

DOLPHIN EVENT SERVICE'S
915 W. 5th street, Azusa, CA 91702 Office: (626) 660-0227
email: art.s@dolphinevents.biz

A Message from the Decorator

Dolphin Event Service's has been selected as The Official Service/Drayage contractor for **Bridal and wedding Expo** being held at the **Riverside Convention Center**. We welcome the opportunity to assist you in every way possible to ensure a successful presentation.

This exhibitor kit contains important information regarding the show. Please review all the information that is included in this exhibitor kit. If there is another service you may need, please feel free to call us.

SPECIAL NOTES

To keep the appearance of the show; no Velcro, pins, hooks, tape, staples, or any like matter will be permitted to hang through, from or on the drape.

DISCOUNT PRICING

For **DISCOUNT PRICES** full payment **MUST** be included with your advance order. All deadlines are indicated at the top of each order form. Please note in order to receive **DISCOUNT PRICING**. The deadline for discount pricing is **November 9th before 3pm**.

SHIPPING INFORMATION

All shipping information including shipping dates and times for advance warehouse and direct shipping can be found with the Material Handling Order Form. Please review these dates and times accordingly. Dolphin Event Service's realizes that exhibiting in a convention can be complicated and confusing. Therefore, please read all materials carefully. If you should need further assistance or additional information not covered in the exhibitor kit, please contact us at **(626) 795-5131**.

We look forward to serving you.

**The Staff at
Dolphin Event Service's**

Frequently Asked Question

MOVE-IN & MOVE-OUT PROCEDURES

DOLPHIN EVENT SERVICE'S

Company Name _____ Booth # _____

Exhibit Move-in Procedures:

- ***Please refer to the Material Handling Sheets for:***
 1. Advance & Direct Shipments
 2. Proper labeling for Advance and Direct Shipments
 3. Dates & Times
 4. Advance shipments will be delivered directly to your booth; ready for you to begin set up.
 5. Direct shipments will be delivered to your booth when they are received.
- ***Please refer to the front page for move in dates & times***
 1. DOLPHIN EVENT SERVICES employees will unload commercial freight haulers from 8:00am – 4:30 pm on dates specified.
 2. To avoid overtime charges; remind drivers that they should be in line before 2:00 pm in order to be unloaded by 4:30 pm.

Exhibit Move-out Procedures:

Upon show closing, if applicable the aisle carpet will be rolled and removed allowing forklifts to return all empty crates and storage materials to the booths.

- ***Bill of Ladings for outbound shipments via your choice of carrier:***
 1. Please have your carrier arrive in plenty of time to have your freight loaded before the deadline
 2. Have your driver check in at the check-in area
 3. When you are completely packed and ready to go; please turn in a Bill of Lading at the Service Desk
- ***For Exhibitors with privately owned vehicles who cannot hand carry all booth materials:***
 1. When all materials are packed up and ready to go drive your vehicle to the loading dock area
 2. Once in line, DO NOT leave your vehicle unattended at any time. If you do, your vehicle will be towed.
- ***For Exhibitors with Company or Rented Trucks:***

1. Once in line, DO NOT leave your vehicle unattended at any time. If you do, your vehicle will be towed
If your booth materials are not completely packed up and ready to be loaded when the staff arrives at your booth, you will be politely asked to go to the end of the line.

ALL EXHIBIT MATERIALS MUST BE REMOVED BY: 8pm – Sunday November 15th

At this time, DOLPHIN EVENT SERVICES' will re-route your freight via the house carrier at the exhibitors' expense.

No vehicles of any type will be allowed to park on the loading dock without permission.

No vehicles will be allowed to drive into buildings without prior permission from Show Management

PAYMENT POLICY FORM
Must be Included with all orders

DOLPHIN EVENT SERVICE'S

915 W. 5th street, Azusa, CA 91702

(626) 795-5131

email: art.s@dolphinevents.biz

Company Name: _____ Booth # _____

Contact Name: _____

Address: _____

City/ State/ Zip: _____

Phone # _____ Fax # _____

Email: _____

- **This form must be completed and enclosed with all order forms and on file with DOLPHIN EVENT SERVICES prior to any service(s) being performed regardless if another form of payment is being used.**
- Cancellation Policies: Please note cancellation policies on the various forms.
- In order to receive DISCOUNT PRICING full payment ***must*** be included with order form! If paying by check; make payment in U.S. funds drawn on a U.S. bank. If paying by credit card; please fill out the enclosed authorization form.
- Customer is responsible for loss or damage to equipment.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by you or your representative for this event.
- ALL ACCOUNTS MUST BE SETTLED AT OUR SERVICE DESK PRIOR TO THE OPENING OF SHOW.
- THERE WILL BE NO CREDITS ISSUED UPON COMPLETION OF SHOW.

Amount Enclosed \$ _____ Amount to be charged to Credit Card \$ _____

If paying by Check; please fill out the following information:

Check Number: _____ Driver's License Number: _____

Address _____

City _____ State _____ Zip Code _____

If paying by Credit Card; please provide the following information:

Credit Card Number: _____

Please Check: __AMERICAN EXPRESS __MASTERCARD __VISA __ CVC Code _____

Expiration Date: _____ Name as it Appears on Card _____

Authorized By: _____ Cardholder's Signature: _____

Cardholders **Billing** Address _____ City _____ State _____ Zip Code _____

Email Address: _____

FURNITURE RENTAL ORDER FORM
Deadline for discount: November 9th before 3pm.

DOLPHIN EVENT SERVICE'S

915 W. 5th street, Azusa, CA 91702

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Company Name _____ Booth # _____

Tables & Counter Tables	Discount	Floor	Quantity	Total
<u>Tables: 30" W x 30" H</u>				
4 ft. undraped table	\$45.00	\$65.00	_____	_____
6 ft. undraped table	\$55.00	\$75.00	_____	_____
8 ft. undraped table	\$65.00	\$85.00	_____	_____

Prices includes top covered in white plastic and 3 sides draped.

4 ft. draped table	\$85.00	\$105.00	_____	_____	_____Blue_____White
6 ft. draped table	\$95.00	\$115.00	_____	_____	
8 ft. draped table	\$115.00	\$125.00	_____	_____	_____Black_____Silver
4 th sided table skirt	\$35.00	\$45.00	_____	_____	

Counter Tables: 30" W x 42" H

4 ft. undraped counter table	\$55.00	\$75.00	_____	_____
6 ft. undraped counter table	\$65.00	\$85.00	_____	_____
8 ft. undraped counter table	\$75.00	\$95.00	_____	_____
4 ft. draped counter table	\$95.00	\$115.00	_____	_____
6 ft. draped counter table	\$105.00	\$125.00	_____	_____
8 ft. draped counter table	\$115.00	\$135.00	_____	_____
4 th side counter skirt	\$45.00	\$55.00	_____	_____

Cocktail Table 36"rd 42" High

Cocktail undraped round table	\$95.00	\$125.00	_____	_____	
Cocktail draped round table	\$135.00	\$165.00	_____	_____	Color of linen _____Black _____White

Chairs

Wood bar stool	\$50.00	\$70.00	_____	_____
Padded Chair	\$40.00	\$50.00	_____	_____
Folding Chair	\$10.00	\$15.00	_____	_____
Padded Counter Stool	\$75.00	\$105.00	_____	_____

Accessories	Discount	Floor	Quantity	Total
Backwall Drape (8 ft.high)	\$9.50 per foot	\$10.50 per foot.	_____	_____
Crossbar / Spreader	\$15.00	\$25.00	_____	_____
Easel	\$50.00	\$60.00	_____	_____
Garment Rack (5' H x 5' H)	\$75.00	\$95.00	_____	_____
Stanchions with belt (black)	\$60.00	\$80.00	_____	_____
Side Rail Drape (3 ft. high)	\$5.50 per foot	\$6.50 per foot	_____	_____
Upright with Base	\$10.00	\$15.00	_____	_____
Wastebasket	\$12.00	\$19.00	_____	_____
10x10 canopy with bases	\$343.50	\$443.50	_____	_____
10x20 canopy with bases	\$608.00	\$708.00	_____	_____
15x15 canopy with bases	\$687.00.	\$787.00	_____	_____
20x20 canopy with bases	\$793.50	\$893.50	_____	_____

All items canceled will be charged at 50% of original price after move-in begins and 100% of original price after Dolphin Events installs, Prices include installation, rental, and removal.

SUBTOTAL FURNITURE RENTAL ORDER FORM \$ _____

Yes, I have completed and enclosed along with this order the Payment Policy Form.

CARPET RENTAL ORDER FORM

Deadline for discount: November 9th before 3pm.

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(626) 795-5131

email: art.s@dolphinevents.biz

Company Name _____ Booth # _____

STANDARD BOOTH CARPET

Size	Quantity	Discount	Floor	Total	Please select color:
9 x 10 Ft.	_____	\$180.00	\$280.00	\$ _____	_____ Black
9 x 20 Ft.	_____	\$360.00	\$460.00	\$ _____	_____ Blue
9 x 30 Ft.	_____	\$540.00	\$640.00	\$ _____	_____ Red
9 x 40 Ft.	_____	\$720.00	\$820.00	\$ _____	

Rental includes installation, front edge taping and pickup at the close of the show. IF CARPET IS ORDERED IN MULTIPLIES OF TWO OR MORE, THE CARPETS ARE NOT GUARANTEED TO BE A COLOR MATCH. Standard Carpet canceled will be charged at 50% of original price after move-in begins and 100% of original price after installation. STANDARD CARPET *IS NOT* DESIGNED TO COVER COMPLETE BOOTH AREAS.

CUSTOM BOOTH CARPET

	Discount	Floor	Total
Complete Area Size _____ x _____ = _____ Sq. Ft. @ \$2.85 /		\$3.85 =	\$ _____

THIS CARPET IS CUT SPECIFICALLY TO YOUR BOOTH MEASUREMENTS. Rental includes installation, all necessary taping, and pickup at the close of the show. Include a layout for carpet installation if your carpet size is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures; include a floor plan and a quote will be forwarded to you before we proceed. Custom Size Booth Carpet canceled after being cut will be charged at 100% .

CARPET PADDING - TAPE - PLASTIC COVERING

	Discount	Floor	Total
Carpet Padding _____ ft. x _____ ft. = _____ Sq. ft. @	\$1.25	\$1.65	\$ _____
Additional Taping _____ Linear ft. @	\$1.45	\$1.85	\$ _____
Plastic Covering _____ ft. x _____ ft. = _____ Sq. ft. @	\$1.15	\$1.55	\$ _____

All rental prices include installation & removal. Items canceled will be charged at 100% of original price after being cut.

SUBTOTAL CARPET RENTAL ORDER \$ _____

Yes, I have completed and enclosed along with this order the Payment Policy Form.

FIRE DEPARTMENT REGULATIONS

DOLPHIN EVENT SERVICE'S

915 W. 5th street, Azusa, CA 91702

(626) 795-5131

email: art.s@dolphinevents.biz

For Exhibits, Exhibitions, Display, and Trade shows – Public or Private

BOOTH CONSTRUCTION

- Booths, platforms, and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to Fire Department representatives.
- Covering for counters or tables used within or as part of the booth shall be flame-retardant.
- All electrical wiring and apparatus will be of a wire UL type approved.

FIRE DEPARTMENT

A permit shall be required for the following:

- Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operate any electrical, mechanical, or chemical device, which may be deemed hazardous by the Fire Department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display any internal combustion engine (special requirements available on request).

OBSTRUCTIONS

Aisles and exits, as designated on approved show plans, shall be kept clean, clear, and free of obstacles. Booth construction shall be substantial and fixed in position in specified area for the duration of the show. Easels, signs, etc. shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations, and may be required to be posted with designating signs.

FIRE-RETARDANT TREATMENT

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12' horizontally and 24" vertically. Oil cloth, tar paper, nylon, and certain other plastic materials cannot be made flame-retardant and their use is prohibited.

COMBUSTIBLES

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned Security program, motor vehicles are allowed to retain ¼ tank or less in fuel and gas caps must be taped. Batteries are to be disconnected and taped.

PROPANE CONTAINERS

Containers having a maximum capacity of 12 pounds (nominal 5 pounds LP Gas capacity) are permitted to be used temporarily inside of buildings for public exhibition or demonstration purposes.

Pasadena Fall Home Show 2026

10/17/2026 - 10/18/2026



PASADENA
CONVENTION CENTER

Order Utility Services at ordering.edlen.com

Receive **Discounted Rates** for the following services when ordered by:

9/26/2026

- Electrical

Ordering is quick, secure and easy to use!

EDLEN
The Power People

Edlen Electrical Exhibition Services
(714) 985-1480 • exhibitorservices-pasadena@edlen.com
300 E. Green Street
Pasadena, CA 91101

Electrical Terms and Conditions

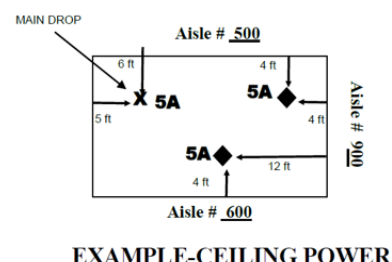
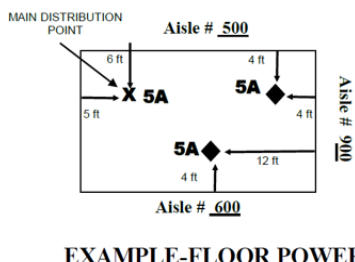
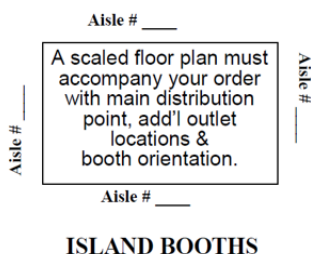
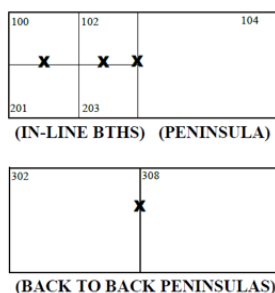
- 1 A complete order with payment and floor plan inclusive of a scaled layout for island booths or any booth requiring distribution of electrical services must be received no later than the deadline date for advance payment rates to apply. Orders received without payment and required floor plan will not receive advance rates. A purchase order or photocopy of a check are not considered valid forms of payment for securing advance rates. Complete orders received after the deadline date will be charged the regular rate.
- 2 To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
- 3 In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email of any such corrections.
- 4 Outlet rates listed include bringing services to (1) one location along the rear of inline and peninsula booths. If more than (1) one outlet is required, labor and material charges may apply.
- 5 Outlet rates listed do not include the connection of any equipment, special wiring, or distribution of the outlets to other locations within the booth space. Distribution to all other locations regardless of booth type require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
- 6 A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
- 7 Island Booths - Booths that require power delivered to multiple locations within the booth space incur a minimum (1) hour installation labor charge. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
- 8 There is a (1) hour installation and a (1/2) hour removal charge for Island Booths that require delivery to one location.
- 9 Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
- 10 Edlen Supervision—A supervisory charge of at least a half (1/2) hour of the prevailing labor rate will apply.
- 11 For a dedicated outlet, order a 20 amp outlet. If you require more than (1) one dedicated outlet, labor and material charges may apply.
- 12 No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.
- 13 In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Contact our local office to discuss any additional charges.
- 14 Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
- 15 Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
- 16 Any extension cords or power strips ordered MUST be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
- 17 Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.

- 18 All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
- 19 All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
- 20 All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
- 21 Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
- 22 Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
- 23 If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
- 24 Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
- 25 Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
- 26 It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
- 27 A 3% credit card processing fee will be applied to all credit card payments. We do not accept virtual credit card payment links as a valid form of payment.
- 28 A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
- 29 Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting:

<https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

Commonly Asked Questions – Where Will My Outlet be Located?

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



For Other Commonly Asked Questions Visit Our Website At www.edlen.com

For more information email exhibitorservices-pasadena@edlen.com or call (714) 985-1480

HOME SHOW

IMPORTANT SERVICE PROVIDER INFORMATION

Pasadena Home Show

Pasadena Convention Center
300 E. Green Street
Pasadena, CA 91101

Access to large quantities of water for exhibitor displays is available for a fee at this venue.

If you choose to order bulk water services from the facility, please email your request to the ACS Operations department at ops@ACSshows.com with the following subject line:

PA F26 - Request For Water Services

American Consumer Shows
Phone: (888) 433.EXPO (3976) (516) 422.8100 Fax: (888) 580.3977
Web: acsshow.com | Email: info@acsshow.com



SAMPLE & RETAIL FOOD & BEVERAGE DISTRIBUTION AUTHORIZATION REQUEST

OVG Hospitality has exclusive food and beverage distribution rights within the Pasadena Convention Center and Civic Auditorium. Exposition sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products **ONLY** upon written authorization. Sampling requests must be submitted no less than fourteen (14) days prior to the event date for consideration. All open to the public events that would like to sample product must apply and obtain approval through the City of Pasadena Health Department at 626-744-6004 or envhealth-specialevents@cityofpasadena.net.

The Selling of Food and/or Beverage products other than OVG Hospitality is strictly prohibited.

REGULATIONS:

1. All products sampled must be commercially manufactured and FDA approved.
2. Exhibitors must adhere to the California Retail Food Codes and proper food handling procedures.
3. Sampling may not include items that directly compete with OVG Hospitality Catering and/or its retail concession outlets.
4. Only approved items may be distributed.
5. All sample food items are limited to 2oz portions.
6. Non-alcoholic beverages are limited to a maximum of a two (2) ounce container and no more than one (1) ounce of product. No cans or bottles will be permitted. All samples must be served in plastic cups.
7. Alcoholic beverage sampling is permitted only if you are the manufacturer or distributor of the beverage. Alcoholic beverages sampling sizes:
 - a. Wine - (2) ounce
 - b. Beer – (4) ounce
 - c. Liquor – (.25) ounce

Additional fees for a floor supervisor or bartender will apply.

*Commercial cannabis activities including displaying, sampling, and selling of cannabis or cannabis related products (including CBD edible products) are not permitted, unless authorized by the City of Pasadena. Approval must be obtained prior to confirming an exhibitor's participation at your event. The City of Pasadena will require the vendor to provide proof the product was manufactured under an IHEO Authorization from the California Department of Public Health prior to issuing their Health Permit. The PCOC is not a licensed dispensary establishment, therefore retail sale, trade, sampling, and displaying of any cannabis or cannabis related products is not allowed. Please contact the City of Pasadena at 626.744.6004 for any questions and approval.

**BOOTH REQUIREMENTS:**

1. All food items, utensils and other related items must be stored at least six (6) inches off the ground and adequately protected from contamination while being transported, stored, prepared, displayed and served.
2. All equipment and utensils must be smooth, non-absorbent, easily cleanable, and made of non-toxic materials.
3. Hand-washing facilities must be provided in each booth handling unpackaged food and beverage items. Hand washing facilities include warm water (100F) (provided in an insulated container), a bucket to catch the wastewater, liquid pump soap, and single service paper towel dispensers. Hand washing kits are available for rental through OVG Hospitality for \$30.00++ /per day.

BUY-OUT/WAIVER FEES

Any Food and Beverage brought on the premises without the written authorization from OVG Hospitality is prohibited.

Hosted catering/booth or events that do not fall within the Sampling parameters listed above may incur a Buy-Out/Waiver Fee by OVG Hospitality. An appropriate buy-out/waiver fee will be determined by OVG Hospitality on a case-by-case basis; however, the buy-out fee is subject to applicable taxes.

Unauthorized products brought onsite will be subject to an additional 25% buyout cost.

SAMPLING AGREEMENT:

In consideration of granting a waiver of the food and beverage service restrictions, the undersigned Exhibitor hereby waives, and agrees to indemnify, defend, and hold OVG Hospitality at the Pasadena Convention Center and Civic Auditorium, and their respective officers, directors, and agents (collectively the "Indemnities"), harmless from, any and all liabilities, claims, damages, costs and fees (including attorneys' fees) that may be suffered or incurred by the Indemnities and arising from the preparation, presentation, delivery or consumption of the food and/or beverage products provided by Exhibitor.

Sampling requests must be submitted no less than fourteen (14) days prior to the event date for consideration.

A copy of current business license and a Certificate of Insurance with \$1,000,000 of Commercial and General Liability. Also, naming OVG Hospitality and PCOC as additional insured is required along with the completed sampling request form.

Failure to adhere to the above guidelines may result in removal from the show floor and the Licensor will not be responsible for any liability associated as a result.



EXHIBITOR/COMPANY NAME: _____

CONTACT: _____ ON-SITE CONTACT: _____

EMAIL: _____ BOOTH#: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ PHONE: _____

1. Product(s) you wish to dispense: _____
2. Proposed method of dispensing (*including all food heating and holding equipment and procedures as well as cleaning and sanitation practices*):

SERVICES REQUIRED:

STORAGE: _____ NO _____ YES; indicate approximate amount needed _____ cu. ft.
_____ Freezer (rental dependent on amount of space needed) _____ Refrigerator - \$75/\$150
**Both freezer/refrigerator requires power from Edlen Electrical.*

_____ Ice / \$15/per 10lb bag	_____ Catering Attendant / \$175/4 hr
_____ Floor Supervisor / \$175/4 hr	_____ Bartender/ \$200/4 hr
_____ Booth Handwashing Station / \$30	_____ Delivery Fee / \$35 per delivery

**All other services, i.e., use of kitchen, warming product, product storage, subject to additional fees. Check with the catering representative.*

***All services are subject to 24% service charge and current tax.**

CLIENT: _____ **APPROVED:** _____
Client Name Director of Catering

Note: We will contact you ONLY if we foresee a problem or have questions regarding your sampling application.

OVG HOSPITALITY CATERING DEPARTMENT

Return to: OVG Hospitality at the Pasadena Convention Center

Tricia Galloway, Director of Catering

Phone 626-817-5635

Fax 626-795-9656

Email Tricia.Galloway@oakviewgroup.com



BOOTH INFORMATION

Cooking Demo Guidelines

To ensure the safety of our venue and protect our facilities, please adhere to the following guidelines for any cooking demonstrations taking place in the ballroom and/or on our stages:

1. Floor Protection:

A tarp or Visqueen must be laid down prior to setup to protect the carpet. Any damage to the flooring will result in additional charges.

2. Heating Equipment:

- Only electric heating systems are permitted.
- All electrical needs must be coordinated through **Edlen Electrical**.

3. Open Flame Use:

- Event Managers must be informed in advance of any vendors using **sternos** or **butane**.
- The **Fire Marshal** will determine whether a standby officer is required. If so, additional fees will apply.
- **Gel sternos are not allowed.**

4. Prohibited Equipment:

- **Propane burners and grills are strictly prohibited.**

Please ensure all vendors and participants are made aware of these requirements in advance.

Thank you for your cooperation.

TEMPORARY FOOD FACILITY (TFF) APPLICATION

(Applications submitted less than 10 calendar days prior to the start of event will be subjected to an expedited processing fee)

TYPE or PRINT IN INK. Enter N/A where requested information does not apply. Leave NO BLANK SPACES.

TFF OPERATOR INFORMATION	EVENT INFORMATION
Name of Temporary Facility:	Event Name:
Name of Owner and DBA:	Date(s) of Event:
Mailing Address:	Event Address:
Contact Phone Number:	Event Location: ☐ Indoor Event ☐ Outdoor Event
Email:	Hours of TFF Operation Set Up Hours: _____ Event Hours: _____
TFF Person-in-Charge and Phone Number:	Facility Type: ☐ Food Booth ☐ Food Truck ☐ Permanent Structure ☐ Food Cart
Event Organizer's Name:	# of Food Employees: (Annual TFFs must include food handler's certificates)
FOOD OPERATION	
☐ Pre-packaged food only ☐ Pre-packaged with sampling ☐ Food preparation (All food preparation is to be completed within the food booth or at a permitted food facility)	
Type of permit requesting: ☐ Single Event ☐ Site-Specific Annual Event ☐ Seasonal (<180 consecutive days)	
FOOD BOOTH CONSTRUCTION	
All food booths require overhead protection and a cleanable floor. Food preparation booths must be enclosed. Overhead Covering: ☐ Canvas ☐ Wood ☐ Other: _____ Floor: ☐ Asphalt ☐ Concrete ☐ Wood ☐ Other: _____ Walls: ☐ Screens ☐ Canvas ☐ Wood ☐ Other: _____ Booth supplied by: ☐ TFF Operator ☐ Event Organizer ☐ Rent from: _____ Booth Size: _____	

DO NOT COMPLETE INFORMATION BELOW – FOR OFFICE USE ONLY

Date Application Received:	Application Approved ☐ Yes ☐ No (See reason below)	Reviewer Signature Date:
Health Fee:	Late Fee:	Total Fees:
Permit Restrictions:		
☐ Approved Source Provided ☐ Health Fee Paid ☐ Application Reviewed		

LIST ALL FOOD & BEVERAGE PRODUCTS THAT WILL BE PREPARED, SOLD OR GIVEN AWAY

Attach additional pages as necessary

Food Item	Prepackaged (Y or N)	Identify type of preparation at other location**	Identify type of preparation at booth (assembly, portioning, cooking, etc.)

****Approved Source:** Indicate the location that food will be manufactured, stored or prepared before the event.
I have attached a copy of the food facility's permit. _____ Initial

Food Facility Name:

Name of Permit Holder:

Address and City:

Facility Contact Number:

Method of food temperature control during transportation:

HOT/COLD HOLDING EQUIPMENT

Identify methods of maintaining food hot (135°F) or cold (41°F)

Cold Holding	☐ Mechanical Refrigerator ☐ Ice Chest ☐ Cold Table ☐ Other (Specify): _____
Hot Holding	☐ Steam Table ☐ Chaffing Dishes ☐ Electric Warmer ☐ Other (Specify): _____

I agree to voluntarily destroy any and all potentially hazardous food(s) held at 45°F and/or held at or above 135°F at the end of the operating day in a manner approved by the enforcement agency. _____ Initial

EQUIPMENT/UTENSILS**Will multi-use kitchen utensils be used inside the booth for preparation?**☐ Yes (complete Utensil Washing section and Liquid Waste Removal section) ☐ No**Utensil Washing**☐ Three-compartment sink within food booth ☐ Shared three-compartment sink provided by Organizer

Sanitizer to be used (test strips must be available to test sanitizer concentration)

☐ Chlorine ☐ Quaternary Ammonia ☐ Iodine**Identify all equipment that will be used for food preparation at the food booth:**☐ Barbecue Grill ☐ Range Burner ☐ Deep Fryer ☐ Griddle ☐ Mixer/Blender☐ Other (Specify): _____*Please contact the Fire Department if using propane, open-flame equipment, charcoal or wood at (626) 744-7049.*

FOOD PROTECTION

Identify methods of protecting foods from customer contamination:

- ☐ Sneeze Guards ☐ Hinged Chafing Dishes ☐ Individual Portion Samples
☐ Other (Specify): _____

Identify overnight food and utensil storage location for events longer than 1 day: _____

Food and utensils must be stored overnight in a secure, vermin proof and weather proof location. Potentially hazardous foods must be stored overnight under mechanical refrigeration.

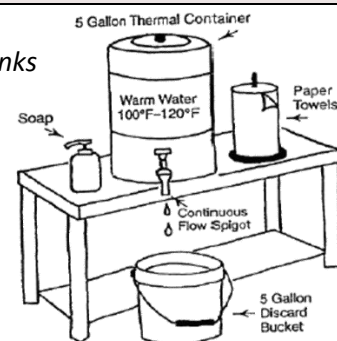
HANDWASH FACILITIES

Handwashing facilities are required in a TFF that handles open food

Hand soap, single-use towels, and a trash receptacle must be provided at all handwashing sinks

Type of handwashing facility that will be used:

- ☐ Gravity-fed warm water (100°F) with spigot and catch basin
Waste water must be properly disposed; may be approved for events that operate for three days or less
☐ Self-contained portable unit (with potable water and waste water holding tanks)
☐ Permanently plumbed with hot and cold water under pressure



FACILITY REQUIREMENTS

Electrical Supply

Provided by :

- ☐ Event Organizer
☐ Booth Operator

☐ Refrigerator or Freezer storage available
☐ Lighting available

Toilet Facilities for Food Employees

Provided by :

- ☐ Event Organizer
☐ Booth Operator

Refuse Removal

Provided by :

- ☐ Event Organizer
☐ Booth Operator
 Identify responsible party for waste removal: _____

Liquid Waste Removal

Provided by :

- ☐ Event Organizer
☐ Booth Operator
 Identify responsible party for liquid waste removal: _____

Frequency of liquid waste removal: _____ per day

Temporary Food Facility Operator Acknowledgment

I have completed the application to the best of my ability. I understand that I may be asked to provide additional information in order for the application to be approved and that the information provided is considered part of the application. I understand that failure to provide required information will delay or prevent approval of the event.

I understand that I am responsible for obtaining approval from all applicable agencies, including the local Fire Department and the Business License.

I acknowledge I have read and understood the Community Event Requirements provided. I understand that failure to meet the conditions approved in this application may result in the suspension of approval to operate at the event.

APPLICATION COMPLETED BY:

Print Name: _____ Cell Phone: _____

Signature: _____ Date: _____

Applications may be submitted in person or by email to envhealth-specialevents@cityofpasadena.net. Payment is due at time of submission. To pay by credit card complete the Credit Card Authorization Form. Checks are not accepted.



CREDIT CARD AUTHORIZATION FORM

The Temporary Food Facility Application is due with payment 10 days prior to the event to avoid late fees.

Cardholder Name: _____			
Card Type:	☐ Visa	☐ MasterCard	☐ American Express ☐ Discover
Card Number: _____			
Expiration Date: _____	Security Code: _____	ZIP: _____	
Amount: \$ _____	Signature: _____		

NO REFUNDS

Community Event Fee Descriptions	FY 2017 Fee
Prepackaged TFF with Samples	\$99.00
Prepackaged Annual Site Specific TFF with Samples	\$220.00
Prepackaged TFF	\$72.00
Prepackaged Annual Site Specific TFF	\$126.00
Food Preparation TFF	\$164.00
Food Preparation Annual Site Specific TFF	\$438.00
Seasonal Food Facility (<180 Consecutive Days)	\$255.00
Late Fee (minimum \$50 or 25% of fee)	Varies
Community Event Organizer	\$230.00