

**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 and beverage products at our facility.

**Food & Beverage Sales:** The St. Charles Convention Center is the exclusive food and beverage provider for the facility. All sales of food and beverage items from exhibitors or vendors that are designed for on-site consumption must be pre-arranged with the facility and are subject to a concessionaire fee that will be assessed by the Director of Food and Beverage and approved by the General Manager. This arrangement must be made through the food and beverage Department at (636) 669-3005 and finalized via a written agreement of terms. Sale of alcoholic beverages for on-site consumption is not allowed by third-party vendors.

For exhibitors selling food items in pre-packaged vessels 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 is 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 and is limited to 1 oz. portions.

**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 or sell food products, please refer to the attached guidelines and contact the St. Charles Health Department at (636) 949-7400 with any questions. If a permit is required, an application must be completed online or at the Health Department if the applicant does not have computer access. The permit (if applicable) must be obtained prior to event move-in. A sample application and guidelines are attached.

We look forward to a successful event. If you have any questions or need additional assistance, please contact Jay, Katz, Director of Food and Beverage, at (636) 669-3005 or at [jkatz@scmocc.com](mailto:jkatz@scmocc.com).

St. Charles County  
Department of Public Health  
Division of Environmental Health and Protection

## Temporary Food Facility (TFF) License Application Instructions

To apply for the Temporary Food Facility (TFF) License, visit our website at <http://www.sccmo.org/760> and click **License Applications**, or go to our on-line portal directly at <https://www2.citizenserve.com/stcharles>.

- **LOGIN** (upper right-hand corner)
  - If you have an account, login on the left using your existing username and password
  - If new to the portal, click **REGISTER NOW**→
    - Select **Online Registration** from the **Registration Type** drop-down menu.
- Under **LICENSING** click **APPLY FOR A LICENSE**→
- Select **Public Health License** from the **License Type** drop-down menu.
- Select **Food Facility (Temporary)** from the **Sub Type** drop-down menu.
- Complete blank fields, including business name and address
- It is recommended that you save often and reopen the application in your cart (upper right-hand corner).
- For **Application Type**, you must choose either Standard or Expedited (see fees below).
- Complete **all** designated fields, including uploading required documents.
- Watch Food Safety Video.
- Click **Submit**.
- You will automatically be directed to the payment screen.
- Submit online payment, or you may close it if you prefer to pay by check.

**Note: the Temporary Food Facility Fee is due at the time of Application submission.** We accept the following credit cards: Discover, Diners Club International, MasterCard and Visa. A service fee of 3.34% will apply if you choose to pay by credit card. You may also submit a check payment to our office: **St. Charles Public Health, 1650 Boone's Lick Road, St. Charles, MO 63301.**

The Temporary Food Facility Fees are as follows:

- **Standard: \$50.00** for a TFF not operating more than 14 consecutive days.
- **Expedited: \$60.00** when the **event will occur within 2 days of online application.**
- **EXEMPT** for religious, education, not-for-profit, fraternal, or civic organizations (**must attach a copy of Missouri Department of Revenue Tax Exemption Letter with the online application**).

**\*\* If you have trouble with the online application, please contact our office at 636-949-1800. \*\***

## Sampling Guidelines

**Sampling:** A food product promotion, where only a sample of a food is offered free of charge to demonstrate its characteristics. A sample cannot be a whole meal, an individual hot dish or a potentially hazardous food item. If you are sampling potentially hazardous food (PHF), you must get a permit. PHF food includes, but is not limited to, items that require refrigeration.

**No permit for sampling is required if the following conditions are met:**

1. A maximum of only two (2) types of products are being sampled at a time;
2. Food products are **NON-POTENTIALLY HAZARDOUS ONLY**; and
3. All department **SANITATION REQUIREMENTS** are being followed.

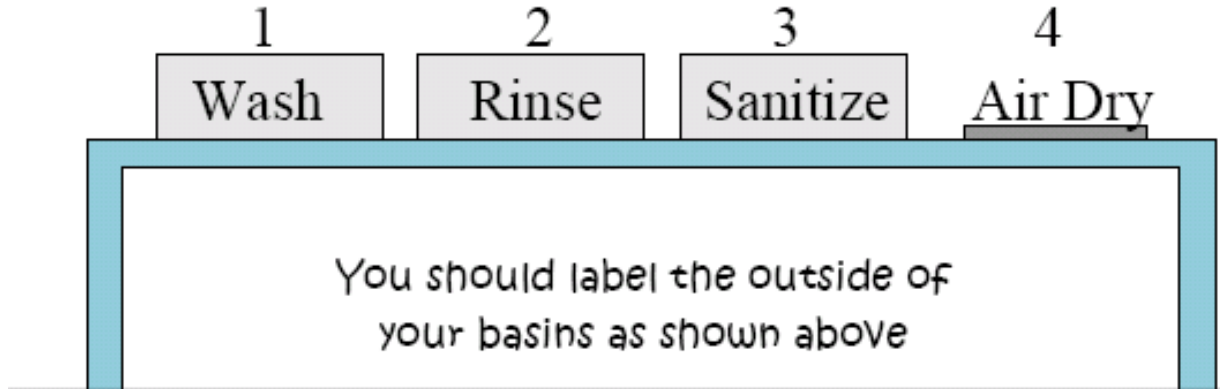
**SANITATION REQUIREMENTS:**

- All food being sampled must be from an approved source.
- All samples (including the original container they originated from) may only be used for a length of six (6) hours. All unused samples (including the original container they originated from) must be disposed of after six (6) hours.
- All fruit and vegetables must be washed. Washing is to remove dirt, soil, and any other contaminants. An antiseptic vegetable wash product is strongly recommended.
- A three compartment washing station is required.
- Hand washing station is required.
- A 5-7 gallon capacity hand washing station. A hand washing station consists of:
  - Container with a hands free dispensing valve
  - 5 gallon catch basin
  - Potable water, preferably at 100 degrees Fahrenheit
  - Liquid hand washing soap in pump or squeeze bottle
  - Paper towel supply for the entire day.
- Obtain containers with sneeze and handling protection.
- Use disposable gloves when cutting or handling products. Do not reuse gloves after touching contaminated surfaces, or money.
- Use tooth picks, wax paper, paper sampling cups, or disposable utensils to distribute samples. The idea is to prevent customers' hands or fingers from touching the samples or contaminating the food.
- Use only sanitized knives and cutting boards for cutting samples.
- Waste basket shall be lined. Know where "greywater" dumping facilities are located.
- Processed foods sampled must be manufactured in a licensed food processing facility or a licensed food establishment. Copies of retail food establishment permits or food manufacturing licenses at which the food was prepared should be available during an inspection by department. Receipts showing date of purchase may be required during inspection.

**Contact the Food Protection Program if you have any questions before sampling food products.**

**You can reach a St. Charles County health inspector at 636-949-1800.**

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.**



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.



**Required items for proper sampling:**

- Disposal single use utensils
- Covered sampling container
- Tongs
- Knife
- Cutting board
- Waste basket with liner
- Disposable Gloves



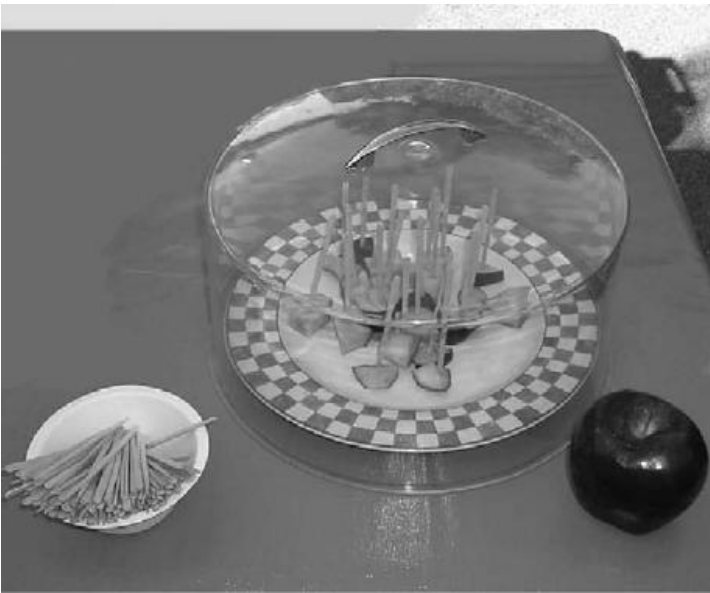
## Examples of St. Charles County Health Department Approved Sampling Methods

Provide containers with hinged covers to prevent food contamination.

Cake cover acts as a sneeze protector.

Use Tongs to give out samples.

This method provides the best way to keep the food samples from being contaminated. Vendor is in complete control of the sampling process. This method is highly recommended.

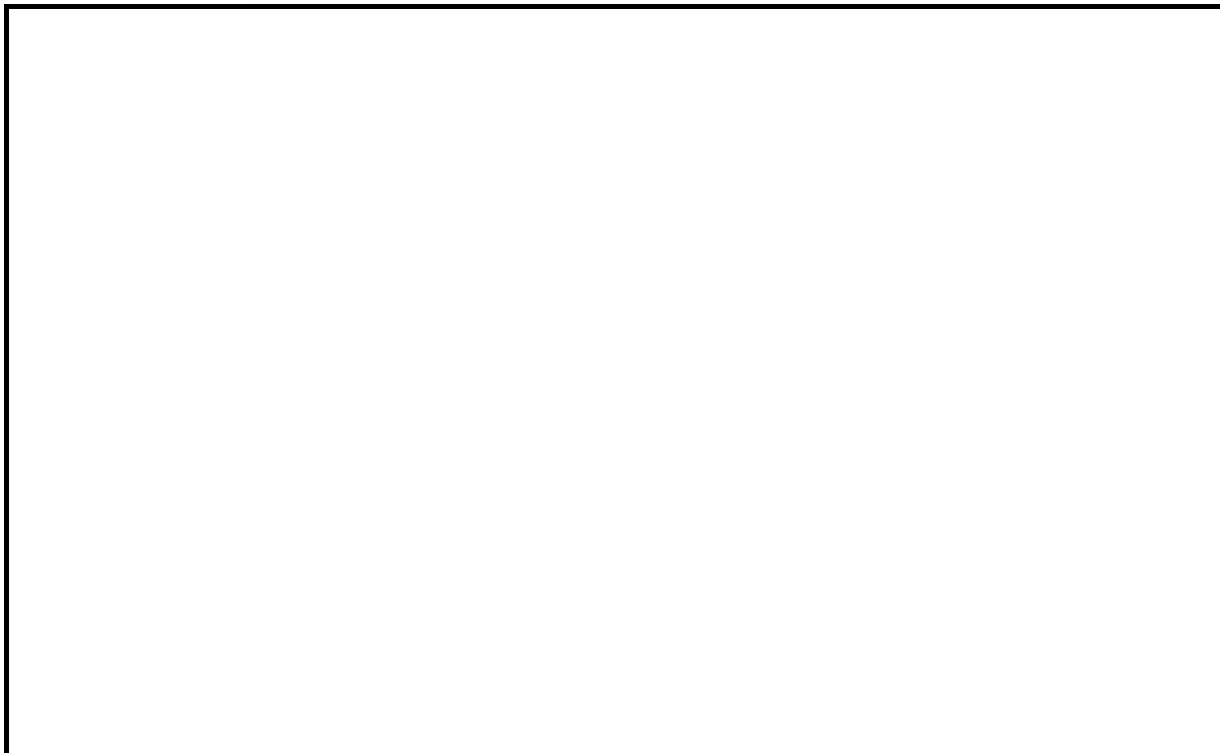
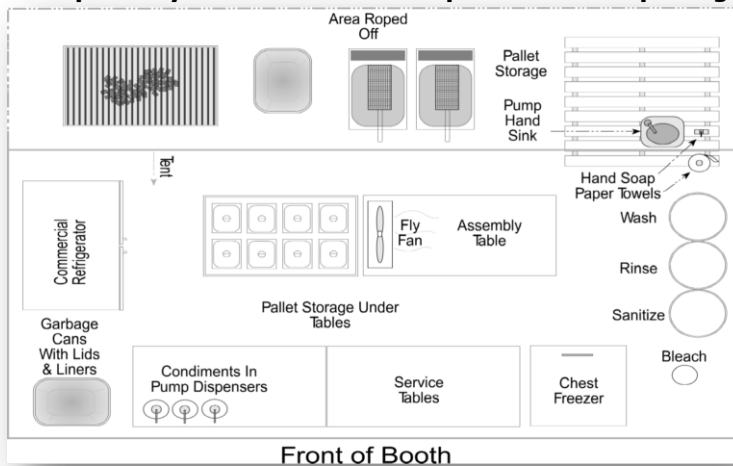


Here is another example of how to protect your samples. Notice the samples have tooth picks already so customer does not have to touch the sample.



If you are sampling nuts of any kind, you must use a nut-shaker similar to the ones pictured.

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



Front of Booth

## Checklist

### Booth sketch should include:

- \* Handwashing
  - Liquid Soap & Paper towels
- \* Coolers/Freezers
- \* Food Preparation Tables
- \* Tent Canopy Covering Food Booth
- \* Dishwashing
  - Wash - Rinse - Sanitize (50-100 ppm Chlorine/Bleach)
- \* Dry Storage Area
- \* Grill/Cooking Location
- \* Trash Cans with Lids
- \* Customer Service Window/Table