



Dear Exhibitors,

As we prepare for ANC24 Boston, it is important to ensure that all preparations are in place for a smooth and successful event. If your organization intends to offer food (cooked or pre-packaged) or beverage samples during the tradeshow, please take a moment to review the essential guidelines and requirements outlined below:

**1. Temporary Food Permit: It is crucial that all food and beverage offerings adhere to local regulations and guidelines set forth by the relevant authorities in Boston.**

- Exhibitors serving food and beverage samples are required to obtain a Temporary Health Permit. Exclusive food and beverage rights belong to LEVY; outside food is strictly prohibited.
- **The application MUST be submitted with a COI (see more information below), a health license for the city/town production occurs in, and Levy's Sampling Authorization Form.**
- Levy will handle the processing of each application with the City of Boston. The processing and permit fee will be about \$130 after tax and fees. Payment will be due directly to Levy.
- **All documents are due by Friday, May 31. If the Permit, COI and Sampling Authorization form are not processed by this date, your organization WILL NOT be able to serve food or beverage samples during the tradeshow.**
  - Please send to Liza Johnson at [liza.johnson@levyrestaurants.com](mailto:liza.johnson@levyrestaurants.com), who will handle processing and payment for all applications.
  - The Temporary Food Application and Sampling Form are attached.

**2. Certificate of Insurance (COI):**

- Insurance is mandatory during the event dates (July 10-17, 2024).
- The COI must name the School Nutrition Association as the certificate holder.
- Required coverage:
  - \$1 million for General Liability
  - \$1 million for Business Automobile Liability
  - \$100,000 for Workers' Compensation
  - Additional insured to be listed include:
    - School Nutrition Association – ANC24 Boston / July 13 – 16, 2024
    - GES-Global Experience Specialists
    - Boston Convention & Exhibition Center, MCCA, Levy Premium Foodservice Limited Partnership, the City of Boston, ASM Global, and its Officers, Agents, and Employees.

3. **Sampling Portions:** Offer food and beverage samples in appropriate portion sizes to allow attendees to enjoy your offerings without wastage. Consider providing small, bite-sized portions or sample cups to facilitate sampling without excessive consumption.
- **Food (cooked or pre-packaged) samples are limited to four ounces (4oz.)**
  - **Beverage samples are limited to eight ounces (8oz.)**
4. **Food Handling and Hygiene:** Maintain the highest standards of food handling and hygiene practices. All individuals involved in food preparation and service must follow proper hygiene protocols, including wearing appropriate attire such as gloves and hairnets, and regularly sanitizing hands and surfaces.
- **Hand Sink:** Any exhibitor sampling **NON PREPACKAGED** food is **REQUIRED** to have a hand sink accessible to their booth.
    - Handwashing sinks are available for rental at the BCEC. The rate is \$190 per day or \$380 for two days, plus taxes. They will be refreshed each morning with hot water, soap and paper towels. Alternatively, exhibitors can:
      - Utilize the two cleaning stations provided within the Exhibit Hall. (Booth location must be directly next to the station)
      - Bring in their own hand sink.
      - Create their own hand sink station. There are regulations listed on the last page of the Temporary Food Application.
    - Handwashing sinks are not necessary for serving pre-packaged items.
    - *Please note: Handwashing sinks are solely for handwashing purposes.*
  - **Allergen Information:** Clearly label all food and beverage items with accurate allergen information. This is vital to ensure the safety of attendees with food allergies. Make sure to prominently display this information for easy visibility.
  - **Temperature Control:** Maintain proper temperature control for all food items, especially those that require refrigeration or heating. Ensure that cold items remain chilled throughout the event and hot items are kept at safe serving temperatures.
  - **Storage and Transport:** Safely transport and store food and beverage items to prevent contamination and spoilage. Use suitable containers and packaging to preserve the quality and freshness of your products.
  - **Waste Management:** Implement effective waste management practices to minimize environmental impact. Provide designated bins for recycling and disposal of food-related waste and encourage attendees to dispose of waste responsibly.
    - Please note: Levy will not be able to provide trash barrels, these must be ordered through the event manager with the BCEC.

- **Staff Training:** Ensure that all staff members involved in food preparation and service receive adequate training on food safety practices and customer service. Encourage friendly and knowledgeable interactions with attendees to highlight your organization's commitment to excellence.
- **Communication with Organizers:** Keep the event organizers informed of your food and beverage offerings and any specific requirements well in advance. This will facilitate smooth coordination and address any logistical concerns promptly.

By adhering to these guidelines and requirements, we can collectively contribute to the success of ANC24 Boston while prioritizing the health, safety, and satisfaction of all participants. Should you have any queries or require further clarification, do not hesitate to reach out to:

**Liza Johnson**  
**Catering Sales Manager**  
**Levy Restaurants / BCEC**  
**Phone: 617.954.3988**  
[liza.johnson@levyrestaurants.com](mailto:liza.johnson@levyrestaurants.com)

For all other inquiries relating to ANC24 Boston, please contact me or my colleague Nita Artis, Senior Corporate Sales & Industry Specialist, Sponsorships and Patron Program, at [nartis@schoolnutrition.org](mailto:nartis@schoolnutrition.org) . Thank you for your cooperation and dedication to making this event a memorable experience for everyone involved.

Best regards,  
Crystal Harper Pierre  
Exhibit Sales Manager  
[charper@schoolnutrition.org](mailto:charper@schoolnutrition.org)