



EXHIBITING REGULATIONS

1. **ALL EXHIBITORS ARE EXPECTED TO WAIT UNTIL 4:00pm TO BREAK DOWN.**
2. All food and paper products not in a sealed can or bottle must be off the ground/floor. This includes boxes of bread, bags of onions, potatoes, napkins, cups, plates, etc.
3. All food must be properly protected from customer contamination. Whenever possible, food items shall be individually wrapped. Buffet style service should be provided with toothpicks, forks, or other serving implements. All food handlers must wear gloves.
4. **Moist towelettes must be on hand.** Washing of hands may not be done with buckets of water. Hand wiping is to be done with paper towels, not cloth towels.
5. All equipment and personnel must meet sanitary standards. No open cuts, wounds or sores on hands, arms or facial area; long hair must be restrained by caps, hats, nets, etc. Hands and clothing must be clean.
6. Facilities for keeping potentially hazardous foods at proper temperatures must be provided. **Cold food at +41 degrees or less; Hot foods at +135 degrees or higher.** Foods not meeting these requirements may be disposed of by the Public Health Division
7. All wipe cloths shall be kept in an approved sanitizing solution of ½ capful of bleach per gallon of water when not in actual use.
8. Food handlers are required to wash hands after using toilets, smoking or handling potentially contaminated items.
9. Food inventories are to be protected from foul weather.
10. All food must be from an approved source and prepared in a licensed kitchen or on site. No home preparations are permitted unless the home kitchen is properly licensed.

GENERAL REQUIREMENTS:

The City of Portland, Maine, has adopted NFPA 101 Life Safety pertaining to exhibits. Please adhere to those regulations as well as these General Requirements below:

1. All open grills or cooking surfaces are to be protected from contact with customers.
2. All potable water outlets used in direct food preparation (e.g.; lemonade, soup, coffee, etc.) must be fitted with an approved water filter.
3. **All vendors having any type of open flame cooking (e.g.; charcoal grill, gas range, etc.) must have a 10 BC fire extinguisher.**

4. **All vendors having fryolators must have a 40 BC fire extinguisher.**
5. Trash bags may not be used for food storage.
6. Propane tanks must be secured.

BOOTH CONSTRUCTION

Booths displays, platforms and space dividers shall be of materials that are **flame-retardant** or rendered so to the satisfaction of the Civic Center or fire department representatives. This includes all decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus will be of a 3-wire UL type approved. Booth identification banners and signs shall be flame-retardant unless smaller than 1232 square inches (28" X 44") and if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oilcloth, tarpaper, nylon and certain other plastic materials cannot be made flame retardant and their use is prohibited.

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.

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 placed in an approved storage area. Show is under 24 hour approved manned security program.

COOKING REGULATIONS (PORTLAND FIRE DEPARTMENT):

1. Open flame equipment (other than those specifically designed to keep food warm using sterno, small butane cylinders or handi fuel with UL listing) are not allowed at exhibit booths.
2. Any vendor using any heating, frying, baking or grilling apparatus must have a fire extinguisher in their booth. (Type ABC unless using oil or grease in the cooking process in which case a Type K extinguisher is required).
3. All heating units as well as proximate units must be turned off before changing fuel cylinders.
4. Use of compressed gases is forbidden.
5. Use or storage of flammable liquids or dangerous chemicals is forbidden.
6. Fire Bureau may inspect all booths throughout the show.