

# BRIDAL & WEDDING EXPO



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## EXHIBITOR KIT

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SEPTEMBER 25, 2022



CHI HEALTH CENTER OMAHA

### Venue Location:

CHI Health Center Omaha - Hall B: 455 North 10th Street, Omaha, 68102

### General:

Our top priority is to produce a quality event and to create an atmosphere where all exhibitors can do business. The following rules allow every exhibitor to work in the best possible environment for conducting business.

- **Music, musicians, functioning audio speakers, and/or performances of any kind are prohibited within your booth.** Promotional videos are acceptable.
- All activities within your booth, including promotional videos, must be at **appropriate noise levels** so as to not infringe on your neighbors ability to conduct business. ACS Show Management reserves the right to determine and set the acceptable sound level in all such instances.
- Working in the aisles or distributing brochures, literature, etc. from any area other than your booth is prohibited. All promotional activity must take place inside your contracted space.
- As per venue directive, exhibitors are not permitted to hand carry merchandise through the front doors during move-in or move-out. Exhibitor move-in and out access is permitted via the rear loading area only.
- Please ensure that your display is completely set up one hour prior to the show opening for inspection.
- Exhibitors will be allowed in the exhibition hall one hour prior to the show opening each morning for preparation.
- For security purposes, at least one member of your company should be present at these times. American Consumer Shows personnel will be available during all set-up and show hours at the Information Booth.
- Performers will be contacted individually regarding access for set-up and/or breakdown.
- Each standard booth comes with a white 8' high back curtain and two 3' high side curtains (curtains will be omitted from open corners). Placement of curtains will vary for larger booths.
- Should you need carpeting and/or electric, please complete the respective order form and return it to the service provider. **Note: tables, chairs and electric are not included in your exhibitor space.** The decorator has discounted booth packages available (deadlines apply).
- Exhibitors may ship their contents to the decorator's warehouse prior to the show. Please contact the decorator directly for instructions and costs associated with this service.

### Event Time Table:

#### **Move-In**

Sunday, September 25, 2022 8:00 AM - 12:30 PM

#### **Show Hours**

Sunday, September 25, 2022 1:00 PM – 5:00 PM

#### **Move-Out**

Sunday, September 25, 2022 5:00 PM – 8:00 PM

Move-Out will not begin until the official show closing time. Dismantling or removal of exhibits before the show has closed creates a safety hazard, is unfair to the brides who attend the show later in the day, is disrespectful to neighboring exhibitors and makes for a show environment which is not conducive to selling. Loading doors will remain closed until 5 PM. All exhibitor material must be claimed by 6 PM and completely removed by 8 PM on Sunday night, NO EXCEPTIONS.

### Facility Details:

- Load-in door dimensions are 12' Wide x 16' High
- The ceiling height is 30'
- This facility is not equipped with loading docks.
- The facility flooring is concrete.
- A tarp or plastic covering must be used to protect the floor in all booths where exhibits are sampling food.
- Exhibitors that are carpeting their own booth or covering the floor must use tape provided by Show Management (visit the information booth during set-up to borrow tape) – **DO NOT USE DUCT TAPE ON THE FLOOR.**
- Trash removal of large items is your responsibility. Do not leave large items on the show floor, and do not put them in the dumpster.
- All covered booths must be fire-rated. A 5lb fire extinguisher and a smoke detector are required in all covered booths.

### Vehicle/Limousine Display Requirements:

Exhibitors who have arranged for vehicle display space must adhere to the following safety rules:

- The battery must be disconnected.
- The fuel in the fuel tanks may not exceed 1/4 of a tank.
- Fuel tanks and fill openings must be closed and sealed to prevent tampering.
- Vehicles may not be started up or moved during show hours. Keys must remain with Show Management for the duration of the show.
- A drip pan and tarp must be placed under the vehicle(s) in order to protect the floor in the event of a fluid leak.
- All vehicles must be cleaned of excessive dirt, snow or water prior to being placed on the show floor.
- **Tire cleaning/polishing products are not permitted inside the venue. Please clean/polish all tires prior to entering the exhibit hall.**

### Oversized Displays:

If your exhibit is an actual trailer, vehicle or oversized display, you are required to contact the American Consumer Shows Operations Department. Please call 516.422.8100 or email [ops@acsshows.com](mailto:ops@acsshows.com) to make move-in arrangements. Please double check measurements to ensure that your display will fit through the door and within your booth space. Based on booth location, oversized exhibits are often the first ones inside the venue. Please consult the move-out coordinator on-site regarding move-out procedures.

### Edible Sampling Requirements:

Exhibitors who have been approved to sample cake, food or beverages at the show must adhere to the following rules:

- Sampling is limited to 1 oz. or less for food and 2 oz or less for beverages.
- Items dispensed are limited to products manufactured, processed, or distributed by exhibiting firm, and must be directly related to participation in event.
- All food must be approved commercial source. No home canned or home processed food allowed.
- A health permit is required to sample at this venue. The cost is \$71 for hot food only.
- Vendors must submit proof of having \$1,000,000.00 liability insurance naming Levy Premium Foodservice Limited Partnership and the Metropolitan Entertainment & Convention Authority as additional insured.

\*Show Management reserves the right to remove any items which do not meet these requirements.\*

### Service Providers:

- Decorator Form(s)

**Note: Tables, chairs, and carpeting are not included in our booth. Please plan accordingly as they will be unavailable for ordering.**

- Electrical Form(s)

CHI Health Center Omaha: 455 North 10th Street, Omaha, NE 68102

P: 402.341.1500

F: 402.991.1501

- Water, Telephone & Internet Forms

CHI Health Center Omaha: 455 North 10th Street, Omaha, NE 68102

P: 402.341.1500

F: 402.991.1501

All services should be ordered prior to the deadline dates listed to avoid a surcharge by the service contractors. Show Management suggests that you photocopy all order forms prior to mailing and retain copies of each for your records.

[Click Here](#) to view and print additional copies of this Exhibitor Kit and Service Provider Forms.

### Utilities:

#### **Electrical Services**

**CHI Health Center Omaha - MECA** is the exclusive provider of all electrical services. Please complete the individual order forms (located in the Service Provider Forms) directly online. Payment must accompany your order.

#### **Water, Telephone and Internet Services**

**CHI Health Center Omaha - MECA** is the exclusive provider of all electrical services. Please complete the individual order forms (located in the Service Provider Forms) directly online. Payment must accompany your order.

#### Tax Information:

All exhibitors are required to collect Nebraska State sales tax where applicable.

#### Local Agencies and/or Departments:

Exhibitors are required to conform to all local, state and federal laws concerning the legality of exhibiting their equipment, product or services; inclusive of obtaining proper licensing or permits for all companies and/or products. Exhibitor acknowledges that compliance with the foregoing requirements is an integral part of its contract. Failure to obtain or file the certificates or licenses or permits referred to above will be considered a breach of contract by the exhibitor, and the exhibitor shall be liable for any damages incurred by American Consumer Shows.

#### Hotels:

Hotel: Hilton Garden Inn Omaha Downtown/Old Market Area - 1005 Dodge Street Omaha, NE, 68102

P: 402.341.4400

#### Exhibitor Badges:

To submit your request for pre-printed exhibitor badges, [click here](#) or visit [www.acsshow.com](http://www.acsshow.com) > I Am An Exhibitor > Exhibitor Badge Request. Please note, the deadline for submission is one week prior to the show opening. Badges (pre-printed and blank) will be available for pick up during all set-up and show hours, at the Information Booth.

#### Pay Your Bill:

Exhibitors with a past due balance will not be allowed to exhibit until all such balances are paid in full, no exceptions. If you have an outstanding balance, please mail your payment or [click here](#) or visit [www.acsshow.com](http://www.acsshow.com) > I Am An Exhibitor > Pay For Your Booth Online to make a payment online.

#### Bridal Registration List:

Exhibitors will receive an email outlining instructions on how to obtain the Bridal Registration List shortly after the show's end. Bridal registration lists are individually seeded to monitor use. Exhibitors who provide their list to a non-exhibitor will be subject to substantial penalties.

#### Music:

- **Music, musicians, functioning audio speakers, and/or performances of any kind are prohibited within your booth.** Promotional videos are acceptable.
- All activities within your booth, including promotional videos, must be at **appropriate noise levels** so as to not infringe on your neighbors ability to conduct business. ACS Show Management reserves the right to determine and set the acceptable sound level in all such instances.

**CHI Health Center Omaha  
455 North 10th Street  
Omaha, NE, 68102**

**Move-In Instructions**

- Proceed to **Vehicle Check-In** at the entrance to the load-in area off **Meca Drive**.
- At vehicle check-in, you will be issued a move-in pass and a staff member will direct you where to go to unload.
- Note: Passes issued at move-in must be displayed in your vehicle's front window.
- Parking in the loading area is for **exhibitors only**. You must receive a dock pass from Show Management to keep your car in the loading area.
- Once your vehicle is fully unloaded, please remove it from the loading area and park it in the exhibitor parking lot before setting up your booth.
- If you are bringing your own exhibit contents or a carrier is delivering them to the facility, please try to fit all of the contents into **one vehicle**.
- Parking in any unauthorized location will result in fines and possible towing by local authorities.
- Once inside the venue, the main entrance/exit will be used during the hours of the show. Emergency exits will not be accessible. Alarms will sound if the emergency exit doors are opened.
- There is a fee for parking during Show Days.
- It is strongly suggested that you bring your own hand truck, push cart or dolly to facilitate move-in/out. This will speed up the process.



# BRIDAL & WEDDING EXPO

## Move-Out and Breakdown Instructions:

**Important Note: Please share this document with your breakdown crew!**

- Move-out starts at 5:00 PM.
- It is strongly suggested that you bring your own hand truck, push cart, or dolly to facilitate move-out. This will speed up the process.
- Trash removal of construction material and landscaping material, such as pavers, stone, dirt, plants, etc., is your responsibility. Do not leave these items on the show floor; you must take them with you.
- Based on booth location, oversized exhibits are oftentimes the first ones inside the venue. Please note: first in and LAST OUT. It is imperative that you make arrangements to have your dismantle team arrive at approximately 6:00 PM on Sunday of breakdown to pick up your display, unless your display directly impacts the load out of an event; in which case you will be asked to remove it promptly at the start of breakdown. It is not possible to move-out oversized displays until smaller exhibits, displays and pipe/drape have been dismantled and removed.
- You may ship your exhibit contents to the warehouse, where they can be shipped by a carrier of your choice. Please stop by the decorator's desk after 3:00 PM on Sunday to discuss the details with the service representative. Remember to label all outgoing shipments.
- Never leave your exhibit contents unattended during move-out. This is a difficult time to provide security.
- All exhibitor material must be claimed by 6:00 PM and completely removed by 8:00 PM. Exhibit contents that have not been removed by 8:00 PM will be subject to shipping and storage charges.

**Please note: Your cooperation in following the process outlined above will help in facilitating a smooth move-out.**

# BRIDAL & WEDDING EXPO



## EXHIBITOR MANUAL

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A member of the American Consumer Shows group of companies  
6901 Jericho Turnpike, Suite 250, Syosset, NY 11791-4626  
Telephone: (888) 433-EXPO (3976) | (516) 422-8100 | Fax: (888) 850-3977



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### **Adhesive Stickers & Bumper Stickers:**

No stickers of any kind are to be given out at any time, at any location, by exhibitors. Exhibitors distributing stickers of any kind will receive a bill from the facility for custodial personnel.

### **Balloons & Helium Tanks:**

The facility does not allow helium balloons in the building for any purpose. For decorating purposes, you may have balloons without helium.

### **Booth Information:**

- A. **Booths:** Maximum booth height is 8' all around, full cubic content. Island booths have no height restriction. Be sure to check the Exhibitor Kit under "*Facility Details*" for the ceiling height.
- B. **Pipe & Drape:** An 8' back curtain and two 3' side curtains are provided with each booth. Placement of curtains will vary for larger booths. Display material may go up to 8' high on either side of the inline booths.

### **Decorator Services:**

Draped tables, chairs, carpeting, wastepaper baskets, and other items can be rented for the duration of the show. Return order form(s) and payment to the service provider. Please note the advance order discount deadline is listed on the service provider forms.

### **Directions and Parking:**

Directions and parking are venue specific. For information on directions and parking, refer to the "*Directions*" page in the Exhibitor Kit.

### **Distribution of Literature:**

Exhibitors are permitted to hand out flyers, catalogs, circulars, and folders within their booth only. Distribution of such material from booth to booth, in the aisles, or in the lobby is strictly prohibited. Canvassing of any kind or distributing literature in the exhibit facility or parking lot by or for non-exhibitors is forbidden. Exhibitors may display, demonstrate, give away samples, and sell within their booth only. Exhibitors should refrain from confronting those that are not complying with the above. Bring your concerns to show management at the Information Booth.

### **Electrical Services:**

Electrical service is available in most venues. Return order form(s) and payment to the service provider. Please note the advance order discount deadline is listed on the service provider forms.

### **Exhibitor Badges:**

Exhibitor badges are optional. If you would like to print badges, please [click here](#) or visit [acsshows.com](http://acsshows.com) > I Am An Exhibitor > Exhibitor Badges to download the badge template. Please fill out the form, print, and bring it with you to show site.

### **Food & Beverage:**

Exhibitors are not permitted to sell food or drinks for consumption at the show without the prior written consent of American Consumer Shows. Sampling is permitted in most venues; please contact our customer service department at [customerservice@acsshows.com](mailto:customerservice@acsshows.com) for maximum sample size and additional details. It is the vendor's responsibility to obtain any and all permits, including permits required from local Health Departments or agencies. Any exhibitor providing food or drinks must protect the venue floor, no exceptions.

### **Fire Marshal Rules & Regulations:**

- A. Flammable liquids are not permitted.
- B. Liquefied petroleum gases (Butane, Propane, etc.) are not permitted on or in any type of vehicle, boat, trailer, or in any exhibit.
  - 1. Vehicles that have removable propane tanks are not permitted to enter the building unless the propane tank(s) have been removed.
  - 2. Vehicles with built-in propane tanks that cannot be removed are not permitted to enter the building unless a notarized affidavit accompanying the vehicle indicates:
    - a. Propane tanks are new and have never contained propane or,
    - b. Propane tanks have been emptied and purged.
- C. If a vehicle is part of a display, where permitted, the exhibitor must ensure that there is ¼ tank of gas or less, the gas cap has been locked, and the battery has been disconnected.
- D. All drapes, curtains, tenting, decorations, tablecloths, etc., must be inherently fire resistant or flame proofed, unless made of non-combustible material. An original notarized certificate attesting to a material's fire resistance or flame proofing must be provided at the exhibit and available for inspection by the Fire Marshal.
- E. All exits, passageways, vestibules, lobbies, and fire passageways must be clear for their full width. They shall not be used for exhibits, tables, or storage.
- F. Open flame devices are not permitted.
- G. Cooking for demonstration purposes, where permitted, shall be by electrical appliances only and in locations approved by the Fire Marshal. If cooking is permitted, it must be kept clear of combustible materials. Deep fat frying is not permitted. Exhibitors are required to keep a working fire extinguisher within their booth. Please note, most Fire Marshals will request to see the extinguisher.
- H. The use of noxious, toxic, flammable substances, such as paint, stain, polyurethane or anything of the like, is not permitted during the show set-up.

### **Flyers:**

Placement of flyers on cars in the parking lot is strictly prohibited. Exhibitors found placing flyers on cars in the parking lot will receive a bill from the facility for clean up and custodial personnel.

### **Information and Service Desk:**

For any questions regarding the show onsite, please visit the American Consumer Shows' Information Booth, located in the lobby or on the show floor. The electrician will be on-site to help with your electrical requirements. For inquiries related to advance shipping, carpeting, and furnishing, please see the decorator representatives at their service desk, located in the lobby or on the show floor. All representatives will be available on-site during set-up and breakdown to facilitate exhibitor needs.

### **Janitorial Services:**

The general public areas will be cleaned frequently during and after the show each day. Please place all garbage (boxes, papers, etc.) in the facility receptacles. Please note, it is the responsibility of the exhibitor to remove all trash. This includes but is not limited to construction and landscaping materials such as paving stones, dirt, etc. Do not leave large trash items on the show floor; you must take them with you.

### **Labor:**

American Consumer Shows will have personnel available to assist exhibitors for the move-in day. There is no charge for this service.

### **Move-In and Set-Up Instructions:**

- A. If your exhibit contents were shipped in advance to the warehouse, they will be delivered directly to your booth.
- B. If you are bringing your own exhibit contents or a carrier is delivering them to the facility, please try to fit all of the contents into one vehicle.
- C. As soon as your vehicle arrives at the facility, check in at the VEHICLE CHECK-IN (please follow the signs). Once checked in and on line, ACS or security personnel will instruct you further. Labor will be available to assist exhibitors with unloading, if necessary.

- D. Move-in can be very long and tedious; please be patient. We will move the line as quickly as possible. Some vehicles may be taken out of line based upon clear access to a particular booth.
- E. In many venues, vehicles are not permitted to drive into the exhibition hall to unload.
- F. Once your vehicle has been unloaded, immediately park it in the designated exhibitor parking area. Never leave your vehicle locked or unattended in the loading area. Vehicles parked in the loading area will be ticketed and towed at the owner's expense.
- G. If your exhibit is arriving by an outside carrier (i.e. UPS, Fed-Ex, or non company/private owned vehicle), a representative from your company must be available to sign for your exhibit contents. Show Management strongly discourages exhibitors from sending packages via UPS/Fed-Ex (or the like) to the facility. Small items tend to get "misplaced." Instead, we suggest sending smaller items to your hotel. Be sure to bring your tracking number.
- H. Please bring your own wagon, cart or dolly for both move-in and move-out.
- I. Independent companies hired to work for an exhibitor must provide a Certificate of Insurance to American Consumer Shows thirty (30) days prior to the show.
- J. All exhibits must be completely assembled one hour prior to the show opening.
- K. Any exhibits extending to the front of the exhibit space above the 3' side curtain must be finished or draped, at the exhibitor's expense. Signage may not intrude upon neighboring exhibits.
- L. Move-in is the most difficult time to provide security because there are so many vehicles and boxes coming in and out. If you have small or valuable items in your exhibit, be certain to have one person remain with your exhibit at all times.
- M. You may store your empties in your own vehicle; ensure that they are available for move-out.
- N. Trash removal of large construction items is your responsibility. Do not leave large items on the show floor, and do not put them in the dumpster

#### **Move-Out and Breakdown Instructions:**

- A. Detailed move-out instructions will be distributed on show-site.
- B. Please ensure that your entire exhibit is dismantled and packed prior to requesting a move-out pass or bringing your vehicle to the loading area. **DO NOT GET YOUR VEHICLE UNTIL YOU HAVE BEEN INSTRUCTED TO DO SO.** Do not lock your vehicle or leave it unattended in the loading area at any time.
- C. Never leave your exhibit contents unattended during move-out. This is a very difficult time to provide security.
- D. At some venues you have the option to ship your exhibit contents back to the decorator's warehouse for later pick-up via common carrier. Make sure you provide the contractor with the proper paperwork. There is a charge for this service. Please speak with the decorator representative to make arrangements.
- E. All exhibits must be removed by 8:00 PM on the last day of the show. Any exhibit contents that have not been removed by 8:00 PM will be subject to packing, shipping and storage charges.

#### **Noisemaking Equipment:**

Devices that produce sound must be operated at levels that will not disturb other exhibitors. The facility and American Consumer Shows reserve the right to determine the acceptable sound level in such instances. Failure to comply may result in ejection from the venue.

#### **Outstanding Balances:**

Exhibitors with a past due balance will not be allowed to exhibit until all such balances are paid in full, no exceptions. If you have an outstanding balance, please mail your payment or [click here](#) or visit [acsshows.com](http://acsshows.com) > I Am An Exhibitor > Pay For Your Booth Online to make a payment online.

### **Oversized Display:**

If your exhibit is an actual trailer, vehicle, sunroom, shed, or oversized display, you are required to contact the American Consumer Shows Operations Department. Please call 516.422.8100 or e-mail [ops@acsshow.com](mailto:ops@acsshow.com) to make move-in arrangements at venues that can accommodate oversized displays. Please double check measurements to ensure that your display will fit through the door of the facility and within your booth space. Based on booth location, oversized exhibits are oftentimes the first ones inside the venue. Please consult with the move-out coordinator on-site regarding move-out procedures. Note: this section applies only to venues where oversized displays are permitted. Please contact the Operations Department if you are unsure.

### **Products & Services to be Exhibited:**

Only those products and services listed on the exhibitor contract may be exhibited at the show. Should different and/or additional items be displayed, Show Management has the right to ask that they be removed. Failure to comply may result in ejection from the show and forfeiture of booth cost.

### **Refunds for Exhibit Space:**

Refunds will not be made, in whole or in part, for unused exhibit space. Should the contracted exhibit space remain unoccupied within two hours of the show start on the opening day, American Consumer Shows may assign it to another exhibitor or use it without obligation. All outstanding balances will remain due irrespective of American Consumer Shows reassigning such space.

### **Sales Tax & Permits:**

All exhibitors are required to collect sales tax where applicable. The State Department of Taxation prohibits the selling of taxable merchandise or services at a show or event by all persons that have not registered for a valid Sales and Use Tax License. For your convenience, applications can be completed online; refer to the Exhibitor Kit under "*Tax Information*" for additional information. Please remember to print a copy of each page during the online registration process to keep for your records. It is the obligation of the exhibitor to obtain and clearly display a copy of the Certificate or License within their booth.

It is the responsibility of any exhibitor playing music at the show to obtain any necessary permits from ASCAP. Failure to obtain the required permits will be considered a breach of contract by the exhibitor, and the exhibitor shall be liable for any damages incurred by American Consumer Shows.

### **Security:**

At the close of each show day, American Consumer Shows management will walk the show floor to ensure that everyone is out of the exhibition hall, at which time the facility is deemed secure and will be locked down.

Doors will open to exhibitors each morning one hour before the show opens to the public. For preparation and security purposes, at least one member of your company must be present at these times. American Consumer Shows does not guarantee exhibitors against loss, nor does it imply any assumption of liability for exhibitor's property.

### **Shipping Information:**

- A. **Advance Shipping to Warehouse:** Exhibitors may ship their exhibit contents to the decorator's warehouse prior to the show for a fee. Such contents will be stored and delivered directly to your booth before the show. Please contact the service provider directly for detailed instructions and costs associated with this service.
- B. **Direct Shipments to the Facility:** Exhibitors may ship by common carrier of their choice directly to the facility, only on the move-in day, during the move-in hours. Freight will not be accepted prior to this date. Under this shipping method, there are no additional warehouse charges. All exhibit materials that are shipped directly to the facility must be delivered to the loading area of the exhibition hall. Employees of American Consumer Shows and the facility are not authorized to sign and accept any shipments whatsoever. If personnel from your company are not available to sign and accept your exhibit contents, your carrier will not be permitted to leave your exhibit contents at the facility.

C. **POV:** Personal Occupancy Vehicles are the most common form of to-show shipping. If you are bringing your own exhibitor contents or a carrier is delivering them to the facility, please try to fit all of the contents into one vehicle.

*\* Important: Do not ship your exhibit contents directly to the facility prior to the move-in day. The facility will not receive any advance shipments (unless otherwise specified).*

**Signs & Banners:**

Signs and banners may be suspended from the back wall curtain of your booth. The decorator will have sign hooks available that fit around the 10' pipe holding up the back curtain. Please ensure that your banner or sign has grommets along the top. Written approval from Show Management is required for any signage extending above 8' high. Please note, sign copy is limited to one side only and should be displayed above your booth. Signage must not encroach on neighboring displays, no exceptions.



# CHI Health Center

OMAHA

## EXHIBITOR UTILITIES & TECHNICAL SERVICES

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ORDER ONLINE AT [WWW.CHIHEALTHCENTEROMAHA.COM](http://WWW.CHIHEALTHCENTEROMAHA.COM)

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### **Navigating our site....**

Once you are on our website, select “**Convention Center**” from the menu bar at the top of the page. This will take you to the convention center home page. While there, you will see a tab on the left side of the screen for “**EXHIBITORS**”. Click on that tab to reveal the list of exhibitor information. From that list, select “**Online Ordering**” and begin the ordering process which starts by selecting your event from the event list.

All exhibitors are responsible for reading and complying with the **Exhibitor Rules & Regulations** and the **Exhibitor Technical Rules & Regulations**. These documents cover topics such as shipping/receiving (*the facility does not accept exhibitor shipments*), fire & safety regulations, and policies regarding special decorations....*just to name a few*. They are located on our website within the list of exhibitor information when you select “**Downloadable Order Forms**.”

**Order Deadline:** *All orders must be received or post marked seven (7) calendar days prior to the designated exhibitor move-in date to qualify for the advance rates otherwise standard rates will apply.*

# BRIDAL & WEDDING EXPO

CHI Health Center Omaha  
455 North 10th Street  
Omaha, NE 68102

## **IMPORTANT ELECTRIC INFORMATION**

Electric Orders are now made online at the CHI Health Center.  
Please visit: [Exhibitor Service Center \(ungerboeck.net\)](http://ungerboeck.net)  
to place your order for the show.

If you have any questions about ordering online, please feel  
free to call the CHI Health Center.

1 (402) 341-1500

Have a great show!  
ACS Show Management

Our sales team is available from 9am to 5pm Central Standard Time, Monday through Friday to assist you with your food and beverage selections.

Christi Rath  
[crath@levyrestaurants.com](mailto:crath@levyrestaurants.com)  
(402) 599-6868

Felicity Flesher  
[fflesher@levyrestaurants.com](mailto:fflesher@levyrestaurants.com)  
(402) 599-6858

Levy is proud to be the exclusive provider of all food and beverage services at the CHI Health Center Omaha and TD Ameritrade Park to follow are general guidelines. Please contact our catering department for additional information.

## **SELLING OF FOOD AND/OR BEVERAGE PRODUCTS BY ANY OTHER ENTITY IS STRICTLY PROHIBITED WITHOUT WRITTEN AUTHORIZATION**

Sponsoring organizations of expositions and trade shows, and/or their exhibitors, may distribute **SAMPLE** food and/or beverage products **ONLY** upon written authorization and adherence to **ALL** of the conditions named directly below.

### **GUIDELINES**

**All food and beverages served within the premises must be ordered through Levy, exclusive caterer at the CHI Health Center Omaha and TD Ameritrade Park.**

1. No food or beverages will be permitted to be brought into the location by any exhibitor or any other entity without prior written authorization by Levy. This includes product samples. Please see attached Sampling Policy and Authorization Request Form for details. If you import products without written authorization, you will be asked to remove them from the location. This includes traffic promoters such as bottled water, popcorn, candy, etc.
2. **No outside food or beverage is permitted to be sold in any capacity without written authorization.** Please contact Levy for sub-contractor information if applicable.
3. We offer a complete selection of beverages to compliment your function. Please note that alcoholic beverages and services are regulated by the Nebraska Liquor Control Board. Levy, as licensee, is responsible for the administration of these regulations: **NO ALCOHOLIC BEVERAGES MAY BE BROUGHT ONTO THE PREMISE FROM OUTSIDE SOURCES; WE RESERVE THE RIGHT TO REFUSE ALCOHOL SERVICE TO INTOXICATED OR UNDERAGE PERSONS. NO ALCOHOLIC BEVERAGE CAN BE REMOVED FROM THE PREMISES.** Applicable alcohol taxes will be applied to your order.
4. Order form or sample request form must be received no later than two weeks prior to the event dates to ensure confirmation.
5. Orders submitted less than two weeks in advance will be subject to a 10% increase in all pricing.
6. Full payment must be received no later than one week prior to the start of services. All replenishment orders during the event must be guaranteed by a credit card; any balance of charges due will be billed to the credit card unless payment is received prior to the end of the event.
7. Any changes for the next day must be made by 3pm the previous day. Cancellations require a 72 hour notice or full charges will be incurred.
8. The exhibitor is responsible for supplying any electrical power needed for food service equipment through MECA Services.



## SAMPLING POLICIES

### SELLING OF FOOD AND/OR BEVERAGE PRODUCTS BY ANY OTHER ENTITY IS STRICTLY PROHIBITED WITHOUT WRITTEN AUTHORIZATION

Sponsoring organizations of expositions and trade shows, and/or their exhibitors, may distribute **SAMPLE** food and/or beverage products **ONLY** upon written authorization and adherence to **ALL** of the conditions named directly below.

#### GENERAL SAMPLING CONDITIONS

Items dispensed are limited to products **manufactured or processed** by exhibiting companies and are **related to the purpose** of the event.

All items are limited to SAMPLE SIZE and must be dispensed/distributed in accordance to Local and State Health Codes:

1. Non-Alcoholic Beverages limited to maximum of 2 **oz.** Sample Size.  
*See Below for Sampling of Alcoholic Beverages*
2. Food items are limited to "bite size" (1 X 1 inches or 1 ounce)
3. All foods must be from an approved commercial source – **no home canned or home processed foods will be allowed.**
4. Food handling and storing within your booth or designated area must be in accordance with local health department guidelines.
5. Vendors **MUST** submit proof of having \$1,000,000.00 liability naming Levy Premium Foodservice Limited Partnership and the Metropolitan Entertainment & Convention Authority as additional insured.
6. ALL VENDORS SAMPLING FOOD are required to have a valid Food Permit from the Douglas County Health Department and it must be displayed throughout the event. To obtain a permit, contact the Douglas County Health Department at (402) 444-7240.

**If vendor desires to sell any edible product, please see below under "Selling of Any Food or Beverage"**

#### ALCOHOLIC BEVERAGE SAMPLING CONDITIONS

Alcoholic beverages not purchased through Levy that are **Manufactured or Processed** by the Company and are **related to the purpose of the event** may be sampled if the following policies are strictly adhered to:

1. All products must be addressed and delivered to Levy on a "zero" invoice from a properly licensed alcohol distributor.
2. Vendors **MUST** submit proof of having \$1,000,000.00 liability naming Levy Premium Foodservice Limited Partnership and the Metropolitan Entertainment & Convention Authority as additional insured and are responsible for **STATE AND LOCAL** laws pertaining to the distribution of alcohol.
3. Samples must be under 2oz. and served in plastic, disposable cups. No cans or bottles will be permitted.
4. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other MECA Services.
5. Vendors are responsible for the staffing of an alcohol monitor to ensure proper service and consumptions by guests.
6. All laws and Levy's policies with regard to the service of alcohol must be strictly adhered to, including checking identification of individuals appearing under the age of 30 and refusing service to minors and intoxicated individuals.

## **FOOD SAMPLING AND SANITATION GUIDELINES**

**The following food safety guidelines shall be adhered to by all food sampling operations to protect the public from Food Borne Illness. Unsafe practices will result in immediate cessation of operations. All Foods must be from a Licensed Approved Source.**

**No Home Prepared Foods Allowed.**

**APPLICATION REQUIRED:** Cold Food Sampling (NO FEE) will be allowed with the regulation of sample sizes not to exceed 1" square or less than 2 oz liquid. Event Coordinator will monitor that Sample personnel will adhere to temporary food safety requirements at all times and provide a three bucket utensil cleaning area as well as a hand washing station, food contact surface sanitizer bucket with wiping cloth, sanitizer test strips, and probe thermometer. (See Diagram Below)

**PERMIT REQUIRED:** For any HOT Potentially Hazardous Food Sampling (Cook, Reheat, or Microwave) will require a Temporary Food Permit. Application -> [https://www.douglascountyhealth.com/images/permits/Retail Food Permits/2019 Temporary Application 010219 Fillable.pdf](https://www.douglascountyhealth.com/images/permits/Retail_Food_Permits/2019_Temporary_Application_010219_Fillable.pdf)

All booths providing food samples must do so in a clean and sanitary manner. Tongs, single serving napkins, toothpicks or dispensing units (i.e. cups, etc.) must be used. Open displays of food are prohibited; All food must be covered, wrapped, or under sneeze shields to guard against contamination.

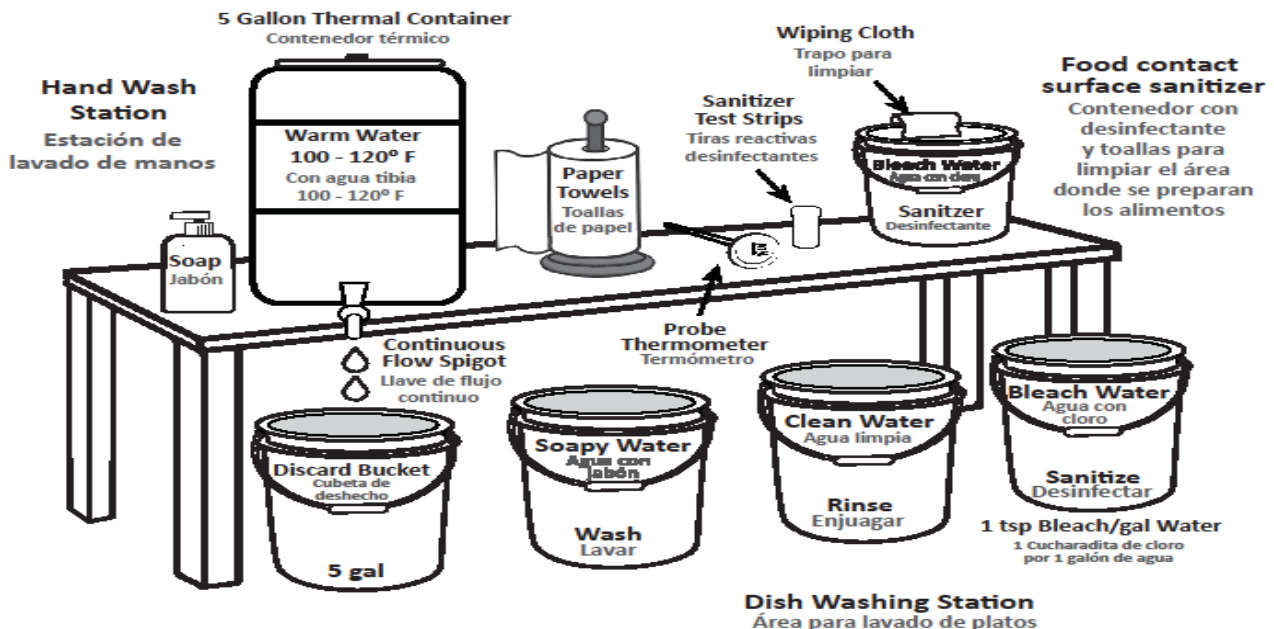
Disposable gloves must be properly used when engaged in direct food handling activities.

Proper food temperatures must be maintained at all times:

- \*\* cold foods at 41 degree F. Cold foods may not be stores in direct contact with ice.
- \*\* hot foods at 135 degree F or higher. All leftover Hot Foods must be discarded at the end of the day. (No Cooling)
- \*\* foods must be cooked/reheated to an internal temperature of 165 degree F or higher



### Temporary Event Booth Setup Cómo instalar la mesa para la venta de alimentos en eventos temporales



## SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION AUTHORIZATION REQUEST FORM

The Company named below acknowledges that it has read and agrees to abide by the Rules & Regulations related to the sampling of food and/or beverages at the facilities. The Company also acknowledges that they have sole responsibility for the use, sales, servicing, or other disposition of such items (including alcoholic beverages) in compliance with all applicable laws. Accordingly, the Company agrees to indemnify and forever hold harmless Levy, the Metropolitan Entertainment & Convention Authority and the City of Omaha from all liabilities, damages, losses, costs, or expenses resulting directly or indirectly from their use, sale, serving, or other disposition of such items (including alcoholic beverages).

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Event Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Product(s) and reasons you wish to dispense them: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Portion Size and Method of Dispensing Samples: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN THIS FORM AND PROOF OF INSURANCE TO LEVY AT LEAST 14 DAYS PRIOR TO START OF THE  
EVENT TO ENSURE CONFIRMATION AND APPROVAL**

**IF SAMPLING HOT ITEMS, PLEASE RETURN THIS FORM AND PROOF OF INSURANCE ALONG WITH A COPY OF  
DOUGLAS COUNTY HEALTH DEPARTMENT TEMPORARY PERMIT**

For additional information, please contact:

Christi Rath  
[crath@levyrestaurants.com](mailto:crath@levyrestaurants.com)  
(402) 599-6868

Felicity Flesher  
[fflesher@levyrestaurants.com](mailto:fflesher@levyrestaurants.com)  
(402) 599-6858

## SELLING OF ANY FOOD OR BEVERAGE

If you are selling pre-packaged food or beverage items that are in direct competition with what Levy will provide during the event, your booth must provide to Levy:

1. Certificate of Insurance- \$1,000,000.00 liability naming Levy Premium Foodservice Limited Partnership and the Metropolitan Entertainment & Convention Authority as additional insured
2. Detailed list of items that you are selling to the public
3. Sample authorization form – if you are handing out samples in addition to selling items
4. \$75 fee per day of the show paid to Levy via credit card.
5. Valid Temporary Food Permit from Douglas County Health Department. To obtain a permit, contact the Douglas County Health Department at (402) 444-7240.

If you are selling pre-packaged food or beverage items that are **NOT** in direct competition with what Levy will provide during the event, your booth must to Levy:

1. Certificate of Insurance- \$1,000,000.00 liability naming Levy Premium Foodservice Limited Partnership and the Metropolitan Entertainment & Convention Authority as additional insured
2. Detailed list of items that you are selling to the public
3. Sample authorization form – if you are handing out samples in addition to selling items
4. Valid Temporary Food Permit from Douglas County Health Department. To obtain a permit, contact the Douglas County Health Department at (402) 444-7240

If you are selling “made to order/ready to eat food or beverage items” you will be considered a subcontractor of Levy. Due to this, your booth is subject to:

1. 35% commission of your daily total sales to Levy
2. Background check and signed contract with Levy
3. Count in/out inventory on a daily basis with a Levy representative
4. Certificate of Insurance –\$5,000,000.00 liability naming Levy Premium Foodservice Limited Partnership and the Metropolitan Entertainment & Convention Authority as additional insured
5. Provide a detailed list of items that you are selling to the public
6. Valid Temporary Food Permit from Douglas County Health Department. To obtain a permit, contact the Douglas County Health Department at (402) 444-7240

All paperwork must be turned into Levy no later than 14 days prior to the event

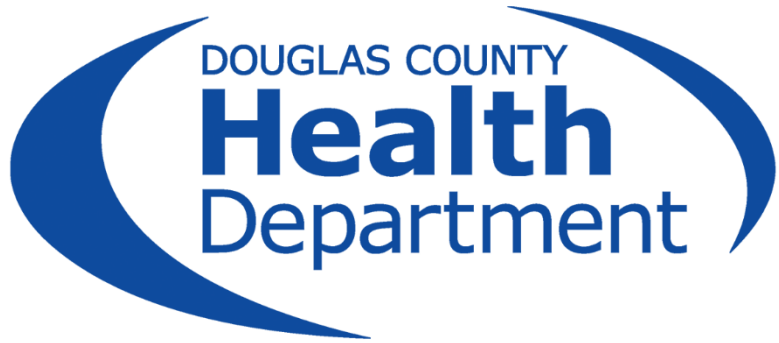
All Douglas County Health Permits must be displayed at your booth

To obtain a permit, contact the Douglas County Health Department at (402) 444-7240.

For additional information, please contact:

**Christi Rath**  
[crath@levyrestaurants.com](mailto:crath@levyrestaurants.com)  
(402) 599-6868

**Felicity Flesher**  
[fflesher@levyrestaurants.com](mailto:fflesher@levyrestaurants.com)  
(402) 599-6858



Healthy. Vibrant.  
Everyone. Everywhere.

# TEMPORARY EVENT VENDOR PACKET

## Table of Contents

Temporary Event Application – Vendor.....Page 3-4

Temporary Foodservice Requirements – Vendor.....Page 5

Commissary Kitchen Certification – Vendor.....Page 6

Temporary Event Booth Setup Diagram.....Page 7

TCS vs. Non-TCS Foods Flow Chart.....Page 8

Vendors must complete and return **Pages 3 – 5** and **Page 6** (if applicable), along with the application fee to the **EVENT COORDINATOR** no later than \_\_\_\_\_.

(Due date set by Event Coordinator)

The Due Date\* above will allow the Event Coordinator to return all Vendor forms/fees to the Douglas County Health Department **at least** 2 weeks before the event date.

**Event Coordinator Information:**

Name: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

*(Should be filled out by Event Coordinator for your reference)*

\* If Due Date falls on a non-working day (holiday or weekend), all applications, fees and/or required paperwork must be RECEIVED by DCHD on the working day prior to the calendar due date.

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# TEMPORARY EVENT APPLICATION (VENDOR)

### ATTENTION – PLEASE NOTE THE FOLLOWING:

- ✓ Return completed application & fee to the EVENT COORDINATOR.
- ✓ EVENT COORDINATOR must submit all Applications, Fees, and documentation to DCHD at least **2 WEEKS** before the event.
- ✓ Cottage Food Vendors attending Temporary Events: fill out the “Cottage Food Vendor Packet”.
- ✓ The event coordinator shall provide an approved drain for wastewater and an approved potable water source to use. Wastewater **MUST NOT** be poured down sewers or on the street.
- ✓ Food preparation methods that require a Variance or HACCP are not allowed at Temporary Events (i.e., vacuum packaged foods, sous vide cooking, etc.)
- ✓ A Consumer Advisory must be posted for all foods that are served raw or undercooked (eggs, hamburgers, poke, sushi, etc.)

<p><b>APPLICATION FEE:</b> <input type="radio"/> \$71-Temporary Vendor/Food Sampling  <input type="radio"/> \$0-Non-TCS Prepackaged Food  <input type="radio"/> \$426-Annual Temporary Vendor at a Farmers Market</p> <p># of Booths: _____ X \$ _____ = \$ _____ <b>Total Due with Application</b>  <b>MAKE PAYABLE TO “DCHD” (FEE IS NONREFUNDABLE)</b></p>	<p><b>For Booth Requirements:</b>  Refer to Temporary Event Booth Setup Diagram</p>
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#### Temporary Vendor/Food Sampling (\$71 Permit Fee is required if):

- You are selling or offering TCS Foods (see TCS vs. Non-TCS Foods Flow Chart – pg 8)
- You are providing food samples that are not prepackaged
- You are handling exposed foods for immediate consumption (ex. cutting fudge, popping popcorn onsite, handling drink ice, etc.)

#### Non-TCS Prepackaged Food (No Fee required if):

- You are selling only non-TCS foods (see TCS vs. Non-TCS Foods Flow Chart – pg 8) prepared and packaged by a food processing plant, manufacturer, or a licensed food establishment.
- Non-TCS samples are pre-packaged at a licensed food establishment prior to the event
- There are no exposed foods/no food handling at the event

#### Annual Temporary Vendor at a Farmers Market:

- This permit only applies to Temporary Vendors/Food Samplers that operate at a Farmers Market with an Umbrella Permit for longer than 2 weeks at a time.

Name of Event: \_\_\_\_\_ Date(s): \_\_\_\_\_

Location of Event: \_\_\_\_\_ Times: \_\_\_\_\_

Name of Vendor Booth: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- ✓ All food preparations must be done in a commercial kitchen (commissary) for temporary events. **NO** Home-Based Operations are allowed per City Ordinance (SEC 11-149).

Name of Licensed Commissary Kitchen: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

1. Are you the permit holder for the licensed commissary kitchen listed on Page 3?  Yes  No
  - If “no”, you must fill out the Commissary Kitchen Certification form (pg 6) with a notary and the permit holder and provide with application.
  - **Note:** Commissary Kitchen Certification (pg 6) is not required if selling non-TCS prepackaged food that is produced at a licensed manufacturer or co-packer.
  
2. Is the commissary kitchen or manufacturer/co-packer located within Douglas County?  Yes  No
  - If “no”, you must provide a copy of the kitchen permit and a copy of the most recent inspection with application.
  
3. List all food and/or drink items to be served/sold: \_\_\_\_\_  
\_\_\_\_\_
  
4. Describe the method of maintaining temperatures for Hot/Cold foods during transportation to site:  
\_\_\_\_\_
  
5. How will you keep hot foods at 135°F or above at the event? \_\_\_\_\_  
\_\_\_\_\_
  
6. If hot food temperature drops below 135°F, it must be reheated to at least 165°F in less than 2 hours from dropping below 135F. What equipment will you provide that is capable of rapidly reheating foods to 165°F? (Note: Chafers are not sufficient equipment for reheating)  
\_\_\_\_\_
  
7. How will you keep cold foods at 41° F or less at the event? \_\_\_\_\_  
\_\_\_\_\_
  
8. How will you keep food and single use items (paper goods, disposable utensils, etc.) off the ground?  
\_\_\_\_\_
  
9. Describe how you will protect food from customer contamination (lids, sneeze guards, etc.): \_\_\_\_\_  
\_\_\_\_\_
  
10. Where will your approved water source be obtained from? \_\_\_\_\_
  
11. How will food or other solid waste be disposed of? \_\_\_\_\_
  
12. How will wastewater be disposed of? \_\_\_\_\_

**FOR DOUGLAS COUNTY HEALTH DEPARTMENT USE ONLY**

Application Fee:

Rcd By: \_\_\_\_\_ Date Rcd: \_\_\_\_\_ Amount Rcd: \$ \_\_\_\_\_  
(Initials)

Approved  Denied \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials)

Check # \_\_\_\_\_  Cash  MO





# TEMPORARY FOOD SERVICE REQUIREMENTS (VENDOR)

**Sign and return this form to the EVENT COORDINATOR**

### NOTICE

*Food handling activities in a private residence resulting in commercial sales are prohibited under State and Local Food Codes. All temporary food service operations must originate from a licensed commissary kitchen.*

### **Vendors cannot begin selling or serving food to the public until all requirements have been met:**

- Each vendor involved in food handling or preparation is to provide a three-bucket system (5 gal. buckets) for washing, rinsing, and sanitizing utensils and equipment. Provide dish detergent and regular bleach (NOT low splash, splash-less or scented) for washing and sanitizing. Provide a chlorine test kit for mixing the bleach sanitizer to 50-100 ppm - these are available at restaurant supply outlets. If a sanitizer other than bleach is used, provide, and use the appropriate test kit. Store wiping cloths in the sanitizer solution and change bucket solutions when they become soiled.
- Provide a handwashing station consisting of a covered container dispensing warm water through a continuous flow spigot and draining into a catch basin. Provide hand soap and paper towels for washing and drying of the hands.
- Thermometers are needed in all coolers, keep cold foods at 41°F or less and hold hot foods at or above 135°F. Provide a probe thermometer (0°F-220°F) for monitoring food temperatures. Equipment must be in good working order to properly maintain safe food temperatures.
- Hot and cold foods must be transported to the site in insulated containers capable of properly maintaining safe food temperatures (such as Cambro units).
- Use effective hair restraint (hairnets or ball caps).
- Avoid direct food handling; use utensils or disposable gloves.
- Samples must not be larger than 1" by 1" cubes or 1 ounce and vendor must provide disposable items for each sample (toothpicks, small cups, tissue paper, etc.)
- Keep foods covered and store foods at least 6" above the floor or ground. Use handled scoops for ice service. Ice must be obtained from approved commercial sources.
- Store single use food service items in original packaging to protect from contamination. Dispense single service eating tableware handle up and plates inverted on clean surfaces.
- Use food-grade hoses or food grade containers to transport potable water.
- Provide adequate covered trash disposal containers.

All Vendors that handle exposed foods at the Temporary Event must provide and use the hand washing and dish washing setup as shown in the Diagram on Page 7.

**Hand Sanitizer is NOT an approved substitute for Hand Washing**

**REMEMBER - Do not handle foods if:**

- ✓ You have a skin infection or infected wounded on hands or arms.
- ✓ You have a respiratory illness and/or a fever.
- ✓ You have an upset stomach, vomiting and/or diarrhea within 24 hours.
- ✓ You suspect that you have any communicable illness.

**I have read, understand, and will follow the Temporary Food Service Requirements stated above and understand that if I do not meet these requirements within an hour after the event starts, I will not receive a permit to operate at the event.**

Printed Name: \_\_\_\_\_ Booth name: \_\_\_\_\_

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



**\*\* MUST COMPLETE THIS FORM PRIOR TO RECEIVING A PERMIT \*\***

# COMMISSARY KITCHEN CERTIFICATION

**Temporary Vendors:** Complete and attach to Temporary Event Application and return to Coordinator  
**Annual Vendors:** (Mobile Trucks/Caterers, etc.) Complete form and Mail or Deliver to:  
DCHD Food Safety & Compliance, 1111 So. 41<sup>st</sup> St., Ste 130, Omaha, NE 68105

## STATEMENT OF RECORD

This is to certify that: (Applicant) \_\_\_\_\_

Doing Business As: \_\_\_\_\_

\_\_\_\_\_

Address	City	State	Zip	Phone
---------	------	-------	-----	-------

will use the below listed establishment as an approved commissary to supply foods for the purpose of Food Catering, Food Processing/Warehousing, Mobile Food Vending, or Temporary Foodservice in Douglas County or the Omaha City limits. If the applicant ceases to use the establishment as their approved commissary or if the establishment's license is no longer valid, the licensed establishment owner shall notify the Health Department immediately at (402) 444-7480.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

\_\_\_\_\_

Business Name of Licensed Commissary (Commercial Kitchen)

\_\_\_\_\_

Address	City	State	Zip	Phone
---------	------	-------	-----	-------

\_\_\_\_\_

**Printed Name of Licensed Commissary Owner**

**Licensed Commercial Establishment (Commissary) Owner must sign in front of Notary.**

## ACKNOWLEDGEMENT

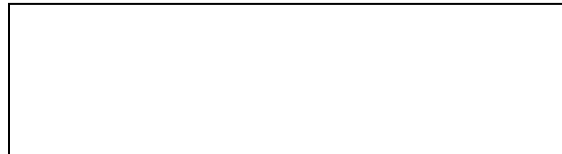
State of Nebraska, County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_  
(Date)

by \_\_\_\_\_  
**Signature of Licensed Commissary Owner (TO BE NOTARIZED)**

\_\_\_\_\_

Notary Public Signature



Affix Seal Here

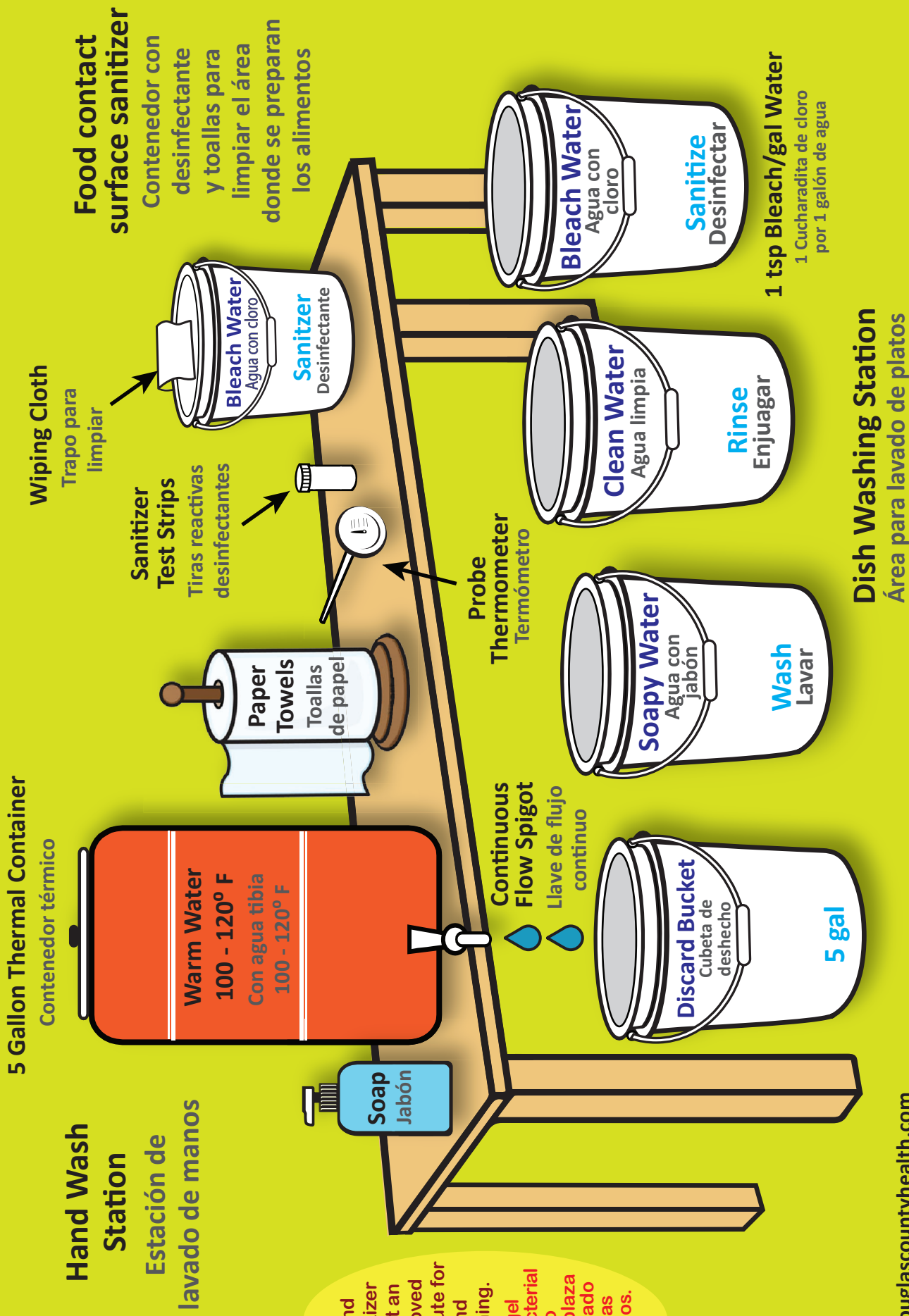
### FOR DOUGLAS COUNTY HEALTH DEPARTMENT USE ONLY

Approved     Denied \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

# Temporary Event Booth Setup

Cómo instalar la mesa para la venta de alimentos en eventos temporales



Hand Sanitizer is not an approved substitute for hand washing.  
El gel antibacterial no reemplaza el lavado de las manos.



## Time and Temperature Control for Safety Foods

Use the chart below to determine if your food is considered a Time/Temperature Control for Safety (TCS) Food. If you need assistance in determining whether your food is TCS or non-TCS, please call DCHD at (402) 444-7480.

