an exhibit booth exposed to aisles on three sides and composed of two booths.

ENDCAP EXHIBIT BOOTH HEIGHT RESTRICTIONS

- ▶ Back drape must be 4' inside on both sides of the booth to provide reasonable sight line along the aisle.

Show Management must approve any exceptions.

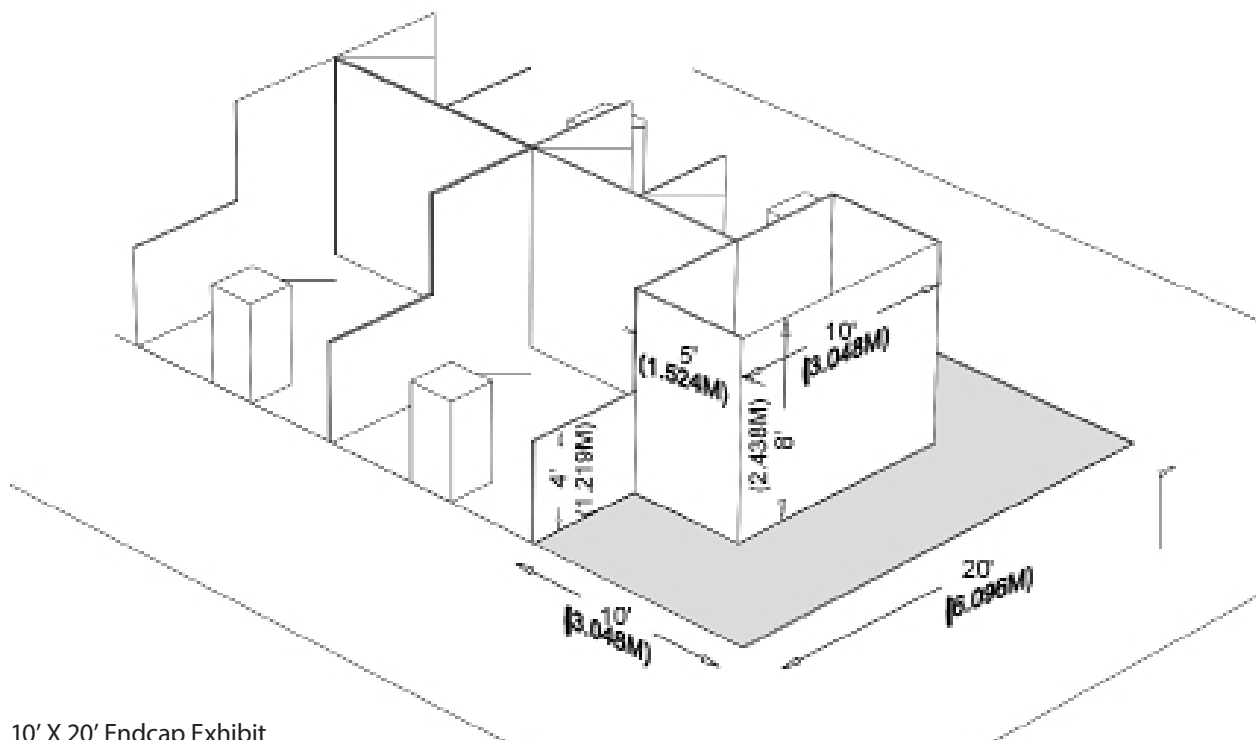
PENINSULA EXHIBIT

A Peninsula Exhibit Display is an exhibit booth exposed to aisles on three sides and composed of at least four booths.

PENINSULA EXHIBIT BOOTH HEIGHT RESTRICTIONS

- ▶ Back drape must be 4' inside on both sides of the booth to provide reasonable sight line along the aisle.

Show Management must approve any exceptions.



10' X 20' Endcap Exhibit

EXHIBIT SPECIFICATIONS

ISLAND EXHIBIT

An Island Exhibit Display is any size booth exposed to aisles on all four sides.

ISLAND EXHIBIT BOOTH HEIGHT RESTRICTIONS

- ▶ Height restrictions are determined by ceiling or beam and decorations – varies with location.
- ▶ Exhibit materials, equipment or construction that exceeds 8' must have prior approval by show manager.

Show Management must approve any exceptions.

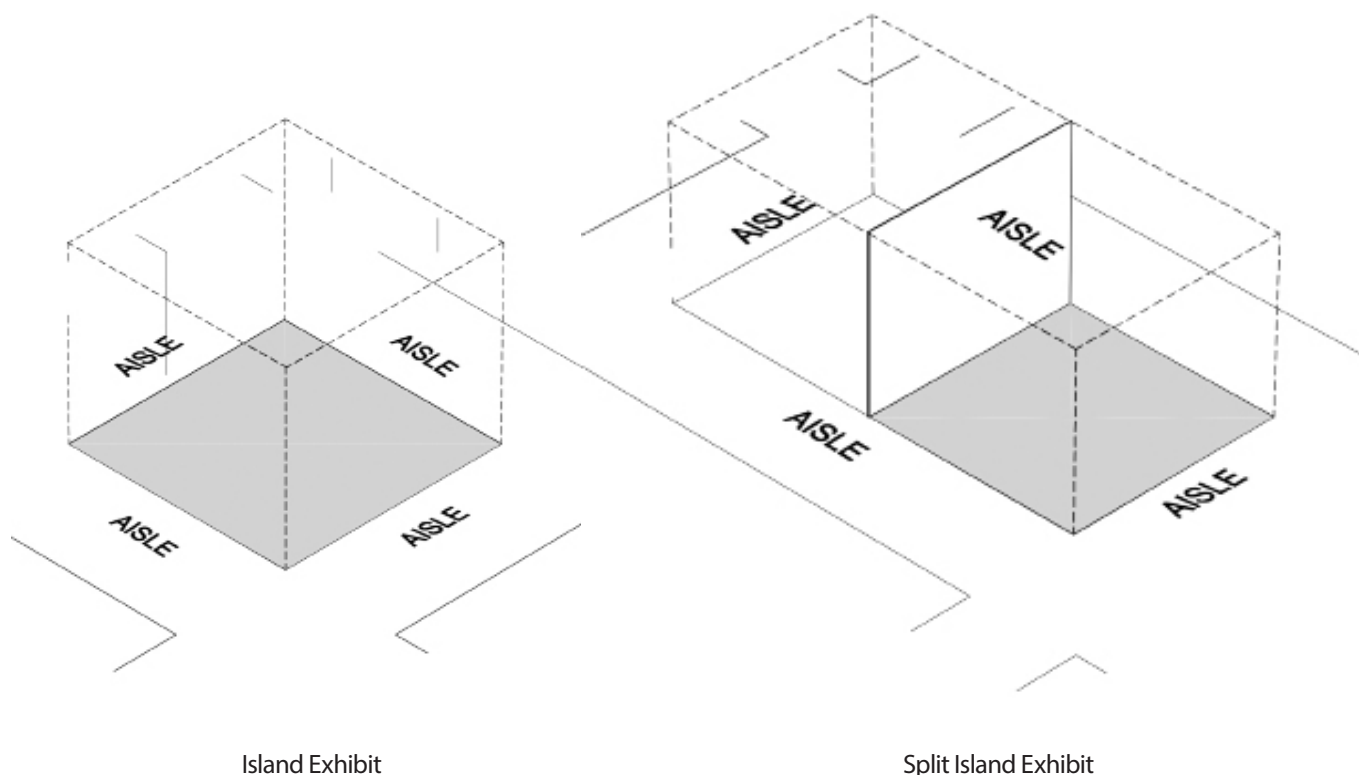
SPLIT ISLAND EXHIBIT

A Split Island Exhibit Display is a peninsula booth that shares a common back wall with another peninsula booth and exposed to aisles on three sides.

SPLIT ISLAND EXHIBIT BOOTH HEIGHT RESTRICTIONS

- ▶ Height restrictions are determined by ceiling or beam and decorations – varies with location.
- ▶ Exhibit materials, equipment or construction that exceeds 8' must have prior approval by show manager.

Show Management must approve any exceptions.



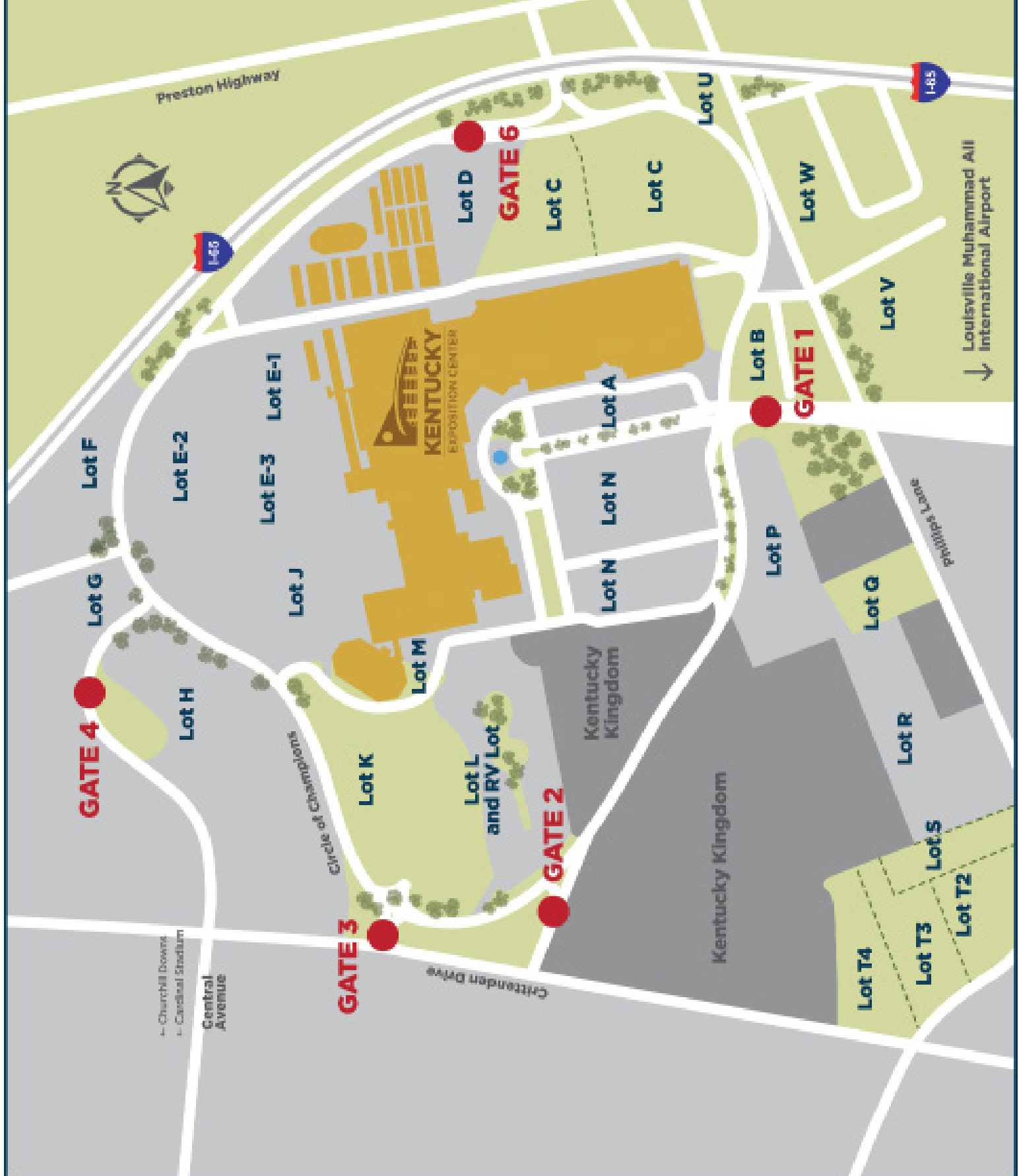
MAPS & FORMS

This section contains the maps and forms listed below.

- ▶ Kentucky Exposition Center Gates & Parking
- ▶ Kentucky Exposition Center Facility Map
- ▶ SW Exhibitor Trailer Parking
- ▶ Exhibitor Promotional Activity Form
- ▶ Food & Beverage Request Form
- ▶ Haas & Wilkerson Insurance Form

Visit www.kyexpo.org/order-services for forms to order services.

KENTUCKY EXPOSITION CENTER GATES & PARKING



Parking Lot H

Parking Lot E-2

KENTUCKY EXPOSITION CENTER FACILITY MAP



Escalator



Restroom



Elevator



First Aid

Broadbent
Arena

Newmarket
Hall

pavilion

West Wing

West
Hall

Freedom
Hall

North Wing

North Wing

North Wing
Lobby

East Hall

South Wing A

South Wing B

South Wing C

DWA
Lobby

SWS
Lobby

SWC
Lobby

Skywalk Entrance

Skywalk



Kentucky Kingdom

Parking
Lot A

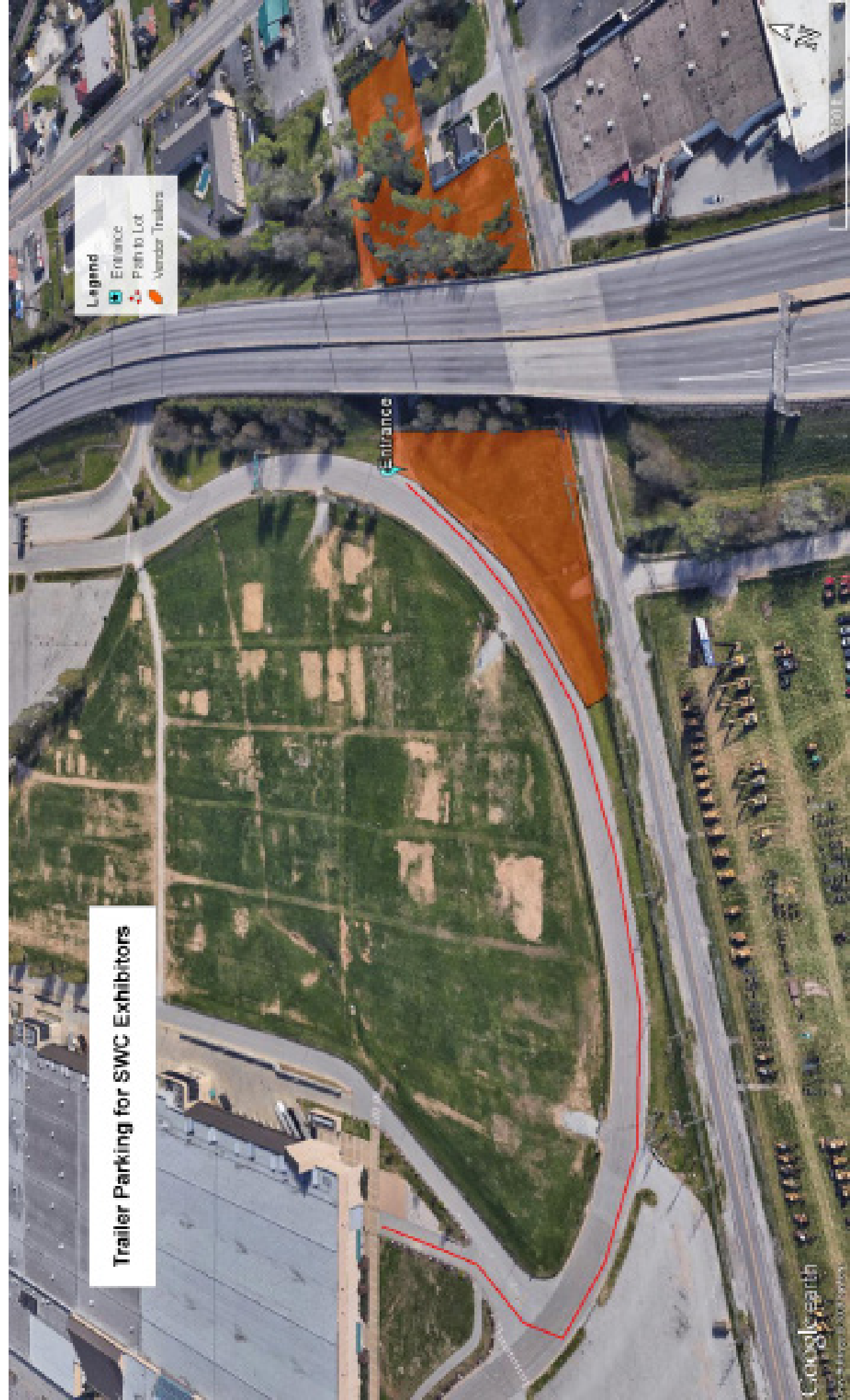
Parking Lot N

Parking
Lot N

SOUTH WING C
UPPER LEVEL

Parking Lot B

Parking Lot P



Legend

- Entrance
- Path to Lot
- Visitor Trailers

Trailer Parking for SWC Exhibitors

EXHIBITOR PROMOTIONAL ACTIVITY FORM

Exhibiting Company		Booth No.
Contact Person		
Phone		
Email		

The primary purpose of this form is to provide information that will aid Show Management to approve, foster and, when necessary, answer public inquiries regarding responsibly represented and conducted commercial promotions involving prizes.

- All drawings must be approved by Show Management
- Show Management reserves the right to reject and cancel the contract of an Exhibitor that is deemed by the Show Manager to be guilty of any act that is against the best interests of the Kentucky State Fair.
- "Raffles" are prohibited on state grounds. No drawing can be conducted that states a dollar amount required. Only donations can be taken.

1. Do you intend to conduct a promotional activity which awards the winner a prize? YES ☐ NO ☐

2. If the above question is answered "YES", please briefly describe the nature and manner in which the activity will be conducted.

3. What will the prize(s) be? _____

a. How many _____ Value of each _____

b. How will you notify and distribute the prize(s)? _____

c. Do winners receive their prizes free and without any obligation other than participating in the contest? YES ☐ NO ☐

d. If the last question is answered "NO", please describe fully the conditions the winners must meet before they can receive prizes.

Email this completed form to Expo.Sales@kyvenues.com prior to show date.

FOOD & BEVERAGE REQUEST (PROMOTIONAL)

Deadline Date: 21 business days prior to first day of show

Name of Company			
Contact Person			
Address			
City	State	Zip	
Phone	Cell	Booth	No.
Email			

Our agreement with our concession operator prohibits the sale, giveaway or sampling of any food products or drinks to include alcoholic beverages, soft drinks, bottled water and juices.

Exceptions may be made with special permission from the Show Manager.

Please list items requesting approval in the box below. You will be notified prior to the Fair of items denied.

--

Email completed form to Expo.Sales@kyvenues.com

KENTUCKY EXPOSITION CENTER
METHOD OF PAYMENT FORM

837 Phillips Lane
Louisville, KY 40208
kyexpo.org



Click the following link for online ordering: <https://kyexpo.org/order-services/>

Event Name _____ Event Date(s) _____

Company Name _____ Booth Number _____

Contact Person _____

Mailing Address _____

City _____ State _____ Zip _____

Phone (required) _____ Email (required) _____

PLEASE REMIT THIS FORM TO THE ADDRESS BELOW

Kentucky Exposition Center
ATTN: Finance Dept.
PO Box 37130
Louisville, KY 40233

☐ WIRE TRANSFER

Wire Info: 042 000314
Swift# FTBC US 3C

☐ ACH TRANSFERCHECK

Kentucky State Fair Board
Fifth Third Bank
401 South Fourth Street
Louisville, KY 40202
(502) 562-5215
ABA# 083 002342
ACCT: 0082195031

Authorized Signature _____ Date _____

For information regarding our payment procedures, please call (502) 367-5227.

Haas & Wilkerson Inc. will provide General Liability coverage for licensees in the described event under a master insurance policy. Coverage for concessionaires and exhibitors includes public liability and property damage liability with a \$1,000,000 each occurrence limit and \$3,000,000 aggregate & products liability limit.

LIQUOR LIABILITY IS SPECIFICALLY EXCLUDED. IF YOU NEED LIQUOR LIABILITY, PLEASE CONTACT OUR OFFICE AT info@haas-wilkinson.com.

This insurance is excess over any other valid and collectible insurance.

Licensee Insurance Programs:

General Liability coverage will be provided for the period of the Event only, to include set-up and tear-down.

ITEMS LISTED BELOW ARE NOT ACCEPTABLE FOR ENDORSEMENT

- | | | |
|---|--|--|
| <ul style="list-style-type: none"> • Amusement Rides/Devices
(includes Gyroscopes & Spindlers) • Body Piercing & Tattoos & Wraps • Bungee Attractions • Child Care • Climbing Walls • Concert Performances/Performers • Dent Games • Drinking Booties • Fireworks Operator | <ul style="list-style-type: none"> • Gun Shows • Horserail Horses • Henna Tattoos • Inflatable Amusement
(includes Moonwalks, Bouncers, Pillows) • Movies • Medical/Dental Testing & Screenings • Motorsports Events • Permanent Tattoos • Playground Equipment | <ul style="list-style-type: none"> • Pseudo-Fighting/Wrestling Activities • Roller Events • Roller/Ice Skating • Sales of Arms or Arm Parts • Sales of Herbal Supplements • Sales of Tobacco • Sales of Weight Loss/Stay Scenting
Aids, Pills, Patches • Simulators • Wheelchair/Stroller Rentals |
|---|--|--|

ITEMS LISTED BELOW REQUIRE ADDITIONAL PREMIUM & MUST BE APPROVED BEFORE ENDORSEMENT

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> • Concerts—Local & Regional talent only • Exotic Animals • Performances (includes mime, circus, balloon artists, magicians, walking characters, face painters, sketch artists, choir, etc.) | <ul style="list-style-type: none"> • Golf Carts/Scooters • Liquor Liability | <ul style="list-style-type: none"> • Pony Rides • Sales of Pets/Exotics |
|---|---|---|

VENDOR / PARADE PARTICIPANT PRICING

VENDOR/CONCESSIONAIRE/EXHIBITOR	PREMIUM	PARADE PARTICIPANTS	PREMIUM
First Booth (each exhibitor)	\$85*	Walking Units	\$40/unit*
Each Additional Booth (same exhibitor)	\$50	Motor Units	\$70/unit*
Each Game Booth	\$100*	Equestrian Units	\$95/unit*

SPECIAL EVENT PRICING

Attendance Based Events <small>Meeting, Weddings, Picnics, Socials, Dinners, Trade Shows, Small Animal Shows</small>		Per Day Based Events	
TOTAL ATTENDANCE	PREMIUM	EVENTS PER DAY	PREMIUM
Under 200	\$80*	Flea Market	\$120/day*
201—500	\$105*	<small>(livestock includes—cattle, goat, horses, swine, pig, sheep)</small>	
501—1,500	\$130*	Livestock Sales	\$120/day*
1,501—3,000	\$180*	Livestock Show	\$95/day*
3,001—5,000	\$230*	Christmas Tree Lot	\$40/day*
5,001—7,500	\$280*	Pumpkin Patches	\$40/day*
7,501—10,000	\$330*		
Over 10,000	Please Call		

*Includes ESH Risk Purchasing Group membership fee.

HEALTH DEPARTMENT PACKET

This section contains materials from the Kentucky State Food Safety Branch and Louisville Metro Department of Public Health & Wellness Food Safety and Protection outlining requirements, regulations, guidelines and optimal health and safety practices for operating at the Kentucky State Fair as a food vendor.



**DEPARTMENT OF PUBLIC HEALTH AND WELLNESS
LOUISVILLE, KENTUCKY**

**CRAIG GREENBERG
MAYOR**

**CONNIE MENDEL, BS, MPH
INTERIM CHIEF HEALTH
STRATEGIST**

Dear KY State Fair Food & Tobacco Vendor:

The Kentucky State Food Safety Branch and Louisville Metro Department of Public Health & Wellness Food Safety and Protection welcome you to the 2023 Kentucky State Fair.

To help ensure food safety and decrease the risk of food borne illnesses during the KY State Fair, we require each concession (including food stands and food booths) to obtain both local and state temporary food service permits and complete a food safety training class. Each concession is required to post the temporary food service permits, food service training certificate and tobacco retailer license.

Temporary food service permits are required for any vendor that samples or serves food. Temporary permits are not required for vendors who operate in a permitted statewide mobile food unit. Requirements to operate a temporary food service concession are enclosed. If your concession does not have the basic requirements, you will not be allowed to operate.

The required temporary food service training can be viewed online at:

<https://louisvilleky.gov/government/health-wellness/food-safety>

Vendors can pick up their certificate in Freedom Hall Conference Center (VIP Room I) after they complete the online quiz. The quiz is offered in English and Spanish, see enclosed flyer for links.

Temporary food service permits are to be purchased online at least one week prior to the fair at the following link: <https://louisvilleky.wufoo.com/forms/temporary-food-service-application/> Pick-up your temporary food service permit and food safety training certificate at Freedom Hall VIP room I. Please note the combined local and state permit prices listed below:

**1-3-day permit-\$140
4-7-day permit-\$170
8-14-day permit-\$205**



WWW.LOUISVILLEKY.GOV

400 E. GRAY STREET LOUISVILLE, KENTUCKY 40202-1704 502.574.6310 FAX: 502.574.6388



**FOOD SAFETY PERMITS AND FOOD SAFETY CLASS CERTIFICATES
CAN BE PURCHASED/PICKED UP IN FREEDOM HALL VIP ROOM 2
DURING THE FOLLOWING HOURS:**

CLOSED FROM 12:30PM-1:30PM DAILY FOR LUNCH

TUESDAY AUGUST 15TH 9:00AM-3:30PM

WEDNESDAY AUGUST 16TH 9:00AM-5:30PM

THURSDAY AUGUST 17TH 9:00AM-3:30PM

FRIDAY AUGUST 18TH 9:00AM-NOON

(ALL TIMES LISTED ARE EASTERN STANDARD TIME)



**DEPARTMENT OF
PUBLIC HEALTH
AND WELLNESS**



KENTUCKY STATE FAIR FOOD VENDOR INFORMATION STATE FAIR TEMPORARY FOOD SAFETY CLASS 2023



The Kentucky State Food Safety branch and the Department of Public Health and Wellness Food Safety and Protection Program welcome you to the 2023 Kentucky State Fair.

To help ensure food safety and decrease the risk of food borne illnesses during the KY State Fair, we require each concession (including food stands and food booths) to obtain both local and state temporary food service permits and complete a food safety training class online. Each concession is required to post the temporary food service permits and food service training certificates.

The required temporary food service training class can be viewed online at:

<https://louisvilleky.gov/government/health-wellness/food-safety>


Vendors can pick up their certificate in Freedom Hall Conference Center (VIP Room I) after they complete the online quiz. The quiz is offered in English and Spanish.

food service permits are to be purchased online at least one week prior to the fair at the following link: <https://louisvilleky.gov/food-service/forms> Temporary [/temporary-food-service-application/](https://louisvilleky.gov/food-service/forms)

If you have questions regarding your permit, contact Alex DeMunbrun, Environmental Health Food Safety Program supervisor: 502-263-9106.

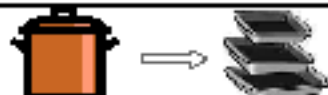





For questions regarding the Food Safety Training course or quiz, contact Rebecca Coates, Health Education Specialist: 502-780-8947.

Ways to Safely Cool Food

 <p>Time/temperature control for safety food (TCS) include meats, steaks, soups, gravy, sauces, cooked pasta, cooked rice, cooked beans, etc.</p>	<p>135°F/57°C</p> <p>↓</p> <p>WITHIN 2 HOURS</p> <p>70°F/21°C</p> <p>↓</p> <p>WITHIN 4 HOURS</p> <p>41°F/5°C</p>	<p>-Time/temperature control for safety food (TCS) shall be cooled rapidly from 135°F/57°C to 41°F/5°C or below within 6 hours and during this time the decrease in temperature from 135°F/57°C to 70°F/21°C shall occur within 2 hours.</p> <p>-If TCS is prepared from ingredients at ambient temperature then the ENTIRE process shall take no more than 4 hours to cool to 41°F/5°C.</p>
--	--	--

Improper cooling of time/temperature control for safety food (TCS) is one of the leading causes of foodborne illness.

METHODS FOR COOLING TCS FOODS:

1. Place the food in shallow pans or containers made of heat-conducting material such as stainless steel. Keep the food depth in the container at 2 inches/10 cm or less. Place the container in a refrigeration unit.	
2. Place the heat-conducting pan containing TCS in an ice bath and stir frequently. If a sink is used for the ice bath, use an approved food preparation sink.	
3. Insert a rapid cool device and stir frequently.	
4. Separate into smaller, thinner portions (especially for large cuts of meat) and place in an appropriate refrigeration unit.	
5. Use ice as an ingredient.	
6. Place the food in a blast chiller.	
7. A combination of the above.	

NOTE: Regardless of the cooling method(s) used, monitor cooling temperatures to make sure that the cooling process is completed. Using a time/temperature log sheet is strongly recommended.

If a refrigeration unit is used to cool, be certain it is capable of cooling while still maintaining other foods at or below 41°F/5°C.

When food is placed in a refrigerator, leave enough room to allow for good air circulation around the containers. Loosely cover cooling food to protect from contamination.

If food cannot be reliably cooled, prepare the food for immediate serving or hot-holding.

Revised 01/20

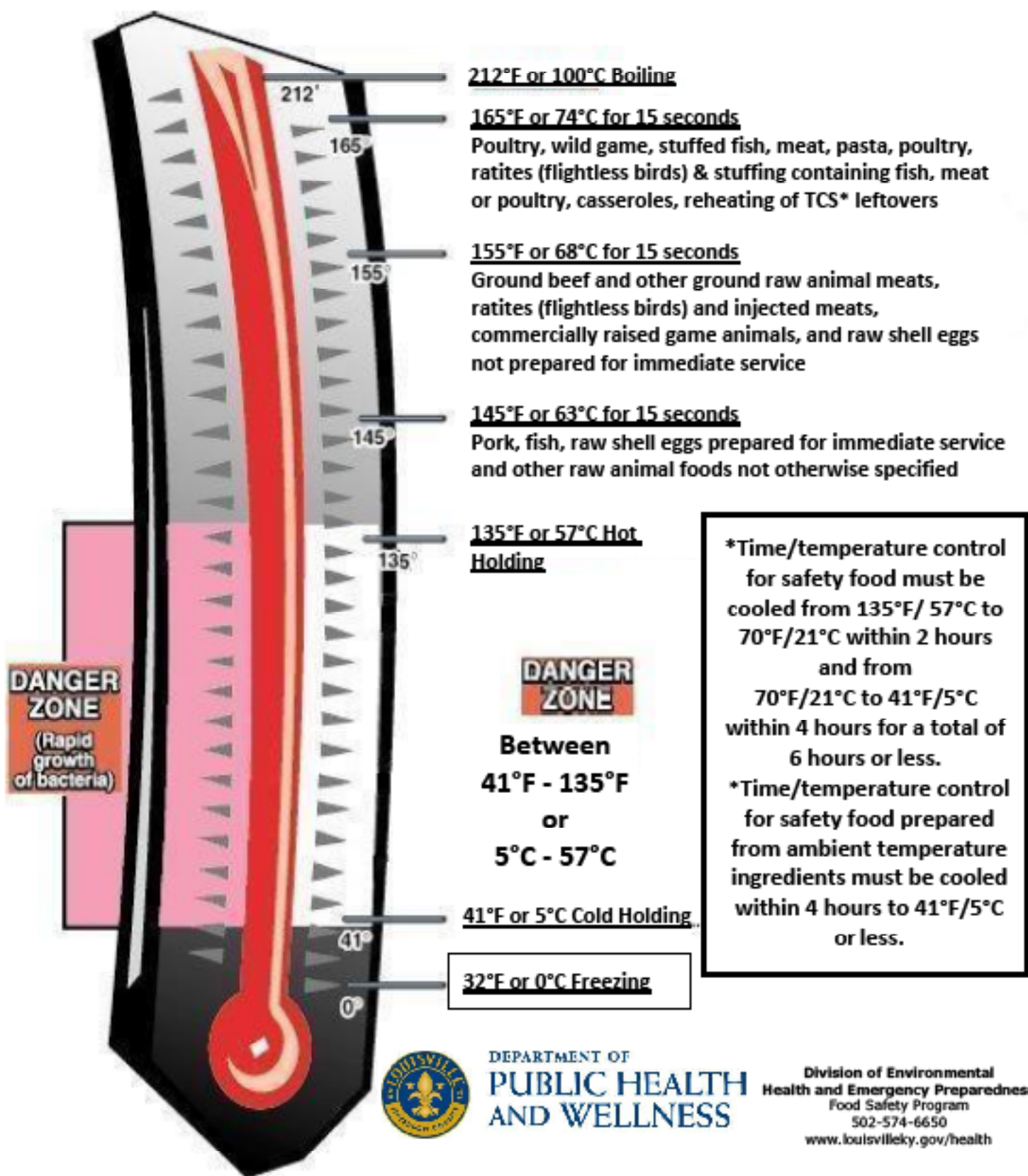


DEPARTMENT OF
**PUBLIC HEALTH
AND WELLNESS**

Division of Environmental Health and Preparedness
Food Safety Program
502-574-6650 <http://www.louisvilleky.gov/health>

FOODSERVICE CRITICAL TEMPERATURES

Danger Zone between 41°F - 135°F or 5°C - 57°C



PROPER FOOD STORAGE IS BASED ON COOKING TEMPERATURE

**KEEP COLD
FOOD AT 5°C/41°F
OR BELOW**

***REMEMBER -
STORE FOODS ACCORDING
TO THEIR COOKING
TEMPERATURES - WITH THE
HIGHEST COOKING
TEMPERATURE ON
THE BOTTOM**

Ready To Eat
Fish/Eggs *63°C/145°F
Pork *63°C/145°F
Steak/Lamb/Goat *63°C/145°F
Ground Beef *68°C/155°F
Poultry *74°C/165°F

DEPARTMENT OF
PUBLIC HEALTH
AND WELLNESS

02/20



DEPARTMENT OF
**PUBLIC HEALTH
AND WELLNESS**

Division of Environmental Health and Emergency Preparedness
Food Safety Program
502-574-6650 <http://www.louisvilleky.gov/health>



DEPARTMENT OF
**PUBLIC HEALTH
AND WELLNESS**

All Employees Must **WASH HANDS**

before and after glove use •
after using the toilet • before and after handling food



1. Wet hands



2. Use liquid soap



3. Lather, rub and count to 15



4. Rinse



5. Towel or air dry hands



6. Turn off taps with
towel or sleeve

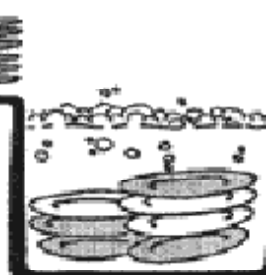
DIVISION OF ENVIRONMENTAL HEALTH & EMERGENCY PREPAREDNESS • 502-574-6650

louisvilleky.gov/health

Three Compartment Sink : Ware washing

Pre-wash Scrape

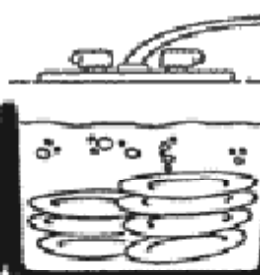
Scrape or flush
out large food
particles before
washing.



Wash

Sink 1

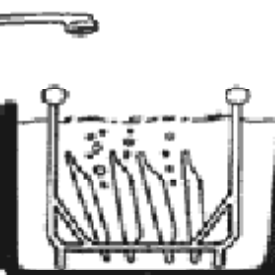
- * Water temperature at least 110°F/43°C.
- * Wash with detergent.
- * Wash solution must be clean and at proper temperature during entire wash operation.



Rinse

Sink 2

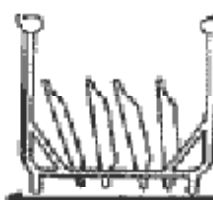
- * Rinse in clean water.



Sanitize

Sink 3

- * Hot water immersion at 171°F/77°C for 30 seconds.
- * Soak in sanitizer for at least thirty (30) seconds at the proper concentration.
Chlorine : 50ppm-200ppm
Quaternary ammonium : 200ppm
Iodine : 12.5ppm-25ppm
- * Use the right test strip to check the sanitizer concentration.



Air dry

Do not towel dry.



DEPARTMENT OF
**PUBLIC HEALTH
AND WELLNESS**

Division of Environmental Health and Emergency Preparedness

Food Safety and Protection Program

502-574-6650

<http://www.louisvilleky.gov/health>

09/2017

No Bare Hand Contact with Ready-To-Eat Foods

Do not use your bare hands when working with ready-to-eat foods. Use the following instead:

- Deli Tissue ▪ Spatula ▪ Tongs ▪ Fork
- Dispensing Equipment ▪ Disposable Gloves



One very important reason the no bare hand contact rule was put in place is because of viruses. Good hand washing is no defense against persistent viruses. One resilient virus in particular is norovirus. It is highly contagious. Sick employees can shed the virus through their hands even after they wash them.

Disposable Glove Guidelines

- Glove usage does not replace the need for good hand washing techniques.
- Wash hands before putting on gloves.
- Put gloves on only when you are ready to handle RTE food.
- Use gloves for only one task, such as RTE foods then discard.
- If an interruption occurs, remove gloves, discard, wash hands, and put on new gloves.



DEPARTMENT OF
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**Division of Environmental Health
and Emergency Preparedness**

Food Safety and Protection Program

502-574-6650

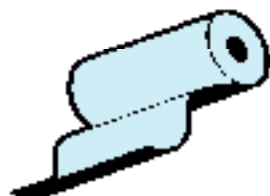
www.louisvilleky.gov/health



Temporary Foodservice Requirements for Food Safety

1. Hand washing

Designate an area to wash your hands away from food, paper and utensils. Always provide soap and disposable hand towels. Water jugs with a spigot filled with clean water are to be used as a hand sink. There also must be a bucket to catch the wastewater.



Paper towels



Soap



Water jug
with a spigot



Bucket to catch
dirty water

2. Ware washing

Set up a wash, rinse, and sanitize container system to properly clean your equipment and utensils. The containers must be labeled and be large enough to submerge $\frac{1}{2}$ of your largest dish/equipment.

All food must be prepared onsite. If your cook process takes a long time (i.e. BBQ) all food must be prepared in a permitted kitchen, **NO FOOD FROM HOME IS ALLOWED.**



Wash

Dish soap and water



Rinse

Clean water



Sanitize

Bleach and water at 50 ppm OR
Sani-tabs and water at 200-400 ppm

ITEMS NEEDED:

1. Food permit must be posted in a location that is visible to the public.
2. Hand washing station that includes soap, disposable paper towels, water jug with a spigot, and a bucket to catch dirty water.
3. Three buckets/tubs large enough to submerge $\frac{1}{2}$ of your largest dish/equipment for your wash, rinse, and sanitize ware washing system.
4. Additional bucket with sanitizing solution for wiping cloths.
5. Waste receptacle large enough to hold all wastewater for your operation, wastewater must be disposed in an approved manner.
6. Metal stem thermometer to check cold foods (41°F/5°C or below) and hot foods (135°F/57°C or above). Remember to calibrate the thermometer.
7. Bleach or quaternary ammonia (QUAT) for sanitizer solution used to sanitize dishes/equipment and food contact surfaces.
8. Test Strips for the appropriate sanitizer used for ware washing & wiping cloth buckets. Bleach solution must be between 50-100 ppm. Quaternary ammonia solution must be between 200-400 ppm.
9. Thermometer in each refrigerated unit and cooler.
10. Hair restraint such as a cap, visor, or hair net for each food handler.
11. Gloves, utensil, or deli tissue to use as a barrier with ready-to-eat food.

HANDWASHING STATION

Use it OFTEN!

Clean

The health of the customer is in your hands!

- Rub your hands together with soap and water
- Scrub all surfaces
- Wash for 15 seconds
- Rinse well under running water
- Dry hands with paper towel, use paper towel to turn off water

