



Dear Exhibitor,

Welcome to the **26th Annual Tulsa House Beautiful Show** at the QuikTrip Center, September 11-13, 2009.

We are pleased to have you as an exhibitor in this year's Show. The exhibitor information manual has been provided to help you prepare for a successful Show.

Enclosed are show information sheets and order forms from our official service contractors. Please contact them in advance, so you may benefit from their advance discount prices.

We look forward to welcoming you personally to the 2009 Tulsa House Beautiful Show. If you have any questions or need further assistance, please contact us at (405) 278-2826.

Best Regards,
Show Management

inspire ♦ enthuse ♦ support

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MOVE-IN

QuikTrip Center will be open for installation of exhibits as follows:

Tuesday, September 8 9:00 a.m. – 8:00 p.m. **For Bulk Spaces only (20x20 or larger)**

Wednesday, September 9 9:00 a.m. – 8:00 p.m.

Thursday, September 10 9:00 a.m. – 9:00 p.m.

Friday, September 11 8:00 a.m. – 11:00 a.m. (no vehicles allowed on the show floor)

*****Please note: After 5:00 p.m. on Thursday, absolutely no vehicles will be allowed on the show floor, as the aisle carpet will be installed.**

SHOW HOURS

Friday, September 11 2:00 p.m. – 9:00 p.m.

Saturday, September 12 10:00 a.m. – 9:00 p.m.

Sunday, September 13 11:00 a.m. – 6:00 p.m.

ADMISSION PRICES

Adult Ticket \$6.00

Children 12 & Under FREE

MOVE-OUT

No dismantling of exhibits may take place while the Show is in progress. Please cooperate and keep your exhibit intact until the show closes and visitors have departed.

Breakdown of exhibits are as follows:

Sunday, September 13 6:05 p.m. – 9:00 p.m.

Monday, September 14 8:00 a.m. – NOON

- **Attendees will be in the building until the show closes at 6:00 p.m.**
- **Any exhibitor who begins to teardown before 6:00 p.m. will be noted which will affect your renewal status for the 2010 show.**

Cars or trucks will not be allowed in the building for move-out until all the aisle carpet is removed. (This will take approximately one hour, so vehicles will be allowed to enter by or before 7:00 p.m.). Your display must be entirely removed by NOON, Monday, September 14, 2009. Please have a representative from your company at your exhibit by 8:00 a.m., as it is impossible for security to watch all merchandise being packed for removal.

GENERAL INFORMATION – Listed Alphabetically

BOOTH GUIDELINES

- **Floor Covering** is **required** in all exhibit spaces. Carpet, tile or appropriate floor covering must be installed before exhibit is set-up. **NO EXCEPTIONS!**
- **Linear Booths** (10x10, 10x20, etc) may be built to maximum height of 8 ft. Signs may be hung above the 8 ft. height with approval from neighboring exhibitors. Sidewalls may be 8 ft. high, 5 ft. from the back wall. The next 5 ft. may not exceed 3 ft.
- **Pipe & Drape** will be provided by show management in the linear booths only.
- **Bulk Spaces** (Islands) are open on all four sides. No pipe and drape included.
- Any **Pipe & Drape** used in **bulk space** is the financial responsibility of the exhibitor. Pipe and drape can be rented from Midwest Decorating.
- All **boxes, wires, storage materials, etc.**, must be kept out of sight. It is the responsibility of exhibitors to provide Pipe & Drape if needed to cover these items.
- **Tables** used in exhibits must be professionally draped to the floor.

CARPET

- Carpet or floor covering is required in all exhibits.
- Aisle carpet will be provided by Show Management and will run east/west and around the show perimeter.

CLEANING

Show management will arrange for sweeping and cleaning of the aisles, but exhibitors will be responsible for keeping their booth clean and vacuumed (see enclosed information sheet).

CREDENTIALS

- Please pick-up exhibitor badges in the Show Office when you arrive to set-up.
- Four badges will be issued for 10x10 or 10x20 booths.
- Up to 8 badges are available for bulk space.
- Will-Call for badge pick-up is located in the Show Office.
- Exhibitor Badges are to be used/worn ONLY by exhibitors working in booth, **not family or friends.**
- You will receive 8 tickets upon check-in to give to family or friends for admission.
- Additional badges are available for \$4.00 each.

DECORATION

- Included with your booth space is an ID Marker with your company name, 8' back drape and a 3' side drape is included in linear booths only.
- All materials used for decoration of displays must be flame proof.
- **Please note:** unfinished tables must be draped to the floor and floor covering is required in all display areas and must be adhered to the floor with the appropriate double sided carpet tape. (**Please do NOT use Duct tape**).

ELECTRICITY

- **There is a charge for electricity.** Please contact show decorator, Midwest Decorating, for any electrical needs and pricing.

FIRE AND BUILDING REGULATIONS

Please observe the following safety rules:

- Parking on show floor is permitted only for loading and unloading.
- All draping materials, etc. **must be flame retardant.**
- All plantings, foundations, etc. should have waterproof plastic materials underneath.
- All sales of food items and novelties must be arranged through the facility's exclusive concessionaire.
- Exhibits are not allowed to block or obstruct any fire fighting equipment or emergency exits.
- Please refer to enclosed Fire Marshal Regulations for detailed information.

FOOD SERVICE/HEALTH PERMITS

Any exhibitor selling or providing food and/or beverage samples must follow the guidelines outlined on the form entitled, "Food & Beverage Policy; Exhibitors Selling Food Products." The exhibitor must receive prior approval from QuikTrip Center Food & Beverage Services (918-748-0111) and must obtain a health permit, through the County. **Any exhibitor selling or providing samples will be subject to a \$100.00 fee per booth, per day if these guidelines are not followed.**

FREIGHT/SHIPMENTS

Advance shipments should be sent to our decorator Midwest Decorating at the following address:

Midwest Decorating – Tulsa House Beautiful Show
Your Company Name and Booth Number
1510 South Memorial, Tulsa, OK 74112

- Shipments made directly to the QuikTrip Center must arrive no earlier than the first day of move-in (September 8, 2009) and the **exhibitor must be present to accept shipment.** All shipments must have the Show name, Company name and booth #.

HEALTH PERMIT

All booths selling and/or sampling food and beverages are responsible to obtain the proper temporary Health Permits. You may contact the Tulsa City-County Health Department at (918) 595-4300 to request a Temporary Food Service Application. We have enclosed the requirements and regulations for food handling.

INSURANCE

In addition to policy requirements set forth in the Exhibit Space Contract, exhibitors should have a rider on their insurance policies covering the travel to and from the Show. Exhibitors should be aware that neither Show Management, the Security Contractor nor the QuikTrip Center is responsible for any losses incurred as a result of exhibiting at the Show.

LOCATION

QuikTrip Center is located at 4145 E 21st Street, Tulsa, OK 74114

- From I-44, take Yale exit and proceed north on Yale 2 ½ miles to 21st Street. Turn left (west) on 21st Street, proceed ½ mile to QuikTrip Center.
- From I-244, take Yale exit and proceed south on Yale 1 ½ miles to 21st Street. Turn right (west) on 21st Street; proceed ½ mile to QuikTrip Center.

MANNING OF EXHIBIT

Every exhibitor is responsible for having his/her display staffed at all times. We suggest a member of your staff be present at your display area during move-out.

MUSIC, PHOTOGRAPHS AND OTHER COPYRIGHTED MATERIAL

Each exhibitor is responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted material in their booth or display. No exhibitor will be permitted to play, broadcast or have performed music or use any other copyrighted material, such as photographs or other artistic works, without first presenting to The Journal Record proof satisfactory that the exhibitor has, or does not need, a license to use such music or copyrighted material. The Journal Record holds the right to remove from the exhibit hall all or any part of any booth or display which incorporates music, photographs or other copyrighted material and for which the exhibitor fails to produce proof that the exhibitor holds all required licenses.

PAGING POLICY

There will be **no paging** during Show hours. (We only page for emergencies and lost small children).

PARKING

Parking at QuikTrip Center is free for exhibitors and guests on a first come, first serve basis.

PRESS OFFICE

During the Show, Anglin Public Relations, our Public Relations firm, will maintain a Press Office at QuikTrip Center. Exhibitors are urged to have press information there and to report visiting VIPs, new products or other newsworthy items. You may contact our PR firm in advance with new product information. Please contact Anglin Public Relations at (405) 840-4222.

PRODUCT SELLING & SALES RECEIPTS

Receipts should be given to customers purchasing items during the show. This is an additional security measure and will eliminate embarrassment to the customer who may be asked to present proof of purchase when leaving the Show.

SECURITY

While Show Management will exercise reasonable care in safeguarding your property, neither Show Management, the Facility, nor the Security Contractor assumes any responsibility for such property. Exhibitors are required to have insurance for any loss that may occur before, during or after the Show.

SERVICE CONTRACTOR CENTER

The exhibitor service center, Midwest Decorating, will be located near the Show Office.

SHOW OFFICE

Our experienced Show staff is available to assist you. If you need help during the Show, please visit the Show Office located to the West of the South entrance

SIGNS

- Signs may be hung above the 8 ft. height in linear booth spaces with approval from neighboring exhibitors.
- Exhibitors may not affix signs to drapery or any walls (except “designer” rooms).
- Signs over the pipe and drape booths must be one-sided and not face into another exhibitor’s booth.
- No handwritten signs are allowed – use professional signs only.

SIGNS HUNG FROM CEILING RAFTERS

Sponsors and Tulsa House Beautiful Show Signage have first right of placement.

Signs will be hung **Wednesday night only**, by Midwest Decorating. Please make arrangements with Midwest Decorating on Wednesday by 5:00 p.m. and have your sign with you at that time.

TAX RATE

Tax rate on Fairground property is now 8.517%.

TELEPHONE & INTERNET SERVICE

Telephone service for your booth can be ordered on Show site or in advance by filling out the form entitled, "QuikTrip Center Telephone Reservations." You can also contact Skip Scott with any questions regarding phone service at (918) 744-1113 x 2069 office, 918-744-8725 fax or via email at SScott@ExpoSquare.com.

TICKETS

Additional tickets for your clients may be purchased at a discounted price (\$4.00) at the show office or in advance by calling The Journal Record at (405) 278-2826. This is a great way to show appreciation for your customers or VIPs.

Our mission is to **inspire, enthuse & support** our customers to do business together. Please let us know what we can do to provide you the best show possible!

Tulsa House Beautiful Show Staff

EXHIBITOR CHECK LIST

For your convenience, we have included this Exhibitor Check List of items you may need for your booth. To take advantage of available discounts, please order in advance. Additionally, please keep copies of all your orders and bring them to the Show.

TO BE ORDERED

Service/Item

Supplier

- Booth Furnishings**
- Electric**
- Forklift Service**
- Sign Hanging**

Midwest Decorating
1510 S. Memorial
Tulsa, OK 74112
(918) 584-0988

- Telephone**

QuikTrip Center
Skip Scott
P.O. Box 4735
Tulsa, OK 74159
(918) 744-1113 x 2069

- Health Permit**

**Tulsa County Health
Department**
4616 East 15th
Tulsa, OK 74112
(918) 595-4310

- Cable Television Service**

Cox Communications
Patrick Vaught
918-286-4433 or
918-269-7963

Local Hotel Information

For your convenience, a block of rooms have been reserved at the **Crowne Plaza Tulsa Hotel**, located 5.78 miles from QuikTrip Center. A special discounted rate of \$89/per night for our Exhibitor's has been arranged. To make your reservations, please phone Angela Crawford at 918-560-2205 and ask for the Tulsa House Beautiful rate. You may also learn more about the Crowne Plaza Tulsa at www.cptulsa.com. Please make your reservations directly with the hotel.

If you prefer other lodging options, the following are also within easy access of QuikTrip Center but a block of rooms have not been reserved. Please make your reservations directly with the hotel.

DoubleTree-Downtown

616 W. Seventh Street
(918) 587-8000

Hard Rock Hotel & Casino Tulsa

777 W. Cherokee Street, Catoosa
(800) 760-6700

Hampton Inn

7141 S. 85th E. Ave.
(918) 663-1000

Crestwood Suites

3509 S. 79th East Ave.
(918) 663-3900

Hilton-Tulsa Southern Hills

7902 S. Lewis Ave.
(918) 492-5000

Holiday Inn

5000 Skelly Drive
(918) 622-7000

Best Western

3141 E. Skelly Drive
(918) 749-5561

Microtel Inn & Suite - Tulsa Expo

4531 E. 21st Street
(918) 858-3775

*Exclusive Offer to Exhibitors...
Admission Tickets at Half-Price!*

As a gesture of our appreciation, The Journal Record offers exclusively to exhibitors, the right to purchase tickets at a discounted price (\$4.00) for your guests.

A great marketing tool, they can be used for:

- **Thank-you's for Good Customers**
 - **Invitations to Hot Prospects**
 - **Invoice/Statement Stuffers**
- **Gifts to Return Customers at the Show**

To purchase admission tickets at a discounted price
Call The Journal Record (405) 278-2826

The Journal Record is committed to superior customer service and we want to make doing business with us as convenient and pleasant as possible. We would like to give you answers before you have questions.

- Credentials (badges) you'll receive during move-in (set-up).
- Tickets (guest passes) you'll receive during move-in.

Signs, *Signs*...

Everywhere there are signs.

- Signs may be hung above the 8 ft. height in linear booth spaces with approval from neighboring exhibitors.
- Exhibitors may not affix signs to drapery or any facility walls (Except “designer” hard walls).
- No handwritten signs are allowed-
Use professional signs only.

Exhibit Side Wall Specifications...

- Sidewalls in linear exhibits may be 8 ft. high, 5 ft. from the back wall. The next 5 ft., may not exceed 3 ft.

How to Maximize Your Profits

Exhibiting at the Tulsa House Beautiful Show

6 Ways to Increase Traffic to Your Booth before the Show

1. Gear All Outside Business Contact to Show Promotion
-Show Name -Location -Dates -Booth Number -“See us at the...”
2. Send Press Releases/Literature to Media and Prospects or Show Management
3. Send Invitations to Clients and Prospects (5% - 10% respond!)
4. Phone Clients and Prospects/Show Daily/Web Links
5. Offer a Service/Discount/Special Demo/Seminar Gift/ with any of the Above

The Pre-Show Meeting

1. Reiterate goals to staff – “This is why we are exhibiting and this is what we intend to do.”
2. Go over scheduling of staff, travel and accommodation, etc.
3. Discuss common questions and problems
4. Nail down pricing and be consistent
5. Handling leads – decide on box location, have computer mailing system ready to go

Your Booth Is Your Bait

Some companies use new bait. Some use old bait. Some use fresh bait. Some use dead bait.

The 3 – Second Rule: In a glance, your exhibit should tell people three things in three seconds:

- Your Company Name
- Exactly what it is you do
- At least one benefit of your product or company

10 Ways to a Better Exhibit

1. Sell benefits, not just your product.
2. Sell your company too.
3. Have a professional, attractive sign.
4. Select the proper setting for your product.
5. Visually invite people into your exhibit.
6. Build, buy or rent a full backdrop.
7. Carpet your exhibit.
8. Use greenery in your exhibit.
9. Involve people in your exhibit/product.
10. Create a formal/informal closing area.

The 6 Essential Qualifying Questions

1. Thank you for stopping, how are you familiar with _____?
or, what attracted you to our display?
or, what do you see that you like?
(Gives history of prospect, tells you where to start selling)
2. What is your situation now?
(Tells you if prospect has a need, begins to define degree)
3. What would you like to achieve/change?
(Further defines prospect's application of your product)
4. What are your concerns as to budget?
(Tells you if prospect has the money)
5. How does your timetable look on all of this?
(Gives you the prospect's timetable for buying or acting)
6. How would you like to proceed from here?
(Lets the prospect take over – and close him/herself!)

Sample Lead Card
Star Remodeling Co.
What Brings You? _____

Situation Now? _____

Achieve/Change?

<input type="checkbox"/> Bathroom	<input type="checkbox"/> Bedroom	<input type="checkbox"/> Kitchen
<input type="checkbox"/> Family room	<input type="checkbox"/> Basement	<input type="checkbox"/> Deck
<input type="checkbox"/> Garage	<input type="checkbox"/> Porch	<input type="checkbox"/> Windows

Budget? _____

Buying Time Frame?

Immed. 1 2 3 4 5 6 1yr.
Longer? _____

How to Proceed?

Appointment set for _____

Phone for appointment

Supply bid

Other: _____

Name: _____

Address: _____ Ph: _____

City: _____ St. _____ Zip: _____

E-Mail: _____ By: _____

The Two-Year Pinpoint Plan

Jump on your hot leads – set appointments at the show, and call other good prospects while the show is in progress. At show close, you're left with names of good prospects who weren't quite ready to buy...yet. Here's what you do back at the office afterwards:

Mail them FIRST CLASS

- Immediately after the show
- Two weeks after
- Three months after
- Six months after
- One year after
- Eighteen months after
- Two years after

The above was devised and credit is given to Dr. Alan Konopacki, Incomm International, Chicago, Illinois.

Ask short, open-ended questions, then
SHUT UP AND LISTEN.

QuikTrip Center Food & Beverage Services

FOOD & BEVERAGE POLICY EXHIBITORS SELLING FOOD PRODUCTS

Dear QuikTrip Center Promoter:

We continue to receive a number of inquires about our policy regarding exhibitors selling food products.

We are concerned about items that replace concession sales and specifically any food/beverage products that can be consumed on site.

Exhibitors are allowed to distribute/sell:

Beef Jerky	Sixteen oz. container and larger
Candy (bulk only)	One lb. container and larger
Coffee (bulk beans)	Beans only, no liquid
Nuts (bulk only)	Five lb. package and larger
Food Sampling (chili, meats, etc)	One oz. portion

The purpose of this policy is to protect concession revenue, while at the same time allowing promoters the opportunity to book vendors willing to comply with the guidelines.

If you have any questions, please contact Melissa Garner at (918) 748-0111 x 2125

We appreciate your support!

QuikTrip Center Food & Beverage Services

Tulsa City-County Health Department
4616 East 15th • Tulsa, Oklahoma 74112
(918) 595-4310
Fax: (918) 595-4339

FOOD DEMONSTRATOR REQUIREMENTS

GENERAL

A food demonstrator shall comply with all good food handling practices and must protect the food from contamination at all times. The Director may impose additional requirements to protect against health hazards related to the conduct of a food demonstration, may prohibit the sale of some or all potentially hazardous food and when no health hazard will result, may waive or modify requirements. Food demonstrations shall be inspected and licensed for a period not to exceed seventy-two (72) hours. A food demo must be conducted within the confines of a licensed food establishment.

EQUIPMENT

Equipment shall be located and installed in a way that prevents food contamination and facilitates the cleaning of the demonstration area. Proper sneeze protection (sneeze shield) shall be provided.

UTENSILS

All food utensils must be washed, rinsed and sanitized on premise in the sink facilities provided by the licensed food establishment, unless other methods have been approved by this Department.

All demonstrators shall provide and use only single service food utensils and articles offered to the consumer.

HAND WASHING

Hand washing facilities shall be available for employee hand washing. The facility shall consist of a basin or tub at least 8" wide and 6" deep, warm water, soap and individual paper towels. Said facilities shall be conveniently located to promote use. The hand washing facility shall be set up outside of the sneeze shield. Hands should be washed after each absence from the workstation and at any other time the hands may have become soiled or contaminated.

FOOD PROTECTION

Under no circumstances shall customers be allowed to serve themselves.

All food, while being transported, stored, prepared, displayed and served, must be protected from contamination. All potentially hazardous food shall be maintained at safe temperatures (41° F or below, or 140° F or above), except during necessary periods of preparation and service. All perishable food shall be stored at 41° F or below. Raw fruits and vegetables shall be washed before use.

Food Demonstrators working in the demonstration area must limit their food service to heating, slicing, dipping or pouring of a product. More extensive food preparation, including cooking from the raw state, requires utilizing the permanent food preparation/service facilities of the establishment.

Tulsa City-County Health Department
4616 East 15th • Tulsa, Oklahoma 74112
(918) 595-4310
Fax: (918) 595-4339

REGULATIONS – FOOD SHOWS

The object of this hand-out is to provide regulations for food vendors to demonstrate food products to the public in a safe, protected manner. The health authority may add or delete any of these rules they deem pertinent to operating a safe demonstration.

1. One license will be written to the sponsoring agency if the agency is willing to take responsibility for each demonstrator in his show (applicable in city limits of Tulsa or Broken Arrow only).
2. Exhibitors sampling food products must provide a hand washing facility. At a minimum, the facility shall consist of a wash pan at least 8” wide and 6” deep, warm water, soap and individual paper towels. Plastic gloves are very good food handling items, but do not take the place of proper hand washing facilities.
3. If the show sponsor provides adequate three vat utensil washing facilities (wash, rinse, sanitize), no in-booth cleaning facilities will be required. All equipment and utensil cleaning must be done on premises. The facilities must be accessible at all times. Sinks and/or water taps located in restrooms are not approved for water supply or cleaning.
4. Serving utensils must be stored clean and dry, or may be stored in the product container.
5. Serving equipment must be provided to maintain hazardous foods at proper temperature. Hazardous foods must be maintained at 41° F or below, or at 140° F or above. All previously cooled hazardous foods must be reheated to 165° F. Storage of food items in direct contact with non-drained ice is prohibited.
6. Any demonstrator wanting to perform extensive food preparation (i.e., mixing, flouring, breading or cooking from the raw state) must comply with the following:
 - a. All preliminary preparation, including cooking, must be done at a permanently approved facility; or
 - b. The demonstrator must have access to the utensil washing equipment provided by the sponsor (see item #3 above); or
 - c. The demonstrator must provide within the booth, full temporary utensil washing facilities, including a 10 gallon supply of potable running water under pressure by pump or gravity, a method for providing enough hot water for utensil washing and hand washing, three containers of appropriate size and design for utensil washing and cleaning supplies (dish soap, sanitizer and test kit).

If adequate utensil washing/preparation facilities are not available or if the demonstrator cannot provide adequate utensil washing facilities within the booth, only minimal food preparation (i.e., slicing, opening from frozen product or heating) will be allowed.

Each demonstration wanting to perform extensive food preparation must be approved by the health department on a case-by-case basis.

7. All food to be sampled must come from approved sources. No home prepared foods are allowed.
8. All non-wrapped foods for sampling must be protected by sneeze guards, durable plastic dome covers, or be a minimum distance of three (3) feet from the public. No self-service by the public will be allowed. Film wrap will not be acceptable for sneeze protection. Any food items which are prepared without the intent of giving samples must be labeled "For Display Only." Such food items must be adequately protected from random public sampling. (Exception: Drink products dispensed from a spigot-type dispenser).
9. Hair must be properly restrained above the collar and out of the face (pony tails are not acceptable) and beards on more than one (1) inch in length must be restrained in the sampling area.
10. No use of tobacco products allowed in booths; no eating or drinking allowed in booths
11. Single service cups shall be handled and dispensed in a manner that prevents contamination of surfaces which come in contact with product or with the mouth of the user. Cups presented for customer self-service must be contained in a proper cup dispenser.
12. All food sampling booths must meet the above requirements and be inspected by the health department representative before sampling will be permitted.
13. A vendor who sells any food product must apply for and purchase relevant temporary licenses.

Licensing Requirements for Temporary Food Establishments

1. No temporary food establishment may be licensed or operate except in conjunction with a transitory temporary event.
2. All food establishments operating in conjunction with transitory temporary events must comply with State and Local licensing requirements. No establishment shall operate prior to Health Department inspection and licensure.
3. License fees are as follows:

State – 1 to 5 days, \$25.00 plus \$5.00 per day after 5 days

City – 1 to 5 days, \$25.00 plus \$5.00 per day after 5 days (Tulsa or Broken Arrow)

4. Licenses shall be valid for the duration of the event only.
If you have any questions, please contact Larry Little, Tulsa City-County Health Department, at (918) 595-4313.

Revised August, 2002

COOKING POTENTIALLY HAZARDOUS FOOD PRODUCTS

All potentially hazardous products must be cooked within the confines of the deli food preparation area. The only exception is when the products come in packaged form and can be cooked in the original package in a microwave oven. The following cooking temperatures must be used.

Beef	-	145°F
Pork	-	145°F
Ground Beef	-	155°F
Poultry	-	165°F
Seafood	-	145°F

All potentially hazardous starch products must be prepared in accordance with package or recipe directions. After cooking, all potentially hazardous foods must be held at 140°F or above. Any prepared foods must be discarded at the end of the food demonstration.

PERSONNEL

All food and warming utensils must be stored out of reach of the public whenever attendant is absent from the food area.

Personnel must have hair restrained above the collar or in a hair net. Eating, drinking or using tobacco in the food area is prohibited.

HEALTH DEPARTMENT – LICENSING PROCEDURES

It is required that the time and place of the food demonstration be called in to the Health Department before 9:00 a.m. on the day of the demo, except that weekend and holiday demonstrations must be called in by 1:00 p.m. the last working day prior to the demonstration. Any demonstration observed operating without notifying the Health Department will be required to cease operations. Repeat violations will result in further enforcement action being taken.

Upon inspection and approval of demonstrators’ facilities, a demo license will be issued. The fee (\$10.00) for such licenses must be in cash, company check or money order (made payable to **Tulsa Health Department**). No personal checks will be accepted. A separate license will be issued when the demonstrator changes from one product to another product requiring a different food-handling procedure. Any demonstrations not set up with fifteen minutes of the scheduled beginning time will not be licensed and will not be allowed to operate.

The license shall be prominently displayed.

If you have any questions regarding this matter, please feel free to contact this office at (918) 595-4331.

TEMPORARY FOOD ESTABLISHMENT REQUIREMENTS

I. Temporary Food Service Establishment

A temporary food service establishment, which prepares and serves food to the public, must comply with the following requirements. The Health Authority may impose additional requirements to protect against health hazards related to the conduct of the temporary food service establishment, may prohibit the sale of some or all potentially hazardous foods, and when no health hazard will result, may waive or modify these requirements.

A. General Requirements

If running water under pressure and a sanitary sewage system tap is available within a reasonable distance of the establishment, these facilities shall be used. All plumbing must conform to local or state plumbing codes.

1. Water System

A temporary food service establishment must have running water from an approved source or provide a potable water system under pressure by pump or gravity. The potable water system shall have a minimum capacity of 10 gallons. The establishment shall provide a heating facility capable of providing enough hot water for cleaning and sanitizing of equipment and utensils and hand washing.

All potable water storage containers must be flushed, rinsed and sanitized prior to the start of the event. Water systems may be subject to random testing throughout the event.

2. Waste

All sewage, including liquid waste, shall be disposed of according to law. When the use of non-water carried sewage disposal facilities have been approved by the Health Authority, such facilities shall be separate from the establishment. Disposal of liquid waste to storm sewers is prohibited.

Garbage and refuse must be stored in a non-absorbent container with a tight-fitting lid. Garbage and refuse shall be disposed of often enough to prevent the development of odor and the attraction of insects and rodents. Premises must be clean and free from litter and debris.

B. Physical Facilities

1. Floors

Floors shall be constructed of concrete, asphalt, tight wood or other similar cleanable material and shall be kept clean and in good repair. Carpeting and other absorbent, non-easily cleanable floor coverings are prohibited.

2. Walls and Ceilings

(a) Walls and ceilings shall be made of wood, canvas or other material that protects the interior of the establishment from weather-related contamination. Walls and ceilings of food preparation areas shall be constructed in a way that prevents the entrance of insects. Doors to food preparation areas shall be solid or screened and shall be self-closing. Screening material used for walls, doors or windows shall be at least 16 mesh to the inch.

If screening is used, drop canvas or quickly installed siding shall be readily accessible for installation for protection against the elements of weather.

(b) Counter-service openings shall not be larger than necessary for the particular operation conducted. These openings shall be provided with tight-fitting solid or screened doors or windows or shall be provided with fans installed and operated in a manner to restrict the entrance of flying insects. Counter-service openings shall be kept closed, except when in actual use, unless fans are provided.

3. Lighting

Lighting shall be adequate and shielded.

4. Equipment

(a) Equipment shall be located and installed in a way that prevents food contamination and that also facilitates cleaning the establishment.

(b) Enamel coated cookware such as black or gray enamel pots or enamel roasting pans is prohibited.

(c) Food contact surfaces of food preparation equipment and utensils shall be non-absorbent, easily cleanable and in good repair. Food contact surfaces of equipment shall be protected from potential contamination by consumers and other contaminating agents. Effective shields for such equipment shall be provided, as necessary, to prevent contamination. Wood and painted wood surfaces are prohibited unless otherwise provided for in Section 310:256-7-9 of the State of Oklahoma Food Service Regulations.

(d) Equipment designed for serving soft-serve dairy products (soft serve iced milk, ice cream, frozen yogurt) shall not be assembled at the beginning of an event prior to being inspected by the Health Department.

5. Hand Washing Facilities

A convenient and accessible hand washing facility shall be available for employee hand washing. At a minimum, the facility shall consist of warm running water, soap and individual paper towels or other approved hand drying devices. This facility shall be available at all times during concession operations and shall be used for no other purpose.

6. Toilet Facilities

Toilet facilities need not be provided within the establishment but must be conveniently located to the establishment. Toilet facilities must be kept clean and provided with toilet tissue. Toilet facilities must be fly-tight with self-closing doors or lids. Portable toilets are acceptable if they meet the above mentioned criteria.

C. Operational Requirements

1. Ice

Ice which will be consumed or which will come into contact with food shall be obtained from an approved source in crushed, chipped or cubed form. Such ice shall be obtained in single-service closed containers of an approved type and shall be dispensed from a clean and sanitized bin that is self-draining, non-absorbent and of easily cleanable construction. The ice shall be protected by a proper cover. An approved ice scoop shall be provided and used.

2. Food Preparation and Storage

All food items shall come from approved sources. All meat items must be either USDA or Oklahoma Department of Agriculture inspected (exception for bison meat, inspection verification from other states are approved).

Food products shall be prepared on site or come from a licensed local food establishment (no home prepared foods).

All potentially hazardous starch products must be prepared in accordance with package or recipe directions. Food products prepared and transported from previous events are prohibited. Food products prepared in local food establishments shall be transported in approved containers or equipment designed to maintain proper temperatures.

At all times, including while being stored, prepared, displayed, dispensed, packaged or transported, food shall be protected from cross-contamination between foods and from potential contamination by insects, insecticides, rodents, rodenticides, probe-type price or probe-type identification tags, unclean equipment and utensils, unnecessary handling, flooding, draining and overhead leaking or condensation or other agents of public health significance.

The temperature of potentially hazardous foods shall be 41°F or below or 135°F or above, at all times, except during necessary times of preparation. The preparation of certain potentially hazardous food, such as cream filled pastries, custards and similar products and meat salads may be prohibited. The prohibition shall not apply to any potentially hazardous food which is obtained in individual servings, is properly labeled from an approved source, is stored in approved facilities which maintain such food at safe temperatures (41°F or below or 135°F or above) and is served directly in the individual, original container in which it was packaged at a commercial food establishment. **The establishment is required to have a numerically reading stem-type thermometer accurate to +/-2°F.**

Hot food items to be carried from one day to the next must be chilled from 135°F to 70°F within two hours and from 70°F to 41°F within 30 minutes. No temporary food establishments may hold foods from one day to the next without sufficient refrigeration equipment to meet the requirements of the regulations.

3. Wet Storage of Food

Storage of packaged food in contact with water or undrained ice is prohibited. Wrapped sandwiches shall not be stored in direct contact with ice.

4. Washing and Sanitizing of Multi-service Utensils and Equipment

All multi-service tableware, kitchenware, utensils and food contact surfaces of equipment shall be washed, rinsed and sanitized after each use and following any interruption of operations during which time contamination may have occurred. Facilities for manual washing and sanitizing of utensils and equipment shall consist of three containers that are of adequate size to accommodate the largest utensils to be washed. Other facilities for manual washing and sanitizing of utensils may be used only after prior approval of the Health Department. **In addition, the temporary establishment must provide a general-purpose detergent, chemical sanitizer and appropriate test kit to check sanitizer concentrations.**

5. Single Service Utensil

Unless single service knives, forks and spoons are pre-wrapped or pre-packaged, holders shall be provided to protect these items from contamination and shall be designed to present the handle of the utensil to the consumer. Single service cups shall be handled and dispensed in a manner that prevents contamination of surfaces, which may come in contact with product or with the mouth of the user. Cups presented for customer self-service must be contained in a proper cup dispenser.

6. Wiping Cloths

(a) Moist cloths used for wiping food spills on kitchenware and food-contact surfaces of equipment shall be clean and rinsed frequently in a sanitizing solution and used for no other purpose. These cloths shall be stored in the sanitizing solution between uses.

(b) Moist cloths or sponges used for cleaning non-food contact surfaces of equipment such as counters, dining table tops and shelves, shall be cleaned and rinsed and used for no other purpose. These cloths and sponges shall be stored in the sanitizing solution between uses.

(c) Single service disposable towels are permitted in lieu of wiping cloths or sponges if they are discarded after each use.

(d)The use of sponges shall be prohibited for use on kitchenware and food contact surfaces of equipment. Sponges may be used for non-food contact surfaces.

7. Personnel

(a) No person while affected with a disease in a communicable form, or while a carrier of such disease, or while afflicted with boils, infected wounds, or an acute respiratory infection, shall work in a food establishment in any area or capacity in which there is a likelihood of transmission of disease to patrons or to fellow employees, either through direct contact or through the contamination of food or food contact surfaces with pathogenic organisms.

(b) All personnel must wear clean outer garments, maintain a high degree of personal cleanliness and conform to good hygienic practices while on duty.

(c) Any person engaged in food preparation, food service or utensil washing shall wash hands in the prescribed manner upon entering the food establishment, returning from the toilet or changing from one operation to another.

(d) Personnel cannot use tobacco in any form while in food areas or utensil washing areas.

(e) Hair shall be properly restrained by the use of hairnets, hair spray or other effective means. Restrained shall mean that the hair does not touch the collar, does not obscure vision and is restricted from movement.

(f) Eating or drinking by personnel in food areas and utensil washing areas is prohibited with the exception that employee drinks shall be permitted in food preparation areas if the drinking container has a lid and a handle. Drink containers may not be stored in a manner that might contaminate food items or food contact surfaces.

If the above criteria in Section I cannot be met for the preparation of food, the establishment shall limit its operation to commercially packaged items. If the above stated temperature requirements cannot be met, then the operation shall be limited to packaged, non-potentially hazardous foods.

II. Temporary Retail Food Establishments

Temporary retail food stores which sell only commercially packaged food, and which have demonstrated the capability of (a) maintaining proper food temperature, (b) protecting the food from all possible sources of contamination, (c) providing refuse disposal and (d) providing a mechanism for hand cleaning, may upon written application be exempted from above requirements which are found to be not reasonably applicable to such stores.

III. Temporary Food Establishment Requirements

1. Licensing Requirements for Temporary Food Establishments Effective July 1, 1998

(a) No temporary food establishment may be licensed or operate except in conjunction with a transitory special event.

(b) All food establishments operating in conjunction with transitory temporary events must comply with State and Local licensing requirements. No establishment shall operate prior to Health Department inspection and licensure.

(c) License fees are as follows:

1. State: 1-5 days, \$25.00 plus \$5.00 each day after 5 days.

2. City: **(Tulsa) (Bixby) (Broken Arrow)** 1-5 days, \$25.00 plus \$5.00 each day after 5 days.

(d) License shall be valid for the duration of the event only.