



Honolulu Marathon December 2010

EXHIBITOR'S GUIDE for FOOD and BEVERAGE SAMPLING

Your first step to a hassle free exhibit!

CONTACT: Gail Nakayama, Senior Catering Sales Manager
HAWAII CONVENTION CENTER
1801 Kalakaua Avenue
Honolulu HI 96815
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FOOD SAMPLING

Food and beverage service is exclusive to the Hawaii Convention. Therefore, all food and beverage must be purchased from the Hawaii Convention Center, we do not allow outside food and beverage to be "catered" in our building and we do not allow persons to bring in food for distribution or sale within our building.

In respect to exhibit shows, there are exceptions to this rule. **The general rule, however, is exhibitors are NOT allowed to distribute or sell food &/or beverage product in direct competition with our food and beverage sales** (banquet or concession).

In all cases, exhibitors must advise our Director of Food and Beverage in writing a minimum of one-month in advance of the show – by November 10, 2010. Exhibitors are to include the quantities and details of the product they are requesting to distribute or sell on the floor.

HAWAII CONVENTION CENTER
ATTN: Director of Food & Beverage
1801 Kalakaua Avenue
Honolulu HI 96815
Email: ballen@hccsmg.com

- Exhibitors ARE allowed to sell or distribute commercial pre-packaged gifts &/or products designed for home consumption; items that will not be consumed in our building. (i.e. gift basket of preserves, packaged coffee grains, etc.)



- Exhibitors ARE allowed to distribute complimentary sample sized portions of food &/or beverage prepared in accordance with health department regulations and our building regulations. Please contact the Senior Catering Sales Manager for regulation details. (i.e. pre-wrapped individual mints, cookies, etc.)

FOOD - A **“Temporary Food Establishment Permit”** must be obtained when sampling food, non-alcoholic beverages or anything consumable to the public. Honolulu Marathon is a public show. There is potentially a \$25.00 fee for this permit and two documents that will need to be completed: “Application for Temporary Food Establishment Permit” and “Exhibition Booth Configuration”. **Please contact the State of Hawaii – Department of Health to obtain this permit.**

State of Hawaii – Department of Health
Sanitation Branch
591 Ala Moana Blvd.
Honolulu HI 96813
Tel: (808) 586-8000 Fax: (808) 586-8040
Website: hawaii.gov/health/environmental/sanitation/sanitationforms/oahutfe.pdf

Once you have provided the details of your booth, the Food & Beverage Director provides you with the document needed to obtain a Health Permit. One is unable to secure the permit without this document of introduction to the Health Department. The Food & Beverage Director may also deny the right to a Health Permit. An example of what might be denied would be sampling of raw shellfish or egg products.

BEVERAGE - The sampling of beverages is limited to 8 ounces for non-alcoholic beverages, and 3 ounces of product per sample for beer or wine. All other alcoholic beverages are limited to 0.5 ounces. This is best controlled with an appropriately portioned cup.

A “Temporary Food Establishment Permit” must be obtained when sampling food & non-alcoholic beverages to the public (anything consumable). Honolulu Marathon is a public show. Please see above, “FOOD” for State of Hawaii, Department of Health information.

Sampling of spirits, wine and beer to the public requires a “Tasting Permit” issued under the name of the sampling company. There is a \$10.00 fee for this permit. A letter of notification from the Hawaii Convention Center Food & Beverage Director to the Liquor Commission is all that is required when sampling to the trade.

A Hawaii Convention Center qualified attendant is required to dispense alcoholic beverages.

Please direct any questions you may have to Gail Nakayama, Senior Catering Sales Manager at (808) 943-3573.



FOOD PRODUCTION - SAMPLING

- **PREPARATION:** The Hawaii Convention Center staff will prepare the product according to your instruction. The fee for this service will vary depending on the complexity of the preparation and the delivery schedule you require to the show floor.
- **SERVICE INSTRUCTIONS:** Detailed service instructions must be received thirty (30) days in advance of your event. We will prepare a written quote for our production services. These services are payable in advance by company check. The deadline for your event is November 10, 2010.
- **RIGHT OF REFUSAL:** The Hawaii Convention Center reserves the right to refuse your food preparation requirements.
- The Hawaii Convention Center kitchen is not open for your use due to health regulations and insurance liability.
- All perishable products become the property of the Hawaii Convention Center due to Health Department regulations.
- If you plan to cook your product on the show floor, induction cooking is requested. The Food & Beverage Director must approve any exception. Please note open flame cooking requires the presence of a Fire Marshall at the expense of the exhibitor and considered on a case-by-case basis.

FOOD & BEVERAGE PRODUCT LEFTOVERS

- The Hawaii Convention Center will not accept responsibility for shipping leftover non-perishable product.
- If you elect to ship leftover non-perishable product to your home office, you must pack, label and arrange for shipment at the end of the show.
- The Hawaii Convention Center will donate leftover goods to various agencies on your behalf and provide you with a signed donation slip for your records.
- Unclaimed leftover non-perishable product will be discarded or donated within five (5) days of the show end date.

SHIPPING

ATTENTION: All shipping from abroad (outside of U.S.) will require a shipping broker. The Hawaii Convention Center is unable to accept items directly from U.S. Customs.

If you are shipping product within the U.S. to the Hawaii Convention Center, you must notify us in advance of what and how much you are shipping, storage required, carrier and estimated time of arrival.

EXAMPLE: 6 cases, 25 lb/case, frozen, via Airborne Express, expected Tues., 12/06/10.



SHIPPING continued.

Address all product as follows:

**HAWAII CONVENTION CENTER
c/o Kitchen Manager for Honolulu 2010
1801 Kalakaua Avenue
Honolulu, HI 96815**

Please also list the following information somewhere on your mailing label or product:

Your Name -or- On-Site Contact

Company Name

Name of Event, Date(s) of Event (i.e. ABC Annual Convention, 12/07-10/10)

- Receiving operates Monday through Friday, 7:00AM to 4:00PM.
- Product not addressed properly will be refused at our dock.
- Product sent without prior notification will be refused at the dock.
- We will maintain a log of all products received.
- We will notify you via fax or e-mail when and what we receive on your behalf.
- The product box will be tagged for identification and properly stored.
- The fee for receiving and storing your product from one case to one pallet is \$100.00, payable in advance. Shipments larger than one (1) pallet will be quoted individually. Our ability to store product is limited. Available storage is awarded on a first come, first serve basis.
- The Hawaii Convention Center is not responsible for any damaged or spoiled product received at our dock.

SUPPLIES & EQUIPMENT

For your ease and convenience, the Hawaii Convention Center can supply you with serving utensils and equipment. Please contact your Catering Sales Manager if you are interested in this service.