



**Tinley Park, IL
3/24/15**

FOOD SAMPLING GUIDELINES

Exhibitors offering food samples must submit a copy of the following documents to PTO Today at least 15 days prior to the Tinley Park Expo:

- Business License
- Sanitation Certificate
- Visqueen Floor Covering Order Form

Additional on-site requirements include protective floor covering, hand washing station and dish washing station.

Protective Floor Covering:

Displays including, but not limited to, food and beverage displays must take appropriate steps to protect the facility surfaces and equipment. A protective coating must be used on the floor such as heavy plastic, visqueen or similar strength material, which needs to adhere to the carpet. This item can be purchased from the the decorator. The order form can be found on page 3 of this document.

Hand Washing Station: Exhibitors sampling food must have a temporary hand washing station. Details and example can be found on page 2 of this document.

Dish Washing Station: Exhibitors sampling food must have a temporary dish washing station. Details and example can be found on page 2 of this document.

Because samples are not sold at our Expos, food permits are not required.

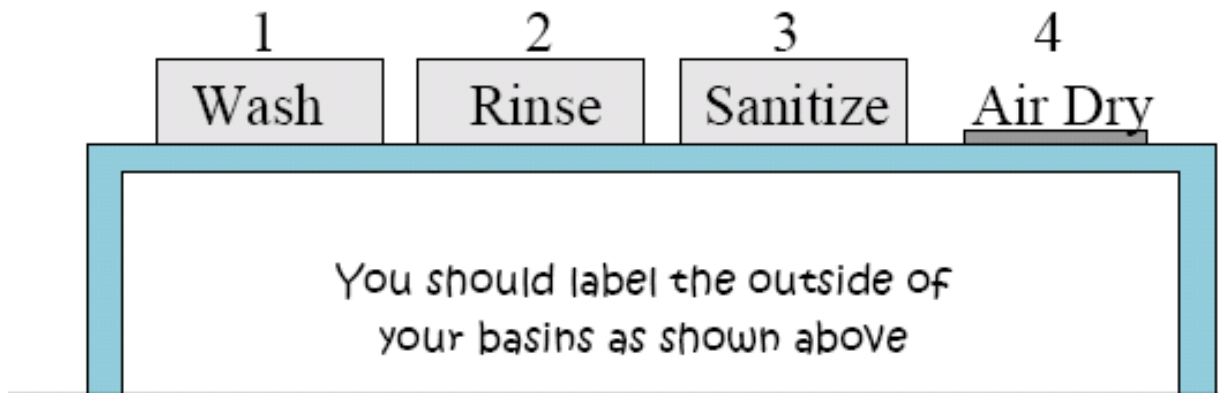
Email: sphillips@ptotoday.com

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A temporary hand washing station must consist of, at least, running water, soap, paper towels, a discard bucket and trash can. If a sink is not available, a large thermos or container in which water is held for dispensing for hand washing can be used. The container must have a spout that allows the water to remain running without holding or pushing the dispensing mechanism. A container needs to be placed under the water container to catch the wastewater. As a food vendor you must provide this set up in your stand.

Dish washing station must be set up as follows:



A temporary dish washing station must be provided. All dishes and utensils must be washed, rinsed, sanitized, and air-dried before use and at least every 4 hours. Dish washing must be done using a three-compartment basin setup. We suggest that you use 3 plastic basins, large enough to immerse your largest dish/utensil. **You may not wash dishes at your hand wash station or hand wash at the dish wash station.**