

FOOD SAMPLING & LOCAL CATERING SELECTION

We are pleased that you plan to serve food in the Grand Tastings at the FOOD & WINE Classic in Aspen. Three critical components of your planning process will be:

1. Discussing with us what your plans to serve food are, including:
 - a. What you are serving
 - b. How you plan to ship, handle, store, prepare, portion, plate and serve the food
2. Selecting a qualified local caterer to work with or confirming the licensed commercial kitchen that will be used for food preparation
3. Organizing the detailed logistics involved with preparing and serving your product

FOOD & WINE's Grand Tasting Catering Manager will be contacting you to discuss what you'd like to serve and to get a better understanding of what your specific needs will be. Once this initial conversation takes place, we will be able to provide information on the appropriate next steps and send you a short list of local professionals who are most qualified to fit your needs.

There are a few things you need to know about serving food in the Grand Tastings:

- The FOOD & WINE Classic is held in a city park on a rugby field with natural grass.
- For health and safety reasons, **all** food must be prepared off-site in a licensed and inspected commercial kitchen. Finishing and plating is allowed on-site, but only in the provided catering production areas (not at your exhibitor table or sponsor location). The simplest and best way to ensure success is to hire a local, licensed caterer.
- FOOD & WINE provides refrigerated, freezer and dry storage areas to accommodate all your storage needs. Relying solely on coolers, warmers, or your hotel/condo accommodations to store your food products outside the Grand Tastings is prohibited. FOOD & WINE also provides staging areas that have ovens, ranges, grills, and worktables. **However, no fryers are provided or permitted.**
- Also, for health and safety reasons, we require that all sponsors, exhibitors, and caterers read, understand, and sign our Food Safety Contract included in this packet, which states an understanding and agreement to abide by specific food safety guidelines.
- **Catering Passes:** Catering personnel will be responsible for purchasing their own passes. If you use one of our approved catering companies, they will build in the cost of the passes necessary for their services on-site into their contract with you.
- **Service ware:** All service ware must be compostable (preferred) and/or recyclable. If the service ware is compostable, please send us a photo of the packaging. If the service ware is recyclable, please send us the resin number. Glass, plastic straws and toothpicks are not permitted. We recommend you purchase and ship in advance. All service ware must be pre-approved by FOOD & WINE.
- **Perishable Foods:** If your product is not shelf-stable or pre-packaged, you are required to use a licensed caterer or prepare the food in a licensed commercial kitchen. Preparing food on your own or in your hotel/condo is not permitted. Please refer to the attached food safety contract for all necessary rules and regulations.
- **Quantities:** Be prepared to offer approximately 5,500 small samples/tastes over the course of the weekend (PT1/GT1, PT2/GT3, and PT3/GT5: 1,100-1,300 samples each, GT2 and GT4: 800-900 samples.)

We are looking forward to working with you and making this a successful and rewarding experience. Please feel free to reach out to us if you have any questions.

TEMPORARY FOOD SERVICE REQUIREMENTS

Below you will find requirements necessary to operate temporary food service in Aspen, Colorado. Please refer to the attached Food Safety Contract for a more thorough listing of official rules and regulations.

- Exhibitors/sponsors must provide only single-service items for use. Cups and plates must be kept in original wrapping or in approved dispensers. Forks and spoons must be presented so hands touch only the handles. Exhibitors are responsible for providing all materials.
- Wiping cloths shall be soaked in a sanitizing solution prior to usage.
- Perishable food must be always maintained at proper temperatures, including in-transit. Hot food must be kept at 141 degrees F or above and cold foods at 39 degrees F or below. Please bring a product thermometer for use with potentially hazardous foods.
- All food and food contact surfaces must be covered and protected from insects, dust, etc.
- Use tongs, forks, napkins, disposable gloves, etc. to handle food.
- Store food, forks, spoons, and equipment at least 6 inches above the ground and protected from contamination.
- Ice used for cooling food or beverages may not be used for human consumption (for example, in drinks)
- Foods not being immediately consumed must be stored and covered. Between Grand Tastings, all food must be properly stored, and temperature controlled.
- Foods being stored on ice must be protected from melted ice.

2023 FOOD & WINE CLASSIC IN ASPEN

FOOD SAFETY CONTRACT

IF YOU ARE SERVING FOOD OF ANY KIND AT THE GRAND TASTINGS, YOU MUST READ, SIGN AND ADHERE TO THIS CONTRACT AND RETURN THE ATTACHED ACCEPTANCE FORM TO FOOD & WINE BY MAY 19, 2023.

FOOD & WINE is pleased you've decided to serve food at this year's Classic. Food safety is a non-negotiable, fundamental component to a successful and enjoyable experience for all. As a participant serving food at the FOOD & WINE Classic, it is your obligation to transport, prepare, store, and serve food safely by adhering to strict food safety guidelines. This contract outlines these expectations, although there may be more specific regulations for certain food products.

Any fresh food that requires preparation and/or cooking must be done in a licensed commercial facility. For the purpose of these Guidelines, a Licensed Commercial Facility refers to a facility that is licensed by a local, state or federal agency for the production and/or service of food that is subject to routine inspection by that agency. There are no exceptions to this policy.

Food Preparation

All foods being prepared in advance of the Grand Tasting must be prepared in a licensed commercial facility. There are 2 options with formal prior arrangements required for each:

1. Prepared in your own licensed commercial facility and shipped to Wagner Park in temperature appropriate packaging.
2. Prepared locally by your chef or a local approved caterer in a licensed commercial facility.

Food products that are classified as **shelf stable** or **dry goods** may be opened and served at your table. Examples of these items are crackers, oils, vinegars, chocolate, jellies, and pickled vegetables. In other words, these are items that are **commercially** produced in cans, jars and/or require no refrigeration. Any product that is labeled as **refrigerate after opening**, must be discarded at the end of each Grand Tasting and new products be opened for the next Grand Tasting.

Food Finishing and Plating

Foods may be **finished** or **plated** at Wagner Park before each Grand Tasting in one of the three designated staging tents – not at your booth. Again, formal prior arrangements are required with the following guidelines.

Equipment:

1. All preparation equipment and storage containers must be commercial grade and NSF Certified. No household or residential grade appliances or storage containers are allowed.
2. Equipment rental is your responsibility. We will connect you with our event rental companies if necessary.
3. Ware-washing and sanitizing is your responsibility and can be done in a licensed commercial facility or in the West Catering area of Wagner Park.

Temperature Issues:

1. All food must be maintained constantly at the appropriate temperatures.
2. In general: **Cold** means 39°F or less. **Hot** means 141°F or more. Anything in between is the **Danger Zone**.
3. Foods that have been commercially packaged may be stored at room temperature until they are opened. They must be refrigerated as soon as is practical after opening (but not longer than 3 hours). If you have not made prior arrangements for refrigeration, you must discard the product after it has been open and unrefrigerated for 3 hours.
4. Foods being heated for service must pass through the **Danger Zone** in less than 2 hours.
5. Foods being chilled for storage (or service) must pass through the **Danger Zone** in less than 3 hours. This process must be monitored, and you must be able to document when it was initiated and completed. (e.g. Chilling began at 1:00pm, start temperature 141°, reached 39° at 2:30pm)

Food Service

Service utensils such as tongs, ladles, spoons, etc., must be commercial grade – not household or residential. **Bring your own or rent.**

You must wash and sanitize all utensils and equipment before and after each Grand Tasting and can be done in a licensed commercial facility or in the West Catering area of Wagner Park.

All food must be served on disposable and compostable (preferred) or recyclable single service plates, bowls, cups, forks, or spoons. Cups, plates, forks, spoons, etc. must be kept in original wrapping or in approved dispensers until they are used. Also, forks and spoons should be presented so that hands touch only the handles. **You are responsible for bringing your own service items.**

If you will handle the food, you must wear gloves. FOOD & WINE will provide gloves if needed. They can be obtained from the Food Service Coordinators at each Staging/Catering Tent.

Ample hand washing facilities are located throughout the park. Wash your hands often.

If you are serving hand dipped ice cream, you must have a dipping well with either:

1. A cold ice and water dipping well with a constantly maintained temperature of 35° or less, or
2. A hot water dipping well with a constantly maintained temperature of 180° or more.

FOOD & WINE will provide ice. Follow these guidelines:

1. Ice used for chilling food or wine may not be used for human consumption. If you need ice for drinks **and** for chilling food, you must keep it separate.
2. Foods being stored on ice may not become wet from melting ice.
3. **DO NOT** dump ice or ice-water onto the grass. **DO NOT** dump anything onto the grass. Use provided waste containers for all liquid and solid waste.

Temperature Issues, again:

Food must be held and served above 141°F or below 39°F.

Certain foods are best served at room temperature such as cheese, fruit, sauces, baked goods, and condiments. FOOD & WINE will work with you on a case-by-case basis to approve this practice.

At the end of each Grand Tasting, hot food must be discarded or quick chilled to a temperature of 39°F or lower within 3 hours. Again, this process must be monitored and documented as outlined above. **It may be reheated one time only and must reach 165°F for 15 seconds before being served again.**

AT ANY TIME, IF ANY FOOD IS FOUND TO BE OUT OF THE ACCEPTABLE TEMPERATURE RANGE WITHOUT DOCUMENTED EVIDENCE THAT IT IS MOVING THROUGH THE DANGER ZONE IN THE APPROPRIATE AMOUNT OF TIME, THAT FOOD WILL BE DISCARDED. THIS IS A PUBLIC SAFETY POLICY THAT WILL BE STRICTLY ENFORCED.

Please contact us with any questions or concerns and/or for any further explanation of these contractual guidelines.

Key Contacts:

Shawna Rockey
Catering Manager
970-456-3827
shawna@devinc.com

Hannah Soltys
Event Marketing Associate Manager
212-522-0017
hannah.soltys@foodandwine.com

2023 FOOD & WINE CLASSIC IN ASPEN
FOOD SAFETY CONTRACT ACKNOWLEDGEMENT

Please complete this form, sign, scan, and email to shawna@devinc.com by **May 19**. Please keep a copy for your records.

BY SIGNING BELOW, I CERTIFY THAT I HAVE READ, UNDERSTAND AND AGREE TO COMPLY WITH ALL THE GUIDELINES LISTED ABOVE.

Exhibitor or Sponsor Name: _____
(As it appears on your official FOOD & WINE Classic Banner)

Authorized Contact Person: _____
(Name of person on-site in Aspen)

Phone: _____

Cell Phone: _____

Email: _____

Aspen Catering Company: _____

Catering Contact: _____

Cell Phone: _____

Signature: _____

Date: _____

EMAIL TO SHAWNA@DEVINC.COM BY MAY 19th.



FOOD & WINE CLASSIC IN ASPEN CONTACT LIST

Name	Contact For	Phone	Email
Hannah Soltys	Sponsor Activation	917-703-6438	Hannah.soltys@foodandwine.com
Stephen Comeau	Exhibitor Activation Operations and Logistics	970-309-8577	steve@devinc.com
Shawna Rockey	Catering Manager	970-456-3827	shawna@devinc.com
Claudia Martinez	FOOD & WINE Shipping/Receiving Operations and Logistics	786-523-8581	claudia@devinc.com
ACRA Events Kerry Brennan Novak	Wine, Spirits, Beer and Distributors Aspen Chamber Resort Association		events@aspenchamber.org