



## Concession Machines Instructions

This document is a tool you can use to know and understand how to setup, operate and clean the concession machines that you are bringing to your event. These instructions are made to be given your volunteers or staff running the concession machines (if applicable) so they are fully aware of how to run each machine. You only need to print off the pages of the concession machines that will be at your event.

### How to Print Individual Pages:

In order to print just one page, click File>Print and then select the option that says “From:” Put the single page number or the group of pages that you desire to print. You can also select “Current Page” which will only print the page that is currently on your screen. Verbiage may vary depending on your operating system.

Popcorn Machine.....	2
Cotton Candy Machine.....	3
Sno-Kone Machine.....	4
Ice Cream Cart.....	5



## Concession Machines Instructions

### Popcorn Machine

**Setting the Machine Up:** Plug the popcorn machine into the wall or an extension cord that is no longer than 100' long. Do not connect multiple extension cords together. Once the machine is plugged in, test to make sure the machine works by turning on the "Lights" switch (located inside the doors in the upper right hand corner). If the light turns on, you're all set. If it does not come on, that might mean that the bulb burnt out in travel. To test another way, turn on the "Kettle Motor" switch, if you hear the motor turning the power is on-turn off the switch once tested, do not leave the kettle motor on while not in use.

*If you choose to leave the machine on the cart (recommended) skip this section.*

The popcorn machine comes on a white cart. If you choose not to use the cart, you can take the machine off of the cart by removing the kernel tray below the opening doors of the machine and then **using two people**, lift the machine off of the cart. The power cable is fed through the bottom so be aware of that as you lift it up. You may want to have three people total.

**Operating the Machine:** To operate the popcorn machine, first make sure you have all of your supplies needed (oil/kernel packs, bags, scoops, etc.). Turn on the "Kettle Motor" and "Kettle Heat" switch. Open up the lid on the kettle and first pour the oil in followed by the kernels. Close the lid and let the kettle pop the popcorn. As the popcorn pops, it will naturally fall out of the kettle. Once you here most of the popping stop, use the rounded black-tipped lever to dump the popcorn (only touch the black ball). You may have to tip it back and dump it out once or twice more to make sure all of the popcorn is out of the kettle. If you plan to make another batch, leave the kettle motor and heat going otherwise shut if off until you plan to make another batch.

**Cleaning Instructions:** Once you are done with the machine, you are required to clean it. **Wait for the kettle to cool down before cleaning!** To clean the machine, use a damp wash cloth to wipe down the inside walls, bottom and ceiling of the machine. Also wipe down the kettle, both inside and outside of it using a damp rag. To make cleaning the kettle easier, you may remove the kettle from the machine by lifting it up off of the holding arms and unplugging it from the top of the machine but please do not wash in a sink or soak in water! Remove the kernel tray from the machine (below the doors), throw out the kernels and wipe down the tray. If you took the machine off of the cart, please place it back on the cart.



## Concession Machines Instructions

### Cotton Candy Machine

**Setting the Machine Up:** The cotton candy machine stores in a locking position. The handle (rounded bar) acts as a lock for the head. To unlock the head, stand behind the machine so you are looking at the switches. Pull the bar down towards you and allow it to rest in front of the machine. After you've unlocked the head, place the silver bowl on top of the machine with the head in the middle of the bowl and the bowl resting on the black bumpers on the top of the machine. After the bowl has been placed on the machine, take the netting and put it around the inside wall of the bowl using the provided clips to secure it to the side (the netting is what catches the cotton candy). Once the netting is in place, place the blue or pink bubble (cover) on top of the bowl. Plug in the machine and turn on the "Motor & Master Switch" to test the machine. If the head spins, turn off the switch until you're ready to make cotton candy.

**Tip:** We recommend making cotton candy at least 30 minutes before your event starts, it can take a while to make and the bags you make go quick.

**Operating the Machine:** To operate the cotton candy machine, turn on both switches and let the machine warm up for a 1 minute. *You'll notice that the center nob is missing-it is missing on purpose. We have set the machine for the perfect temperature that you need to make the cotton candy. If for some reason the cotton candy is coming out too sugary/gritty or it is burning the cotton candy, you can use a flat head screwdriver or a key to turn it up (if sugary) or down (if burning).* Once the machine has warmed up, pour the sugar floss mix into the center hole of the spinning head. Pour about a cup of floss at a time. You've poured too much if the machine sounds like it bogged down. As the cotton candy is created, use the dowel rod to collect the candy. Spin the dowel rod in your fingers and move the rod the opposite way of what the head is spinning to collect the cotton candy. This takes some practice but after a couple of tries, you'll get it down pat. Once the machine stops producing cotton candy, pour more floss into the head while it's spinning. Only shut off the motor and heat once all of the cotton candy is out of the head (when it's not making anymore). Don't shut it off just to put more floss mix in.

**Cleaning Instructions:** Once you are done with the machine, you are required to clean it. Take off the bubble, bowl and netting. Those three items just need to be rinsed out with a hose or in a sink. Use a warm wash cloth to clean the silver parts of the machine. **Please do not clean the head, we'll take care of that.** Once the machine is cleaned, return the locking arm to the upright and locked position.

**Included Items with Machine:** *Items not returned may result in a replacement fee.*

- Netting and Clips
- Dowel Rod
- Bubble
- Bowl



## Concession Machines Instructions

### Sno-Kone Machine

**Setting the Machine Up:** Place the sno-kone machine on at least a 6 foot table, 8 foot is recommended for extra room for the pumps, cups and straws. If you're standing at the back of the machine, to the right of the machine you'll see a hose which is to drain the melted ice. Either position the hose above the pavement or grass or put a bucket below it to collect the melted ice water. Lift up the blue hopper ram handle all the way on the top right of the machine and let it rest in the open position. To test the machine, plug the machine into the wall and on the back of the machine, turn on the black "Power" switch. After the switch is on, press the red button which will activate the motor. If you hear the motor kick on, the machine has power and is ready to use.

**Tip:** The hopper is the part of the machine that the ice goes into. The hopper ram bar is the piece that pushes the ice through the machine to get shaved.

**Operating the Machine:** Open up the blue plastic hopper ram bar on the top right of the machine and put enough ice to fill the hopper using the plastic scoop. The ice should not pass the top of the hopper, it should be flush or less than flush with the top of the hopper. Rest the blue ram bar on the ice, press the red button (with the power switch on), and apply light pressure on the hopper ram handle until the ice in the hopper has all been crushed. Repeat as many times as needed to get the appropriate amount of crushed ice. Scoop the crushed ice into cup using the ladle and then pump the desired syrup onto the ice. We recommend using 3 pumps per sno-kone.

**Cleaning Instructions:** Once you are done with the machine, you are required to clean it. Take a damp wash cloth and wipe down the entire machine, inside and out. Please drain the water using the drain hose. Wash both the scoops and ladles and rinse off the pumps. To clean the pumps, stick the bottom of the pump (the straw end) into a cup of water and pump water through until no more syrup is coming out.

**Included Items with Machine:** *Items not returned may result in a replacement fee.*

- Scoop
- Ladle
- 1-3 Pumps (depending on how many flavors were ordered)



## Concession Machines Instructions

### Ice Cream Cart

**Setting the Cart Up:** Plug the ice cream cart in immediately to maintain freezing temperature and leave plugged in the entire course of the rental. Put umbrella in hole near handle and rest it on the bottom peg. Open up umbrella.

**Operating the Cart:** The ice cream cart is made for pre-packaged ice cream only. You can have someone handing out ice creams to guests or they can open the freezer and get it themselves (self-serve).

**Cleaning Instructions:** Please remove empty boxes and discard of them. If the outside of the freezer is dirty, please wipe it down with a damp wash rag.

**Included Items with Machine:** *Items not returned may result in a replacement fee.*

- Freezer
- Cart
- Umbrella