

# Kentucky Board of Health Requirements

To adhere to the guidelines, set forth by the Kentucky Board of Health for all vendors wishing to distribute food and beverage samples, the following items will need to be provided/purchased by the vendors:

## Operational Requirements for Temporary Food Service Establishments

*Basic requirements (requirements that must be met before a temporary food service permit can be issued):*

1. Adequate supply of clean water available to allow for food preparation, hand washing and utensil washing/sanitizing.
2. Hand wash station provided consisting of a hand wash sink with running water or a container of water with a spigot type valve for dispensing water and a bucket or basin below to catch wastewater with soap and paper towels. Hands of food service workers must be thoroughly washed and rinsed between tasks especially after using the restroom, handling trash/garbage, handling raw/uncooked foods and prior to handling cooked/ready-to-eat items. Similarly, disposable gloves when used for handling food must be changed between tasks such as after handling raw/uncooked foods and prior to handling cooked/ready-to-eat items.
3. Utensil sanitizing station provided consisting of a three-compartment sink with running water or of three buckets or basins able to be set-up and used for washing, rinsing, and sanitizing utensils. Water and dish detergent is to be used in the first container for washing utensils, clean water is to be used in the second container for rinsing them and a sanitizing solution using an approved sanitizer at the proper concentration is to be used in the third container for sanitizing them. A supply of the dish detergent and the sanitizing chemical provided for set-up of the sanitizing station.
4. Animal and insect exclusion measures in place to minimize the potential for contamination of foods by these. Exclusion measures typically consist of a fully enclosed booth, a fully screened booth or a large fan or fans positioned to blow air across areas where insects are most likely to alight on food items or food service equipment. The fan(s) must be large enough to be effective in creating an air flow sufficient to deter insects from alighting. A large box fan or pedestal fan is generally acceptable.
5. Equipment provided for maintaining potentially hazardous foods (foods requiring refrigeration such as meat, dairy, egg and cooked vegetable products) at safe temperatures such as refrigerators, freezers, coolers with ice and/or warmer cabinets. Potentially hazardous foods maintained at temperatures below 45 degrees Fahrenheit or above 140 degrees Fahrenheit.
6. Conveniently located, approved restroom facilities available.

*Additional Considerations:*

1. Food items offered for sale must be from an approved source. Receipts and invoices may be required to verify the source of any foods offered to the public or their ingredients. Foods prepared in unapproved facilities such as a kitchen in a private residence are prohibited.
2. Wiping cloths while being used must be kept clean and sanitized using an approved sanitizing solution. Storage of wiping cloths in the sanitizing solution between uses is required.
3. Test papers will be required for testing of sanitizer concentration in the sanitizing rinse of the utensil sanitizing station and in wiping cloth storage containers.
4. Handling of ready-to-eat foods must be minimized by use of utensils, disposable gloves, deli papers, etc.
5. Foods must be heated rapidly to required cooking temperatures using equipment designed for the purpose prior to being held above 140° Fahrenheit for long term hot storage.
6. Appropriate thermometers must be provided for monitoring food and food storage equipment temperatures.
7. Bulk processing of potentially hazardous foods at temporary sites is prohibited.
8. Only menu items requiring limited on-site preparation regarding cutting, assembly and cooking will be allowed.
9. Food handlers must practice good hygiene. Clothing and aprons must be clean. Hair restraints must be provided.
10. Trash/garbage containers appropriate to the situation with tight-fitting lids must be provided. Refuse must be properly contained so as not to attract insects, rodents, birds, or other vermin.
11. Each exhibitor can purchase the items required for a sanitation station from Centerplate at the Northern Kentucky Convention Center. Pricing is as follows:

<b>COMPLETE SANITATION STATION:</b> 10 oz. Sanitizer 10 oz. Soap 10 Test Strips 5 Gallon hand washing Station 3 Bus Tubs	Refer to price list for prevailing rate  Sodexo Live will provide directions to each exhibitor. Exhibitors are responsible for maintaining the Sanitation Station throughout the show.  To order please call (859) 392-7801
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# FOOD SERVICE-RELATED EXHIBITOR EQUIPMENT USE GUIDELINES (Exhibits - Demonstrations - Sampling)

The following guidelines have been established in compliance with the Commonwealth of Kentucky's fire code.

## I. Guidelines

- A) The frying or deep-frying of foods is prohibited unless used in conjunction with a hooded exhaust system equipped with an internal fire suppression system. This activity can be accommodated exclusively in the 1<sup>st</sup> Floor Event Halls with approval of the Executive Director of Center. The use of propane tanks is not allowed anywhere within the building.
- B) Foods may be warmed and maintained at safe temperatures (as defined in the health codes) with the use of the following equipment. Non-stick cooking spray such as PAM or Crisco spray is permissible with the following:
- Electric Warmer
  - Electric Grill
  - Electric Skillet
  - Microwave Oven
  - Chaffing Dishes & Warmers using Sterno (wick type)
  - Toaster Oven
  - Crock Pot
  - Toaster
  - Heat Lamps
  - Portable Butane Burner Unit
  - Convection Ovens

## II. Exhibitor Reminders

- Exhibitors are reminded to place electrical service requests using the Center's form 10 days prior to event's first move in date. These requirements may affect booth or table placement.
- Exhibitors are also reminded that no foods are allowed to be sold within the Center. Food products may be given away in compliance with the Center's Food Sample policy.
- Exhibitors are required to provide protection to the floor. (plastic sheeting covered with carpet is acceptable) This is also required anywhere food is being prepared.
- All food shows will be exclusively held in the Center's 1<sup>st</sup> Floor Event Halls.
- Exhibitors are required to provide a properly rated fire extinguisher for their cooking area.

For questions please call (859) 261-1500 and ask for the Convention Services Department.



# 2026 FOOD & BEVERAGE SAMPLING AUTHORIZATION REQUEST

1 West RiverCenter Blvd., Covington KY 41011  
 Phone: 859-261-1500 Email: services@nkycc.com

**Services Request**

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Booth #/Room: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Dates: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

With the full execution of this contract, above Customer hereby authorizes the Northern Kentucky Convention Center to provide the services as requested herein, is authorized to request these services and acknowledges full and complete understanding of the Terms, Conditions and Attachments. Terms and Conditions are attached.

## Sodexo Live has exclusive food and beverage distribution rights within the Northern Kentucky Convention Center.

The Commonwealth of Kentucky Law prohibits any person and/or organization from bringing alcoholic beverages onto a licensed premise. All alcoholic beverages for display and/or distribution MUST be purchased from Sodexo Live. Organizations holding NKYCC License Agreement and/or their exhibitors MAY distribute sample food and/or beverage products ONLY upon written authorization, purchase of Health Department Permit and compliance with all Northern Kentucky Health Department regulations.

### General Conditions

1.	Items dispensed are limited to products manufactured, processed and/or distributed by exhibiting firm. A subcontractor agreement and fee are required by Sodexo Live.
2.	Alcohol may not be sampled unless it has been arranged through Sodexo Live and meets all of their policies and guidelines.
3.	All beverages must be served in plastic disposable cups. No cans and/or bottles permitted.
4.	All items are limited to "sample size" and must be dispensed/distributed in accordance to Local and State Health Codes.
5.	Food items are limited to bitesize ( 2 X 2 inches or 2 ounces).
6.	Non-alcoholic beverages are limited to a maximum of 4 ounce sample size.
7.	Distribution of alcoholic products MUST be handled by bartender from Sodexo Live in compliance with Commonwealth of Kentucky Liquor Laws. Sample portions must be under the following limits: Beer - 7 ounces, Wine/wine coolers/spirit coolers - 2 ounces, Liquor/liqueurs - 0.5 ounces.
8.	Food and/or beverage items used as traffic promoters/attendee draws (i.e. popcorn, coffee, bar service) MUST be purchased from Sodexo Live.
9.	Approval must be granted by the Executive Director of the Northern Kentucky Convention Center and all health department permits secured prior to distribution of food and/or beverage samples. Convention Services will notify you if your request has been denied.
10.	Please contact the Northern Kentucky Health Department for regulations and required sampling permit, at 859.341.4264 or at <a href="http://www.nkyhealth.org">www.nkyhealth.org</a> . Exhibitor is responsible for all fees and compliance with regulations. Exhibit will be shut down if non-compliance is noted.

Product You Wish To Dispense:

Size Of Portion To Be Dispensed: \_\_\_\_\_

Proposed Method Of Dispensing: \_\_\_\_\_

Please Explain Purpose Of Offering Samples: \_\_\_\_\_

FOR OFFICE USE ONLY:	Approved: _____	Date: _____
	NKYCC Executive Director	



**2026 EXHIBITOR'S MENU, PRICING, AND ORDER FORM**  
**SO THAT WE MAY BEST SERVICE YOUR NEEDS, ALL ORDERS MUST BE COMPLETED 2 WEEKS PRIOR TO THE SERVICE DATE.**

PHONE: 859-392-7802

EMAIL: martha.ferrante@sodexo.com

**SNACKS & TREATS**

ITEM	PRICE	PER
<b>Pour Over Coffee Brewer</b>	\$350.00	Day
<i>A pour over coffee brewer will be set up in your booth the day your show starts. You will receive (5) gallons of water, (10) bags of ground coffee, (2) bags of decaffeinated coffee, (10) tea bags, non-dairy creamers, sugar, artificial sweetener stirrers, napkins and (25) Styrofoam cups. The coffee brewer and pots are the property of Masterpiece Creations and must be returned at the conclusion of the show. Equipment not returned will be billed at replacement cost.</i>		
<b>Freshly Brewed Coffee</b> <i>Regular and Decaffeinated</i>	\$65.00	Gallon
<b>Hot Water with a Selection of Teas</b>	\$65.00	Gallon
<b>Freshly Brewed Flavored Coffee</b> <i>Ask about available Flavors</i>	\$85.00	Gallon
<b>Fruit Punch, Lemonade or Iced Tea</b>	\$55.00	Gallon
<b>Assorted Bottled Fruit Juices</b>	\$6.00	Each
<b>Assorted Cold Pepsi Soft Drinks</b>	\$5.00	Each
<b>Bottled Spring Waters</b>	\$5.00	Each
<b>Sparkling Waters</b>	\$5.75	Each
<b>5-Gallon Watercooler</b> <i>(w/ 20 Plastic Cups)</i>	\$125.00	Each
<b>Replenishment 5-Gallon Watercooler</b>	\$95.00	Each

ITEM	PRICE	PER
<b>Bulk Assorted Candies</b>	<i>Call for pricing</i>	
<b>Whole Fresh Fruit</b>	\$5.00	Each
<b>Granola Bars</b>	\$5.00	Each
<b>Assorted Candy Bars</b>	\$5.50	Each
<b>Fancy Mixed Nuts</b>	\$60.00	Pound
<b>Individual Yogurts</b>	\$5.50	Each
<b>Apple Slices with Caramel Dip</b>	\$8.50	Person
<b>Corn Tortilla Chips (with Fresh Salsa)</b>	\$44.00	Pound
<b>Assorted Ice Cream Bars</b>	\$8.95	Each
<b>Blondies or Brownies</b>	\$52.00	Dozen
<b>Homemade Cookies</b>	\$52.00	Dozen
<b>Breakfast Pastries</b>	\$52.00	Dozen

**"FUN FOOD" MACHINES**

*Enhance your booth sales with these "fun food" machines that are a m attraction at events for both the young and the young at heart!*

ITEM	PRICE	PER
<b>Soft Pretzel Machine Rental</b> <i>Includes set-up and a 6' Draped and Skirted Table.</i>	\$400.00	Day
<b>Soft Pretzels with Mustard &amp; Cheese Sauce</b>	\$75.00	Dozen
<b>Popcorn Machine Rental</b> <i>Includes set-up and a 6' Draped and Skirted Table.</i>	\$400.00	Day
<b>Popcorn Kits</b> <i>Includes approximately (20) Bags of 8 ounce portions.</i>	\$45.00	Kit
<b>Booth Attendant</b> <i>This experienced Booth Attendant can pop the corn and help distribute product to your guests. The charge is \$125.00 per hour with a 4-hour minimum. A Labor fee per day will apply.</i>	\$125.00	Hour

**Gratuity 24% & Service Charge 6% will be applied to all orders**

**SANITATION STATION @\$100.00 each, per day -**

10oz. Sanitizer, Soap and Test Strips
5 Gallon Hand Washing Station and 3 Bus Tubs <b>Directions Provided</b>
<b>*VENDORS ARE RESPONSIBLE FOR MAINTAINING THE SANITATION STATION THROUGHOUT THE SHOW</b>

**MISCELLANEOUS ITEMS**

<b>(50) Hot or Cold Cups</b>	\$45.00 Total
<b>(10) Pounds of Ice</b>	\$45.00 Total

*We look forward to serving you!*

**SODEXO LIVE! POLICIES**

- All Exhibit Booth Orders are designed and packaged to be placed on your counters or booth tables.
- Orders submitted less than 10 business days in advance may be subject to a 10% increase in pricing.
- All orders must be accompanied by payment in full. Sodexo Live! will accept company checks drawn on a US Bank, Visa, Mastercard and American Express.
- All exhibitor show floor services are delivered on disposable-ware with appropriate condiments.
- A Credit Card is required to be on file for each exhibitor, securing on-site re-orders during the event.
- When re-ordering please allow a minimum of 30-45 minutes for all additional replenishment requests during the show.