

2027 EXHIBITOR MANUAL

22nd Annual Builders St. Charles



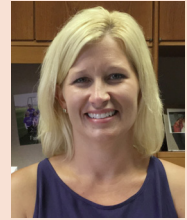
Presented by



Produced by



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Home Builders Association of St. Louis & Eastern Missouri
10104 Old Olive St. Rd., St. Louis, MO 63141 • 314-994-7700

Dear Home Show Exhibitor,

Thank you for exhibiting at the 2027 Builders St. Charles Home Show. Planning ahead is the key to your success. This manual was designed to answer your questions and provide important Show information.

The Home Show team is looking forward to working with you. If you have questions, please don't hesitate to contact us!

GENERAL INFORMATION

Important Exhibitor Deadlines
Exhibitor Pass Information
HBA Home Show Office Location
Exhibitor Lounge & Food Service
Show Colors
Sales Tax
Hotel Accommodations

SHOW PROMOTIONS

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Exhibitor manual is subject to updates or changes without notification.

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APRIL 2-4 • St. Charles Convention Center • STLHomeShow.com

1 Convention Center Blvd., St. Charles, MO • Show Hours: Fri & Sat 10am-7pm • Sun 10am-5 pm

GENERAL INFORMATION

EXHIBITOR DEADLINES

February 12	Final Booth Payment - HBA
February 12	Electrical Order for Advance Price - HBA
February 12	Water & Booth Cleaning Orders for Advance Price - HBA
March 5	Directory Listing Form - HBA
March 5	Advertising Deadline for Show Directory - HBA
March 5	News Release Information (Media) - HBA

NOTE: Missing these deadlines can cost you money!

EXHIBITOR PASS INFORMATION

No exhibitor passes for entry to the Show are necessary due to the free admission policy for the general public. Exhibitors may enter through any public entry area or the Show Office located just inside the Exhibitor Entrance on the south side of the building.

Note: On Show days, exhibitors can get into the building at 8 am through the Exhibitor Entrance on the south side of the building. All other doors will be locked until 10 am.

HBA HOME SHOW OFFICE

Located just inside the Exhibitor Entrance on the south side of the building.

EXHIBITOR FOOD SERVICE

Food options include a concession stand inside the main exhibit hall on the Lower Level and the Compass Cafe located across from the escalators in the Lower Level lobby.

SHOW COLORS

Booth drape and table skirts will be black.

SALES TAX

7.96%

HOTEL ACCOMMODATIONS

Local convenient hotels include the Embassy Suites Hotel connected to the Convention Center and several other hotels located near the Convention Center off 5th Street. No special rates are available for area hotels, so rates will be the prevailing rates at the time of booking.

PROMOTIONAL OPPORTUNITIES

HOME SHOW DIRECTORY OPPORTUNITIES

The printed Directory is distributed at Show entrances. The majority of attendees leave with a directory to use as a buying guide for future home purchases. Each exhibitor receives one **FREE** listing in the directory Product/Service section **if form is completed in the Exhibitor Portal by March 5. Bold** your listing or add your website for \$30 each. Additional category listings can be purchased for \$35 each. **Exhibitors will receive a free website listing with link on STLHomeShow.com if website is listed on form. (NOT printed in Show Directory.)** Contact Tammy at 314-817-5624 or RidgleyT@hbastl.com with questions.

Advertise in the directory. Stand out from other exhibitors and keep your name in front of consumers. A limited amount of ad space is available on a first-come, first-served basis. Pricing: \$950 for full page, \$475 for ½ page and \$275 for ¼ page. Deadline for advertising is March 5. All ads are color.

BECOME A FEATURED EXHIBITOR

Exhibitors can purchase an upgraded digital listing for \$50. This listing lets you share brochures, photos, videos and additional company information which will appear on the Featured Exhibitors page and the Show Map on our website. This option is available through the Exhibitor Portal.

INFORMATION FOR MEDIA INQUIRIES

Media outlets want newsworthy information and interesting products/services to feature on their shows. Your information may be supplied to media, upon inquiry. Contact the manufacturer for a press release. Or write an article about how your product/service fulfills a need consumers have, with product benefits and how it stands out from others. Submit your information with high resolution photos in the Exhibitor Portal. Deadline is March 5. For more information about advertising and promotion, contact Ellen at 314-817-5620 or ViehmannE@hbastl.com.

LOGOS / INVITATION / SOCIAL MEDIA

SHOW LOGOS & INVITATION

Include the Show logo in your advertising/social media. To receive logos, email Ellen at ViehmannE@hbastl.com. Invite your customers to come see you at the Show. The HBA creates an invitation jpg that you can email your database or include in social media and will email it 30 days before the Show.



SOCIAL MEDIA

Comment about the Show, your booth # and your Show specials on all your social platforms. Tag, mention, follow and share the St. Louis & St. Charles Home Shows pages/posts and use #STLHomeShow.

Facebook ... www.facebook.com/stlhomeshow
Instagram ... www.instagram.com/stlhomeshow

Sample posts:

- Don't miss the Builders St. Charles Home Show, presented by James Hardie, your opportunity to shop the latest home products and services, April 2-4 at the St. Charles Convention Center. #STLHomeShow
- Looking to do some home improvements? Visit us at the Builders St. Charles Home Show, presented by James Hardie, April 2-4 at the St. Charles Convention Center in booth xxx to take advantage of our show specials. #STLHomeShow

MOVE-IN & MOVE-OUT INFORMATION

MOVE-IN

Thursday, April 1

7 am - 6 pm

If you need a forklift you MUST call and schedule a move-in time! Call beginning Wednesday, March 3 to reserve your forklift time with Tammy at 314-817-5624 or email RidgleyT@hbastl.com. Times will be assigned based on location in the exhibit hall and the order in which calls are received.

Booths 100-399 - Move-In South Overhead Door
Booths 400-999 - Move-In Loading Docks A, B & C
Booths 1000-1999 - Move-In South Overhead Door
Booths 2000-2500 (Upper Level) - Move-In Loading Docks D, E & F

Note: NO DRIVING ONTO THE SHOW FLOOR IS ALLOWED. BRING YOUR OWN DOLLIES AND CARTS. You will move your own exhibit to your booth.

Crated and palletted exhibits will unload with forklifts at the loading dock. Please indicate that you need a forklift when reserving your move-in time.

Note: Forklifts CAN NOT operate in the lobby space.

Note: If you have a trailer display or vehicle that will be used as part of your display, you MUST notify Tammy at the HBA at 314-817-5624 and schedule an early move-in time.

MOVE-OUT

Sunday, April 4

5:30-9 pm

(No forklifts available)

Monday, April 5

8-11 am Upper Level

Monday, April 5

8 am - 2 pm Lower Level

- **Breaking down or moving out booths before the close of the Show on Sunday is strictly prohibited. There will be a \$400 fine for anyone that starts breaking down early. Exhibitors who do so may not be allowed in future HBA shows.**
- All move-out is first-come, first-served.
- Use the same door for move-out that you used for move-in.
- Bring your own dollies and two wheelers to move your exhibit to your vehicles. Have necessary labor with you.
- Crated and palletted exhibits on the Lower Level will be loaded with forklifts provided by the HBA.
- **No forklifts are provided on Sunday evening.**

Note: NO DRIVING ONTO THE SHOW FLOOR IS ALLOWED.

- IMPORTANT -

**ALL EXHIBITS MUST BE OUT OF THE UPPER LEVEL
BY 11 AM ON MONDAY, APRIL 5**

**ALL EXHIBITS MUST BE OUT OF THE LOWER LEVEL
BY 2 PM ON MONDAY, APRIL 5**

FORKLIFT SERVICE: The Show will provide complimentary fork lift service to unload/load display materials. Neither the Show nor the St. Charles Convention Center assume liability for any property that is damaged through using this service.

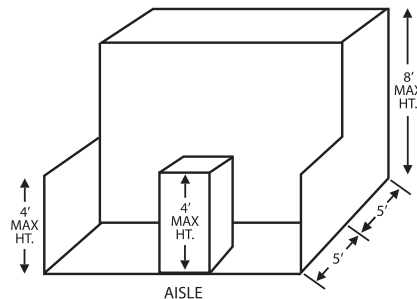
EXHIBITOR DO'S & DON'TS

EXHIBIT CONSTRUCTION

Standard exhibit configuration is 10' square and multiples thereof. Exhibits may not exceed 8'3" in height including signage. When you purchase a 10'x10' exhibit there is no additional space – exhibits should be constructed at 9'6"x9'6" to accommodate pipe and drape and ensure that you fit within your area and between your neighbors comfortably.

10' square pop-up tents will only be allowed in 10'x20' or larger exhibits, must be centered and cannot have names or logos on the back or sides. No signage may appear as if it is representing a neighboring company. Display fixtures over 4' high must be confined to that area of the booth that is at least 5' from the aisle. **NOTE: Displays 20'x20' or larger do not have an 8'3" height limitation.** (Read further in Signage for island signage limitations.)

STANDARD 10'X10' EXHIBIT GUIDELINES



A peninsula booth is an exhibit that is 20'x20' or larger with an aisle on three sides. All display fixtures over 4' in height and placed within 5 linear feet of a neighboring exhibit must be confined to the area within 5' of the center line to avoid blocking the sightline from the aisle. See picture below. INTENT - Exhibitors adjoining peninsula exhibits are entitled to the same reasonable sightline from the aisle as they would expect if they were adjacent to another 10'x10' booth. If you have any questions regarding exhibit design or configurations, please call Tammy at 314-817-5624.

PENINSULA BOOTH GUIDELINES

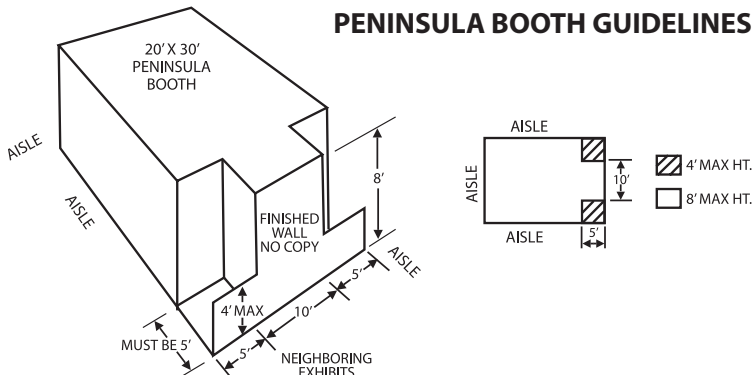


EXHIBIT FLOOR COVERINGS & TABLES

NEW: The HBA will no longer provide carpet. Your booth includes a black skirted table, if requested on your application. You may bring your own flooring. **If you need carpet, additional tables, booth display backdrop or other decorator items, you must bring your own.**

EXHIBIT ELECTRICITY

All Convention Center electricity must be ordered from the HBA in the Exhibitor Portal if not completed on the Exhibit Space Application. **Electricity must be ordered by February 12 to receive the Advance Price.** The price increases approximately 25% after this date. **To avoid additional expenses, bring your own power strips and extension cords to get power to where you need it.** Contact Tammy at 314-817-5624, RidgleyT@hbastl.com if you have questions.

NOTE: If you're using water in an electrical device (i.e., spa, pond) you MUST have a G.F.I. in your electric circuit. Bring your own G.F.I. cord to save money.

Wi-Fi SERVICE

Order Wi-Fi for your booth in the Exhibitor Portal.

SIGNAGE

Signage must have the appearance of being professionally produced. **Signage height is limited to 8'3" for inline booths smaller than 20'x20'.** Any signage above the 8' drape must be single-sided and finished on the back. **No signage may appear as if it is representing a neighboring company. Booths 20'x20' or larger or perimeter booths do not have a height limit but may not block neighboring exhibits' sightlines. Island displays do not have a height limit.** Any signage/displays found in violation will be removed and stored by the Show. Exhibitor must pick up items no later than show move-out or items will be forfeited. **NOTE: Feather flags and balloons are considered signage and above rules apply.**

USE OF NON-INFLAMMABLE MATERIALS

Materials used in the exhibit hall **MUST** be non-inflammable to conform with St. Charles Fire Department Fire Regulations. Cloth decorations must be able to pass a Fire Department flame test. Materials not conforming will be removed immediately at the exhibitor's expense.

EXHIBITOR DO'S & DON'TS

FIRE-RETARDANT REQUIREMENTS

If you are using a tent, it must be fire-retardant. All exhibits over 100 square feet with a solid roof must have a fire extinguisher in the exhibit. They must be designed porous to allow for the effective operation of building fire sprinklers. Major exhibit materials such as booth draping and table skirting must be treated with a flame retardant.

STAFFING EXHIBITS

Exhibits must be staffed during **ALL** show hours. **Breaking down or moving out booths before the close of the show on Sunday is strictly prohibited. There will be a \$400 fine for anyone that starts breaking down early. Exhibitors who do so may not be allowed in future HBA shows. NOTE: Exhibitors must stay within their booths. Working aisles is strictly prohibited. If you are working aisles and are asked to stop more than twice by Show Management, you will not be allowed to exhibit in future shows.**

MERCHANDISE DELIVERY ON SHOW DAYS

Merchandise deliveries for restocking can be made Friday, Saturday and Sunday from 8-9:30 am at Loading Docks A, B & C on the Lower Level ONLY. The freight elevator next to Docks A, B & C can be used to take merchandise upstairs. Pull up to the door, sound your horn, and a security guard will open the door. No labor will be provided. Have your own dollies and two wheelers available. Be prepared to move your own merchandise to your booth.

CRATE & BOX STORAGE

The St. Charles Convention Center does not have crate/box storage areas inside the building. Exhibitors should be prepared to remove all boxes and crates from the Convention Center prior to the Show opening on Friday. After the Show closes on Sunday, crates and boxes can be returned to the Convention Center for repacking and move-out. Contact Tammy at 314-817-5624 if you have special needs or questions.

NO SMOKING POLICY

St. Charles Convention Center has a non-smoking policy in the building. **To smoke you must exit the building.**

PAINTING OF EXHIBITS

No painting of exhibits, signage, etc. inside or on Convention Center property is allowed by the St. Charles Convention Center. Touch-up of exhibits is allowed as long as the floor and surrounding area is protected. Exhibitor will be charged for damages from spilled paint or overspray.

BAN ON HELIUM FILLED BALLOONS

A Convention Center policy prohibits the use of helium filled balloons as giveaways.

PRIZE DRAWINGS

Show related prize drawings must be company owned or purchased merchandise. Vacation packages or other merchandise provided by an outside, non-exhibiting company may NOT be used as giveaways.

BOOTH MUSIC OR VIDEOS

By law, exhibitors that use copyrighted music must have the composer's or publisher's permission or be covered by a blanket license which can be purchased for the show from ASCAP and/or BMI.

FLOWERS & PLANTS

Exhibitors are encouraged to have plants in their booths. They may be purchased from a vendor of your choice.

FOOD SAMPLING

Food and beverage samples can not be larger than 2 oz. and must be a product sold or manufactured by the exhibitor. Securing all necessary permits is the responsibility of the exhibitor. Exhibitors must follow all St. Charles Health Department guidelines. All food items sold must operate through Convention Center Food Service. A Health Department application and fee must be sent to the Health Department prior to the Show. If you need an application call Tammy at the HBA at 314-817-5624 or refer to page 14 for a link to the application form. Call the Health Department at 636-949-7900 x4204 with questions.

EXHIBITOR SHIPPING & STORAGE

ST CHARLES CONVENTION CENTER

SCCC will assist with your items, but we are not a shipping carrier.
ALL PACKAGES MUST BE LABELED WITH THE EVENT/SHOW NAME

Items sent directly to SCCC on move in day will not incur a fee unless a forklift/pallet jack is required for movement.

Shipments received more than 2 weeks prior to move in day will be refused.

SHIPMENTS RECEIVED PRIOR TO THE FIRST MOVE IN DAY AT SCCC WILL BE CHARGED A STORAGE FEE.

PLEASE SEE RATES BELOW.

INBOUND STORAGE RATES		
Regular Packages	Smaller than 2'w x 2'l x 2'h package	\$25.00 (Per Day Per Package)
Large Package	Larger than 2'w x 2'l x 2'h	\$45.00 (Per Day Per Package)
Pallets	Package with movement by pallet jack/forklift	\$65.00 (Per Day Per Package)

All outbound shipping must be arranged by you through the courier of your choice.
These items should be sealed, labeled, and prepaid with that courier.
EACH OUTBOUND PACKAGE WILL NEED TO HAVE AN OUTBOUND BLUE FORM ATTACHED.

All equipment, freight, decorations, and miscellaneous items must be removed from the premises at the conclusion of the event. Unless outbound storage arrangements have been made with SCCC, items left behind will be treated as abandoned and disposed of at facilities discretion.

OUTBOUND STORAGE		
Regular Packages	Smaller than 2'w x 2'l x 2'h package	\$25.00 (Per Day Per Package)
Large Package	Larger than 2'w x 2'l x 2'h	\$45.00 (Per Day Per Package)
Pallets	Package with movement by pallet jack/forklift	\$65.00 (Per Day Per Package)
Pallet Disposal Fee	Empty pallet disposal fee for any pallets remaining at the conclusion of the show	\$50.00 (one time fee)

All items that have been prepaid via the Exhibitor Service Online Ordering Portal will be ready and waiting at your booth upon arrival. If there are any outstanding shipping & storage charges these will have to be paid upon arrival before your packages can be released.

EXHIBITOR SERVICES ONLINE ORDERING PORTAL

<https://www.stcharlesconventioncenter.com/equipment-services>

All terms, conditions, and rates on this form are subject to change at any time without notice. The St. Charles Convention Center is not responsible for lost or misplaced freight or any materials left unattended unless proper arrangements have been made.



12/14/2022

ST. CHARLES CONVENTION CENTER

1 Convention Center Plaza | St. Charles, MO 63303 | www.StCharlesConventionCenter.com
P: (636) 669-3011 | F: (636) 896-1802 | exhibitorsvs@scmocc.com



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OUTGOING

PLACE ONE LABEL PER PACKAGE

- ☐ Exhibitors are responsible for calling shipping provider of their choice for pick-up.
- ☐ **St. Charles Convention Center charges a fee for all packages left after the show move out date.**
- ☐ Please place outgoing shipping labels on your packages (*FedEx ground will only pick up if it is a pre printed label*)
- ☐ Place a blue shipping form on all packages. Additional forms available at Guest Services.
- ☐ Once your packages have been labeled let the Guest Services representative know that your packages are ready to be removed from the show floor.
- ☐ Please fill out an Exhibitor Decorator Services form with your credit card information **and give it to Guest Services.** We will only charge your credit card if packages are left past the move out date.

Event:

Exhibiting Company:

Booth Number:

Contact Person:

Email:

Phone #:

Shipping Company or Carrier:

Scheduled Departure Date:

Quantity: # _____ of # _____ packages

Type of Package:

☐

Up to 50 lbs **AND**
smaller than
2'w x 2'l x 2'h package

☐

Item over 50 lbs **OR**
larger than
2'w x 2'l x 2'h package

☐

Package with movement
by pallet jack/forklift

SECURITY NOTE: Make sure below information is filled out prior to shipments departing building and turn into Exhibitor Services.

Picked Up on Date:

Time:

Security Officer:

Shipping Carrier:

Driver Name (Print):

1/1/2023

EXHIBIT HALL FIRE REGULATIONS

The information contained in this brief outline does not by any means cover completely the ordinances and regulations contained in the local Fire Prevention Code.

The following are basic rules governing concessions, exhibits, and shows in any building open to the public:

1. All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flameproofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flameproofing effect.)
2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flameproofed side and rear divider draperies of booths or attached to table skirting facing aisles, unless flameproofed.
3. All exits, hallways and aisles leading from buildings or tents are to be kept clear and unobstructed at all times.
4. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time an exhibit building is open to the public. Moreover, it shall be unlawful to obstruct, or reduce in any manner, the clear width of any doorway, hallway, passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.
5. Access through turnstiles, gates, rails or similar devices shall not be permitted unless such a device is equipped to swing readily in the direction of exit travel under a total force of not more than 15 pounds and/or prior approval of the Fire Marshal.
6. All sawdust, shavings, hay and straw shall be flameproofed, stored and maintained in a manner approved by the Fire Marshal.
7. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building shall have no more than two (2) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency.
8. There shall not be any gasoline powered forklifts or carts allowed in a place of assembly. Exceptions: Propane or electric vehicles are allowed.
9. The use of liquefied petroleum gases inside buildings, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the Fire Marshal. Maximum LPG allowed for exhibition purposes is a six (6) pound cylinder.
10. "No Smoking by Order of Fire Marshal" signs shall be posted and maintained in areas designated by the Fire Marshal.
11. Provide for daily removal and disposal of trash and rubbish from buildings and tents.
12. All electrical wiring shall be installed in a manner approved by the City Chief Electrical Inspector.
13. Provide and maintain approved fire extinguishing equipment in all areas as designated by the Fire Marshal.
14. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.
15. All appliances fired by natural gas shall be approved by the City Chief Mechanical Inspector and Fire Marshal before being used.
16. The use of welding and cutting equipment for demonstration purposes must be by permit from the Fire Marshal.
17. Cylinders of compressed gases are prohibited unless approved by the Fire Marshal, and shall be secured in a vertical or horizontal position depending on the tank use and design.
18. The operator or the person in charge of operation or use of any place of assembly or education shall check egress facilities before such building is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.
19. There shall not be any obstructions blocking exit doors from the outside of any building such as autos parked in doorways or barricades across sidewalks.
20. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.
21. No vehicles shall be parked in fire lanes outside of buildings.
22. No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.
23. Artificial lighting such as lanterns and candles are prohibited.
24. The use of all gas-fired heating units, either portable or stationary, shall meet the approval of the City Chief Mechanical Inspector and the Fire Marshal. The use of the so-called "salamander" stove is strictly prohibited.
25. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, but in any instance such equipment shall be installed in accordance with provision of the City Building and Fire Codes. However, countertop fryers not exceeding 15 lbs. of oil may be used without the necessary ventilating hood and surface protection requirements. Additionally, the exhibitor shall be allowed no more than one (1) fryer per booth and shall provide two (2) ten (10) pound B.C. extinguishers, positioned on both sides of said fryers. All cooking appliances shall be listed by a National Testing Agency: i.e. Underwriters Laboratory or Factory Mutual.
26. Booth and seating plans must be approved by the Fire Marshal. Submit plans to the Fire Marshal no later than 15 days before set-up date.
27. There shall not be any ticket booths, tables or any other display setup in the lobby without the prior approval of the Fire Marshal.
28. All aisles shall be maintained at a minimum of ten (10) feet clearance.
29. All covered structures in excess of ninety (90) square feet in area shall be protected by an automatic fire detection system approved by the Fire Marshal.
30. All floor plans submitted shall be totally representative of the halls, rooms and/or areas in which the events are held in, such as the location of manual pull stations, fire hose standpipe closets, exits, aisles and man doors in air walls, etc.

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. This arrangement must be made through the Exhibitor Services Department at (636) 669-3011.

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 Exhibitor Services at (636) 669-3011 or at exhibitorsvs@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:

- **\$100.00** for a TFF operating 1-3 consecutive days.
- **\$120.00** for a TFF operating 4-14 consecutive days.
- **Additional \$20.00** for an Expedited License (upon request / **mandatory if 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.

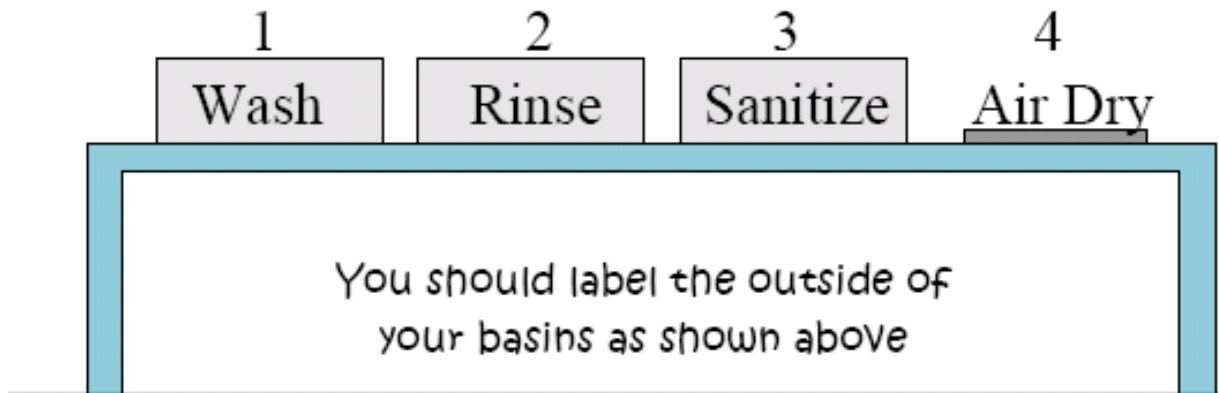
SANITATION REQUIREMENTS:

- 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



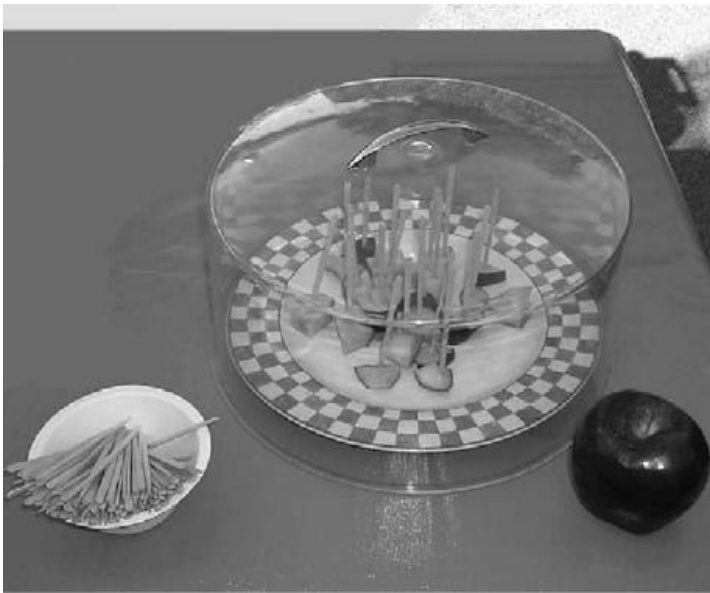
Examples of St. Charles County Health Department Approved Sampling Methods

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.