

Dear Food & Beverage Exhibitor,

Congratulations on your decision to be an exhibitor at the St. Charles Convention Center! Please review the following procedures for the distribution of food & beverage products at our facility

Food & Beverage Sales: The St. Charles Convention Center is the exclusive food & beverage provider for the facility. All sales of food and beverage items that are designed for on-site consumption must be pre-arranged with the facility and are subject to a 35% concessionaire fee. This arrangement must be made through the Food & Beverage Department at (636) 669-3015 and finalized via a written agreement of terms. Alcoholic beverage sales are the exclusive right of the St. Charles Convention Center.

For exhibitors selling food items in pre-packaging or gift tins, designed to be consumed off premises, exhibitor fees may be waived. To obtain a waiver of fees, items must be packaged in sealed containers, be of sufficient quantity to imply use for home consumption, and submitted for approval by the St. Charles Convention Center.

Food & Beverage Sampling: Sampling of food & beverage items are allowed in portions no greater than 2 oz. in size and should be distributed by the exposition-sponsoring organization or exhibitors. The samples must be manufactured, processed, or distributed by the exhibiting firm. Sampling of alcoholic beverages requires special arrangements and authorization from the facility. Please contact the Food & Beverage Department at (636) 669-3015 for guidelines.

Health Permits: The St. Charles Health Department has very specific guidelines in regards to sampling food and/or beverage items. A Temporary Food Establishment Permit may be required for unsealed food or beverage items that are intended for on-site sale or sampling. If you are planning to distribute any unsealed items, whether it is sample size or greater, you should contact the St. Charles Health Department at (636) 949-7400 to confirm. If a permit is required, it must be obtained from the Health Department prior to move-in for the event. The application is attached.

****As of June 17, 2011, any restaurant or any other food service facility currently licensed in St. Charles County may not be required to pay the \$50.00 for a temporary health permit. Filing of the proper paperwork (temporary health permit application with the health department) is still required and you must follow all appropriate guidelines. This new policy applies ONLY to licensed facilities within St. Charles County.****

We are looking forward to a successful show for all. If you have any questions or need additional assistance, please contact our Food and Beverage Department at (636) 669-3015.

Sincerely,
Al Beltranena
Assistant General Manager/Director of Food and Beverage
abeltranena@scmocc.com

Booth Activity and Equipment Usage

| | | |
|-----------------------------------|----------------|--------------------------|
| Where will your booth be located? | Indoor | <input type="checkbox"/> |
| | Outdoor | <input type="checkbox"/> |

Yes **N/A**

- * Hand washing facilities with paper towels and liquid hand soap will be provided.
- * Wash, rinse and sanitize containers that are large enough to hold soiled utensils.
- * Clean clothes and hair covering (i.e., cap, visor or bandana) for employees.
- * No direct hand contact with food.
- * Smoking and eating will be prohibited in booth.
- * Hot foods will be served, offered and/or held?
- * Cold foods will be served, offered and/or held?
- * Adequate amount of equipment provided to hold "hot" and "cold" foods.
- * Probe and equipment thermometers for checking food and equipment temperatures.
- * **No home-prepared foods will occur (this includes storage).**
- * All food is obtained from approved commercial sources (i.e., local stores, distributions, or restaurants). **Home-prepared food is prohibited.**
- * Transportation containers are dustproof.
- * Transportation containers keep hot foods 135°F or above.
- * Transportation containers keep cold foods 41°F or below.
- * Booth water supply is from an approved source.
- * Garbage cans or refuse bins will be provided and **will be covered.**
- * Vendor bringing prepared food from outside St. Charles County- A current health inspection report for the facility where food was prepared is required.
- * All food stored off floor.
- * No Styrofoam coolers will be used to store food.
- * All food contact surfaces non-toxic, smooth, easily cleanable.
- * Displayed foods will be covered or protected with a sneeze guard.
- * All food equipment in good repair and free of corrosion, cracks, chips, etc.
- * Temporary Food License will be posted in public view.
- * Test Strips used to test sanitizer solution will be provided.
- * All grill hoods will be hinged.

The following 3 items are a department recommendation that generally is **not a requirement**. All TFF's should consider **Best Food Safety Practices** to ensure food safety.

1. Walls and ceiling may be constructed of a material that protects the interior from weather and windblown dust and debris.
2. Floors will be of suitable material effectively treated to control dust and mud.
3. Booth openings shall be protected against the entry of insects/rodents by:
 - 16 mesh to 25.4 mm (16 mesh to 1 inch) screens
 - Properly designed and installed air curtains; or
 - Other effective means
 - describe other effective

Commissary Agreement - Approved Food Source

Temporary Food Facilities (TFF) shall operate from a commissary or other fixed food service establishment and shall report at least daily to such location for all supplies and for cleaning and servicing operations. Commissary agreement is meant to ensure that all food is from an approved source. Food and food supplies used in a TFF can not originate (be stored, prepared, etc.) from a private home. **All applications for a temporary food facility (TFF) must include a Commissary Agreement.**

The facility (commissary) listed below will be providing the following services to the temporary food facility (TFF) listed on page one of this application. The TFF shall report at least daily to the commissary location.

- | | |
|---|--|
| <input type="checkbox"/> Fresh water supply | <input type="checkbox"/> Food storage |
| <input type="checkbox"/> Food preparation | <input type="checkbox"/> Garbage disposal |
| <input type="checkbox"/> Grey water disposal | <input type="checkbox"/> Ware washing facilities |
| <input type="checkbox"/> Vending unit cleaning facilities | <input type="checkbox"/> Vending unit storage |
| <input type="checkbox"/> Chemical storage | <input type="checkbox"/> _____ |

Commissary name: _____

Commissary Owner/Manager: _____

Address: _____ City/State: _____ ZIP: _____

Phone: _____ Fax: _____

Permit No. _____ Issued by (Agency): _____

I have enclosed a copy of the last inspection form for the above mentioned commissary.

COMMISSARY VARIANCE

The following food items are going to be served:

| | | |
|--|--|--|
| | | |
| | | |
| | | |
| | | |

I. Commissary Variance - Type A

The following TWO items must be met:

- No potentially hazardous food (PHF)* is being served.
- Temporary food facility will be part of a Special Event** (fair, community event, etc.)

II. Commissary Variance - Type B

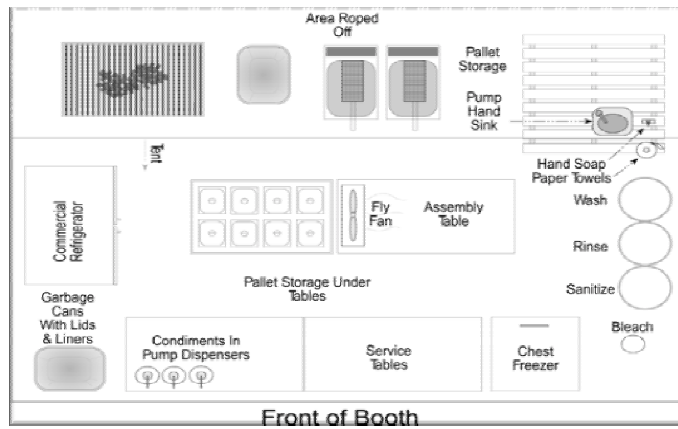
The following FOUR items must be met:

- Potentially hazardous food (PHF)* is being served.
- PHF is being purchased the day of the event and no food preparation (cutting, dicing, marinating, etc.) is going to occur.
- Receipts will be available for inspection during period of operation.
- Temporary food facility will be part of a Special Event** (fair, community event, etc.)

***PHF (Potentially Hazardous Food)** is food that supports rapid growth of bacteria. Examples: milk, meat, eggs, fish, cut fruit, poultry

****Special Event** is a community or civic event that operates no longer than fourteen (14) consecutive days. **Seasonal special events** are civic events that operate on regularly scheduled days (i.e., every Sunday) for a specified number of weeks during the year.

Sketch a floor plan of your booth in the box provided. Example is given below.



Front of Booth

A temporary food permit will not be issued unless this application meets all the applicable requirements found in the *St. Charles County Food Establishment Code (SCC FEC)* and the permit has been signed and approved by an Environmental Public Health Specialist. I agree to follow the SCC FEC and ensure best food safety practices are followed.

Applicant's Name Printed _____

Applicant's Signature _____ Date: _____

EPHS Signature _____ Date: _____

Temporary Food Facility Fees

\$50.00 for a temporary food facility **NOT OPERATING MORE THAN 14 CONSECUTIVE DAYS**
EXEMPT for religious, education, not-for-profit, fraternal, or civic organizations **MUST ATTACH A COPY OF TAX EXEMPTION LETTER WITH THIS APPLICATION**

St Charles County Government
Department of Community Health and the Environment
 Environmental Public Health Program
 1650 Boone's Lick Road St. Charles, MO 63301
 636-949-1800