

**Sharonville Convention Center**  
**11355 Chester Road**  
**CINCINNATI, OHIO 45246**  
**TELEPHONE: (513) 326-6040 FAX (513) 326-6059**

AUTHORIZATION REQUEST  
*SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION*

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OVG Hospitality has exclusive food and beverage distribution rights within the Sharonville Convention Center.

**Ohio State Law prohibits any person or organization from bringing alcoholic beverages onto a licensed premises. All alcoholic beverages for display or distribution *must* be purchased from OVG Hospitality.**

Even sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products *only* upon written authorization.

Sharonville Convention Center exhibitors may distribute Food & Beverage samples in authorized space and must not be in competition with products or services offered by OVG Hospitality. Samples must be representative of products manufactured or sold by the company exhibiting. Free samples are limited to 2 ounces of non-alcoholic beverages and 1 ounce of food. Exact descriptions of sample and portion size must be submitted to the Food and Beverage Office for written approval 14 days prior to the opening of the event. No alcoholic samples may be distributed. Any exhibitor giving away and/or selling food in their booth must have a permit and all appropriate fees on file with the Hamilton Department of Health.

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**GENERAL CONDITIONS:**

- ❖ Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm.
- ❖ All items are limited to **sample size**.
  - ◆ Beverages limited to maximum *4oz. container*.
  - ◆ Food items limited to *"bite size" or 2oz.*
  - ◆ Food and/or beverage items used as traffic promoters (i.e. popcorn, coffee, bar services) **must** be purchased from Spectra Food Services and Hospitality.
  - ◆

Product(s) you wish to dispense \_\_\_\_\_

Size of portion to be dispensed \_\_\_\_\_

Proposed method of dispensing \_\_\_\_\_

Please explain purpose of offering samples \_\_\_\_\_

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**SERVICE REQUIRED**

**Dry Storage:** \_\_\_\_\_ No \_\_\_\_\_ Yes (\$150.00 per day) per pallet

\_\_\_\_\_ Freezer \_\_\_\_\_ Refrigerator (\$40.00 per day)

\_\_\_\_\_ 20 lb. bag of ice @ \$25.00 per bag

Approved \_\_\_\_\_  
OVG Hospitality

Approved \_\_\_\_\_  
Sharonville Convention Center Manager

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Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_ Booth No. \_\_\_\_\_

Firm Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

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

By: \_\_\_\_\_ STREET CITY STATE ZIP CODE  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(PRINT OR TYPE NAME & TITLE)

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**\*\*Please send Sample Request Form to Catering Sales Manager-Laura Starkey- lstarkey@cityofsharonville.com or fax 513.326.6059\*\***



250 William Howard Taft Road, 2nd Floor  
Cincinnati, OH 45219 • 513.946.7800  
hamiltoncountyhealth.org

## TEMPORARY FOOD LICENSE – OPERATION REQUIREMENTS

**Note:** Authorization to conduct a food service operation will be issued upon inspection by Hamilton County Public Health. To prevent delays in opening your booth, it is suggested that you be completely operational at least one hour prior to event.

1. **FOODS** shall be obtained from approved sources only. Home-prepared foods are not permitted. All foods shall be prepared either at the temporary location or a licensed food facility in the State of Ohio.
2. **FOOD STORAGE** shall be in such a manner that all foods are protected at all times and kept a minimum of six inches off floor.
3. **HOT AND COLD** storage of foods:
  - a. All TCS/potentially hazardous foods must be stored below 41° F or above 135° F at all times; ex: Cold-hold in coolers with ice or refrigerators; Hot-hold on a grill-top or cook unit, chaffing dish, or steam table.
  - b. Food thermometer must be available to determine proper cooking and holding temperatures.
4. **THAWING** of frozen foods must be done in one of the following ways:
  - a. Under refrigeration below 41° F
  - b. As part of the cooking process (cook from frozen)
  - c. Microwave thaw, then immediately cook when thawed
  - d. Under cool, running water
5. **HAND WASHING** station shall be setup at each licensed temporary booth and must have:
  - a. Continuous running water (ex. cooler with spigot, coffee/tea urn, water jug with nozzle, etc.)
  - b. Hand soap & single-use towels – **hand sanitizer may only be used after washing hands with soap**
  - c. Catch basin or bucket
6. **WATER SUPPLY** shall be adequate, safe, and from approved drinkable water source
7. **FOOD PROTECTION** shall be accomplished by the use of single-use gloves while serving foods, and utensils such as tongs, scoops, spatulas while cooking or preparing foods.
8. **FOOD STORAGE** shall be in a manner that keeps food safe from contamination. During storage, foods must be covered and elevated off the ground.
9. **CONDIMENTS** must be stored in squeeze bottles, pump dispensers or individual packets
10. **UTENSIL WASHING FACILITIES** shall be provided when there are multi-use utensils or food storage containers.
  - a. Multi-use utensils are to be washed, rinsed and sanitized (in that order) as needed to prevent excess contamination. A 3-basin setup must be in place (can use clean buckets, pans, foil cooking trays, etc.)
  - b. Proper test strips must be available to check sanitizer concentration.
  - c. Proper sanitizer concentration is 50-100ppm chlorine, 12.5-25ppm iodine, or 150-400ppm quat.
11. **WIPING CLOTHS** shall be stored in sanitizer solution
12. **STRUCTURES** must be complete with flooring, walls and overhead covering. Canopies/Easy-Ups are permissible. Hard flooring shall be provided in all food preparation and serving areas on a soft surface such as grass or dirt.
13. **MATERIALS** for counters and tables shall be smooth and easily cleanable.
14. **LIGHTING** shall be provided if there is to be any cooking or service after sunset. Bulbs must be shatter-resistant.
15. **SMOKING, EATING, AND DRINKING** are not permitted within food booth.
16. **CLOTHING AND HAIR CONTROL** – Food workers must wear clean clothing and hair must be restrained
17. **WASTE STORAGE AND DISPOSAL**
  - a. Liquid wastes stored in water tight container until final disposal into sanitary sewer or sewage discharge system. No waste should be placed directly onto ground.
  - b. Garbage and refuse stored in metal or plastic containers with tight fitting lids.
18. **FIRE PROTECTION** – Always check with the local fire department to determine fire safety risks. Fire extinguishers may be required if grilling or frying. Grills and fryers may be required to be outside of a covered food booth.

**THE ABOVE ITEMS MUST BE ADHERED TO FOR ISSUANCE OF TEMPORARY LICENSE**