

OKC BRIDAL SHOW

OKC FAIRGROUNDS

MAY 31, 2026

Exhibitor Services Kit

Phoenix Events





WELCOME EXHIBITORS

OKC Bridal Show

May 31, 2026

OKC Fairgrounds

Expo Hall 2

WE'RE AT YOUR SERVICE! To enhance your presentation, we provide a wide range of items and services, including carpets, tables, chairs, custom signs, and labor assistance. If you need anything not mentioned, don't hesitate to contact us. We encourage your calls and promise exceptional service.

Save money by placing your order before the deadline. We offer two pricing options: "discount" and "standard." To qualify for the "discount" price, your order must include credit card authorization, which must be submitted to our office by the Deadline Date indicated at the top of each form. When you arrive at the show, please visit our Service Desk during setup. We will be happy to answer any questions and assist you with any last-minute needs.

All questions regarding trade show policies, display limitations, and the event schedule should be directed to:

American Consumer Shows
info@acsshows.com
516-422-8100

Each 10'L x 10'W Booth Space will contain:

8' High White Back Drape

3' High White Side Drape

1 Identification Sign

The exhibit area is concrete

EXHIBIT AREA INSTALLATION & DISMANTLE SCHEDULE

Setup Dates

Sunday, May 31, 2026

Setup Times

8:00 AM - 1:00 PM

Show Dates

Sunday, May 31, 2026

Show Times

1:00 PM - 5:00 PM

Dismantle Dates

Sunday, May 31, 2026

Dismantle Times

5:00 PM - 8:00 PM

*Early move-out is strictly prohibited. *All carriers MUST check in to pick up Exhibitor freight by 8:00 PM or freight will be brought back to the Phoenix Events warehouse, at the exhibitor's expense.



EXHIBITOR SERVICES

OKC Bridal Show

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Phoenix Events offers a diverse range of rental services for your upcoming occasion. If you can't find what you're looking for, feel free to reach out to Exhibitor Services at 972-201-5219.

<u>Exhibitor Services</u>	<u>Discount Deadline Date</u>	<u>Page Number</u>
Payment and Pricing Policies	-----	4
Method of Payment	Monday, May 18, 2026	5
Booth Packages	Monday, May 18, 2026	6
Booth Table	Monday, May 18, 2026	7
Booth Furnishings	Monday, May 18, 2026	8
Booth Accessories	Monday, May 18, 2026	9
Booth Carpet	Monday, May 18, 2026	10

- For assistance with your order, please reach out to Exhibit Services at Phoenix Events. You can contact us at 972-201-5219.
- Please send all Order Forms to Phoenix Events at: info@phoenixeventstss.org



EXHIBITOR SERVICES

OKC Bridal Show

May 31, 2026

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Expo Hall 2

DISCOUNT & STANDARD PRICING

To benefit from the "discount" pricing, orders must be placed with full payment received by the discount dates specified in the show. Any orders received after this deadline will be charged at the standard prices.

**When ordering, forms must be emailed to
info@phoenixeventstss.org**

PAYMENT SCHEDULE

Phoenix Events mandates that you submit a credit card authorization with your initial order. For your convenience, this authorization will be utilized to charge your account for additional services, which may encompass labor and material handling not included in your original order. Orders that lack full payment or credit card authorization will not be processed or eligible for the discounted price. All charges must be settled in full prior to the setup of your rental items.

METHOD OF PAYMENT

We accept payments via MasterCard, Visa, or American Express, or you can opt for an invoice to be sent. All transactions must be made in U.S. dollars from a U.S. bank. **Please note that a \$35.00 service fee will apply for declined credit cards and returned NSF checks.** Additionally, Purchase Orders are not recognized as a form of payment.

CANCELLATIONS & ADJUSTMENTS

Cancellations made after the deadline will incur a charge of 50% of the original price, and no refunds will be issued for cancellations made five days or less before installation. Additionally, all cancellations for any order will be subject to a \$35.00 administrative processing fee. Please note that no adjustments can be made once the show has concluded. Credits will not be provided for items that have been delivered but remain unused.

TAX EXEMPTION

If you are tax-exempt, please include a copy of your sales tax exemption certificate with your order. Note that this is not a resale certificate.

I & D THIRD PARTY BILLING

The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice by a third party prior to the last day of the show, charges will revert back to the exhibiting company.

MISCELLANEOUS

Any rental items that are not ordered but are discovered in the booth space will be billed at the "standard" pricing. If rental items are either damaged or missing from your booth after the show, the exhibiting company will be charged the full market value, which will be processed using the credit card on file. Additionally, all rental items will incur any relevant taxes and administration fees.



ORDER PAYMENT & SUMMARY FORM

Discount Price Deadline Date

MAY 18, 2026

This form must be returned by email to info@phoenixeventstss.org

OKC Bridal Show
May 31, 2026
OKC Fairgrounds
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Booth Packages Order	\$ _____
Booth Table Order	\$ _____
Booth Furnishings Order	\$ _____
Booth Accesories Order	\$ _____
Carpet Order	\$ _____

All complaints must be addressed before the show begins for any refunds to be considered.
Complaints made after the show has started will not qualify for a refund.

TOTAL AMOUNT DUE WITH ADMINISTRATION FEE AND TAX \$ _____

Phoenix Events reserves the right to correct orders figured incorrectly.

Company / Exhibitor Name _____
 Ordered By _____ Booth Number _____
 Address _____ City /
 State _____ Zip Code _____ Phone (____) _____
 Email _____

PAYMENT: Payment must be received by the discount deadline date in order to qualify for discount prices. All other orders will be charged standard prices.

Circle One: AMEX MASTERCARD VISA

Card Number _____

Name on Card _____ Expiration Date _____ Security Code _____

Address on Card _____

A \$35.00 service fee will be charged for declined credit cards and returned NSF checks. All charges must be paid before delivery of exhibit materials. No adjustments will be made after the close of the show.



BOOTH PACKAGE OPTIONS

Discount Price Deadline Date
MAY 18, 2026

This form must be returned by email to
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OKC Bridal Show

May 31, 2026

OKC Fairgrounds

Expo Hall 2



Packages will be for PRE ORDERING ONLY - these will NOT be available for onsite ordering. Exhibitors can mix and match 2 packages only. (ie: order package 1 & 3, or 2 & 4)

	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
<u>PACKAGE 1</u>	\$97.17	\$145.55	\$ _____
1 - 6' SKIRTED TABLE			
2 - FOLDING CHAIRS			
<u>PACKAGE 2</u>	\$195.84	\$278.75	\$ _____
1 - 6' SKIRTED TABLE			
2 - FOLDING CHAIRS			
1 - 10'x10' CARPET			
<u>PACKAGE 3</u>	\$179.47	\$242.28	\$ _____
1 - 30" ROUND COCKTAIL (30" OR 40" TALL) (CAN BE WITH/WITHOUT CLOTH)			
2 - BARSTOOLS			
<u>PACKAGE 4</u>	\$358.93	\$484.56	\$ _____
2 - 30" ROUND COCKTAIL (30" OR 40" TALL) (CAN BE WITH/WITHOUT CLOTH)			
4 - BARSTOOLS			

SUBTOTAL \$ _____
 3.50% ADMINISTRATION FEE \$ _____
 TOTAL \$ _____
 8.25% SALES TAX \$ _____
 TOTAL AMOUNT DUE \$ _____

****No refunds will be issued, only credits will be issued if problems occur. Exhibitors will be responsible for damages/missing furniture.**

EXHIBITOR NAME _____ BOOTH NUMBER _____



BOOTH TABLE ORDER FORM

Discount Price Deadline Date
MAY 18, 2026

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OKC Bridal Show

May 31, 2026

OKC Fairgrounds

Expo Hall 2



<u>QUANTITY</u>	<u>TABLES - 24" WIDE x 30" TALL</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	4' SKIRTED	\$93.61	\$126.39	\$ _____
_____	4' UNSKIRTED	\$73.31	\$99.00	\$ _____
_____	6' SKIRTED	\$106.59	\$143.94	\$ _____
_____	6' UNSKIRTED	\$86.57	\$116.88	\$ _____
_____	8' SKIRTED	\$122.10	\$164.84	\$ _____
_____	8' UNSKIRTED	\$101.81	\$137.45	\$ _____
_____	4TH SIDE TABLE DRAPE	\$40.32	\$54.45	\$ _____
_____	TABLE SKIRT, 30" TALL	\$40.32	\$54.45	\$ _____

Please Circle Drape Color **BLACK** **BLUE** **BURGUNDY** **GREEN** **RED** **WHITE**

<u>QUANTITY</u>	<u>COUNTER HIGH TABLES - 24" WIDE x 42" TALL</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	4' SKIRTED	\$113.63	\$153.45	\$ _____
_____	4' UNSKIRTED	\$92.46	\$124.85	\$ _____
_____	6' SKIRTED	\$129.14	\$174.35	\$ _____
_____	6' UNSKIRTED	\$107.69	\$145.42	\$ _____
_____	8' SKIRTED	\$148.00	\$199.82	\$ _____
_____	8' UNSKIRTED	\$127.99	\$172.81	\$ _____
_____	4TH SIDE TABLE DRAPE	\$45.10	\$60.89	\$ _____
_____	TABLE SKIRT, 42" TALL	\$45.10	\$60.89	\$ _____

Please Circle Drape Color **BLACK** **BLUE** **BURGUNDY** **GREEN** **RED** **WHITE**

SUBTOTAL \$ _____

3.50% ADMINISTRATION FEE \$ _____

TOTAL \$ _____

8.25% SALES TAX \$ _____

TOTAL AMOUNT DUE \$ _____

EXHIBITOR NAME _____ BOOTH NUMBER _____



FURNITURE ORDER FORM

Discount Price Deadline Date
MAY 18, 2026

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OKC Bridal Show

May 31, 2026

OKC Fairgrounds

Expo Hall 2

<u>QUANTITY</u>	<u>FURNITURE</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	Folding Chair	\$ 21.45	\$39.99	\$ _____
_____	Padded Side Chair	\$ 49.50	\$66.83	\$ _____
_____	Padded Arm Chair	\$ 59.40	\$80.19	\$ _____
_____	Counter Stool with Back	\$ 85.80	\$115.83	\$ _____
_____	Padded Swivel Chair	\$ 82.50	\$111.38	\$ _____
_____	30" Round x 30" High Pedestal Table	\$ 104.50	\$141.08	\$ _____
_____	30" Round x 40" High Pedestal Table	\$ 104.50	\$141.08	\$ _____
_____	Black Tablecloth for 30" Round x 30" Tall Table	\$ 29.32	\$39.60	\$ _____
_____	Black Tablecloth for 30" Round x 40" Tall Table	\$ 29.32	\$39.60	\$ _____
_____	White Tablecloth for 30" Round x 30" Tall Table	\$ 29.32	\$39.60	\$ _____
_____	White Tablecloth for 30" Round x 40" Tall Table	\$ 29.32	\$39.60	\$ _____
_____	Single Step Table Riser - 4'	\$ 52.25	\$70.51	\$ _____
_____	Single Step Table Riser - 6'	\$ 57.20	\$79.31	\$ _____
_____	Single Step Table Riser - 8'	\$ 68.20	\$92.07	\$ _____
_____	White Vinyl Cover for Table Rise	\$ 16.50	\$22.28	\$ _____
_____	Grid Wall - 2' X 7'	\$ 38.50	\$60.61	\$ _____
_____	Grid Wall Arms	\$ 5.50	\$7.43	\$ _____
				SUBTOTAL \$ _____
				3.50% ADMINISTRATION FEE \$ _____
				TOTAL \$ _____
				8.25% SALES TAX \$ _____
				TOTAL AMOUNT DUE \$ _____

EXHIBITOR NAME _____ BOOTH NUMBER _____



ACCESSORY ORDER FORM

Discount Price Deadline Date
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OKC Bridal Show

May 31, 2026

OKC Fairgrounds

Expo Hall 2

<u>QUANTITY</u>	<u>ACCESSORIES</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	Aluminum Floor Easel	\$38.50	\$51.98	\$ _____
_____	Bag Stand	\$68.75	\$92.84	\$ _____
_____	Crossbar	\$16.50	\$22.83	\$ _____
_____	Upright & Base	\$22.00	\$29.70	\$ _____
_____	Super Base	\$16.50	\$22.83	\$ _____
_____	Drape Panels - 3' High	\$13.75	\$18.54	\$ _____
_____	Drape Panels - 8' High	\$13.75	\$18.54	\$ _____
_____	Clothing Rack	\$63.97	\$86.35	\$ _____
_____	Chrome Sign Holder	\$63.97	\$86.35	\$ _____
_____	Fish Bowl	\$13.20	\$17.82	\$ _____
_____	Literature Rack	\$85.80	\$115.83	\$ _____
_____	Raffle Ticket Drum	\$93.50	\$126.23	\$ _____
_____	Waste Basket	\$17.05	\$22.99	\$ _____

SUBTOTAL \$ _____
 3.50% ADMINISTRATION FEE \$ _____
 TOTAL \$ _____
 8.25% SALES TAX \$ _____
 TOTAL AMOUNT DUE \$ _____

EXHIBITOR NAME _____ BOOTH NUMBER _____



CARPET ORDER FORM

Discount Price Deadline Date
MAY 18, 2026

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OKC Bridal Show
May 31, 2026
OKC Fairgrounds
Expo Hall 2

<u>QUANTITY</u>	<u>STANDARD CARPET</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	10' X 10' CARPET	\$ 151.80	\$ 204.93	\$ _____
_____	10' X 20' CARPET	\$ 303.60	\$ 409.86	\$ _____
_____	10' X 30' CARPET	\$ 455.40	\$ 614.79	\$ _____
_____	10' X 40' CARPET	\$ 607.20	\$ 819.72	\$ _____

CARPET COLOR (PLEASE CIRCLE): BLUE HUNTER GREEN RED MAROON GRAY BLACK



SPECIAL CUT CARPETING—32 OZ WT

_____ SQ FT FULL COVERAGE CARPET \$ 3.52 PER SQ FT \$ 4.74 PER SQ FT \$ _____

SIZE: _____ FT X _____ FT (100 SQ FT MINIMUM)

OPTIONS

_____ SQ FT CARPET PAD \$ 1.28 PER SQ FT \$ 1.79 PER SQ FT \$ _____

SIZE: _____ FT X _____ FT

_____ SQ FT VISQUEEN COVERING \$.92 PER SQ FT \$ 1.21 PER SQ FT \$ _____

SIZE: _____ FT X _____ FT

SUBTOTAL \$ _____
3.50% ADMINISTRATION FEE \$ _____
TOTAL \$ _____
8.25% SALES TAX \$ _____
TOTAL AMOUNT DUE \$ _____

EXHIBITOR NAME _____ BOOTH NUMBER _____

ELECTRIC ORDER FORM

Show Information

Show Name: Oklahoma Bridal & Wedding Expo Show Code: BOK S26
Venue: OKC Fairgrounds Show Dates: May 31, 2026

Exhibitor Information

Company Name: _____ Phone Number: _____
Contact Name: _____ Email Address: _____

Order

To receive the advance rate, this form must be submitted via email no later than **May 27, 2026**.

All forms must be submitted no later than the Wednesday before the show starts to ensure your order is processed.

Onsite orders are subject to availability and cannot be guaranteed—placing your order before the submission date is strongly recommended.

Service	Advanced Rate	Floor Rate	Quantity	Total (Includes Tax)
Electrical Drop (110 volt receptacle 2000 watts)	\$125.00	\$150.00		

Total Charges: _____

Payment

Payments can only be made online. Please visit acsshows.com > I Am An Exhibitor > Pay For Your Booth Online or click the link below:
www.acsshows.com/current-exhibitors/pay-for-your-booth/1

Please select the show you are exhibiting in. In the "Invoice Number" field, enter "Electric" as your invoice number.

A confirmation email will be sent to you once the payment has been processed. All orders must be paid in full before services will be provided.

Submit Your Completed Form

Once you've completed this form, please email it to ACS via the email and subject line below.

Email Address: orders@acsshows.com

Email Subject Line: BOK S26 - Electric Order Form

For questions or assistance, please feel free to reach out to info@acsshows.com.



If you need Wi-Fi connectivity for a point-of-sale device that cannot connect to an open hotspot, please see our OKC Fair Park Internet Order Form.

FREE WI-FI INSTRUCTIONS

Free Wi-Fi is limited to 10 Mbps download / 5 Mbps upload speeds.

1. While onsite, in your list of available wireless networks, connect to “State Fair Free.”
2. Depending on your device, the hotspot sign-up page may appear automatically. If it does not, launch a web browser and attempt to navigate to your destination of choice.
3. Enter your email address; check the box to accept the terms of use and acknowledge that you are 13 years of age or older; and click the “Register” button.

11:36 5G 87

netlogin.okstatefair.com
State Fair Free

Log In to Captive Wi-Fi Cancel

Welcome to the OKC Fairgrounds

Home of the Annual Oklahoma State Fair

FREE WiFi Sign-Up

Please complete the form below for FREE Internet access.

Email Address:

Please enter your email address.

Communications:

 By registering, you are eligible for prize giveaways and will receive information from us about events, discounts and special offers as well as our e-newsletter.

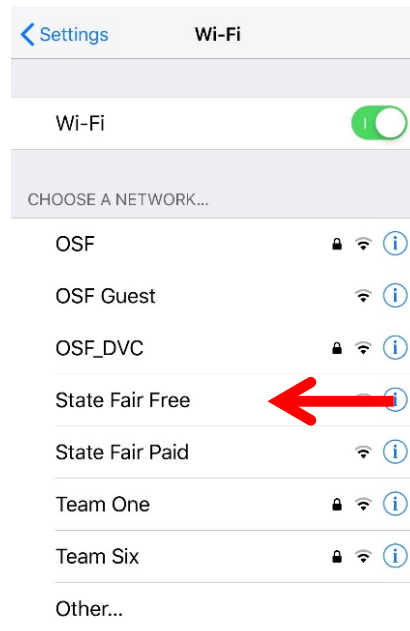
Confirm:

 I accept the terms of use and acknowledge that I am 13 years of age or older.

Register

For questions or problems, please call 405.242.0104 or email wifi@okstatefair.com.

OKC FAIRGROUNDS



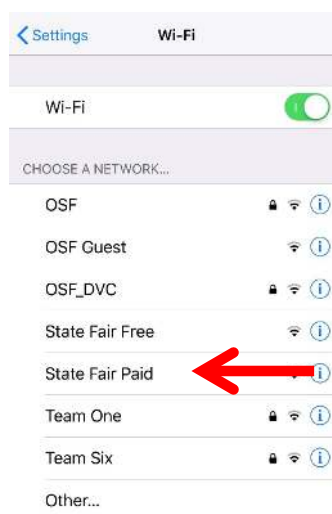
For any technical difficulties, please call 405-242-0104 or email wifi@okstatefair.com

If you need Wi-Fi connectivity for a point-of-sale device that cannot connect to an open hotspot, please see our OKC Fair Park Internet Order Form.

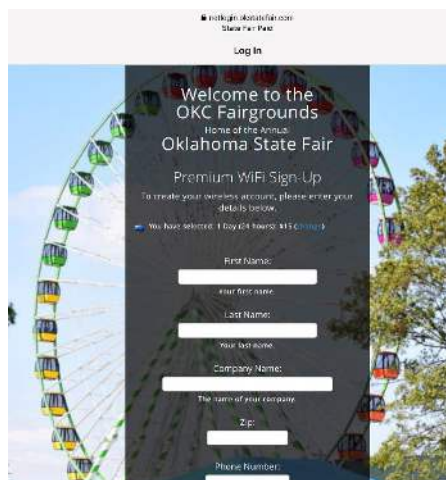
PREMIUM WI-FI INSTRUCTIONS

Premium Wi-Fi is limited to 20 Mbps download / 10 Mbps upload speeds.

1. Using the device you wish to purchase premium access for, connect to “State Fair Paid.”
Note: Premium account purchases are only good for one (1) device.
2. Depending on your device, the hotspot sign-up page may appear automatically. If it does not, launch a web browser and attempt to navigate to your destination of choice.
3. Select your plan of choice and click the “Next” button.



4. Enter your billing information, check the box to accept the terms of use and click the “Purchase Access” button.



For any technical difficulties, please call 405-242-0104 or email wifi@okstatefair.com

BRIDAL & WEDDING EXPO

Oklahoma Bridal & Wedding Expo

OKC Fairgrounds
3212 Wichita Walk
Oklahoma City, 73107

All sampling requests for the
Oklahoma Bridal & Wedding Expo
must be completed online.

Please visit:

[Food/Beverage Booth and/or Sampling Request
\(wufoo.com\)](http://wufoo.com)

BRIDAL & WEDDING EXPO

Oklahoma Bridal & Wedding Expo

OKC Fairgrounds
3212 Wichita Walk
Oklahoma City, OK 73107

IMPORTANT HEALTH PERMIT INFORMATION

Please note that any exhibitor who receives written approval from the venue to sample is required to obtain a Special/Temporary Event Licensing through the OKC-County Health Department.

To apply, please visit
<https://occhd.org/payment/>

- All fees associated with the permit are the responsibility of the exhibitor.
- Exhibitors must comply with all applicable food safety and handling regulations.
- All samplers must pass the food establishment inspection on the day of the event.
- If you have any questions or concerns, you can reach out to the Oklahoma City County Health Department Special Events Coordinator at 405.425.4327 or specialevents@occhd.org



TEMPORARY FOOD ESTABLISHMENT REQUIREMENTS

A Temporary Food Service Establishment means a food service establishment where food is offered for sale or sold at retail from a fixed, temporary facility in conjunction with a single event or celebration not to exceed the duration of the event or celebration.

A temporary food service establishment, which prepares and serves food to the public, must comply with the following requirements. The Health Authority may impose additional requirements to protect against health hazards related to the conduct of the temporary food service establishment, may prohibit the sale of some or all potentially hazardous foods, and when no health hazard will result, may waive or modify these requirements.

GENERAL REQUIREMENTS

1. Physical Facilities

- A. **Floors:** Floors shall be constructed of concrete or machine-laid asphalt and sloped to drain. Floors may be dirt or gravel if it is covered with mats, removable platforms, duckboards or other suitable materials.
- B. **Walls and Ceilings:**
 - 1. Walls and ceilings shall be made of wood, canvas, or other material that protects the interior of the establishment from weather-related contamination. Walls and ceilings of food preparation areas shall be constructed in a way that prevents the "entrance of insects."
 - 2. Doors to food preparation areas shall be solid or screened and shall be self-closing. Screening material used for walls, doors, or windows shall be at least 16 mesh to the inch.
 - 3. If screening is used, drop canvas or quickly installed siding shall be readily accessible for installation for protection against the elements of weather.
 - 4. Counter-service openings shall not be larger than necessary for the particular operation conducted. These openings shall be provided with tight-fitting solid doors or windows. Counter openings without solid windows or doors shall prevent the entrance of insects by:
 - a. Screening material at least 16 mesh to the inch.
 - b. Properly designed and installed air curtains
 - c. Properly designed and installed fans
 - d. Other effective means
- C. **Lighting:** Lighting shall be adequate and shielded.



2. Water System:

A temporary food service establishment must have running water from an approved source or provide a potable water system under pressure by pump or gravity. The water supply can be commercially bottled drinking water, portable water containers, water tanks, or hoses connected to an adjacent approved supply. Restroom facilities shall not be used as a potable water source.

3. Waste:

- A. All waste water shall be disposed into the sanitary sewer system or other approved onsite sewage system. Disposal of liquid waste into storm sewers is prohibited.
- B. Garbage and refuse must be stored in a non-absorbent container with a tight-fitting lid. Garbage and refuse shall be disposed of often enough to prevent the development of odor and the attraction of insects and rodents. Premises must be clean and free from litter and debris.

4. Hand-washing Facilities:

A conveniently located and accessible handwashing facility shall be available for employee hand-washing. The handwashing container must contain at least 5 gallons of 100 °F water that is dispensed in a hands free manner. Containers with self-closing spouts are not acceptable.

Soap and paper towels must be provided at the handwashing facility. This facility shall be available at all times during operation and shall be used for no other purpose. A container must be provided to catch the waste water.

The use of disposable gloves can provide an additional barrier to contamination, but gloves are no substitute for hand washing. Frequent and thorough handwashing remains the first line defense in preventing foodborne disease.

5. Toilet Facilities:

Toilet facilities need not be provided within the establishment but must be conveniently located to the establishment. Toilet facilities must be kept clean and provided with toilet tissue. Toilet facilities must be fly-tight with self-closing doors or lids. Portable toilets are acceptable if they meet the above mentioned criteria.

6. Equipment:

Equipment shall be located and installed in a way that prevents contamination and that also facilitates cleaning the establishment. Food contact surfaces of food preparation equipment and utensils shall be non- absorbent, easily cleanable, and in good repair. Food contact surfaces of equipment shall be protected from potential contamination.



7. Food Preparation

- A. All food must be from an approved source and/or licensed facility or prepared in the temporary food establishment.
- B. All meat items must be either USDA or Oklahoma Department of Agriculture inspected (exception for bison meat, inspection verifications from other states are approved).
- C. Specifically Prohibited Foods: Foods may not be prepared at home and transported to the event. Food products may not be prepared and transported from previous events.
- D. Food products prepared in local food establishments shall be transported in approved containers or equipment designed to maintain proper temperatures.
- E. Ice shall be obtained in single-service closed containers of an approved type, and shall be dispensed from a clean and sanitized bin that is self-draining, non-absorbent and of easily cleanable construction. A proper cover shall protect the ice. An approved ice scoop shall be provided and used.
- F. At all times, including while being stored, prepared, displayed, dispensed, packaged, or transported, food shall be protected contamination. Food and single use items must be stored 6 inches off the floor.
- G. The temperature of potentially hazardous foods shall be held at 41°F or below or at 135°F or above, at all times, except during necessary times of preparation. All food shall be cooked to the approved temperature.
- H. A numerically reading stem-type thermometer accurate to +/-2° F must be provided.
- I. No temporary food establishments may hold foods from one day to the next without sufficient refrigeration equipment to meet the requirements of the regulations and approval from the OCCHD.
- J. Storage of packaged food in contact with water or ice that is not drained is prohibited.
- K. Only single-service, disposable items are to be provided for customer use. All condiments must be available in single-service packets or from approved, sanitized dispensing units.

8. Equipment and Utensil Washing Facilities

All multi-use tableware, kitchenware, utensils, and food-contact surfaces of equipment shall be washed, rinsed and sanitized after each use and following any interruption of operations during which time contamination may have occurred.

Those temporary establishments that do not have a 3 compartment sink with hot and cold running water must provide three sturdy containers that are of adequate size to accommodate the largest utensils to be washed. A general-purpose detergent, chemical sanitizer, and appropriate test kit to check sanitizer concentration must be provided.



9. Wiping Cloths

Wiping cloths are required in all food preparation and food service areas. Cloths used for wiping food spills on kitchenware, food-contact surfaces of equipment and non-food contact surfaces shall be clean and rinsed frequently in a sanitizing solution and used for no other purpose. These cloths shall be stored in a labeled container of sanitizing solution between uses. The use of sponges is prohibited on kitchenware and food contact surfaces of equipment.

10. Personnel

- A. No person while infected with a disease transmittable by food, or a carrier of such disease, or a person afflicted with boils, infected wounds, or an acute respiratory infection, shall work in a temporary food establishment.
- B. All personnel must wear clean outer garments, maintain a high degree of personal cleanliness and conform to good hygienic practices while on duty.
- C. Any person engaged in food preparation, food service or utensil washing shall wash hands in the prescribed manner upon entering the food establishment, returning from the toilet, or changing from one operation to another.
- D. Personnel cannot use tobacco in any form while in food preparation, food service or utensil washing areas.
- E. Hair shall be properly restrained by the use of hairnets, hair spray or other effective means.



CHECKLIST FOR TEMPORARY FOOD ESTABLISHMENT:

- Valid temporary food establishment permit(s) obtained from OCCHD
- Hand wash station setup and ready for use
 - A. 5 gallon container with non-self-closing spigot
 - B. Liquid soap in pump dispenser
 - C. Paper towels
 - D. Wastewater catch container
 - E. Water in container at minimum of 100°F
 - F. Equipment capable of heating water
- Food is from an approved source. Food invoices/receipts must be available at booth for the inspector
- Adequate supply of potable water at booth for a full days use
- Waste water containers and proper disposal site
- Booths with cleanable floor, approved walls and overhead protection
- Food preparation and food storage areas protected from public access
- Adequate containers, covers, wrappings or other means to effectively protect food from insects and environmental contamination
- Utensil cleaning station setup and ready for use:
 - A. 3 containers (sized to immerse all items)
 - B. Soapy water in 1st container
 - C. Clean rinse water in 2nd container
 - D. Sanitizing solution in 3rd container
 - E. Sanitizer and test strips
- Enough equipment provided to hold all Cold food at 41°F or below and all Hot food at 135°F or above
- Approved equipment to cook foods to the appropriate temperature
- Probe-type, metal stem food thermometer with proper range (0°F to 220°F)
- Utensils and disposable gloves provided to minimize hand contact with food
- Workers are wearing clean clothing and hair is effectively restrained
- Condiments provided in single-service, pump-type or squeeze containers
- Sneeze guards and barriers to protect exposed food and food work surfaces from customers

Hand and Utensil Washing Guidelines for Temporary Event

EXAMPLE OF HAND WASHING SET-UP

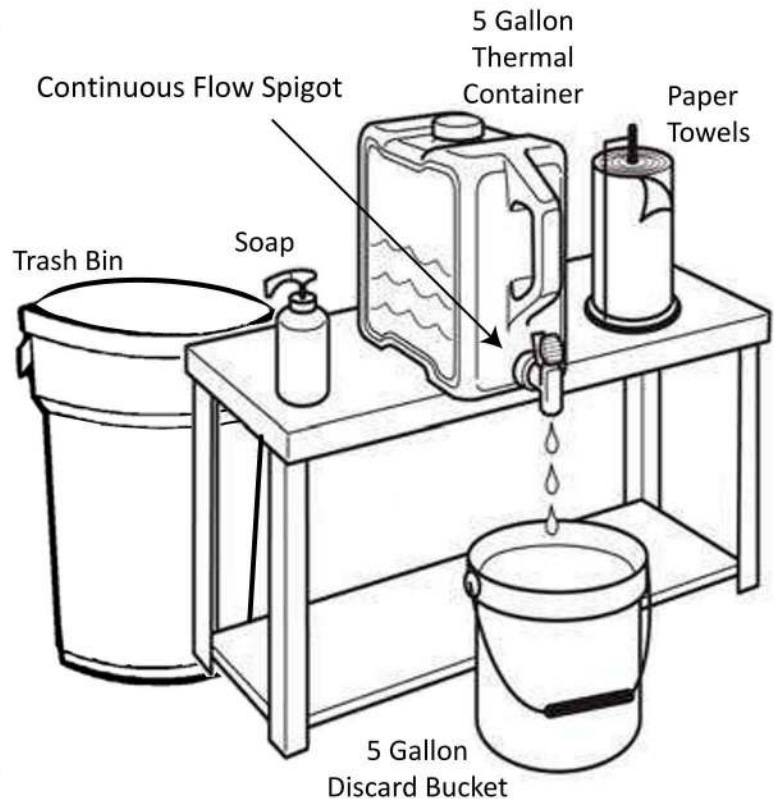
WASH HANDS:

Before:

- Starting work
- Handling Ready to Eat (RTE) food

After:

- Using restroom
- Sneezing
- Coughing
- Touching raw food
- Touching face or hair
- Eating or drinking
- Emptying garbage
- Smoking
- Any chance of contamination



EXAMPLE OF UTENSIL WASHING SET-UP

- Step #1: Wash
 Step #2: Rinse
 Step #3: Sanitize
 (1/2 tablespoon Bleach for every 1 Gallon of water)
 Step 4: Air Dry

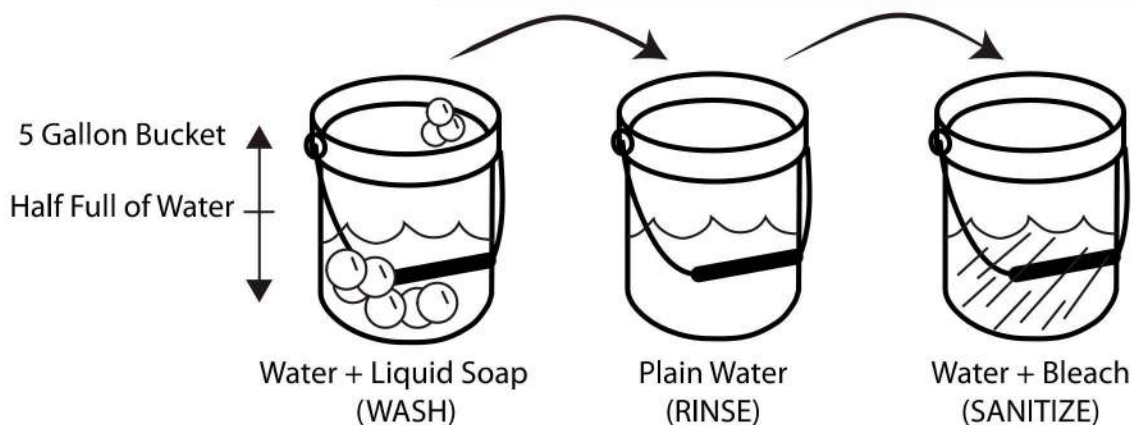


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