



OUTSIDE FOOD & BEVERAGE POLICY

FOOD & N/A BEVERAGES:

1. All products brought into The New Orleans Ernest N. Morial Convention Center (MCCNO) must comply with The Louisiana Administrative Code – Title 51, Public Health.
2. Items dispensed are limited to products manufactured, processed or distributed by the exhibiting firm and must be germane to the conference or event. Items not manufactured, processed, or distributed by the exhibiting firm must be purchased from the **MCCNO's** exclusive Food Service Contractor, **SODEXO LIVE!**
3. **MCCNO's** exclusive Food Service Contractor, **SODEXO LIVE!**, has the sole right to sell food & beverage items.
4. All supplies needed to serve samples are the responsibility of the exhibitor. **SODEXO LIVE!** is able to provide service items for a fee.
5. All items to be given away are limited to sample sizes:
 - a. **Food Samples** – "bite size" maximum sample size
 - b. **Non-Alcoholic Beverage Samples** – (4) four ounce maximum sample size
6. All product that exceeds the approved sample sizes are subject to additional charges.

ALCOHOLIC BEVERAGES:

1. Approved alcohol for sampling must arrive from a Louisiana distributor to **SODEXO LIVE!** with a zero balance invoice.
2. Alcoholic beverage sampling is limited to (1) one day of service only.
3. The wholesaler or manufacturer must provide the Louisiana Alcohol and Tobacco Control (ATC) with written notice of the date, time, place, permit number and brand of Beverage Alcohol to be sampled. The On-Site Sampling Form can be downloaded from the [LA ATC's website](#).
4. **SODEXO LIVE!** bartenders are required to dispense all alcoholic beverages including samples.
 - a. **SODEXO LIVE!** bartenders must follow Louisiana responsible vendor laws and will ask for proper identification when necessary
 - b. **SODEXO LIVE!** bartenders reserve the right to refuse service.
5. Samples must be given away complimentary and adhere to the following sizes:
 - a. **Beer & Wine** – maximum of (2) two ounces per serving of per individual.
 - b. **Distilled Spirits** - with more than 23 percent alcohol by volume is limited to (.5) one-half ounce per serving per individual.

LABOR:

Sodexo Live! will not receive or handle outside food & beverage (with the exception of alcohol), including storage. If support is needed, arrangements are required to be made in advance and the exhibiting company will be responsible to pay for each support staff member. Labor rates are listed below and a five (5) hour minimum will apply

- a. Front of House (servers, buffet attendants, etc.) – \$45.00++/hour
- b. Bartenders – \$45.00++/hour
- c. Stewarding — \$45.00++/hour
- d. Kitchen Supervisor/ Sous Chef — \$80.00++/hour

OUTSIDE FOOD & BEVERAGE POLICY CONTINUED

To provide a safe and comfortable tradeshow environment, and to comply with fire safety codes, MCCNO's exclusive Food Service contractor, SODEXO LIVE! requires specific information for all on-site food & beverage preparation, dispensing, and sampling. This form must be completed and returned to SODEXO LIVE! for approval not less than (30) thirty days prior to event start date. SODEXO LIVE! will provide approval of sampling arrangements to the sampling company in writing only with 7-10 business days.

Without SODEXO LIVE! approval, sampling of food and/or beverages will not be allowed on-site.

Name of Event: _____ Dates: _____

Business Name _____

Address _____
City _____ State _____ Zip _____

Contact _____ Email _____ Phone _____

Product to be
Sampled: _____

Quantity _____ Size of Sample: _____

Sampling Date: _____ Start Time _____ End Time: _____

Method of
Dispensing _____

List All Catering Supplies Required (ex. Ice, cups, napkins, etc.): _____

Is Storage Needed?

If yes, please indicate type, how product is packaged and amount needed. _____

APPROVED: _____
SODEXO LIVE! _____ DATE _____ COMMENT _____

_____ DATE _____ COMMENT _____
PUBLIC SAFETY (If Applies)

WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT

Food preparation carries with it inherent risks that include but are not limited to health hazards resulting from improper transport, handling and storage.

WAIVER:

In consideration of being permitted to participate in any outside sourced food and/or beverages at the **New Orleans Ernest N. Morial Convention Center** where prepared food, cooked, perishable or otherwise are transported, further prepared, and consumed, I, for myself, my heirs, personal representatives or assigns, agents, employees and affiliates, do hereby release, waive, discharge, and covenant not to sue Sodexo Live!, MCCNO, City of New Orleans, their affiliates, direct or indirect, officers, employees, and agents from liability from any and all claims resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in any Event.

ASSUMPTION OF RISKS

Participation in any Event carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary and can include but are not limited to cooking food thoroughly; separating and not cross contaminating foods; chilling or refrigerating food appropriately; cleaning foodstuffs, instruments and hands used in and for food preparation; fire or gas hazards.

INDEMNIFICATION AND HOLD HARMLESS

I agree to INDEMNIFY AND HOLD HARMLESS Sodexo Live!, MCCNO, City of New Orleans, their affiliates, direct or indirect, officers, employees, and agents (the "Indemnitees") from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of my involvement in Events, whether brought by me, my company or its agents or employees, or other third parties, and to reimburse the Indemnitees for any such expenses incurred.

ACKNOWLEDGEMENT OF UNDERSTANDING

I have read this Waiver of Liability, Assumption of Risk, and Indemnity Agreement, fully understand its terms, and understand that I am giving up substantial rights, including my right to sue. I acknowledge that I am signing the agreement freely and voluntarily, am over the age of 18, and intend by my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.

FOODS MORE LIKELY TO BE ASSOCIATED WITH FOODBORNE ILLNESS

Raw foods of animal origin are those most likely to be contaminated; that is, raw meat and poultry, raw eggs, unpasteurized milk, and raw shellfish. Because filter feeding shellfish strain microbes from the sea over many months, they are particularly likely to be contaminated if there are any pathogens in the seawater. Foods that mingle the products of many individual animals, such as bulk raw milk, pooled raw eggs, or ground beef, are particularly hazardous because a pathogen present in any one of the animals may contaminate the whole batch. A single hamburger may contain meat from hundreds of animals. A single restaurant omelet may contain eggs from hundreds of chickens. A glass of raw milk may contain milk from hundreds of cows. A broiler chicken carcass can be exposed to the drippings and juices of many thousands of other birds that went through the same cold-water tank after slaughter.

Fruits and vegetables consumed raw are a particular concern. Washing can decrease but not eliminate contamination, so the consumers can do little to protect themselves. Recently, a number of outbreaks have been traced to fresh fruits and vegetables that were processed under less than sanitary conditions. These outbreaks show that the quality of the water used for washing and chilling the produce after it is harvested is critical. Using water that is not clean can contaminate many boxes of produce. Fresh manure used to fertilize vegetables can also contaminate them. Alfalfa sprouts and other raw sprouts pose a particular challenge, as the conditions under which they are sprouted are ideal for growing microbes as well as sprouts, and because they are eaten without further cooking. That means that a few bacteria present on the seeds can grow to high numbers of pathogens on the sprouts. Unpasteurized fruit juice can also be contaminated if there are pathogens in or on the fruit that is used to make it.

A FEW SIMPLE PRECAUTIONS TO REDUCE THE RISK OF FOODBORNE DISEASES

Safe and careful handling of raw meat and poultry is critical to prevent harmful bacteria from multiplying and contaminating other foods. It is extremely important that proper temperatures are reached during cooking to destroy harmful bacteria. Here's what you should do to make sure the food you cook and serve at your cookout is both delicious and safe.

COOK: meat, poultry and eggs thoroughly. Using a thermometer to measure the internal temperature of meat is a good way to be sure that it is cooked sufficiently to kill bacteria. For example, ground beef should be cooked to an internal temperature of 160° F (until juices run clear and are no longer pink). To check temperature, insert the thermometer probe for 15 seconds in center of the burger, at a 45° angle. Eggs should be cooked until the yolk is firm. *Keep burgers and chicken (and all other perishable foods) on ice until ready to cook. Cook poultry to 165°F/74°C. Place thermometer in thickest part of meat (for 15 seconds).

SEPARATE: Don't cross-contaminate one food with another. Avoid cross-contaminating foods by washing hands, utensils, and cutting boards after they have been in contact with raw meat or poultry and before they touch another food. Put cooked meat on a clean platter, rather back on one that held the raw meat. Use only clean, sanitized food containers, cutting boards and utensils. Never use the same utensils or food containers for handling raw meat and poultry and also for handling ready-to-eat foods (i.e., hamburger buns, cooked foods). Use separate cutting boards for raw foods and ready-to-eat foods. Never touch raw foods and THEN ready-to-eat foods with the same utensil. Never touch ready-to-eat foods with bare hands. Use utensils or disposable gloves.

CHILL: Refrigerate leftovers promptly. Bacteria can grow quickly at room temperature, so refrigerate leftover foods if they are not going to be eaten within 4 hours. Large volumes of food will cool more quickly if they are divided into several shallow containers for refrigeration.

CLEAN: Wash produce. Rinse fresh fruits and vegetables in running tap water to remove visible dirt and grime. Remove and discard the outermost leaves of a head of lettuce or cabbage. Because bacteria can grow well on the cut surface of fruit or vegetable, be careful not to contaminate these foods while slicing them up on the cutting board, and avoid leaving cut produce at room temperature for many hours.

Don't be a source of foodborne illness yourself. Wash your hands with soap and water for at least 20 seconds before and after handling raw meat and poultry. Avoid preparing food for others if you yourself have a diarrheal illness.

SOME INDIVIDUALS AT PARTICULARLY HIGH RISK SHOULD TAKE MORE PRECAUTIONS

Pregnant women, the elderly, and those weakened immune systems are at higher risk for severe infections such as Listeria and should be particularly careful not to consume undercooked animal products. They should avoid soft French style cheeses, pates, uncooked hot dogs and sliced deli meats, which have been sources of Listeria infections. Persons at high risk should also avoid alfalfa sprouts and unpasteurized juices. A bottle-fed infant is at higher risk for severe infections with Salmonella or other bacteria that can grow in a bottle of warm formula if it is left at room temperature for many hours. Persons with liver disease are susceptible to infections with a rare but dangerous microbe called Vibrio vulnificus, found in oysters. They should avoid eating raw oysters.

I HAVE READ AND UNDERSTOOD THE ABOVE TERMS:

SIGNATURE: _____

NAME: _____

DATE: _____

GROUP(s): _____

CONTRACT(s) #(s): _____

RETURN TO: **Ernest N. Morial Convention Center**
ATTN: SODEXO LIVE! Catering Department
900 Convention Center Blvd.
New Orleans, LA 70130

Amanda Rivero
Exhibit Catering Sales Manager
Email: amanda.rivero@sodexo.com