

CT Cannabis Expo



March 25 - 26, 2023

Saturday - 10am - 6:00pm | Sunday - 10am - 5:00pm

SKY CONVENTION CENTER | MOHEGAN SUN CASINO | 1 MOHEGAN SUN BLVD, UNCASVILLE, CT 06382

MOVE IN - Friday, March 24, 2023 - 8:00am - 6:00pm

MOVE OUT - Sunday, March 26, 2023 - 5:00pm - 9:00pm

EXHIBITOR BADGES: EXHIBITORS ARE ALLOWED FOUR (4) EXHIBITOR BADGES UNLESS OTHERWISE SPECIFIED. **PLEASE PROVIDE A LIST OF NAMES NO LATER THAN MARCH 9,** TO BE USED FOR BOOTH STAFF. BADGES WILL BE AVAILABLE AT THE SHOW OFFICE DURING CHECK IN.

One 6' TABLE & two CHAIRS are included | **ELECTRICITY IS NOT INCLUDED** IN THE BOOTH COST **ELECTRICITY**: STANDARD 110 ELECTRICITY IS AVAILABLE THROUGH MOHEGAN SUN CASINO - PLEASE BRING THREE PRONGED, GROUNDED EXTENSION CORDS AND ADAPTOR BARS, AS THEY ARE NOT PROVIDED





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ADDITIONAL INFORMATION

W CONTACTS FOR SET UP & DURATION OF EVENT

Rebecca Harvey - (860) 985-7860 Charmagne Harris - (860) 918-0891 Wes Jenks - (561) 578-9680 Rocco Bascetta (860) 961-5766 Mohegan Event Manager

ALL DISPLAY MATERIALS MUST BE REMOVED BY SUNDAY NIGHT! XPOCANNA, GC PRODUCTIONS LLC & MOHEGAN SUN ARE NOT RESPONSIBLE FOR MATERIALS LEFT AFTER SUNDAY!

INSURANCE CERTIFICATES: ARE NOW REQUIRED BY THE EXPO CENTER MOHEGAN SUN. PLEASE NAME BOTH THE EXPO CENTER MOHEGAN SUN AND GC PRODUCTIONS, LLC. AS ADDITIONAL INSUREDS FOR THIS SHOW. PLEASE INCLUDE ADDRESSES FOR BOTH. THEN FAX IT TO US AT 860-365-5751. OR EMAIL WES@JENKSPRODUCTIONS.COM THIS SHOULD BE A FREE SERVICE BY YOUR INSURANCE CARRIER. GC PRODUCTIONS, LLC 205 EAST HIGH STREET, EAST HAMPTON, CT 06424. ADDITIONAL INSURED: MOHEGAN TRIBAL GAMING AUTHORITY D/B/A/ MOHEGAN SUN; ONE MOHEGAN SUN BLVD, UNCASVILLE, CT 06382

Map To Load In Dock Sky Convention Center





VENDOR ELECTRICAL SERVICE REQUEST



| Convention Name: | | Convention Dates: | | |
|--------------------------------------|--------------------------------------|-------------------|---------|--|
| Company/Booth Name: | - | | | |
| Contact Name: | Phone # we car To get credit card | | | |
| Email Address To Receive Receipt: | | | Booth # | |

| | Name on the Card: | | | |
|--|---|--|---|--|
| | Billing Address: | | | |
| <u>Credit Card:</u> | City: | State: | Zip: | |
| | Card Holder Signature: | | | |
| | An Encore representative will call you to obtain the credit card numbers by phone | | | |
| | | | Office use only | |
| <u>Checks:</u> | then mail this form with the check to: 1 | Encore at Mohegan Sun I Mohegan Sun Blvd. Jncasville, CT 06382 | check should include the standard rate plus 6.35% sales tax and arrive beforee the start of the event | |
| Receipts will be provided when card is charged. For billing inquiries after the event , email james.sullivan@encoreglobal.com | | | Confirmation # Will be emailed to you within 72 hours | |

| SERVICE ITEMS | | QUANTITY NEEDED | STANDARD RAT | ſE * |
|--|---|-----------------|--------------|-------------------------------|
| Dedicated 15 AMP (with power strip) | | | \$260 | plus CT State Sales tax |
| Dedicated 20 AMP (single outlet) | | | \$300 | plus CT State Sales tax |
| 20 AMP NEMA L6-20 outlet | (C) | | \$370 | plus CT State Sales tax |
| 30 AMP NEMA L6-30 outlet | (s b) | | \$395 | plus CT State Sales tax |
| *Credit card orders confirmed 9 days in advance of the event will receive a 20% discount. | | | | |
| Prices are per event, maximum three days. For longer exhibits, add \$40 per additional day per item ordered. | | | | |
| For questions, other connections not listed, or to inquire about audio visual items such as display | | | | |

monitors, screens or projectors, please call the audiovisual department:

860-908-5451 for pricing and availability.



SHOW FACTS

Connecticut Cannabis Expo Uncas Ballroom, Mohegan Sun Uncasville, CT March 25-26, 2023



BOOTH EQUIPMENT

Each 10' deep x 10' wide booth set up includes one 8' high back drape, two 3' high side drapes, and one 7"x44" booth ID sign. Show colors are green and white.

EXHIBIT HALL CARPET

The Uncas Ballroom IS carpeted.

DISCOUNT PRICES

In order to receive the discounted rates listed in this Kit, we must receive your order by: *Friday, March 10, 2023. Order online (see page 2) and save the 8% Administrative Fee.*

SHOW SCHEDULE:

Exhibitor Move-In: Friday, March 24, 2023 from 8:00am - 6:00pm

Show Hours:

Saturday, March 25, 2023 from 10:00am - 6:00pm Sunday, March 26, 2023 from 10:00am - 5:00pm

Exhibitor Move-Out:

Sunday, March 26, 2023 from 5:00pm - 9:00pm



ONLINE ORDERING

Looking for an easier way to place your order? Tired of faxing or emailing forms?

Try our fully PCI-Compliant Online Ordering System!

Simply request an online login by emailing info@demersexpo.com (please specify show name and date). We will then create an online login and notify you of this via email.

All products and services offered in this Exhibitor Services Kit are available on our online storefront.

Using our online storefront saves you an 8% administrative fee! Orders placed via email or fax will be assessed this fee.

Last day to receive discount pricing is Friday, March 10, 2023. Floor prices apply after that date. The Storefront will close on Friday, March 17, 2023. No online orders after that date.





CREDIT CARD AUTHORIZATION

To have orders charged to a credit card account, please complete the information requested below and return this form with your order(s). Credit Card orders are subject to credit approval. Event site balances or charges for outstanding labor or miscellaneous items not previously paid will be charged to your credit card account.

| CREDIT CARD: | VISA | MasterCard | AMEX |
|----------------------|-------------------|---------------------------------|-----------|
| ACCOUNT NUMBER: | | | |
| EXPIRATION DATE: _ | | | |
| SECURITY CODE (Visa/ | Master Card 3 dig | git # on back, Amex 4 digit # o | on front) |
| CARDHOLDER'S NAM | IE: | | |
| CARDHOLDER'S SIGN | | | |

ADDRESS BELOW MUST MATCH CARDHOLDER'S BILLING ADDRESS

| Company Name: | | Booth #: | |
|-----------------------|------|----------------|--|
| Card Billing Address: | | Authorized by: | |
| City/State/Zip: | | Signature: | |
| Phone: | Fax: | Date: | |
| Email Address: | | | |

CREDIT AND PAYMENT POLICY

The Credit Card Authorization section above must be completed and accompany all credit card orders. Please notify your company representative of the following:

- All orders must be paid in full and/or credit card authorization (above) be on file with your order(s) before services are rendered.
- There will be no invoicing. Purchase Orders are not a form of payment.
- Payment for orders mailed to Demers in advance can be made by company check, money order or credit card.
- Event site orders can be paid by cash or charged to a credit card.

- International exhibitors must prepay all services in U.S. Currency.
- Items ordered, delivered to booth, then cancelled, will not be refunded.
- Other refund requests will not be considered unless exhibitor makes request of Demers prior to the close of the event.
- Exhibitor is responsible for the cost of repair or replacement if equipment is lost, damaged or stolen while being rented.
- Payment must be received by Friday, March 10, 2023 for discount pricing to apply.
- Orders received without payment will be assessed a late fee.

By submitting this credit card authorization, you knowingly authorize Demers to charge your credit card for any service rendered under the terms and conditions stated in this Exhibitor Kit. You also knowingly authorize your show-site representative to sign for charges on your behalf.

PAYMENT MUST BE INCLUDED WITH ALL ORDERS



STANDARD FURNISHINGS

Order Online and Save the 8% Administrative Fee

| | | | ine an | u save | tile of | Auministrative F | | | |
|----------|---------------------------------------|----------------|------------------|----------|---------|---------------------------------------|-----------|--------|----------|
| | CARPETING | | | | CHAIF | २ऽ | | | |
| QTY | Carpet Size | Advance | Floor | Subtotal | QTY | | Advance | Floor | Subtotal |
| | 9' x 10' Carpet | 166.00 | | | | Upholstered arm chair | 66.00 | 86.00 | |
| | 9' x 20' Carpet | 326.00 | 368.00 | | | Black Bar Stool w/ foot rest | 89.00 | 111.00 | |
| | 9' x 30' Carpet | 488.00 | 521.00 | | | Tubular folding chair | 42.00 | 46.00 | |
| | 9' x 40' Carpet | 644.00 | 676.00 | | | Upholstered bar stool | 152.00 | 185.00 | |
| Car | pet Color: Gray Blue Red Burg | | | Choice) | | Padded side chair | 57.00 | 72.00 | |
| Boo | SPECIAL CUT (oth Size: ft. x ft.= | | 「ING ▼ /1 18= | | | SPECIAL DRAPE | R Y / S K | IRTIN | G |
| 000 | oth Size:ft. xft.=_ CARPET PA | | <u></u> | | | colors: Gray Blue Red Black White (| | | |
| Boo | th Size:ft. xft.=_ | | x 2.46= | | QTY | , | Advance | Floor | Subtotal |
| | SKIRTED ' | TABLE | S | | | 8' high drapery Per Linear Foot | 10.50 | 12.50 | |
| Skirt Co | olors: Gray Blue Red Black White G | | |) | | 3' high drapery Per Linear Foot | 9.50 | 11.50 | |
| QTY | Table Size | Advance | Floor | Subtotal | | 13'-long table skirting | 74.00 | 90.00 | |
| | 2' x 4' x 30" high | 108.00 | 134.00 | | | ACCESSO | RIES | | |
| | 2' x 6' x 30" high | 134.00 | 146.00 | | QTY | A002000 | Advance | Floor | Subtotal |
| | 2' x 8' x 30" high | 146.00 | 157.00 | | | Clothes Tree | 73.00 | 104.00 | oubtotal |
| | 2' x 4' x 40" high | 128.00 | 141.00 | | | Easel (Tripod Display) | 56.00 | 65.00 | |
| | 2' x 6' x 40" high | 151.00 | 168.00 | | | Garment Rack | 90.00 | 128.00 | |
| | 2' x 8' x 40" high | 162.00 | 191.00 | | | Panelboard | 191.00 | 260.00 | |
| | UNSKIRTED | TABL | ES | | | Pegboard | 214.00 | 300.00 | |
| QTY | Table Size | Advance | Floor | Subtotal | | Stage (4' x 4' all heights up to 36") | 109.00 | 152.00 | |
| | 2' x 4' x 30" high | 75.00 | 77.00 | | | Stage (4' x 4' w/ carpet & skirt) | 158.00 | 225.00 | |
| | 2' x 6' x 30" high | 77.00 | 84.00 | | | Stanchion Post | 65.00 | 82.00 | |
| | 2' x 8' x 30" high | 89.00 | 94.00 | | | Stanchion Belt | 7.50 | 11.50 | |
| | 2' x 4' x 40" high | 84.00 | 96.00 | | | Waste Basket | 16.50 | 23.50 | |
| | 2' x 6' x 40" high | 91.00 | 108.00 | | | Aluminum Rail | 8.50 | 11.50 | |
| | 2' x 8' x 40" high | 100.00 | 110.00 | | | | | | |
| | WOOD TABL | E RISI | ERS | | | | - ORDE | R SUM | MARY - |
| QTY | Riser Size | Advance | Floor | Subtotal | | Subtotal: | \$ | | |
| | 4' x 10" Undraped | 56.00 | 67.00 | | | 6.35% Sales Tax: | | | |
| | 6' x 10" Undraped | 69.00 | 80.00 | | | 8.0% Admin Fee: | · | | |
| | 4' x 10" Draped | 80.00 | 90.00 | | | Grand Total: | | | |
| | 6' x 10" Draped | 90.00 | 103.00 | | | Crana Iotal. | ♥[| |] |
| | Wood Table Rise | r Color: White | | | | | | | |
| | | - | - | | | | | | |

Advance price deadline: Friday, March 10, 2023. All items are for rental for the duration of the show only. Items ordered, delivered to booth, then cancelled, will not be refunded. Other refund requests will not be considered unless Exhibitor makes request of Demers prior to the close of the show. Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented. Rental are based on availability. Order early to guarantee what you want is available. Order online and save the 8% administrative fee.

| Company Name: | Booth# (if known): |
|-----------------|--------------------|
| Address: | Phone: |
| City/State/Zip: | Date: |
| Authorized by: | Signature: |
| E-mail: | |

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave - East Hartford, CT 06108 860.882.0003 - Fax 860.579.3976 - Email info@demersexpo.com www.demersexpo.com



Additional Booth Accessories

Looking for an item you do not see? Please call our office for availability and pricing.



Actual products may vary from images shown

Gridwall

Gondola

| ITEM | QTY | Х | PRICE | = | TOTAL |
|--|-----|---|---------------|----|-------|
| TOTE BAG HOLDER/RACK | | Х | \$ 60.00 | = | |
| SILK PALM TREE | | Х | \$ 70.00 | = | |
| LITERATURE RACK | | Х | \$ 95.00 | = | |
| 2'X6' GRIDWALL (MUST ORDER AT LEAST 2) | | Х | \$ 60.00 EA | = | |
| 4' GONDOLA (COMES WITH 2 SHELVES) | | Х | \$ 225.00 | = | |
| ADDITIONAL GONDOLA SHELVES (2 ADDITIONAL MAX PER GONDOLA) | | x | \$ 25.00 EA | = | |
| | | | SUBTOT | AL | \$ |
| | | | 6.35% SALES T | AX | \$ |
| | | | 8.00% ADMIN F | EE | \$ |
| | | | GRAND TOT | AL | \$ |

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| Company Name: | Booth# (if known): |
|-----------------|--------------------|
| Address: | Phone: |
| City/State/Zip: | Date: |
| Authorized by: | Signature: |
| E-mail: | |



ELITE SERIES FURNITURE



Advance price deadline: Friday, March 10, 2023. Orders placed after deadline date will be assessed a 25% late charge. All items are for rental for the duration of the show only. Items ordered, delivered to booth, then cancelled, will not be refunded. Other refund requests will not be considered unless Exhibitor makes request of Demers prior to the close of the show. Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented. Rentals are based on availability. Order early to guarantee what you want is available. Order online and save the 8% administrative fee.

| Company Name: | Booth# (if known): |
|-----------------|--------------------|
| Address: | Phone: |
| City/State/Zip: | Date: |
| Authorized by: | Signature: |
| E-mail: | |

8.0% ADMIN FEE

GRAND TOTAL

\$

\$



AUDIO/VISUAL EQUIPMENT

Your order must be placed in advance. **A/V orders will not be accepted at the show site.** Equipment must be rented for the duration of the event. You are responsible for the cost of repair or replacement if equipment islost, damaged, or stolen while you are renting it. If you require technical assistance, labor charges of \$85.00 per hour will apply. *Place your electrical and internet orders through the venue.*

MONITOR RENTAL (per device/per show)

| Description | QTY | Rental Rate (Duration of Show) | Total |
|---|-----------|-----------------------------------|-------|
| 32" LCD Flat Screen Monitor (tabletop) | | \$420 | |
| 42" LCD Flat Screen Monitor (tabletop) | | \$475 | |
| 50" LCD Flat Screen Monitor | | \$795 | |
| Monitor Stand (fits 50" monitor only)* | | \$150 | |
| *Only our 50" Monitor will fit th | Sub-total | | |
| Stand; all monitors may be displayed on a tabletop. Please contact the Demers AV department with questions. | | 6.35% Sales Tax | |
| | | 8.00% Admin Fee | |
| | | Total | |





Order Online and Save the 8% Administrative Fee

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| Order online and | save the 8% | administrative fee. |
|------------------|-------------|---------------------|
|------------------|-------------|---------------------|

| Company Name: | Booth# (if known): |
|-----------------|--------------------|
| Address: | Phone: |
| City/State/Zip: | Date: |
| Authorized by: | Signature: |
| E-mail: | |



DIGITAL GRAPHICS AND SIGNS

Your presentation is everything!!!

Impress your potential new customer and stand out from your competitors with high impact digital graphics in your booth. Let our team of graphic designers and sign professionals bring your booth to the next level with high impact digital graphics.

The next pages are graphics order forms. Use these forms as a guideline or consult with our graphics team to determine what will be best for your booth.

Contact us at 860.882.0003.









SIGN & GRAPHICS ORDER FORM

To order your graphics, complete this order form and attach your sign copy or electronic file. Please see artwork guidelines for electronic files on the following page. Note: All graphics are subject to a 100% cancellation charge.

DIGITAL GRAPHICS

Demers Expo can provide the finest state-of-the-art digital graphic reproduction available on the market today. Capabilities include full-color spectrum, photo-quality, high-resolution digital printing in any size for banners, easel signage, and more.

PRICING GUIDE **Square Feet** Х VV = Round length and width up to nearest foot \$10.00 per Sq. Ft. Discount Price Square Total or Feet \$15.00 per Sq. Ft. Standard Price In order to receive discounted pricing, your order must be received by Friday, March 10, 2023. Minimum order per graphic 6 sg. ft.; Double sg. ft. for double-sided graphics; File conversion, retouching, cloning or color correcting may incur additional labor charges (Demers will advise of charges before work is performed). Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sg. ft. ACKING MATERIAI ΔY The quick The quick brown for Standard: Upgraded: (additional 15% charge) The quick brown fox ran over the steep hill. brown fox ran over the steep hill. Foam Core Sintra **PVC Fluted** Gator Board Plexi Horizontal Designer to decide If backing material is not selected, PVC Fluted will be used. Vertical SPECIAL INSTRUCTIONS Please indicate the file name that will be e-mailed or uploaded to our FTP (see next page) 6.35% 8.00% Grand Total X Sales Tax Admin Fee Total If you will be ordering more than one sign, please use one order form per graphic/sign Order Online and Save the 8% Administrative Fee

| Company Name: | Booth# (if known): |
|-----------------|--------------------|
| Address: | Phone: |
| City/State/Zip: | Date: |
| Authorized by: | Signature: |
| E-mail: | |



ARTWORK & FILE GUIDELINES

Demers Expo will provide you with the best possible quality graphics for your event or exhibit. You can assist us in that effort by providing digital art files using the guidelines listed below. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer. The two overall considerations for submitting acceptable artwork includes: proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.

PREFERRED SOFTWARE AND FILE FORMATS

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs:

- ADOBE—Illustrator, InDesign, and Photoshop
- COREL DRAW

The following files can be submitted for graphic reproduction:

- EPS and AI
- TIF
- PDF
- JPG

Vector formats are best to use.

When using vector based formats, include all fonts, or convert fonts to outlines or paths.

File types that *cannot* be used to reproduce high quality graphics include:

- GIF
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt)
- Self-extracting files, such as EXE or SEA files

HOW TO SEND ARTWORK

• Artwork files that are of acceptable resolution as listed above will typically be too large to send via email. Files may be saved and sent via overnight delivery on either a CD-ROM or a DVD, along with the hard-printed proof copy (floppy disks and zip drives are not a good option for sending large graphics files).

• Files may also be posted to DES-DEMERS FTP site. You may get the password and other needed information from your DES service representative in order to post files. However, a hard copy proof and back-up of the files on CD-Rom/DVD, while not necessary, are requested for our convenience. Please call (860) 882.0003.

• If your artwork files are below 6 megabytes, they can be e-mailed to info@demersexpo.com.



MATERIAL HANDLING ORDER FORM

Materials <u>MUST be shipped in advance to the Demers Warehouse</u> only, there is no direct shipping to the venue. Exhibitor is responsible for making prepaid inbound and outbound shipping arrangements. Collect shipments or shipments billed to Demers will not be accepted. All shipments must be consigned to Demers and all material handling services must be prepaid. Demers Material Handling Services include receiving shipments, providing delivery to booth, storage of empty packing materials, and return of outbound shipments to the loading dock.



Outbound Shipments:

- Exhibitors who have freight going outbound after the event must complete a bill of lading at the Demers Service Desk at the Venue.

- All shipping costs must be paid for by the exhibitor with either pre-paid shipping labels or "collect" charge terms.

- At the close of the event, exhibitors can make arrangements with the designated show carrier, YELLOW at the Demers Service Desk to take their shipment(s) at the close of the event for no additional material handling fee.

- Exhibitors can also arrange to use their own carrier. These shipment(s) will return to the Demers warehouse for an additional \$40.00 per cwt (100 lbs) (min. charge is \$80.00 per 2 cwt/200 lbs). Shipments returned to the warehouse can be picked up by Exhibitor's carrier beginning Wednesday, March 29, 2023 (warehouse hours are 8:30am - 3:30pm). Carriers are NOT permitted to pick-up shipments at the venue.

- Any freight left on show floor without a DES Bill of Lading will be assessed a minimum 1 hour labor charge, actual charge to be determined.

- Empties may take up to one hour to return at the close of the show.

PLEASE COMPLETE THE FOLLOWING:

| | PLEASE COMPLETE THE FOLLOWING: | | | | | | | | | | | |
|------------|--------------------------------|--------------|--------------------|-------------------------|-----------------------------|----------------------|--|--|--|--|--|--|
| | CARRIER | # PIECES | SHIPMENT WEIGHT | X RATE per 100 lbs.* | MINIMUM CHARGE/SHIPMENT* | ESTIMATED CHARGES | | | | | | |
| SHIPMENT 1 | | | lbs. | \$78.00 | \$156.00 | \$ | | | | | | |
| SHIPMENT 2 | | | lbs. | \$78.00 | \$156.00 | \$ | | | | | | |
| SHIPMENT 3 | | | lbs. | \$78.00 | \$156.00 | \$ | | | | | | |
| SHIPMENT 4 | | | lbs. | \$78.00 | \$156.00 | \$ | | | | | | |
| | LATE SHIPI | MENT(s) to E | DES Warehouse | \$25 per CWT | \$100.00 Minium Charge | \$ | | | | | | |

Order Online and Save the 8% Administrative Fee

TOTAL ESTIMATED CHARGES

6.35% Service Fee

\$

\$

\$

Company Name:Booth# (if known):Address:Phone:City/State/Zip:Date:Authorized by:Signature:E-mail:Signature:



SHIPPING LABELS - ADVANCE

Copy and use this label for Advance Shipping. Advance pricing deadline is **Friday**, **March 10**, **2023**.

| R | USH | |
|---------|--|--------------|
| TO: | | F |
| | NG COMPANY Please write exhibiting compa name in this box | |
| Connect | icut Cannabis Expo | _ E |
| | | |
| BOOTH | NUMBER(s) Please write Booth # in this box if you know it at time of shipment | |
| 151A Pa | ners Exposition Services, Inc. ark Ave artford, CT 06108 | H |
| Carrier | | |
| Number | of | pieces |
| | CT Cannabis Expo | |
| | Nohegan Sun | |



LIABILITY AND INSURANCE BULLETIN

DEMERS EXPOSITION SERVICES, INC. shall not be responsible for damage to uncrated materials, improperly packed materials, or concealed damage.

DEMERS EXPOSITION SERVICES, INC. shall not be responsible for loss, theft or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.

DEMERS EXPOSITION SERVICES, INC. shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the event. Bills of lading covering outgoing shipments which are furnished to DEMERS EXPOSITION SERVICES, INC. by exhibitors will be checked at time of our actual pick-up from booth and corrections made where discrepancies occur.

DEMERS EXPOSITION SERVICES, INC. shall not be responsible for loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control.

DEMERS EXPOSITION SERVICES, INC.'s liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event, DEMERS EXPOSITION SERVICES, INC.'s liability shall be limited to \$0.30 per pound.

DEMERS EXPOSITION SERVICES, INC. shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs which may result from any loss or damage to an exhibitor's materials which may make it impossible to exhibit same.

The consignment or delivery of a shipment to DEMERS EXPOSITION SERVICES, INC. by an exhibitor, or by any other shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.

EXHIBITORS REQUIRING ADDITIONAL INSURANCE COVERAGE SHOULD ARRANGE TO PLACE SAME THROUGH THEIR AGENT OR BROKER.



EXHIBIT SHIPMENTS & ON-SITE DROP-OFFS QUICK FACTS

THIRD-PARTY SHIPMENTS (Fedex, UPS, YRC, ABF, Old Dominion, etc.)

Must be shipped in advance to Demers Warehouse in East Hartford, CT

Mohegan Sun's policy and the Connecticut Gaming Commission regulations require all exhibit materials including display cases, crates, skids, pallets and cardboard boxes to be shipped in advance to the appointed decorator.

Mohegan Sun does not have provisions to accept direct shipments – No Direct Shipments are permitted to this venue.

If shipments are received after the advanced deadline date, March 10, 2023 at our warehouse, they will not be refused. The late fee will apply. Additional transportation fees will apply if set up has already begun and we need to make a special delivery to bring your materials to the show site.

DIRECT DROP OFF - PERSONALLY OWNED VEHICLES (POV'S) – TWO OPTIONS

NEED ASSISTANCE to unload your vehicle, Demers staff will assist you in unloading your vehicle and delivering your exhibit materials to your booth. Material handling rates apply. See page 11. Once unloaded, you will be required to move your vehicle to a public parking area.

WANT TO HAND CARRY your own equipment, see Page 15 for Mohegan Sun's policy.

NOTE: You must park in a parking garage and hand carry your items in; this may take more than one trip. There is no unloading from hotel valet or hotel check-in area.

- OUTBOUND SHIPPING AND HANDLING

Please stop by the Demers Exhibitor Services Desk to complete a bill of lading before the conclusion of the show.

All outbound shipments require a bill of lading; additional fees apply if freight is left on show floor without one.

All outbound shipments will return to the Demers warehouse.



HAND-CARRY POLICY

For the convenience and safety of all exhibitors and patrons, Mohegan Sun prohibits the transportation of all freight and exhibit materials through its lobby and other public spaces. Mohegan Sun will, however, allow certain items to be hand carried in or out of the facility during specified dates and times.

Hand carried freight is defined as items that can be easily carried by an individual exhibitor, without the need for mechanized equipment. Exhibitors may use two-wheeled hand trucks (see Exhibit A below), but will not be allowed to use four-wheeled carts or similar items (see Exhibit B below).

Exhibitors may not utilize or borrow any Hotel equipment for the purpose of loading in or out hand-carry items. This includes, but is not limited to, the bellman carts. Should exhibitors require assistance moving their items in or out of the facility, they will be referred to the Demers Service Desk located in the exhibit space, or to a Demers Exposition Services representative. Fees will apply for services rendered.

All hand-carry items moving in and out of the facility will be supervised, and are subject to Hotel and Convention Services approval. Mohegan Sun reserves the right to refuse hand-carry items for any reason.

Exhibitors found violating these procedures will be asked to turn items over to Demers Exposition Services in accordance with Mohegan Sun Convention Services regulations, and with the procedures set forth in this Exhibitor Services Kit.





DIRECTIONS TO LOADING DOCK

Once at the stop-light on Mohegan Sun Boulevard, Travel 3/10 mile on Mohegan Sun Boulevard - staying to the right onto Cove Rd.

Stay to your left, the Uncas Ballroom loading dock entrance will be on the left.

The Uncas Ballroom loading dock is placed to the right once you enter the parking lot.





LABOR ORDER FORM

| | | C | ORDER ONLII | NE | AND SAVE | TΗ | E 8% ADMIN | IIST | RATIVE FEE | ! | | | |
|---|------------------|---|-----------------------|--------------|----------------------------|--------------------------|----------------------------|--------|----------------------|----------|-------------------------|-------------|--|
| Display Labor These craftsmen crate, uncrated materials, set-up and dismantle exhibits | | | | | | | Rates: per person/per hour | | | | | | |
| STRAIGHT TIME 8:00am to 4:30pm, Monday - Friday | | | | | | | | | | | E PRICE | | |
| OVERTIME 8:00am to 4:30pm, Saturday & Sunday | | | | | | \$92.00 | | | | \$139.00 | | | |
| | | om to 11:59pm, M | | | | | \$138.(\$184.(| | | | \$208.50 \$278.00 | | |
| OUBLE | |)am - 7:59am, Mo | onday - Sunday 8 | & a | ll Holidays | | | | Pricing Deadline: | Frie | day, March 10, 2023 | 3 | |
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| | nated labor cha | | juested for the st | art | or a working day | / (0: | .ovam). Labor m | lust | be cancelled 72 i | iour | s in advance of sta | art time to | |
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| | Demers Exposit | ion Supervised La | bor - Installation of | | | | | n prio | or to show opening. | The c | harge for this service | is 30% of | |
| | | n labor bill, or a minim | num of \$60.00 | | | | | | | | | | |
| ergency Co | ontact: | | | | | | Phone: | | | | | | |
| play Contac | et: | | | | | | Phone: | | | | | | |
| <u> </u> | Exhibitor Superv | vised Labor - Super | visor must check-in | at tl | he Demers Service | Desl | k to pick-up labor. | | | | | | |
| pervisor Cor | ntact: | | | | | | Phone: | | | | | | |
| | | Start | No. of | | Approx. Hrs | | I | | | | Estimated | | |
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| | | ion Supervised La ion labor bill, or a mir | | our | exhibit will be com | plete | ed at our discretion | at th | e close of the show. | The | charge for this service | is 30% | |
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| E-mail: | | | | | | | | | | | | | |



CLEANING ORDER FORM

Vacuuming of booth carpet per booth space @ \$80.00 per day; service includes general booth vacuuming prior to the opening of the show on each day requested.

| | VACUUMING | | | | | | | | | |
|-------------|----------------|------------------|---|--------------|---|-------------------------|--|--|--|--|
| Description | Date Requested | No. of Booths | х | Rate per Day | = | Estimated Total Cost | | | | |
| Vacuuming | | | x | \$80.00 | = | | | | | |
| Vacuuming | | | x | \$80.00 | = | | | | | |
| Vacuuming | | | x | \$80.00 | = | | | | | |
| Vacuuming | | | x | \$80.00 | = | | | | | |
| (| e | | | | | | | | | |

Total

| BULK SPACE VACUUMING (AREA OVER 600 SQ FT) | | | | | | | | | | |
|---|----------------|------------|-----------|--------------|---|-----------|---|--------|---|-------------------------|
| Description | Date Requested | Booth L | Dime X | ensions W | = | TTL SQ FT | x | \$0.41 | = | Estimated Total Cost |
| Vacuuming | | | × | | = | | x | \$0.41 | = | |
| Vacuuming | | | x | | = | | x | \$0.41 | = | |
| Vacuuming | | | × | | = | | x | \$0.41 | = | |
| Vacuuming | | | × | | = | | × | \$0.41 | = | |
| Order Online and save the 8% Administrative Fee! 8% Admin Fee | | | | | | | | | | |

Total

Porter service per booth space @ \$80.00 per day; service includes emptying of trash cans replacement of trash can liners and disposal of trash in your booth space.

| PORTER SERVICE | | | | | | | | | |
|--|----------------|------------------|---|--------------|---|-------------------------|--|--|--|
| Description | Date Requested | No. of Booths | х | Rate per Day | = | Estimated Total Cost | | | |
| Porter Service | | | х | \$80.00 | = | | | | |
| Porter Service | | | × | \$80.00 | = | | | | |
| Porter Service | | | × | \$80.00 | = | | | | |
| Porter Service | | | × | \$80.00 | = | | | | |
| Order Online and some the OV Administrative Factor OV Admin Factor | | | | | | | | | |

Order Online and save the 8% Administrative Fee! 8% Admin Fee

Total

| BULK SPACE PORTER SERVICE (AREA OVER 600 SQ FT) | | | | | | | | | | |
|---|----------------|---------|----------|-------------|-----|-----------|---|--------|---|-------------------------|
| Description | Date Requested | Booth D | ime X | nsions W | - = | TTL SQ FT | х | \$0.41 | = | Estimated Total Cost |
| Porter Service | | | x | | = | | × | \$0.41 | = | |
| Porter Service | | | х | | = | | x | \$0.41 | = | |
| Porter Service | | | x | | = | | х | \$0.41 | = | |
| Porter Service | | | x | | = | | × | \$0.41 | = | |
| Order Online and save the 8% Administrative Feel 8% Admin Fee | | | | | | | | | | |

Total

| Company Name: | Booth# (if known): |
|-----------------|--------------------|
| Address: | Phone: |
| City/State/Zip: | Date: |
| Authorized by: | Signature: |
| E-mail: | |





Uncasville, CT 06382 Telephone: (860) 862-6135 Fax: (860) 862-6189 Email: <u>klavigne@moheganmail.com</u>

TEMPORARY FOOD SERVICE APPLICATION Application must be received no later than <u>10 BUSINESS DAYS</u> prior to the event.

REQUIRED DOCUMENTATION:

- COPY OF AN ACCREDITED FOOD SAFETY MANAGER TRAINING CERTIFICATE (Example: ServSafe Certificate)
- COPY OF YOUR PERMIT/LICENSE TO SERVE FOOD FROM YOUR LOCAL JURISDICTION

| Business Name: (to appear on permit) | |
|--|--|
| Business Address: | Phone/Cell |
| Event Name: | Date/Time: |
| E-mail: | |
| Location of the event on the Reservation: | |
| Please PRINT name, email address and phone number of | person responsible for food safety at event. |
| Name | |
| Phone/Cell Phone | E-mail Address |
| *************************************** | ***** |

1. List all items on the proposed menu. (attach menu if necessary)

- 2. Where will food and ingredients be purchased and how will they be transported to the site?
- 3. How will food items be cooked?
- 4. Will food be cooked ahead and cooled, prepared and/or stored? If yes, where?

- 5. How will food items be kept cold (at or below 41°F) and hot food items be kept hot (at or above 135° F)?
- 6. Describe the type of hand washing to be used.(Hand sanitizer is not a substitute for hand washing)
- 7. How will food equipment and utensils be cleaned and sanitized?

Businesses wishing to operate on the Mohegan Reservation are not allowed without <u>prior</u> approval of The Mohegan Tribal Health Department.

The Mohegan Tribal Health Department enforces the 2017 FDA Model Food Code. Anyone utilizing a Mohegan Sun kitchen is expected to adhere to all provisions of this Code, and may be subject to inspections and/or enforcement actions if necessary, including disposal of food in temperature danger zone.

I have read the enclosed information and understand that the Mohegan Tribal Health Department may inspect my booth, and may not issue a permit or suspend my permit to operate at any time if food safety standards are not met.

| Applicant Signature: | Date: |
|----------------------|-------|
| Comments: | |
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| REVIEWED/APPROVED: | |

Director of Health or Registered Sanitarian

OPERATIONAL REQUIREMENTS FOR MOBILE FOOD ESTABLISHMENTS (MFE)

PERSONNEL

1. PERSON IN CHARGE

- a. The mobile food establishment must have a person in charge present during all hours of its operation. The person in charge shall be responsible for the overall operation of the mobile food establishment and for compliance with all health code requirements.
- b. The menu and manner for transportation, storage, cooking, preparation, and service of the food and beverage items must be provided to the regulatory authority for evaluation and approval.
- c. Any changes to the menu must be submitted to and approved by the regulatory authority prior to their service.
- d. All food and beverage items to be offered at the mobile food establishment must be identified and approved by the regulatory authority during the application process and prior to an evaluation being conducted of the structural components of the mobile food establishment.

2. HANDWASHING

a. Food employees shall clean their hands and exposed portions of their arms, including surrogate prosthetic devices for hands and arms, immediately before engaging in food preparation including working with exposed food, clean equipment and utensils, and unwrapped single-service and single-use articles and as often as necessary to remove soil and contamination and to prevent cross contamination.

3. EMPLOYEE HEALTH

- a. Employees with communicable diseases which can be transmitted through food shall be excluded and/or restricted from food activities.
- b. Food employees who have an infected or open cut or wound on their hands or arms must have it properly bandaged and covered with an impermeable bandage if on the arms or an impermeable cover such as a glove and finger cot if it is on the wrists or hands.
- c. There must be employee practices and behaviors established that can help prevent the spreading of viruses and bacteria to food. The Centers for Disease Control and Prevention (CDC) and FDA cite five highly infective pathogens that can be easily transmitted by food employees and cause severe illness. These five pathogens known as the Big Five are Norovirus, the Hepatitis A virus, *Salmonella* Typhi, *Shigella* spp., and *Escherichia coli* (E. coli) 0157:H7 or other Enterohemorrhagic or Shiga toxin-producing E. coli.
- d. Interventions must be used to prevent the transmission of foodborne illness. These interventions include (a) restricting or excluding ill food employees from working with food; (b) using proper hand washing procedures; and (c) eliminating bare hand contact with foods that are ready-to-eat (RTE).
- e. Proper management involves ensuring that food employees do not work when they are ill and having procedures for identifying employees who may transmit foodborne pathogens to food, other employees, and consumers. The PIC should be concerned with employees having the following symptoms: vomiting, diarrhea, jaundice (yellow skin or eyes), sore throat with fever, infected cuts and burns with pus on hands and wrists.
- f. Information and forms to aid in complying with Employee Health can be found in the 2017 FDA Food Code and the Employee Health and Personal Hygiene Handbook. (<u>http://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/IndustryandRegulatoryAssistanceand</u> <u>TrainingResources/ucm113827.htm</u>)

4. HYGIENE

- a. Food employees shall maintain a high degree of personal cleanliness and shall conform to good hygienic practices during all working periods.
- b. Food employees shall have clean outer garments, aprons and effective hair restraints, no beards allowed without being covered.
- c. Food employees are not allowed to eat (including chewing gum), drink, or use any tobacco in the food preparation and service areas. A food employee may drink from a closed beverage container if the container is handled to prevent contamination of the employee's hands; the container; and exposed food, clean equipment, utensils and single-service/single-use articles.
- d. All unauthorized persons are not allowed in food preparation and service areas.

5. NO BARE HAND CONTACT

a. Employees preparing food may not contact exposed, ready-to-eat food with their bare hands and shall use suitable utensils such as deli paper, spatulas, tongs, single-use gloves or dispensing equipment.

6. FOOD DEFENSE

- a. The mobile food establishment must be secured to prevent unauthorized access to food, equipment, utensils, and related items.
- b. Self-service operations at mobile food establishments must be supervised at all times.
- c. Unauthorized personnel shall not be allowed at or in the mobile food establishment.

FOOD SOURCE AND TEMPERATURE CONTROL

1. APPROVED SOURCE

- a. All meat and poultry must come from USDA or other acceptable government regulated approved sources.
- b. Home canned foods are NOT allowed nor shall there be any home cooked or prepared foods offered at the mobile food establishment.
- c. Ice for use as a food or a cooling medium shall be made from potable water.
- d. A private home may not be used for the storage of food or related items. Food and related items can only be stored on the secured mobile food establishment unit, at the servicing area, or at a Permanent Food Establishment.
- e. There shall be no preparation of ice or other food items at a home or other unregulated location.

2. TEMPERATURE MEASURING DEVICES

- a. Temperature measuring devices, appropriate to the operation, must be used for monitoring temperatures for the types of TCS (Time/Temperature Control for Safety Food) foods prepared and held at the mobile food establishment as specified.
- b. A thermocouple or metal stem thermometer shall be provided to check the internal temperatures of TCS hot and cold food items. The temperature measuring device must be appropriate for the type of foods served such as for thin foods.
- c. Food temperature measuring devices shall be accurate to $\pm 2^{\circ}$ F and have a suggested range of 0° F to 220° F.
- d. Regular calibration of the temperature measuring devices shall be accomplished to ensure accurate food temperature measurements.

3. HOLDING TEMPERATURES

a. TCS food must be maintained at 135°F or higher or 41°F or below.

4. COOKING TEMPERATURES

- a. Only approved mobile food establishments may be approved to cook foods.
- b. Food must be cooked to at least the minimum temperatures and times specified below, unless a consumer advisory is provided as noted in (c):
 - **165°F for 15 seconds-**-poultry; baluts, wild game animals; stuffing containing fish, meat, poultry or ratites; stuffed fish, meat, pasta, poultry or ratites.
 - 155° F for 15 seconds--comminuted fish; comminuted meat (hamburgers); pooled raw eggs.
 - 145° F for 15 seconds-- fish; meat; pork; and raw shell eggs that are broken and prepared in response to a consumer's order for immediate service.
 - Roasts (whole beef, pork, cured pork (ham) and corned beef) must be cooked using the parameters. Recommend contacting the regulatory authority for additional time/temperature options.
- c. Specific consumer advisory language as applicable. These items may be cooked to order, and may contained raw or undercooked ingredients. Consuming raw or under cooked meats, poultry or eggs may increase your risk of foodborne illness.

5. COOLING

- a. All TCS food which is pre-cooked and pre-cooled either on the mobile food establishment or Serving Area should be pre-approved by the local regulatory authority.
- b. The person in charge must demonstrate that the facilities on the mobile food establishment or at the Servicing Area are adequate to cool TCS foods.
- c. Cooked TCS food shall be cooled from 135° F to 70°F within 2 hours; and from 70°F to 41° F within a total of 6 hours or less.
- d. The regulatory authority may require time/temperature logs for TCS foods cooled.

6. REHEATING FOR HOT HOLDING

- a. Reheating shall be done to 165 degree.
- b. TCS food that is cooked, cooled, and reheated for hot holding shall be rapidly reheated so that all parts of the food reach a temperature of at least 165° F for 15 seconds.
- c. Un-opened, intact, commercially processed and packaged foods to be hot held shall be reheated to 135°F.
- d. If proper reheating at the mobile food establishment cannot be accomplished, reheating TCS food must take place at the servicing area and the products hot held on the MFE unit at 135° F or greater.

7. THAWING

a. Thawing shall be done in the refrigerator, under running war or as part of the cooking process. Food cannot be left at room temperature to thaw.

FOOD EQUIPMENT AND UTENSIL REQUIREMENTS, STORAGE & HANDLING

1. CROSS CONTAMINATION

- a. Food shall be protected from cross contamination during transportation, storage, preparation, holding, and display by separating different types of raw animal foods from ready-to-eat foods.
- b. Equipment and utensils (including knives, cutting boards, and food storage containers) must be thoroughly cleaned and sanitized after being used for raw animal foods and before being used for ready-to-eat food.

2. DRY STORAGE

a. All food, equipment, utensils, and single-service items shall be properly stored including storage which is at least 6" off the ground or floor, protected from contamination, and provided with effective overhead protection.

3. FOOD DISPLAY

- a. All food shall be protected from customer handling, coughing, sneezing or other contamination by wrapping, the use of food shields or other effective barriers.
- b. Condiments must be dispensed in single-service type packaging, in pump-style dispensers, or in protected squeeze bottles, shakers, or similar dispensers which prevent contamination of the food items by food workers, patrons, insects, or other sources.

4. IN-USE UTENSIL STORAGE:

- a. In-use utensil used on a continuous or intermittent basis during preparation or dispensing, must be cleaned and sanitized every four hours.
- b. Back-up utensils must be stored clean and dry and in a protected location.

CLEANING AND SANITIZING

Equipment food-contact surfaces and utensils shall be cleaned and sanitized when changing from working with raw foods to working with ready-to-eat foods; between uses with raw fruits and vegetables and with TCS food; before using or storing a food temperature measuring device; and if used with TCS food shall be cleaned throughout the day at least every 4 hours; and at any time during the operation when contamination may have occurred.

1. WARE WASHING

a. Ware washing methods must be available to wash, rinse, and sanitize equipment and utensils coming into contact with food.

2. SANITIZING

- a. Approved sanitizers must be provided for sanitizing food-contact surfaces, equipment, and wiping cloths.
- b. Sanitizers are to be used in accordance with the EPA-registered label use instructions.
- c. An approved test kit must be available to accurately measure the concentration of sanitizing solutions.

3. WIPING CLOTHS

a. Wiping cloths that are in use for wiping food spills shall be used for no other purpose and shall be stored clean and dry or in a clean solution at the approved sanitizer concentration.

PREMISES

1. PERSONAL BELONGINGS STORAGE:

a. Personal clothing and belongings must be stored in a designated place in the MFE away from food preparation, food service, dry storage areas, utensil and single-service and single-use item storage, and ware washing areas.

2. TOXIC MATERIALS:

- a. Materials necessary for the operation of an MFE shall be properly stored, labeled and used.
- b. Poisonous or toxic materials are to be properly labeled and stored so they cannot contaminate food, equipment, utensils, and single-service and single-use articles.
- c. Only those chemicals necessary for the food operation shall be provided.
- d. Toxic materials must be labeled and located away from food.

3. PESTS

a. The mobile food establishment must be maintained free of insects, rodents, and other pests.

BASIC FOOD SAFETY REQUIREMENTS

- 1. SAFE FOOD HOLDING TEMPERATURES: HOLD ALL COLD FOODS BELOW 41° F HOLD ALL HOT FOODS OVER 135° F REHEAT FOODS TO 165° F FOR HOT HOLDING
- 2. SAFE COOKING TEMPERATURES: POULTRY 165° F, WHOLE ROAST OF BEEF AND PORK 130°, GROUND BEEF 155° F, ALL OTHER FOODS 145° F
- 3. WASH HANDS FREQUENTLY AND USE GLOVES WHEN TOUCHING READY TO EAT FOODS
- 4. CLEAN AND SANITIZE UTENSILS AND CUTTING BOARDS
- 5. DO NOT CROSS CONTAMINATE (SEPARATE RAW & COOKED FOODS)
- 6. NO SMOKING
- 7. USE UTENSILS--NOT YOUR HANDS
- 8. KEEP FOODS COVERED
- 9. DO NOT EAT WHILE WORKING (DO NOT "PICK" ON FOOD)
- 10. WEAR HAIR RESTRAINTS
- 11. DO NOT WORK IF YOU ARE ILL
- 12. WASH HANDS FREQUENTLY WITH WARM WATER AND SOAP FOR 20 SECONDS

Mohegan Tribal Health Department 13 Crow Hill Road Uncasville, CT 06382 Telephone: (860) 862-6135 Fax: (860) 862-6189

PLEASE POST

Signature of person in charge