

**SNACT 2018 Industry Show and Annual Conference**

**November 2-3, 2018**

**Fox Tower at Foxwoods Resort, CT**

**Industry Show: Friday November 2, 2018**

**Show Hours: 1:15- 4:15pm**

**Show set up: 6:30am-12:30pm**

**Exhibitor Information / Terms and Conditions**

**Food Preparation and Service**

Exhibitors are responsible for submitting all forms and complying with Foxwoods' food safety and handling guidelines and fire safety guidelines. SNACT is not responsible if exhibitors are prevented from participating in the show due to violations of Foxwoods policies.

**Required Forms to prepare and offer samples of food products:**

- **Temporary Food Service Application:** Any exhibitor preparing, handling or sampling food **MUST** submit a temporary Food Service Application (included in this packet) by September 28, 2018. Applications should be sent to [execdir@snact.org](mailto:execdir@snact.org) **Mashantucket Tribe regulations prohibit any vendor who does not have an TFS application on file from distributing food samples. Health Inspectors will be on the floor the day of the show ensuring compliance.**

Vendors serving food must follow Mashantucket Guidelines for Temporary Food Service.

- **Cooking Request Form:** Any vendor with food that will need to be prepared by a Foxwoods Chef **MUST** submit a Cooking Request form (included in this packet) by September 28, 2018. Forms should be sent to [execdir@snact.org](mailto:execdir@snact.org).

**Cartloading / Shipping**

**Day of Loading and Unloading of Materials:** SNACT is providing complimentary day-of unload/reload services through Capital Convention Contractors. **All exhibitors delivering product to Foxwoods on the day of the show must submit a cart loading order form (included in this packet) directly to Capital Conventions [help@capitalconventions.com](mailto:help@capitalconventions.com) by September 28, 2018.** If you have additional questions please contact them at the above email or 877-335-3700

All vehicles (POV -personally owned vehicles, Rental vans, trailers) entering the Foxwoods Resort on Friday, Nov. 3 for the Industry Show must first check-in with a Capital Convention Contractor Representative at the Marshalling Yard Lot #10 to obtain dock access before proceeding to the loading dock at Fox Tower. All loading unloading will take place at the Fox Tower loading dock. After your materials are unloaded, you will be directed to a parking

location. Capital Conventions will bring your materials from the loading dock to your booth and return your materials to the dock for pick up at the end of the show.

Please refer to the Foxwoods **Hand Carry Policy** for information about material that can be brought through the front entrance of Foxwoods resort.

**Advance Shipments:** All advance shipping must go through Capital Convention Contractors. Exhibitors planning to ship packages to the Foxwoods Casino resort Please refer to the Capital Conventions Handbook for pre-ship guidelines and costs, and the estimated material Handling order form. Material shipped in advance will be handled directly with Capital and charged by them directly to the exhibitor.

### **Booths**

**Booth Sizes:** All booths are 8 x 10 foot.

#### **Complimentary with each booth:**

8 ft high back wall drape

3 ft high side rail

8 ft display table

6 ft back table

1 wastebasket

1 7"x 44" booth identification sign

Chairs for booth available on request

Complimentary Unloading and loading between show floor and loading dock

Company listing in Conference Program

#### **If you require additional materials for your booth please contact Capital Conventions**

**Booth Assignment:** Booth priority is given to SNACT Platinum sponsors. Booth assignments are not finalized until payment is received by SNACT. SNACT reserves the right to use its sole discretion in assigning space when competitive products have adjoining booths.

**Booth Configuration & Restrictions:** All exhibits must be confined to the limits of their respective booths as indicated on the floor plan. Back wall of booth is 8 feet high; side dividers are 3 feet high. No special signs, booth construction, apparatus, equipment, lighting fixtures, etc., will be permitted to extend above 8 feet. Exhibit material must not be set up so as to interfere with the view into adjoining booths. All materials must conform to local building, electrical and fire department codes and regulations. Each exhibitor is entitled to reasonable sight lines from the aisle regardless of the size of the exhibit space. We ask that exhibitors be mindful and courteous to your neighboring exhibitors. Please do not create a structure that will block the sight line of the aisle. Any decisions required will be made by SNACT's Industry Council Chair.

**Booth Pricing: “Early Bird” pricing will be in effect until August 15, 2018.** On August 16 regular booth pricing will go into effect. Late registration will be in effect from October 2-October 6. **Registration will close on October 6, 2018.** Booth requests made after that date will be filled on an “as available” basis. Booth assignments will not be finalized until payment is received.

**Booth Sharing: Only Brokers can request a split booth.** Booth can be shared by no more than 2 companies. Shared booth pricing will apply.

**Cancellations:** Any cancellation received 30 days prior to the Food Show will receive a full refund minus a 25% service charge. Cancellations received less than 30 days prior to the Food Show or no-shows will not receive a refund or credit.

**Electric:** Electric should be ordered when you register. Two electric options are available: **110V/125V** = This is the standard household style plug. Each circuit can provide up to 20 amps/2000 watts (typically around 15amps or so). Most electrical needs will fall into this category. NEMA refers to this style connection as 5-15P.

**208V/250V** = This type of power service includes a large number of connection types.

Exhibitors must submit connector type prior to the show for facility approval.

Please order your electric in advance: we cannot guarantee that the electric you need will be available on the day of show.

**Ice:** One bag of ice will be provided by SNACT per booth ONLY IF it is ordered in advance. Additional bags of ice may be ordered at a discounted rate in advance. Ice ordered the day of the show will be charged to the exhibitor from Foxwoods at the Foxwoods rate.

**“Back” Tables:** All booths will be provided with a complimentary 6 foot back table.

**Products:** All products must be eligible for use in schools and comply with all CT guidelines. SNACT reserves the right to accept or reject products that do not meet Federal and State standards. Our show is an opportunity for educating and informing food service professionals. We encourage you to have information available on how the products you are showing meet the Connecticut Nutritional Standards as well as promotional, nutritional and pricing information for attendees.

**Insurance:** Insurance protection is not afforded to any exhibitors by SNACT. It shall be the responsibility of each exhibitor to maintain such insurance against injury to person or damage or loss of property in such amounts as the exhibitor shall deem adequate. Exhibitors must

submit a Certificate of Insurance naming SNACT as the additional insured to SNACT at [execdir@snact.org](mailto:execdir@snact.org)

**Fire & Safety:** Fryolators and similar open cooking are prohibited by the State of Connecticut. Propane tanks are also prohibited. Heat lamps and small ovens are permitted. Please refer to Mashantucket Pequot Nation's Fire Safety Handbook for all the fire safety guidelines.

A guard will be present throughout the show and will prevent anyone from entering Foxwood's restricted spaces (this includes the area between the show floor and the loading dock / kitchen area.) This is for safety and security.

**Registration:** Registration will not be considered final until payment is received.

We prefer that registration take place on line; on line registration may be accessed through our website: [www.snact.org](http://www.snact.org). Mailed registrations must be postmarked by the due dates to be considered for early bird pricing. Brokers, please register your manufacturers early, while there is still adjacent booth space available.

**Staff & Equipment:** A chef and runners will be available. No materials: serving trays, pots, serving or prep utensils, sterno, paper products, packing supplies, ice, trash bags, etc. will be provided. Exhibitors are required to provide any supplies they need.

**Color Theme:** Royal Blue / Burgundy

**Friday Evening Dinner at HighRollers:** Each SNACT 2018-19 Platinum, Gold or Silver level sponsor will receive one complimentary ticket to attend Friday Evening's dinner and social event at the HighRollers Club.

SNACT Sponsors (Platinum, Gold or Silver level) may purchase additional tickets for \$75 each.

Non Sponsors may purchase tickets to the event for \$125 each.

All tickets must be purchased in advance. No one will be admitted to the event without a ticket.

**Saturday Conference:** Each SNACT 2018-19 Platinum, Gold or Silver level sponsor will receive one complimentary ticket to attend the Saturday Conference. Additional Conference tickets may be purchased for \$100 each.

Non Sponsors may purchase tickets to the Saturday's conference Sessions (including meals) for \$150 each.

**Raffles:** Exhibitors are welcome to offer raffle items from their booths.

By registering you agree that your company accepts the terms and conditions of the SNACT Industry Trade Show.

## Remember

If you are preparing and serving food these are mandatory forms:

- Temporary Food Service Application
- Cooking Request -only if a Foxwoods chef is preparing your food. If you are not sure whether you need the kitchen to prepare your product as per the **Mashantucket Guidelines for Temporary Food Service please ask!**

Both of the above must be sent to [execdir@snact.org](mailto:execdir@snact.org) by September 28, 2018

**Day of the show Deliveries:** Cart loading order form must be sent directly to Capital Conventions: [help@capitalconventions.com](mailto:help@capitalconventions.com) by September 28, 2018. If you have additional questions please contact them at the above email or 877-335-3700

Additional Documents can be found on the SNACT website:

- Mashantucket Guidelines for Temporary Food Service
- Mashantucket Pequot Nation's Fire Safety Handbook for all the fire safety guidelines
- Foxwoods Hand Carry Policy for information about material that can be brought through the front entrance of Foxwoods resort.
- Capital Convention Contractor Handbook (contains map, information for pre-shipping items)

# 2018 SNACT Industry Trade Show - Exhibitor Application

Friday, November 2, 2018

Fox Tower, Foxwoods Resort

On line registration is preferred. Go to [www.snact.org](http://www.snact.org) for link

Brokers: Please fill out a separate application for each booth. For split booths, please complete one form and include information for both manufacturers (A & B).

Single Exhibitor or (split) Company A Company Name as it should appear in program and sign	
Split Booth: Company B Company Name as it should appear in program and sign	
Broker (if applicable) Company & Name	
Primary Contact Name/ Email for Single Exhibitor or (split) Company A	
Primary Contact Name / Email for Split: Company B	

## ALL Booths are 8 x 10

<b><i>Sponsor Pricing</i></b>	<b>Early Bird Pricing</b> (June 1- 1 Aug. 15)	<b>Regular Pricing</b> (Aug 16 - Oct.1)	<b>QTY</b>	<b>Total Cost</b>
<b>Platinum Sponsor</b>	<i>No charge</i>	<i>No charge</i>		
<b>Gold Sponsor</b>	<i>No charge</i>	<i>No charge</i>		
<b>Silver Sponsor (full booth)</b>	\$ 1,030.00	\$ 1,030.00		
<b>Silver Sponsor Shared booth (per vendor)</b>	\$565.00	\$565.00		
Corner Booth upgrade	\$ 250.00	\$ 250.00		
Thursday Cocktail Hour	\$25.00	\$25.00		
HighRoller ticket-1 comp per sponsor	0	0		
Add'l HR Tickets	\$75.00	\$75.00		
Saturday Conf- 1 comp per sponsor	0	0		
Add'l Saturday Conf-	\$100.00	\$100.00		

<b><i>Non Sponsor Pricing</i></b>	<b>Early Bird Pricing</b> (June 1-   Aug. 15)	<b>Regular Pricing</b> (Aug 16 - Oct.1)	<b>QTY</b>	<b>Total Cost</b>
Non Sponsor - Single Manuf.	\$ 1,250.00	\$ 1,450.00		
Non Sponsor - Split Manuf. PER VENDOR* Brokers ONLY	\$ 825.00	\$1,050.00		
Booth corner upgrade**	\$ 350.00	\$ 350.00		
Thursday Cocktail Hour	\$40.00	\$40.00		
HighRoller Ticket	\$125	\$125		
Saturday Conference	\$150	\$150		
<b><i>Add on Options (All exhibitors):</i></b>				
Electric (110V)	\$ 125.00	\$ 100.00		
Electric (208/250V)	\$ 150.00	\$ 125.00		
Ice (1 10 lb bag complimentary per booth if ordered in advance)	0	0		
Ice (Additional bags)	\$20 (per 10 lb bag)	\$20 (per 10 lb bag)		

\*\*There are a limited number of corner booth upgrades available- priority goes to SNACT sponsors.

**Applications received after October 1 will have a \$200 late fee applied.** No applications can be accepted after October 6, 2018.

Products you intend to exhibit (This helps us locate competing products away from yours!)

Are you a commodities processor?      Yes                      No

Booth placement is not final until payment is received.

Please make all checks payable to SNACT and remit to SNACT, 2842 Main Street #362, Glastonbury CT 06033.

If you have any questions about registration, please contact our Executive Director, Denise Di Mare at [execdir@snact.org](mailto:execdir@snact.org) or 203-927-1431



## Additional Opportunities for Advertising and Outreach!

<b>SNACT 2018 Conference Sponsorship Opportunities</b>			
<b>Program Book</b>			
Front Inside Cover	\$1,000 full page / \$550 half page	Black & white Ad. Camera ready ad must be provided by Sept. 1	
Back Inside Cover	\$1,000 full page / \$550 half page		
Back Cover	\$1,000 full page / \$550 half page		
<b>Friday Breakfast Sponsor</b>			
	\$500	Sponsor may provide and place table cards and materials for tables.	
<b>Saturday Brunch Sponsor</b>			
	\$500	Sponsor may provide and place table cards and materials for tables.	
<b>Spotlight Sponsor</b>			
	\$250.00	5 minute presentation during Fri. morning conference session	Max 4

The Program Book is distributed to all conference attendees .

The SNACT Spotlight gives you the opportunity to present to conference attendees prior to the opening of the Trade Show.

<b>Hotels</b>		
Hotel reservations must be made directly with the resort and are the responsibility of the registrant.		
A limited number of rooms are reserved for SNACT at the discounted rates below. Rooms at the discount are on a first come/first serve basis. <b>Hotel reservation closes on Oct 11, 2018</b>		
Two hotel options are available		
	Thursday Rate	Friday Rate
<b>Fox Tower Resort</b> -directly connected to the conference location	\$129.00	\$209.00
<b>Two Trees Resort</b> - on property, free shuttle available	\$109.00	\$169.00
<b><u>Rates are per room/per night and are exclusive of hotel fees and taxes.</u></b>		
The hotel registration link is		
<a href="https://aws.passkey.com/go/schoolnutrition2018">https://aws.passkey.com/go/schoolnutrition2018</a>		

A very limited number of rooms are available on Saturday evening for \$269, exclusive of fees. You can register for them through the hotel reservation link.



Dear Exhibitor:

Per the Mashantucket Food Safety & Sanitation Division, it is necessary for you to fill out the attached Temporary Food Service Application if you will be preparing, handling or sampling food at your booth. This does not apply to unopened packaged food samples that do not require time and temperature control for safety. If you decide to change the items that will be sampled at the event, then you'll need to submit a revised application.

**After reviewing the enclosed Food Service Requirements, please complete the Temporary Food service Application and return to:**

**Email: [execdir@snact.org](mailto:execdir@snact.org)**

- **Deadline for applications is September 28, 2018.**

**NOTE:** Failure to return this application will prohibit you from preparing, handling or sampling food at your booth.

Thank you for your cooperation.



## Temporary Food Service Application (Food Show)

Booth Name & Number (if available): \_\_\_\_\_

Applicant: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Phone # & Email: \_\_\_\_\_

**Name & Date of Event: SNACT Industry Trade Show Friday, November 2, 2018 Fox Tower**

List all foods that will be prepared, handled and sampled at your booth (This includes chips, cookies, bread, cheese, fruits, vegetables, beverages, etc.):

How are these products going to be shipped to the show?  Refrigerated Truck  Coolers with ice packs or dry ice  NA  Other (explain):

How are you going to keep the hot food hot and cold food cold at the booth?

How are you going to sample your product?  Tongs  Toothpicks  Cups  Plates  Forks  
 Other (explain):

Is the food going to be prepared at Foxwoods kitchen?  Yes  No

**If preparing items in an off-site kitchen provide name and address of the approved/licensed kitchen. Please include a copy of the current food service license issued by the local Health Agency.**

\_\_\_\_\_  
\_\_\_\_\_

If you are preparing your product at your booth, please indicate how the product is going to be prepared:  
 Microwave  Toaster oven  Electric Grill  Rice Cooker  Other (explain)

\_\_\_\_\_

I certify that I have received and have read the Requirements for Food Service at Temporary Events, and that the above described event will be operated and maintained in accordance with these requirements.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: If you have any questions regarding this application please contact Maryam Hosseini @ 860-312-3039.

**COMPLETED APPLICATIONS are to be sent via e-mail to [execdir@snact.org](mailto:execdir@snact.org) by September 28, 2018.**



## **Mashantucket Pequot Food Safety & Sanitation Department**

### **Requirements for Food Service at Temporary Events**

The purpose of providing the following requirements is to minimize the risk of foodborne illness outbreaks at temporary food service facilities. By following these requirements you can help ensure the safety of the foods served and in turn protect the health of your patrons.

#### **Menu**

All foods served must be from an approved source and prepared in a licensed commercial establishment.

**NO HOME COOKING OR PREPARATION ALLOWED.**

**NO HOME CANNED FOODS ALLOWED.**

**NO WILD GAME OR FINFISH FROM NON-COMMERCIAL SOURCES ARE ALLOWED.**

**ALL MEATS AND POULTRY MUST BE USDA INSPECTED.**

**ONLY SHELLFISH FROM APPROVED SOURCES MAY BE SERVED. ALL TAGS MUST BE SAVED FOR 90 DAYS.**

**ALL RECEIPTS AND BILLS OF SALE MUST BE RETAINED AND MADE AVAILABLE TO THE INSPECTOR UPON REQUEST.**

#### **Preparation**

The easiest and safest method of preparing food for sale at a temporary facility is cooking to order. Example: pre-formed frozen hamburger patties that are cooked on a grill and served immediately. Keep in mind that the more steps involved between raw product and final service, the greater the potential for foodborne illness to occur.

On site preparation should be minimal. Same day preparation is safest. However, off site preparation could take place the day before in a licensed facility that is equipped to handle the large volumes of food involved. All potentially hazardous foods must be delivered under refrigeration to the site as close to the day of the event as possible.

#### **Food Protection**

1. The number one cause of foodborne illness outbreaks is the failure to keep TCS foods (foods that require time & temperature control for safety) at the proper temperatures. TCS foods are those consisting in whole or part of milk, milk products, eggs, meat, poultry, fish, shellfish or other foods capable of supporting the rapid growth of infectious or toxigenic microorganisms. This includes hot dogs, pizza, cooked rice, beans, potatoes and other cooked vegetables, sliced melons, and cream filled pastries.

#### **OBSERVE SAFE FOOD TEMPERATURES:**

**Hold TCS foods below 41°F or above 135°F.**

The following are minimum cooking temperatures:

**Poultry: 165°F**

**Pork, beef, fish & eggs: 145°F**

**Eggs cooked for hot holding: 155°F**  
**Ground beef & fish: 160F**  
**Stuffed fish, meats, poultry & pasta: 165°F**  
**Game Animals (Buffalo and venison meats): 165°F**  
**Plant foods for hot holding: 135 degrees**

**Reheat previously cooked and chilled foods to 165°F (note: the previously cooked and chilled foods have to be done in a licensed food establishment.)**

A food thermometer must be provided for monitoring food temperatures (Range 0 to 220°F). This probe thermometer must be used to take temperature of thin foods such as fish. Thermometers must be sanitized between each temperature taken.

Only equipment capable of maintaining foods at these safe temperatures shall be used. If coolers are used they must be a non-porous type (not Styrofoam). Food should not be placed directly in Contact with ice. Ice should be well drained and not used for any other purpose. Obviously, an ample supply of ice and ice packs must be provided.

**Defrost frozen foods in the refrigerator below 41°F. Never at room temperature.**

Discard all leftovers at the end of the day.

**All TCS foods must be transported under refrigeration regardless of the distance to be traveled.**

As previously stated, the cook and serve method is preferred. However, if foods need to be held hot, steam tables or other warming units that are capable of holding foods over 135°F are acceptable. **Warming units must never be used to heat or cook foods. They are designed only to hold foods that have just been heated. Crock pots, sternos and other hot holding devices are not to be used to heat up foods; they are to be used for hot holding purposes.**

2. **Do Not Cross Contaminate.** Separate raw and cooked TCS foods. Do not interchange utensils, cutting boards, containers or other equipment that have been previously used for raw foods with equipment used for cooked or ready to serve foods. Example: Do not slice onions or tomatoes to be served on hamburgers on a cutting board that was previously used to cut raw chicken; Do not use a knife to slice cooked ham that was previously used to trim a piece of raw beef. **Designate raw and cooked (or ready to serve) prep areas.**

Never reuse marinade. Once the meat is removed for cooking, the marinade must be disposed of properly. The container must be washed and sanitized before it can be reused. Always use a freshly made marinade if recipe calls for adding while meat is cooking.

3. **Pooling Eggs.** When large quantities of eggs are called for, it is recommended to use liquid pasteurized eggs. Example: for making scrambled eggs, pancakes, funnel cakes, or other batters, it would be safer to use liquid pasteurized eggs.

4. Store foods in food grade containers and keep them covered. All equipment must be clean and in good repair. Ice for drinks must be stored in separate clean containers. Remember: Ice is considered food. All ice must be from an approved source; do not bring ice from home.

Store all foods off the floor on shelves or stacked on empty crates.

Sugar, mustard, ketchup and other condiments must be individually packaged or dispensed in a manner that prevents contamination such as squeeze bottles.

5. **No bare hand contact with ready to eat food. Use utensils such as tongs, spoons, and spatulas. They may be stored in the food with handles extending out. Clean utensils must be stored in clean containers. When manual contact is necessary, use wax tissue paper or disposable non- latex gloves. Remember, gloves are not substitute for handwashing and should be changed frequently.**

6. Only single service disposable utensils are to be provided for public use. They must be stored and dispensed in such a manner that will prevent contamination. Example: Store utensils with handles up to allow customers to pick them up without touching food end.
7. **Wash all fruits and vegetables prior to cut and cooking. This is to be done in a licensed facility. Do not wash fruits and vegetables or utensils in the restrooms or in the hotel rooms).**
8. **If you are providing samples for patrons please use serving utensils such as tongs, spoons, forks, toothpicks, etc depends on the products being served.**

### Sanitation

1. The food booth must be maintained in a sanitary manner at all times. All food contact surfaces and equipment shall be cleaned at regular intervals and as often as necessary to maintain a high standard of cleanliness. A bleach solution (100ppm) or other approved sanitizing solution shall be provided in sufficient quantities for sanitizing all food contact surfaces. Must have test strips to check the concentration of the sanitizer.

**The serving utensils need to be washed or replaced every 4 hours. If you are not planning to wash serving utensils onsite then bring adequate supply, otherwise the utensils need to be washed in a kitchen at Foxwoods (use 3 compartment sinks or a dish machine).**

2. An adequate supply of clean wiping cloths must be provided for cleaning purposes. When not in use they must be stored in a separate bleach solution.
3. **If you are preparing food at your booth then a handwashing station consisting of an adequate supply of warm potable water (minimum 5 gallons) in a sanitary container and dispensed through a free running tap or spigot needs to be provided. Liquid hand soap, paper towels and a bucket to catch wastewater must also be provided.** This will be waived if food preparation is done in Foxwoods kitchens or if no food preparation is done at your booth.

### Personnel and Hygienic Practices

1. **Persons with communicable diseases which can be transmitted through food or who are experiencing vomiting and/or diarrhea or sore throat with fever or jaundice must be excluded from food activities. Food handlers who have an infected or open cut or wound on their hands or arms must have it properly bandaged and covered with an impermeable bandage and a single use glove or finger cot is worn over the impermeable cover.**
2. All workers must wear clean outer garments and maintain a high degree of personal cleanliness.
3. **Wash hands frequently, after using the toilet, eating, smoking, taking a break, coughing, handling garbage, handling raw potentially hazardous foods, etc.**
4. Wear hats, hairnets, or some other type of effective hair restraint.

NOTE: Other requirements may be imposed based on the individual needs of each booth. Food service inspectors will be inspecting the vendors during the event.

If you have any questions regarding the above requirements, please contact Maryam Hosseini at:

Phone: (860)312-3039

Email: [mhosseini@mptn-nsn.gov](mailto:mhosseini@mptn-nsn.gov)



**SCHOOL NUTRITION ASSOC.**  
**COOKING REQUEST FORM**

**SNACT Trade Show: Friday, November 2, 2018**

DATE OF SHOW: 11/2/18

BOOTH # \_\_\_\_\_ (leave blank if unknown)

COMPANY NAME \_\_\_\_\_

REPRESENTATIVE'S NAME \_\_\_\_\_

If Brokerage firm Brokerage Name: \_\_\_\_\_

PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

EMAIL: \_\_\_\_\_

NAME/TYPE OF PRODUCT DEMONSTRATED

HOW MUCH PRODUCT NEEDS TO BE PREPARED?

WHAT DATES **AND** TIMES DO YOU NEED YOUR PRODUCT TO BE PREPARED?

*Note: Show will be open from 1:15-4:15 pm on Friday Nov. 2*

PLEASE PROVIDE RECIPE AND DETAILED INSTRUCTIONS FOR THE PREPARATION OF YOUR PRODUCT TO BE PREPARED

**\*Completed Applications must be sent to [execdir@snact.org](mailto:execdir@snact.org) by Friday September 28, 2018**

# SNACT 69th Annual Food and Industry Show

Foxwoods Resort Casino

Mashantucket, CT

**November 2, 2018**

## Capital Convention Contractor

### EXHIBITOR MATERIAL HANDLING PROCEDURES FOXWOODS RESORT CASINO

#### GENERAL RULES

- Foxwoods Resort Casino prohibits any show materials from being carried through the hotel lobby, casino, and all other public space.
- All exhibit materials, including display cases, crates, skids, pallets and cardboard boxes must be shipped in care of Capital Convention Contractors.
- Capital **highly recommends** sending all shipments to its advance warehouse as instructed in the Material Handling Information/Rate Schedule forms in the service manual. This method is the most cost effective and efficient way to ship your materials.

#### LOADING DOCK RESTRICTIONS

- The loading dock is a restricted area.
- Personally owned vehicles are prohibited from the loading dock area without a dock pass.

#### ADVANCE SHIPMENTS

- Capital Convention Contractors will begin receiving advance shipments for the event at our warehouse beginning October 4, 2016.
- Material handling services include receiving shipments, providing delivery to booth, storage of empty packing materials, and return of outbound shipments to the loading dock area.

#### DIRECT SHIPMENTS VIA COMMON CARRIER/VAN LINE/COURIER/AIR FREIGHT/P.O.V.

NOTE: if you are delivering show materials in your P.O.V. (Personally Owned Vehicle), please refer to the Cartload Service Form included in this manual and follow instructions below:

- Capital will receive shipments at the exhibit facility on November 2, 2018 from 6:30 a.m. to 12:30 p.m. only.
- Shipments that arrive at Foxwoods Resort Casino prior to November 2, 2018 may be **refused. Advance shipments must be arranged through Capital Conventions.**
- All drivers, including P.O.V.'s, must first check-in with a Capital Convention Contractor Representative at the Marshalling Yard Lot #10 to obtain dock access .



- Capital will coordinate dock times based on availability. P.O.V.'s may be required to have exhibit material transferred onto a Capital truck for delivery to the exhibit hall.
- Before the conclusion of the show, please visit the Capital Exhibitor Service Desk and complete a bill of lading indicating your outbound shipping requirements.

For any inquiries regarding shipping and/or handling of exhibit materials, please contact our Customer Service Department

**877-335-3700**

[help@capitalconventions.com](mailto:help@capitalconventions.com)

**SNACT 69th Annual Food and Industry Show**

Foxwoods Resort Casino

Mashantucket, CT

**November 2, 2018**

**CART LOAD SERVICE ORDER FORM**

Cart Load Service is available for Personally Owned Vehicles (POV) such as automobiles, vans/mini-vans, or pick-up trucks with trailers.

Exhibitors who would like assistance with the unloading and re-loading of their show materials at the loading dock may order Cart Load Service through Capital compliments of the School Nutrition Association of Connecticut:

<b>Load Description – Please describe your show materials</b>	<b>Vehicle Description</b>

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET.

Company Name:

Contact Person:

Booth # (leave blank if you do not know):

Address:

City/State/Zip:

Phone:

Email address:

I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Signature \_\_\_\_\_

If you have any questions, please feel free to contact Exhibitor Services at the number below.

**EMAIL, MAIL OR FAX FORM by Friday September 28, 2018 TO:**

Capital Convention Contractors · 153 Northboro Rd ·  
Suite 6 · Southborough, MA 01772  
Phone 877-335-3700 · Fax 508-481-1150 · Email  
help@capitalconventions.com

**Cart Load Service Guidelines**

- All vehicles must first check-in with a Capital Convention Contractors representative at Marshalling Yard Lot #10 to obtain a dock pass (see enclosed property map).
- Cart Load service includes both load-in and load-out.
- Cart Load service is provided on a first-come, first serve basis for show materials unloaded from and loaded into non-commercial vehicles.
- Cart Load service is provided back and forth from the loading dock to the exhibit booth only.
- Cart loaders are not available to assist with booth set-up or booth tear down, please order labor separately.
- If you choose to ship your show materials via Common Carrier, Van Line, Courier or Air Freight, material handling rates will apply.

Please see the complete handbook for information on pre-shipping.