



Minneapolis Convention Center
Exhibitor Services
 1301 Second Avenue South
 Minneapolis, MN 55403-2718
 Phone: 612-335-6550
 Fax: 612-335-6600
<http://www.minneapolisconventioncenter.com>

Renewal: N/A
Permit Code: 114
Rev Code: 311009
MCO: 188
Adm Issuance: Yes
LICENSE ID #

Food Sample Application Guidelines and Checklist

Permit Type: Convention Center Short Term Food Application

DEFINITION: A **Convention Center Short Term Food Application** allows for the dispensing and/or sampling of food and drink for up to 10 consecutive days at a single event or show.

Application Checklist	
<input type="checkbox"/>	1. Sample Application (Page #2 attached) Complete this application and submit it to MCC Exhibitor Services Department.
<input type="checkbox"/>	2. Advance Fee: <u>\$10</u> per vendor/exhibitor for orders received 15 days prior to first scheduled show day, <u>\$20</u> per vendor/exhibitor thereafter.

Additional Information

1. **Your Food Sampling Application**
 - a. You must complete entire application.
 - b. All applications must be signed by an owner, partner or principal.
 - c. Applications are not transferable.
 - d. Make a duplicate copy of this packet for your personal records before submitting.

2. **Minneapolis Code of Ordinances (MCO)**
 Specific license requirements may be found at: <http://www.municode.com/Resources/gateway.asp?pid=11490&sid=23>

3. **Information in Other Languages**
 Call 612-673-3737. Yog xav paub tshaj nos ntxiv, hu 612-673-2800. Macluumaad dheeri ah, kala soo xiriir 612-673-3500. Para mas información llame al 612-673-2700.



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For Office Use Only	
Check #	Amount \$
Date:	
Application ID #	

**CONVENTION CENTER SHORT-TERM
FOOD APPLICATION**

An application must be submitted for short-term events/shows that involve dispensing/sampling food at the Minneapolis Convention Center. Completed application and a \$10 fee **MUST** be submitted to the Minneapolis Convention Center Exhibitor Services Department **AT LEAST 15 DAYS** prior to the start of the event/show or a **STANDARD FEE of \$20.00** will be assessed. **Please note: There is a maximum of two booths authorized per application.**

1	VENDOR NAME – LAST NAME, FIRST NAME, MI: <i>(PLEASE PRINT)</i>	BUSINESS NAME:	TELEPHONE:		
	STREET ADDRESS OF VENDOR:		CITY:	STATE: ZIPCODE:	
	NAME OF EVENT/SHOW:		LOCATION OF EVENT: MINNEAPOLIS CONVENTION CENTER		
	DATE OF EVENT/SHOW:		EVENT START TIME:	EVENT END TIME:	
	BOOTH NUMBER / NAME:		EVENT/SHOW CONTACT PERSON:	TELEPHONE:	

2	NAME OF PERSON RESPONSIBLE FOR FOOD PREPARATION/SAMPLING:		TELEPHONE:
	WHERE WILL FOOD BE PREPARED (COMMERCIAL KITCHEN/ON-SITE) – NO HOME-PREPARED FOODS:		

3	LIST FOOD SUPPLIERS (NAME OF GROCERY, ETC):

4	LIST ALL FOOD AND BEVERAGES THAT WILL BE SAMPLED OR GIVEN AWAY:

5	LIST EQUIPMENT THAT WILL BE USED TO KEEP <i>POTENTIALLY HAZARDOUS FOODS COLDER THAN 41°F</i> :
	LIST EQUIPMENT THAT WILL BE USED TO COOK FOODS:
	LIST EQUIPMENT THAT WILL BE USED TO <i>REHEAT PRE-COOKED FOODS HOTTER THAN 165°F</i> :
	LIST EQUIPMENT THAT WILL BE USED TO MAINTAIN COOKED <i>POTENTIALLY HAZARDOUS FOODS HOTTER THAN 140°F</i> :
	LIST GAS-COOKING EQUIPMENT AND SIZE OF GAS CYLINDER:

Submit completed application to MCC Exhibitor Services. **MAKE CHECK OR MONEY ORDER (NO CASH) PAYABLE TO THE MINNEAPOLIS CONVENTION CENTER IF PAYING BY MAIL OR IN PERSON. PAYMENT MAY BE MADE ON LINE USING A CREDIT CARD.**

I have received and read the "Guidelines for Dispensing/Sampling Foods at Minneapolis Convention Center" and I agree to comply with them and the Minneapolis Food Code Requirements. _____ (Initials)

SIGNATURE OF APPLICANT:	DATE:	EXHIBITOR SERVICES SIGNATURE:	DATE:
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GUIDELINES FOR DISPENSING FOODS AT THE MINNEAPOLIS CONVENTION CENTER

(Event Sponsors/Show Managers are responsible for implementing Food Safety Standards at the Event/Show)

1. HANDWASHING

- Handwashing facilities must be located within a **short distance** of food booths; OR
- The handwashing station must be located in each booth where food is being prepared and/or served, and they **MUST** be USED PRIOR TO handling foods



A handwashing set up is a portable self-contained handwashing facility or a water container with a spigot, to provide running water, and a pump soap, single service paper towels and a waste basket. A catch bucket is required for the running water if a self-contained handwashing facility is not provided.

*NOTE: If the Convention Center is providing a three compartment utensil washing sink, there must be a separate handwashing facility located in the utensil washing area.

2. GLOVES

- Single-service plastic gloves are recommended **after** hands are washed.
- Gloves ARE NOT an acceptable substitute for proper handwashing.



3. FOOD SERVICE (NO HOME PREPARED FOODS ARE ALLOWED)

- HOT potentially hazardous foods, such as meats, fish, poultry, soups, or cooked rice **MUST** be kept at 140°F or hotter
- COLD foods **MUST** be kept at 41°F or colder - Use mechanical refrigeration, ice packs or "blue ice"
- You must have a calibrated, metal-stem thermometer to check proper food temperatures.

4. SAMPLING FOODS

- Community self-serve samples are prohibited (e.g. bowls of chips).
- Use soufflé cups, toothpicks, napkins, or tongs for serving samples.

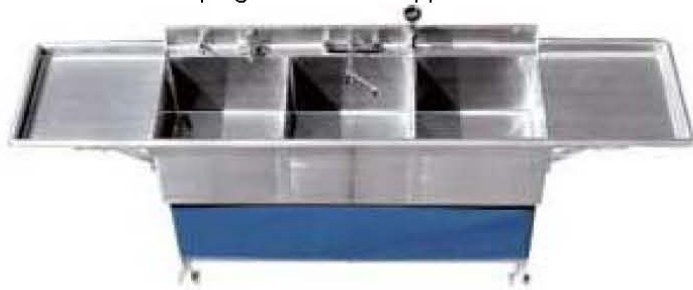


5. UTENSIL WASHING (SEE *NOTE ON HANDWASHING IN SECTION 1)

- Provide and use a set of cleaned and sanitized utensils every 4 hours.
- Provide utensil washing as needed (see illustration below).
- Multi-use utensils must be washed, rinsed and sanitized at the end of each day.

6. SANITIZER USE & TEST STRIPS

- Provide and use an approved sanitizer (Quaternary, Bleach, etc).
- Provide and test kit to monitor proper sanitizer strength (e.g. 50-100 PPM Chlorine, 200-400 PPM, etc).
- Store wiping cloths in an approved sanitizer solution.



UTENSIL WASHING SETUP

