

Food/Drink Sampling Regulations

This concerns anyone who will be giving out samples of food or drink. At the Sharonville Convention Center, we are dealing with the Hamilton County Public Health department. I'm hoping that most of you are already familiar with their requirements, they are new to me. This is a detailed list of what needs to be done to make everything go smoothly during set up and the show.

1. If you are having food or drink samples of any kind, please let me know – mardi@wendysbridalshow.com. I need to provide a list of exhibitors providing samples to the Hamilton County Public Health before the show. If you are only giving out wrapped candies – (including Hershey's kisses that are out of their original bag (keep the bag for allergy info if asked) or anything that is in original packaging, already labeled, you do not need to consider yourself as offering samples and falling under these requirements.
2. Submit this form to the Sharonville Convention Center. <https://wendysbridalshow.com/SAMPLING-FORM-2015.pdf>
3. Hamilton County Public Health (HCPH) requires anyone offering food or drink to have a **Temporary Food License**. Apply for this at least 10 days before the event, with the holidays I would make sure to start this process by December 16. I am attaching the forms, please review and fill out. [SHCPH CR Co19112607400](#)
4. **Call Hamilton County Public Health, 513-946-7847**. Anyone that answers should be able to review your information and help with payment. Ana Rojas is our direct contact if you feel you are not getting the help you need. The attached form shows an amount due of \$64.00. That is the 2024 amount. The 2025 fee is **\$64.75**. Please call before mailing/faxing/emailing to be sure the form is correctly filled out. Since our time is so short, we need to get this right the first time.
5. If you have a mobile food truck license it will only cover this event if you also have the endorsement to serve outside of the truck. Call the HCPH to verify that you are covered.
6. If you are in Ohio, but not in Hamilton County, you must contact the Ohio Department of Agriculture for an **ODA Registration**, also known as a Food Processing Establishment (FPE) Endorsement. If you are in the City of Cincinnati, Norwood, or Springdale (in Hamilton County but not covered by the HCPH), you must also request an ODA Registration. **Call 614-867-0038 or 614-728-6250 or email foodsafety@agri.ohio.gov** to request this. It requires a scheduled inspection that might not be able to happen before the show. In that case on the line "Does this operation use support facilities?" Answer: "In process of getting ODA Registration, spoke to *name of contact*".
7. If you are not from Ohio, you should bring whatever documentation from your state or county that allows you to prepare food. You will still need the **Temporary Food License** from HCPH.
8. There will be inspectors from HCPH at SCC on Saturday morning before the show. All booths serving samples will be checked for handwashing stations, hot or cold holding arrangements, 3 compartment sinks (if necessary – using disposable serving utensils will probably eliminate the need for this, or having everything pre-cut or pre-portioned). They will be issuing the temporary licenses on site if everything passes and the license has been applied and paid for. They cannot take applications or payments that day. If you do not get the license, you will not be allowed to distribute any samples at the show.