



EASTERN PENNSYLVANIA FALL HOME SHOW

October 26 - 27, 2024

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**Event On Site Contact -
Charmagne Harris - 860-918-0891
Dennis Jenks - 860-918-1297**



EASTERN PENNSYLVANIA FALL

Home Show

October 26-27, 2024

Agri~Plex

At Allentown Fairgrounds

Saturday - 11:00am - 5:00pm | Sunday - 11:00am - 4:00pm

AGRI~PLEX AT ALLENTOWN FAIRGROUNDS | AG HALL, 302 N 17TH STREET, ALLENTOWN, PA

MOVE IN - Friday, October 25 - 8:00am - 6:00pm

MOVE OUT - Sunday, October 27 - 4:00pm - 8:00pm

ELECTRICITY - NOT INCLUDED IN BOOTH COST

MUST PRE-ORDER THROUGH JENKS BY OCTOBER 19 - COST \$85

FOR BASIC 500wt SERVICE - LATE FEES APPLY -

BOOTH FEES - ALL FEES ARE DUE BY SEPTEMBER 25, 2024

ANY PAYMENTS RECEIVED AFTER THIS DATE MUST BE CASH, CERTIFIED CHECK OR CREDIT CARD

ANY FOOD SAMPLERS OR FOOD SALES

SEE ATTACHED FOOD SERVICE PERMIT - MUST BE FILED BY 10/12/2024

CONTACT: BUREAU OF HEALTH / ENVIRONMENTAL HEALTH SERVICES 435 HAMILTON ST 410 CITY HALL - ALLENTOWN, PA 18101 - 610-437-7759 - FEE RANGES:\$40.00-\$75.00 LATE FEES APPLY

INTERNET - UNLIMITED ACCESS WITH MODEM RENTAL

MUST PRE-ORDER BY OCTOBER 17 - COST \$85

AVAILABLE DIRECTLY FROM SERVICE ELECTRIC CABLE TV & COMMUNICATIONS -
CALL TO ORDER (610) 625-9239

PER FIRE MARSHAL - ALL TENTS MUST BE FIRE PROOF AND HAVE ORIGINAL FIRE SAFETY TAG -

NO OPEN FLAMES - NOTHING THAT PRODUCES HEAT - NO ENCLOSED TENTS OR ROOFED STRUCTURES
EVERY VEHICLE PARKED INSIDE AG HALL MUST HAVE LESS THAN ¼ TANK OF GAS OR 5 GALLONS, ONE BATTERY CABLE DISCONNECTED AND TAPED, THE GAS TANK SEALED WITH TAPE OR LOCKED, KEY MUST REMAIN ON THE PROPERTY, REFUELING TO BE DONE OFF SITE & ALL LIQUID PROPANE TANKS MUST BE REMOVED FROM THE EXPO CENTER IMMEDIATELY AFTER USE.

PARKING - FREE FOR EXHIBITORS AND PATRONS

CONSIDER EASY ACCESS FOR CUSTOMERS WHEN PARKING

(1) 8' TABLE & (2) CHAIRS PER COMPANY

MUST BE PRE-ORDERED THROUGH JENKS PRODUCTIONS

FORKLIFT SERVICE - \$75 PICK CHARGE

(\$150 LOAD IN AND LOAD OUT) CALL CHARLEE (860)-918-0891
PRE-ARRANGE/PAID IN ADVANCE

**EXHIBITOR BADGES - (6) EXHIBITOR BADGES PER COMPANY UNLESS OTHERWISE SPECIFIED
BADGES WILL BE AVAILABLE AT THE SHOW OFFICE DURING CHECK IN**

UNATTENDED CHILDREN UNDER 12 ARE NOT PERMITTED DURING MOVE-IN/OUT!



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MOVE IN INSTRUCTIONS

- ALL MOVE-IN CREWS MUST CHECK IN AT THE SHOW OFFICE.
- ALL BOOTHS MUST BE PAID IN FULL PRIOR TO LOAD IN
- USE LOADING DOOR NEAREST YOUR BOOTH. SEVERAL DOOR ACCESS - NOT FRONT ENTRANCE
- BRING DOLLIES OR HAND TRUCKS FOR MOVE-IN. NO MECHANICAL MATERIAL HANDLING EQUIP. ALLOWED.
- INSURANCE CERTIFICATES REQUIRED - NAME BOTH -
JENKS PRODUCTIONS, LLC - 205 E. HIGH STREET, EAST HAMPTON, CT 06424
&
AGRI-PLEX, ALLENTOWN FAIRGROUNDS - 302 N 17TH STREET, ALLENTOWN, PA 18104
- PLEASE BRING THREE PRONGED, GROUNDED EXTENSION CORDS AND ADAPTOR BARS, AS THEY ARE NOT PROVIDED

MOVE OUT - ALL MATERIALS MUST BE OUT BY 9PM SUNDAY NIGHT. ITEMS LEFT AFTER SUNDAY ARE SUBJECT TO DISPOSAL AT EXHIBITORS' EXPENSE.

DISPLAY & DECORATING - 10X10 PIPED/DRAPED & COMPANY SIGN INCLUDED.

VIP GUEST PASSES - EACH EXHIBITOR IS ALLOWED TWELVE (12) VIP GUEST PASSES, TO BE USED FOR CLIENTS OR FAMILY. EACH PASS IS GOOD FOR TWO ENTRIES.

SECURITY - MANAGEMENT WILL PROVIDE SECURITY DURING THE EXPO. NO ONE HAS ACCESS TO SHOW AFTER HOURS. NEITHER MANAGEMENT NOR THE EXPO CENTER GUARANTEES EXHIBITORS AGAINST LOSS OF ANY KIND. SEE YOUR INSURANCE AGENT FOR OFF PREMISE INSURANCE. SMALL OR VALUABLE MATERIALS SHOULD BE PACKED OR COVERED AT NIGHT.

ADVANCED SHIPPING OF LARGE DISPLAY MATERIALS - DRAYAGE CHARGES FOR DISPLAY MATERIALS/FREIGHT CHARGES ARE APPLICABLE. ANY ITEMS SHIPPED TO THE SHOW ARE SUBJECT TO CHARGES. JENKS PRODUCTIONS IS NOT RESPONSIBLE FOR PAYMENT OF ADDITIONAL ITEMS ORDERED.

*DISTRIBUTION OF BROCHURES OR OTHER PROMOTIONAL MATERIAL IS NOT PERMITTED OUTSIDE OF A PAID EXHIBITOR BOOTH.

HOTEL:

FOUR POINTS by MARRIOTT OF THE LEHIGH VALLEY | 3712 HAMILTON BLVD. ~ ALLENTOWN PA 18103

Phone - 610-437-9100

HOMEWOOD SUITES BY HILTON ALLENTOWN WEST | 7686 Industrial Blvd, Allentown PA 18106

Phone- 610-336-4860

Please call hotel directly for reservations

UNATTENDED CHILDREN UNDER 12 ARE NOT PERMITTED DURING MOVE-IN/OUT!

B. FOOD/EQUIPMENT

1. Please list your menu items:

2. What type of temporary food service facility will you be operating at the event? Check all that apply:

Enclosed trailer Outdoor Stand Indoor Kitchen Other (specify) _____

3. Will all foods be prepared on-site? (Remember: Except baked goods, home prepared foods are prohibited.)

Yes No If "no", where will foods be prepared? _____

4. Will there be electricity available?

Yes No

5. Will running water be available?

Yes No If "no", how will water be supplied? _____

6. Where will waste water (dish water or handwash) be stored and discarded?

7. How will cold foods be kept cold? (below 41°F) (Note: Foods may not be in direct contact with ice; styrofoam coolers are unacceptable.)

Refrigerator Insulated Cooler Other (specify) _____

8. What equipment will you use to cook food? Check all that apply:

Grill (gas, charcoal or electric) Oven Other (specify) _____

Fryer Microwave _____

9. How will cooked foods be kept hot (above 135° F) after cooking? Check all that apply:

Steam Table Chafing Dish/Sterno Other (specify) _____

Roaster Grill _____

10. If prepared food is on display, how will it be protected from contamination?

Sneeze Guards Covers Other (specify) _____

City of Allentown Bureau of Health

Temporary Food Facility Guidelines

FOOD

- All food shall be clean, wholesome, free from spoilage and adulteration, and safe for human consumption.
- All food shall be from approved, licensed/registered sources. **Foods prepared or canned in private homes are strictly prohibited.**
- **Food shall be protected from sources of contamination at all times.** Foods must be placed in protected locations during storage, preparation, cooking, serving or display. Food must be stored off the ground and covered to protect it from contamination, use plastic wrap, foil or lidded containers; do not use cloth to cover food.
- Raw fruits and vegetables must be thoroughly washed before preparation.
- **Potentially hazardous foods** such as meat, poultry, fish and dairy products must be kept **below 41°F or above 135°F at ALL TIMES.** Adequate refrigeration and/or hot holding equipment must be provided.
- Potentially hazardous foods must be cooked to heat all parts of the food to a minimum internal temperature of **at least 145°F except:**
 - **Ground meats** (beef, pork, veal, lamb, sausage) must be cooked to **at least 155°F.**
 - **All poultry** (including ground poultry) and stuffings must be cooked to **at least 165°F.**
 - **Roasts** (beef, pork, ham) must be cooked to **at least 130°F for 112 minutes or 158°F for 1 second.**
 - **Fruits and vegetables** must be cooked to **at least 135°F.**
 - Use a metal stem probe thermometer to check food temperatures.
- All ice must come from approved sources and shall be stored in closed containers approved for food storage.
- Ice used for food and drink storage may not be used in drinks or as ingredients in food.
- Foods and drinks stored in ice must be in packaging that will not leak, such as sealed cans, bottles or plastic containers with tight-fitting lids.

HANDWASHING AND EMPLOYEE HYGIENE

- A **handwashing station** must be present so foodhandlers can wash their hands when necessary. Hands must be washed before starting work, when changing gloves, after smoking or going to the toilet, and as often as necessary to remove any contamination. A handwashing station consists of potable water **supplied by a spigot**, hand soap, paper towels and a container to collect the waste water.
- When all food is pre-packaged, chemically treated towelettes may be used.
- **No bare hand contact with ready-to-eat food is permitted.** Use disposable gloves or clean utensils. Change gloves between tasks and when gloves become soiled.
- All food handlers must wear clean clothes, hair restraints and maintain a high degree of personal cleanliness. No smoking is permitted in the temporary facility.

DISHWASHING AND CLEANING

- Dishwashing facilities shall be provided to wash and sanitize equipment that is soiled or contaminated. This shall consist of three sinks, containers (e.g., dishpans or buckets) set up to accomplish a **wash – rinse – sanitize – air-dry** method of dishwashing.
- All food contact surfaces such as cutting boards, work tables, utensils and food preparation equipment must be cleaned and sanitized after each use. **A sanitizing solution can be mixed by adding one (1) tablespoon of unscented bleach to a gallon of water.** Approved sanitizer at adequate strength must be used for sanitizing as the 3rd step in dishwashing and for sanitizing food contact surfaces. If no sinks are available the solution should be put into a spray bottle or container clearly marked as “sanitizer”. Sanitizer and a sanitizer test kit must be available at all times.
- Single service articles must be used when adequate dishwashing facilities are not available.

PHYSICAL FACILITIES

Note: Temporary facilities operating at a one day event may not need to meet the physical facility requirements unless conditions warrant as determined by the Bureau of Health.

- **Overhead protection** (tent, roof, awning cover, etc.) is required for areas of food storage, preparation, cooking and serving.
- **Outer opening protection** to enclose the temporary food facility is recommended to be readily available and **may be required** in areas of food storage, preparation, cooking and serving where food is exposed and/or when conditions such as inclement weather, dust and insects or rodents exist. Acceptable outer opening protection includes tight-fitting doors and windows, 16-mesh screens, air curtains or other effective measures that provide protection from existing conditions. Certain limiting conditions, such as heat and smoke, may eliminate the need for enclosure around grills or other equipment. Enclosures may not be required in cases where all foods within the temporary food facility are covered and protected or no preparation occurs on-site and/or no foods are exposed except when served to the consumer. This determination will be made solely by the Bureau of Health.
- **Flooring** is required for temporary facilities located on grass, gravel, dirt or mulch to control ground dirt, mud, dust, water or other unsanitary conditions. Suitable means of flooring include platforms, duckboards or mats. Temporary facilities located on concrete or asphalt graded to drain do not require flooring if conditions permit.
- **Dining areas** for customers do not require overhead or outer opening protection.

SUPERVISION

- A **Person-in-charge** shall be present at all times and is responsible for overseeing food handling practices and staff hygiene, as well as excluding and restricting ill staff. No person can work as a foodhandler if they have a disease which can be transmitted by foods, or have symptoms of vomiting, diarrhea, jaundice, or fever, or have boils, infected wounds or sores on hands or arms.
- At least one employee shall have a current **Food Employee Certification** issued by the PA Department of Agriculture. A copy of the certificate must be present at the temporary facility. Non-profit organizations (churches, youth leagues, civic associations, etc.) are exempt from this requirement.

WATER SUPPLY

- Hot and cold potable water from an approved source must be provided at the facility.
- Water shall be provided by food-grade hose connected to a public water supply fixture. If a public water supply fixture is not available, water must be obtained from an approved source and stored on-site in clean, covered and leak-proof containers with dispensing spouts.
- Water may be heated in a coffee urn, on a stove top or other similar method.

SEWAGE AND WASTE WATER

- **All waste-water must be disposed of in a sanitary sewage system receptacle. Do not discard waste water in a stormwater drain or on the ground.**
- Each facility without built-in waste collection systems must provide a container with a minimum of 15% greater capacity than the freshwater supply and a tight fitting lid for retention of all waste water prior to disposal.

EQUIPMENT

- **All equipment must be adequate for its intended use, well maintained and easily cleanable.**
- **Refrigeration units must be capable of holding product at 41°F or below**, and must be supplied with an accurate thermometer.
- Cooking equipment must be capable of cooking foods to the appropriate temperatures.
- **Hot holding equipment must be capable of holding foods at 135°F or above.**

TRASH

- You must supply a leak-proof trash container with a lid.

RESTROOMS

- Must be available for employee use.

The Bureau of Health may impose additional requirements or modify or waive requirements at its discretion.

**These guidelines are for your protection and the protection of your customers.
If you have any questions, please contact the Allentown Health Bureau at (610) 437-7759.**

HANDWASHING AT TEMPORARY EVENTS

Dear Temporary Event Organizer:

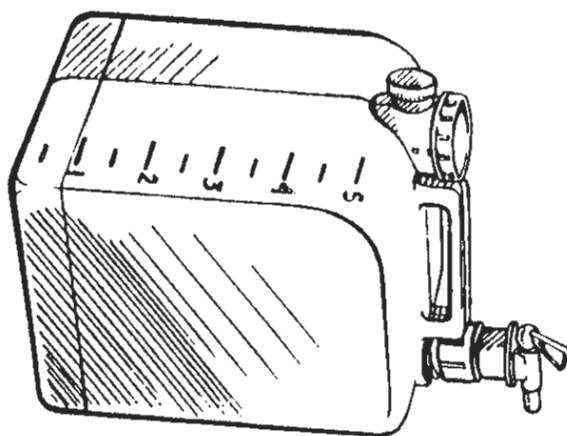
Handwashing is the best way to prevent the spread of illness. The requirements for a food vendor's handwashing station are explained below.

But, what about the patrons at your event? The Allentown Health Bureau would like you to consider providing a handwashing station, separate from the food vendor's, that can be used by the people who are attending your event. Providing a handwashing station for your guests is a simple way to show your appreciation for their patronage.

Please help promote better health through **HANDWASHING!**

The City's Foodservice Regulations require TEMPORARY FOOD STAND OPERATORS TO PROVIDE AN EMPLOYEE HANDWASHING STATION (clean flowing water, soap and single-service towels and a container to catch the waste water) in their stand. All waste water **must** be discarded properly. Shown below is an example of an acceptable container (available at local retail stores) for clean water if running water is not otherwise available. Open buckets of water for handwashing are not acceptable.

Temporary food service licenses will NOT be issued to any operator who fails to comply with this specific requirement AND those listed in the attached guidelines.



For more information contact:

ALLENTOWN HEALTH BUREAU
(610) 437-7759