



SARATOGA SPRINGS CITY CENTER

522 BROADWAY

SARATOGA SPRINGS ■ NEW YORK 12866-2247

MARK E. BAKER
Executive Director

(518) 584-0027 ■ FAX (518) 584-0117

Trade Show Food Guidelines for Exhibitors

The City Center has been pleased and fortunate to host a wide variety of interesting events over the course of our history. In an ongoing effort to assist show planners in selling space and coordinating these events, we have put together a list of guidelines for your food/beverage vendors.

- Food/beverage items **sold for consumption** on premises is strictly prohibited. This is a requirement of your contract; one which you are responsible to enforce.
- *NOTE: Tastings and/or sale of alcoholic beverages are strictly prohibited without proper insurance (liquor liability), NYS Permit and prior City Center approval.

The following is *not* permitted:

- Distribution of beverages in bottles/cans of any size
- Sale of bagged/package candy, popcorn, chips, cookies, nuts etc.
- Cotton Candy, SnoCones
- Open flames
- Fryers or electric fry pans
- LP Tanks
- Grills
- Charcoal Cooking

The following is permitted:

- Sale of packaged (commercially vended) product – i.e. Jars of mustard, salad dressing, dessert topping
- Sample tastings include small bites (1/2 cracker, 1/4” piece of cheese)
- Sample beverage tastings should be no more than 2oz.

- The vendor/show management are responsible for:
 - Disposing of all garbage
 - Appropriate recycling
 - Enforcement of all City Center and State Health and Permit requirements

All fire, safety and health regulations must be followed and the City Center reserves the right to restrict unsafe practices. **A 5-pound fire extinguisher is required for each warming unit.**

Please note – Show Planners/Management are contractually responsible for enforcing that all vendors selling taxable product in the City Center have appropriate NYS Sales Tax Authorization.

The City Center management reserves the right to request/insist that a vendor not adhering to these guidelines curtail their operation immediately.