



Dear valued vendor;

Thank you for registering for our upcoming 31st Trade Show and Golf Outing! We are confident that this year's event will be bigger and better than ever.

The Indy Fruit Vendor Showcase is our biggest event of the year. We expect to entertain and educate approximately 500 customers this year. With each vendor showcasing their products, our customers are exposed to a world of opportunities and ideas. This is why we ask our vendors not only showcase their products but to sample products, as well.

This letter confirms your participation in the upcoming event and also contains very important logistical information. We appreciate your support and look forward to a successful trade show!

Please do not hesitate to contact Daniel Corsaro at dccorsaro@indyfruit.com or Lauren Trisler at ltrisler@indyfruit.com. Reach either of them at 317-546-1275 with any questions.

Sincerely,

Your Indianapolis Fruit Team





Shipping Information:

1. If you are shipping your product to Indy Fruit's warehouse, please ensure all deliveries are made prior to Saturday, July 21st. Please mark the product "Tradeshow" or "Golf Outing" if it's going to the course.
2. If you are pulling samples from Indy Fruit's Inventory, please coordinate with your Indy Fruit buyer as to what you specifically need pulled.
3. Indy Fruit will deliver all product shipped to our warehouse or pulled from our inventory to Crane Bay on Monday, July 23rd starting at 8 am.
4. On Monday, July 23rd, when you arrive at Crane Bay, your product will already be there. Our team can assist you in getting your product to your booth.

Booth Needs:

- All booths are 8 ft tables, clothed and skirted in black. A sign with your company name will be displayed at the front of your table.
- We will do our best to accommodate everyone's booth needs during the day of the show. Please look for an Indy Fruit team member to answer any questions.

Load-In:

- Day of show vendor set-up begins at 8:00 AM on Monday, July 23 at Crane Bay. Please allow time for load-in.
- The tradeshow doors open at 5 PM - we ask that all booths please be set up by 4 PM.
- Free parking is available on site at Crane Bay. The lot is located on the east side of the building.
- For directions to Crane Bay visit: <http://bit.ly/2sXzC1t>

Sampling:

- Please refer to the "Guidelines for Trade Show Vendors Serving Food Samples" per the BOH.

Event Day:

- When you arrive at Crane Bay for set up, please pick up your name badges at the front. We will, also, have a map with your booth number available.
- At your booth you will find a packet of information, pens and Health Department Sample Guidelines.
- If you need anything during the show, please contact Daniel Corsaro at 317-546-1275 or Lauren Trisler at 317-379-0278.

Load-Out:

- The show ends at 9:00 PM. All booths need to be torn down immediately following the show.
- Indy Fruit is donating all of the left-over samples to Second Helpings, Inc.

Casino Night:

- Casino Night begins at 9 PM following the show at Crane Bay. Join us for fun, games, food and drinks. Casino night runs until 11:30 PM.

Eagle Creek Golf Club:

- Registration for golf starts at 9 AM on Tuesday, July 24th. Prior to the 10:30 AM shotgun start, we will have a putting contest. Breakfast items will be available.
- For directions to Eagle Creek Golf Club visit: <http://eaglecreekgolfclub.com/directions/>



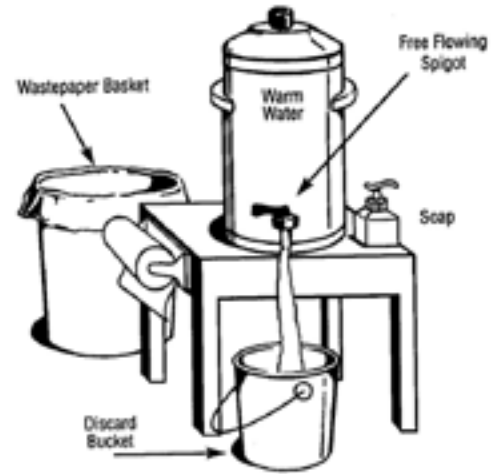
Guidelines for Trade Show Vendors Serving Food Samples

1. Please provide a list of all food products you intend to sample at the show. Please provide the name of the licensed food establishment or processor from which food will be obtained and/or processed. This information should be given to the event organizer.
2. Food or beverage items must be obtained from a licensed food establishment or processor. No home-prepared foods are allowed.
3. All potentially hazardous foods such as meat, cheese, seafood, cut fruits or vegetables must be maintained at 41°F. All foods that have been properly heated shall be maintained at 135°F.
4. Only cooking, hot holding, assembly and serving of product may occur on site at the Trade Show.
5. If your plan includes cooking, cutting or handling potentially hazardous foods such as: meat, cheese, egg, poultry, fish, seafood, or cut fruits or vegetables, you must assemble a handwashing station in your booth. Please see the attached guidelines for handwashing stations.
6. If your plan includes sampling any of the following: beef jerky, beer, wine, tea, coffee, canned soft drinks or juices, non-potentially hazardous baked goods, snack foods such as chips or pretzels, candy bars and confections, jams, jellies, or non-potentially hazardous spreads such as salsa, or if your plan includes heating and/or cutting pre-cooked foods such as pizza, burritos, pasta, or soups, provide a handwashing station within 15 feet of your booth.
7. Samples must be single portioned sizes, which must be dispensed individually in disposable containers or with disposable utensils.
8. Samples must be protected from potential contamination by consumers and the immediate environment. Plastic wrap, dome lids, or portable sneeze guards offer acceptable protection.
9. Bare hand contact with open foods must be minimized by using disposable gloves and utensils.
10. If the organizer of the event is not supplying a three-compartment sink for ware washing you will need to set up the three-basin method as shown below. Use of disposable pans is advised.
11. These guidelines come directly from the Marion County Public Health Department. If you have any questions please contact them at 317-221-2000.

Handwashing

At least one convenient handwashing facility must be available for handwashing on site at all times. This facility must consist of, at least, one container with warm potable running water (via spigot if sinks won't be utilized), a catch bucket for wastewater, soap, individual single-use paper towels, and a trash container for disposal of paper towels. Employees must wash their hands at all necessary times during food preparation and service as specified in 410 IAC 7-24, such as:

- Prior to starting food handling activities
- After using the restroom
- After sneezing, coughing, blowing your nose, eating, drinking, smoking, or touching a part of the body
- After touching an open sore, boil, or cut
- After handling money or other soiled items
- After taking out the trash or following any activity during which hands may have become contaminated.



Dishwashing

Facilities must be provided to wash, rinse, and sanitize multi-use utensils, dishware and equipment used for food preparation at the site. Proper chemical sanitizer and the appropriate chemical test kit must be provided and used at each site. All dishes and utensils must be air-dried. Use of disposable pans is recommended.

Proper Set Up



Proper Sanitizer Concentrations

Chlorine

50-100 ppm*

Quaternary Ammonia

200 ppm*

Iodine

12.5-25 ppm*

* Or as otherwise indicated by the Code of Federal Regulations (CFR) or by the manufacturer of the product.



SPONSORSHIP LEVELS	PLATINUM \$5,200	GOLD \$2,600	SILVER \$1,800
Trade Show tickets per booth	Max 4	Max 3	Max 2
8ft table with linen at Trade Show	•	•	•
Golfer Invites to Golf Outing	•	•	•
Company ID Sign	•	•	•
Trade Show Map Listing	•	•	•
Logo on Golf Course Rules Sheet	•	•	
Listing on Golf Course Rules Sheet			•
Logo on Event Poster	•	•	
Listing on Event Signage			•
Vendor Appreciation Gift	•	•	





BRANDING SPONSORSHIP LEVELS	OFFICIAL ATTENDEE TOTE BAGS \$3,500	OFFICIAL SHOW LANYARDS \$3,000	OFFICIAL SHOW NAME BADGES \$2,500
Description	Each attendee will receive a branded tote bag guaranteeing that your organization's logo will be seen across all areas of the show floor.	All attendee name badges will include a branded lanyard. Maximize your brand's visibility by having your logo on each the lanyards.	Each attendee will receive a name badge during registration. Maximize exposure with your logo on each badge.

Schedule of Events

Monday, July 23, Trade Show

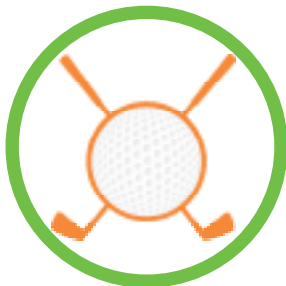
The Crane Bay Event Center - Indianapolis, IN



5 - 9pm	Trade Show
9 - 11:30pm	Casino Night

Tuesday, July 24 - Golf Outing

Eagle Creek Golf Course - Indianapolis, IN



9am	Registration
9:30am	Putting Contest
10:30am	Shotgun Start
3 - 5:30pm	Cocktails, Dinner and Awards

