

General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS



Dear **Delaware Bridal and Wedding Show Exhibitor:**

Welcome to the online exhibitor service kit for the upcoming **Delaware Bridal and Wedding Show** being held at the Chase Center on August 18, 2024.

This letter contains instructions on how to access the Online Exhibitor Kit. You may print it out for easier step by step viewing.

Online Exhibit Kit Instructions:

To access our ONLINE kit for the **Delaware Bridal and Wedding Show** you have 2 options.

DIRECT LINK

<https://www.generalexposition.com/online-servicekit.php> (click to follow link)

MANUAL ENTRY

Please click the following link or copy and paste the link into your browser's window - www.generalexposition.com

Next, click on the Online Services button located in the upper right hand corner of the Web page. This will take you to the log in page.

AT THE LOG IN PAGE - Enter the password: **DEBRIDAL**

At the Sign In page, you will be prompted to sign in with an existing exhibitor account, or if you do not have an account setup, you will be prompted to setup a new account.

Now that you are signed in with the show, you can read through the important show information. Scroll down to the bottom of the screen to see the links for which services you wish to order, including carpet, furnishings, labor, etc.

For any additional custom forms you may need, please click on the appropriate links listed under "References".

As you place orders for your items, all furnishings and services will be placed in your shopping cart, and you will be prompted for payment information upon checkout.

We look forward to being of service to you. If you have any questions, please give us a call at 610-495-8866, mention the upcoming **Delaware Bridal and Wedding Show**, and one of our Customer Service Reps will be happy to assist you.



Light Action
1145 E. 7th St.
Wilmington, DE. 19801

Telephone: 302.425.3929 x164
www.lightaction.com



PLEASE Email to orders@lightaction.com

EXHIBITOR ORDER FORM

Event Name: _____ Date(s): _____

Billing Contact: _____ Phone: _____

Company Name: _____ Booth Name or #: _____

Email: _____ On-Site Contact: _____ Phone: _____

All orders will be confirmed via email, please include email address.

SERVICE NEEDS: (Please mark as needed)

Please call for any additional audio visual equipment needs not listed here.

	<u>QUANTITY</u>	<u>LENGTH OF RENTAL</u>	<u>TOTAL</u>
Electricity: 110V 15 Amp Standard Booth Service	_____ x \$100ea	x SHOW	= \$ _____
Electricity: 110v 20 Amp Power Service*	_____ x \$125ea	x SHOW	= \$ _____
Electricity: 115v 3x30 amp Power Box	_____ x \$175ea	x _____ DAYS	= \$ _____
High Speed Internet Connection - LAN	_____ x \$95ea	xSHOW	= \$ _____
High Speed Internet - SSID(requires 3+ days notice)	_____ x \$400ea	x _____ DAYS	= \$ _____
Laptop Computer	_____ x \$125ea	x _____ DAYS	= \$ _____
Cable TV connection*	_____ x \$125ea	x _____ DAYS	= \$ _____
Sound system: Powered speaker, Stand, Wireless Mic	_____ x \$300ea	x SHOW	= \$ _____
50" LED Display	_____ x \$200ea	x _____ DAYS	= \$ _____
65" LED Display*	_____ x \$350ea	x _____ DAYS	= \$ _____
OTHER _____	_____ x \$ CALL	x _____ DAYS	= \$ _____
AUDIO VISUAL SERVICES TOTAL			\$ _____

PAYMENT METHOD

****Please email this form to us at orders@lightaction.com. You will then receive an order email back from us which the customer can then use the attached order number to pay online at <https://lightactioninc.com/pay-online/> Your order will be confirmed and delivered only after the payment has been processed online.**

Please reach us at the numbers below if there are any concerns about payment

I hereby authorize this order for equipment/services from Light Action Productions. I understand that payment is due *prior* to the event and will make payment online. I understand that this contract is for rental of the equipment except as noted. I understand I am responsible for the safe keeping of this equipment during this rental period. I also understand that I am responsible for any damage/replacement to/of the equipment during this period. Reasonable wear and tear is expected.

Signature _____

Date _____

PLEASE Email to orders@lightaction.com Any questions can also be answered at this email.

Light Action Productions At the Chase Center
815 Justison St.
Wilmington, De. 19801
www.lightaction.com



SAMPLING REQUEST FORM

Show Name: _____ Show Date: _____

Company Name: _____ Contact: _____

Phone: _____ Email: _____

Address: _____ Suite/Apt: _____

City: _____ State: _____ Zip Code: _____

If different from above, please fill in info for the on-site contact.

Contact: _____ Phone: _____

Product(s) to sample:

Brief description of dispensing method:

Sampling Guidelines:

- All food and beverage sampling must be pre-approved by the venue.
- Open flames are not permitted.
- Food and beverage samples are limited to 2 oz or less.
- Samples must be provided at no charge.
- Exhibitor must provide proof of liability insurance.
- Depending on the material of the show floor, you may be required to supply floor covering within your booth. i.e. plastic, carpeting, tarp. Please refer to your exhibitor kit for these details.

Show Management reserves the right to remove any items which do not meet these requirements.

****IMPORTANT****

When submitting this form, you must use " BCHSampling Request Form " as the subject line.

This will ensure the request has been received by ACS.

All Sampling Request Forms **must** be submitted to Ops@acsshows.com.

If you have any questions please contact us at (516) 422-8100.

American Consumer Shows

Phone: (888) 433.EXPO (3976) (516) 422.8100 Fax: (888) 580.3977

Web: acsshows.com | Email: info@acsshows.com



APPLICATION FOR PERMIT TO OPERATE A TEMPORARY FOOD ESTABLISHMENT

A Temporary Food Establishment (TFE) prepares food for the public, for free or for a cost, and operates for no more than 14 consecutive days in conjunction with a single event. Vendors are limited to 14 event permits per calendar year. Submitting an application that is incomplete or submitted less than 10 business days prior to the event can result in permit denial. Permits are emailed unless an alternate delivery method is necessary.

FULLY COMPLETE AND RETURN APPLICATION TO THE COUNTY IN WHICH THE EVENT IS HELD

New Castle County
 Environmental Health Field Services
 Chopin Building
 258 Chapman Road Suite 105
 Newark, DE 19702
 Ph 302-283-7110 Fax 302-283-7111

Kent County
 Environmental Health Field Services
 Thomas Collins Building
 540 S. DuPont Hwy. Suite 5
 Dover, DE 19901
 Ph 302-744-1220 Fax 302-739-1957

Sussex County
 Environmental Health Field Services
 Thurman Adams State Service Ctr.
 544 S. Bedford St.
 Georgetown, DE 19947
 Ph 302-515-3300 Fax 302-515-3301

EVENT

Name of Event _____ Date(s) _____
 Name of Venue _____ County New Castle Kent Sussex
 Address of Venue (Street) _____ (State) Delaware (Zip Code) _____

APPLICANT

<u>Business/Organization/Person Holding Event</u>	<u>Primary Contact Person/Person-in-Charge During Event</u>
Name _____	Name _____
Mailing Address (Street or POB) _____	Fax _____
(City) _____ (State) _____ (Zip Code) _____	Phone _____
Phone _____	Email (required) _____

MENU and FOOD PREPARATION

Proposed Menu _____

 Source(s) of Food and Milk _____
 Site of Food Preparation On-Site Another Location (Explain) _____
 Method used to maintain cold food at 41 degrees F or lower _____
 Method used to maintain hot food at 135 degrees F or above _____
 Source of Water Public Well Bottled Source of Ice Produced in Permitted Kitchen Purchased Bagged
 Method of Warewashing 3-Compartment Warewashing Sink 3 Containers Labeled Wash, Rinse, Sanitize
 No Washing, Have Multiples of Utensils
 Method of Handwashing Hard-Plumbed Handwashing Sink, Soap, Paper Towels Portable Handwashing Sink, Soap, Paper Towels
 Handwashing Station: A container that allows for a continuous flow of **WARM** Water, Soap, Paper Towels, and a Catch Bucket

By signing this Temporary Food Establishment application, I understand that my TFE may be inspected at any time during the event, including during setup. Failure to comply with the minimum requirements for operating a TFE may result in suspension of my operating permit, at which time I must immediately cease all food establishment operations.

Applicant Signature _____ Date _____

FOR OFFICIAL USE ONLY Approved _____ Rejected _____ Permit # _____
 Representative, Environmental Health Field Services _____ Date _____

MINIMUM REQUIREMENTS FOR OPERATING A TEMPORARY FOOD ESTABLISHMENT (TFE)

Mandatory Signature of Responsible TFE Applicant _____ Date _____

I have read and understand these requirements and I accept responsibility for monitoring all food handlers to ensure safe practices.

PERMIT This application should be submitted a minimum of **10 business days prior to the start of the event**. The approved permit must be posted during the entire event in conspicuous public view.

DEMONSTRATION OF KNOWLEDGE The Person-In-Charge (PIC) must be able to answer questions about basic food safety knowledge to reduce the risk of foodborne illness.

APPROVED FOOD SOURCES All food **must** be obtained from an approved source, including ice/water for food preparation, cooking, cooling, cold holding, and cleaning.

- All shell stock (clams, mussels, oysters) must have National Shellfish Sanitation Program (NSSP) tags on site.
- Proof of purchase is required for crab meat, soft-shell crabs, and hard-shell crabs.
- **Food may NOT be stored or prepared at a private residence.**
- **All food must be prepared on-site or at a permitted food establishment.**
- **Food preparation locations in Delaware not owned by the applicant require a signed commissary agreement.**
- **If food preparation is performed at a facility outside of the State of Delaware, a copy of a valid operating permit issued from the permitting authority as well as that facility's most recent health inspection must be submitted with this application.**

COOKING AND HOLDING

- **Food thermometers must be available** to monitor cooking and holding temperatures.
- Hot holding units, like steam tables or insulated containers, must be available to keep food **hot at 135 degrees F or above**.
- Cold holding units, such as refrigeration units or coolers with drained ice, must be available to keep food **cold at 41 degrees F or below**.
- Animal products served raw or undercooked (examples: sunny-side up eggs, raw oysters, sushi, rare tuna, cooked-to-order hamburgers or steaks, carpaccio, raw eggs as an ingredient in Caesar salad dressing or mayonnaise) require a consumer advisory to be posted which states the following: ***"Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness." A description or photo of how this advisory will be displayed must be submitted with this application.***

PREVENTING CONTAMINATION

- Food must be stored off the ground.
- Only single-service (disposable) containers may be given to consumers.
- Unless a sufficient quantity of equipment and utensils are provided so as not to require warewashing onsite, a hard plumbed three-compartment sink, a portable three-compartment sink, or three containers labeled WASH-RINSE-SANITIZE shall be provided, be **large enough to accommodate the immersion of the largest piece of equipment and utensils**, and has a means to safely collect grey water.
- A **test kit** or other device that accurately measures the concentration of sanitizing solutions per the manufacturer's requirements shall be provided (i.e., quaternary ammonium-based sanitizer with quaternary sanitizer test strips or chlorine-based sanitizer with chlorine test strips).

EMPLOYEE HEALTH AND HYGIENIC PRACTICES

- A separate handwashing station must be available onsite: **A container, with a minimum 5-gallon capacity, that allows for a continuous flow of WARM running water for at least 20 seconds** and has a means to safely collect grey water.
- Bare hand contact with ready-to-eat foods is prohibited. Use a barrier such as tongs, wax paper, or gloves.
- Persons with infections or illnesses must be restricted from handling food.

WATER SUPPLY AND WASTE DISPOSAL

- Drinking water must be obtained from an approved source utilizing food grade hoses. All physical connections to a water supply must maintain adequate backflow prevention, such as a vacuum breaker.
- An approved method must be used for liquid waste disposal.
- Keep refuse in easily cleanable containers and promptly remove from preparation and service areas.

FACILITIES

- A tent, tarp, or canopy large enough to cover food preparation, storage, and service areas must be provided.
- If graded to drain, a floor may be concrete, machine-laid asphalt, or dirt or gravel if it is covered with mats, removable platforms, duckboards, or other approved materials that are effectively treated to control dust and mud. Plastic, vinyl, and cloth tarps/sheets are NOT approved.
- Toilet facilities for employees must be conveniently located and easily accessible. **Must always wash hands when re-entering kitchen / prep area.**

SPECIALIZED PROCESSES NOT PERMITTED DURING TEMPORARY FOOD ESTABLISHMENT OPERATION Food at a temporary food establishment processed on-site with any of the following methods is not permissible: reduced oxygen packaging including sous vide and cook-chill methods; juicing for wholesale packaging; curing, smoking, or drying fish for preservation; curing or smoking meat or poultry for preservation; fermenting sausages; acidification, fermenting, or additives to render a product shelf-stable; and sprouting.