

GUIDELINES FOR FOOD AND PERSONAL SERVICES TRADE SHOWS

A. FOOD

1. FOOD DISPLAY

- a) Unwrapped food samples that are put on trays, must be placed in a single layer. Small trays should be used to ensure a quick turnover time. Samples must be spaced on the tray in order to prevent the public from touching several samples, when one is picked up. Toothpicks or the equivalent must be inserted into each sample whenever possible.
- b) Single portion Dixie cup style containers, or plates, must be used for items such as nuts, taco chips, popcorn, unwrapped candies, etc. All dips and sauces must be placed in single service containers. Do not use common dipping bowls.
- c) All open sample products must be discarded at the end of the day.
- d) Perishable food products, i.e. meats, fish, fowl, dairy products, and cooked vegetables, must be mechanically refrigerated.

2. BOOTH CONSTRUCTION

Food area surfaces to be smooth, impervious and crack free. All food display tables should be covered in vinyl tablecloths.

3. BOOTH EQUIPMENT

Hot holding units must be provided in booths which are storing cooked perishable foods. These units must be capable of maintaining a temperature of 140°F or 60°C. These units are only for holding the food at proper temperatures - not for cooking. The food must be a minimum of 140°F or 60°C when placed in these units.

A mechanical refrigerator is required in each booth that is serving perishable food. The refrigerator must be capable of maintaining a temperature of 40°F or 4°C. Ice is for product display only.

4. WATER AND SEWER

Each sampling booth must have access to an approved handwashing station with paper towels, and liquid soap.

Waste water must be disposed of into a sanitary sewer.

5. COOKING AND PREPARATION

Any cooking in a booth will require a special event permit and a sink in the booth. All sinks must be connected to hot and cold potable water and a drain system. Sample booths that do not have a sink in the booth must have the food cooked and/or portioned in an onsite commissary kitchen. This food is then delivered to the booth by “runners”.

6. FOOD STORAGE

Adequate refrigeration must be provided for all perishable food. A central walk-in refrigerator or reefer truck must be available to the booths. The event organizer should also provide a commissary area (complete with sinks) for any food storage or preparation. Ice for product display should also be readily available.

7. STAFF DISPOSAL

Food staff must wear a clean apron or uniform while in the food booth and practice good personal hygiene.

8. REFUSE DISPOSAL

An adequate number of regularly serviced refuse containers must be provided for all areas of show.

9. COORDINATOR REQUIRMENTS

The Vancouver Coastal Health- Environmental Health Division requires:

- a) A numbered site map of the booths (also showing commissary, sink stations, refrigeration, etc.).
- b) A list of all food operators.
- c) A list of all food items served from each booth.

A single health permit will be issued for each event. This will be in the event coordinator's name.

B. PERSONAL SERVICES

1. COORDINATOR

- a) It is the responsibility of the event coordinator to provide Vancouver Coastal Health with a list outlining the type of services offered, lay-out details of each booth and a site map to include the location of the washrooms, clean-up and hand wash sinks. (14 days prior to the event)
- b) The event coordinator is to ensure that the operator of a booth offering a personal services is provided with a copy of the *Vancouver Coastal Health - Guidelines for Personal Service* well in advance of the event.

2. SINKS

- a) Sinks designated for hand washing and/or cleaning must be provided with an adequate supply of hot and cold running water.
- b) The booth must be located in close proximity to sinks and washrooms for hand washing and cleaning purposes.

3. BOOTH CONSTRUCTION

Booths must be enclosed on all sides. Floors and work surfaces must be smooth and impervious to moisture.

4. BOOTH OPERATION

- a) Booth operators are to be familiar with the provisions of the *Vancouver Coastal Health - Guidelines for Personal Services* and ensure compliance with the *BC Health Act* and *Personal Services Regulations*. Every operator must ensure that his/her booth and the equipment and instruments therein, is maintained in a manner that reduces the risk of a health hazard from occurring.
- b) Any product which is used person to person must be individually portioned, single use, or applied with a single use applicator.
- c) Any implement which is used person to person must be sterilized or disinfected between each use.
- d) Any procedure that involves contact with broken skin or penetrates the skin must have prior health approval before the event.

Guidelines can be viewed at the Ministry of Health website at <http://www.hlth.gov.bc.ca/protect/persserv.htm>