

Dear Exhibitor,

The Morinville and District Chamber of Commerce Trade Show Committee would like to welcome you, and thank you for attending the Share the Secret Annual Regional Trade Show.



The 10th Annual Share the Secret Trade Show Hours are:

Friday April 20th – 5:30 pm to 8:30 pm

Saturday April 21st – 10:00 am to 5:00 pm

Sunday April 22nd – 10:00 am to 4:00 pm

General set up time: Friday April 20th from 9:00 am to 4:30 pm

General take down time: Sunday April 22nd from 4:30 pm to 8:00 pm

INCLUDED IN YOUR EXHIBIT SPACE PURCHASE:

- ★ FREE Exhibitor Advertisement in Trade Show promotional booklet
(artwork and payment in full must be received prior to March 1st to guarantee inclusion in promotional material)
- ★ 8' high back-wall drape and 3' high sidewall drape
- ★ One 8' draped table and two folding chairs
- ★ One 600 watt duplex electrical outlet
- ★ All booths will have a booth I.D. number
- ★ Maximum 3 passes per exhibitor - Additional passes \$3.00 each
- ★ NOTE: Anything additional may be purchased on a rental basis (ie. Power, tables, chairs, etc.)

TRADE SHOW ADVERTISING:

- ★ Posters displayed over trading area
- ★ Trade Show is advertised in local & regional papers
- ★ Trade Show promotional booklet handout at Trade Show (check with office about deadlines)
- ★ Posted on website and social media.

Exhibitors are asked to abide by the following:

- Wear your exhibitors pass for the duration of the entire show. If you are not wearing your pass you will be asked to pay an entry fee every time you enter the show. Please do not place any stickers on your Exhibitors badges as they need to be given back to the committee at the end of the event.
- The Town of Morinville requires that all Resident Businesses obtain a valid business license. A business license for non-resident businesses must be obtained if you will be selling any products or services in your booth. These are available from the Town of Morinville at a rate of \$50.00
In the event that you are a Non-Resident Business, and are simply marketing and promoting your business no special licensing is required.

Failure to obtain proper licensing from the Town of Morinville, may result in the Business Licensing Inspector fining you and/or terminating your participation in the show. for more information on business licensing and Town of Morinville requirements, please contact the Town of Morinville Permit Clerk/Business License Inspector at 780-939-4361

- **Good Neighbour Policy:** Any items in your display **must not obstruct the first 3 feet** from the aisle on either side of your booth (must be less than 4 feet tall), **nor may any item or article in your booth be taller than 8 feet.** Any carpeting or flooring must remain inside the perimeter of your booth. The purpose of this policy is to allow the public to see past a booth to the next booth as they approach. Each booth will be checked for compliance prior to the show opening. Should you have a display that cannot comply with this policy, please call Jaye at (780) 939-9462, at least 2 weeks prior to the show to see if alternative arrangements may be made.
- **Samples and Freebies.** Food or candy that is intended to be given away or sold must be approved prior to the show by the Chamber and comply with local health codes. Capital health prohibits home cooked food being brought onto the premises for any reason in accordance with Regional Public Health Environment Health Service. **It is your responsibility to contact Alberta Health Services to obtain a permit at least 14 days prior to the show. Failure to do so may result in the Health Inspector removing and samples and possibly terminating your participation in the show.**
We are attaching a copy of the Alberta Health Services Vendor Package for your convenience.

Helium inflated balloons may not be given away as they are considered a choking hazard for children and are an environmental concern; however they may be used as secured decorations for you booth provided they are 5' off the ground.

- Please note that there are no phone lines available for debit machines or internet.
- Animals are welcome to the trade show, provided a letter is written to the Chamber of Commerce requesting permission to have an animal at your booth. The letter must also state that you take full responsibility for the animal and that the animal will be confined to your booth and remain on a leash at all times. **Having an animal in your booth must directly relate to the nature of your business, for example a pet store or groomer.**
- Do not begin to dismantle your booth until you have been notified that it is time to do so. This is usually between 4:30 to 8:00 on Sunday. Failure to have your booth operational until this time will result in your \$100.00 security deposit being retained by the Morinville and District Chamber of

Commerce. Please note that the Trade Show area will be completely secured after closing on both Friday and Saturday nights.

- Exhibitors are responsible for all cleanup of their booth after 4:30pm Sunday; any items left behind are the sole liability of the exhibitor. Failure to clean your booth will result in your \$100.00 security deposit being withheld.

Exhibitor Awards and Prizes

Build the best booth! This year the Chamber will reward the very best exhibitors for their work and extra effort!

- 🏆 Best Booth in Show: 50% off your 2012 Booth Rental
- 🏆 2nd Best Booth In Show: 25% off your 2012 Booth Rental

Exhibitor Social:

The exhibitor's social will take place in the lounge at the curling rink on Friday April 20th at 9:00 pm.

Contract Conditions:

The Management:

1. To provide space, plus ensure the promotional and advertising of the Trade Show.
2. Reserves the right to reject or prohibit exhibits or exhibitors they consider objectionable or to relocate exhibits or exhibitors, when in their opinion such moves are necessary to maintain the character and/or good order of the Trade Show. Management reserves the right to prohibit foods or hand outs that will cause and increase of labour to the staff and/or volunteers of the Trade Show as stated further in the regulations.
3. In the event the building should be destroyed by fire or the element or if any circumstances whatsoever should occur which might make it impossible for the Management to permit Exhibitors to occupy the premises or if the Trade Show should be cancelled, the Management will in no way be responsible for any claims or damage which might arise in consequence thereof. A refund of all monies received from the Exhibitor will be made by the Management in the event of this Trade Show not being held as proposed, and the Management shall be released from any and all claims for damages or otherwise.
4. The Management reserves the right to such changes, amendment and additions of the rules and regulations as shall be considered necessary to the proper conduct of the Trade Show. Interpretation of these rules and regulations shall rest with the Management and shall be final.

The Exhibitor agrees:

1. To abide by the terms and conditions set forth in the contract between the Exhibitor and the Morinville and District Chamber of Commerce ("Management");
2. That in the event of a cancellation, no refund will be given.
3. All fees must be paid in full prior to March 1st, 2012 to the Trade Show opening date. Full payment, deposit and proof of insurance must accompany the completed application form/contract in order to guarantee you booth in the trade show.
4. All Exhibitors must provide proof of insurance with a minimum of \$1,000,000.00 liability. Proof must be in the form of an official certificate or letter of confirmation from your insurance company and

must show the name of the insured, the amount insured for and applicable dates. Proof of insurance can be faxed to or dropped off at the Chamber office. ****Please note: This is not a Chamber mandate, but is required for the use of the facility and is therefore beyond our control.****

5. Booth décor will only be as provided for by Management or via rental company with the expressed permission of the Management
6. To observe and abide by all rules and directives of the Management including those in respect of set up and take down procedures and observation of fire regulations, food safety and public safety;
7. To permit officers of the Management or any person authorized by them at any time to enter upon and inspect the licensed area;
8. Not to assign or transfer this contract;
9. ***To use this space for the purpose and for those products as listed on the booth rental application. The Exhibitor agrees the allotted space shall not be assigned shared, subleased in whole or in part except with the written approval from Management;***
10. To have an authorized representative in attendance at the booth at all times when the show is officially opened. Failure to comply with this regulation may result in removal from the show and the \$100.00 security deposit being withheld.
11. To store in the booth only those goods or merchandise actually on display or for sale. Nothing shall be done or permitted by the Exhibitor in or about the booth which shall result in a nuisance. The Management reserves the right to limit the generation of noise, smell, dust, smoke, and litter, method of operation, creation of safety hazards or any other result which may be objectionable or otherwise distract from or be out of keeping with the character of the show as a whole. Booths must be maintained in a neat and orderly manner throughout the show. Preparation and/or serving of food or beverages of any kind without written permission from the management is prohibited.
12. All electrical wiring over and above that provided in the booth shall be at the Exhibitors expense.
13. At no time to use electrical or other services in the booth which shall exceed the capacity of any transmission equipment so as to constitute a hazard. The Management's determination of what constitutes a hazard shall be binding upon the Exhibitor;
14. To comply with all valid federal, provincial and municipal legislation, regulations, by-laws, resolutions and standards including, without restricting the generality of the foregoing, maintenance of insurance in such amounts and for such coverage as is required by any federal, provincial, or municipal regulators or licensors of the Exhibitor's business;
15. The Exhibitor is responsible for all damage caused by the Exhibitor to the facility and to all property owned or leased in connection to the show by Management howsoever such damage is caused. Management will maintain a secured environment and take reasonable precautions to safeguard the Exhibitors property, however Management assumes no liability for loss or damage through any cause of goods, exhibits or other materials owned, rented or lease by the Exhibitor. The Exhibitor shall indemnify the Management and Town of Morinville and hold them harmless from and against all liability, claims, damages, or expenses for or arising out of any act or neglect by the Exhibitor, it's servants, employees, agents, invitees, licensees in and about the booth. In the event it becomes necessary to restrict any installation or activity or to evict an offending Exhibitor, the Management is not liable for any refund of exhibit space rental or and other expenses incurred by the Exhibitor.
16. ***Good neighbour policy. All Exhibitors must limit the height of any free standing displays or any display materials within the front 3 feet of the booth, to 4 feet in height. Non-compliance may result in expulsion without refund. Any variance to this policy will require PRIOR APPROVAL of the Trade Show Committee. All Exhibitor materials including floor carpeting must remain within the Exhibitors allotted space.***

SPECIAL EVENTS TEMPORARY FOOD ESTABLISHMENT



VENDOR PACKAGE

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SPECIAL EVENTS

TEMPORARY FOOD ESTABLISHMENT VENDOR PACKAGE

To assist you in organizing a safe event, the following **minimum requirements** have been provided to minimize the possibility of food borne illness. Please ensure that the **Temporary Food Establishment (Vendor) Notification** is completed and forwarded to Alberta Health Services (AHS), Environmental Health.

A Public Health Inspector / Environmental Health Officer (PHI/EHO) will review this information and may contact you or the event organizer with any questions or concerns.

All persons involved in preparation and selling or offering of food and /or beverages to the public are strongly encouraged to attend the basic Food Handler Training. At least one food handler, who is in charge of the operation, must have successfully completed a safe food handling course provided by or satisfactory to AHS. All information and forms can be obtained from our website

VENDOR RESPONSIBILITIES

- Complete and return the **Temporary Food Establishment (Vendor) Notification** to AHS at least **Fourteen (14) days** prior to the proposed Special Event. In most circumstances the organizers will be collecting the completed form for submission to AHS.
- If you do **not** have a commercial kitchen and are using an alternative kitchen, you must complete and return the **Permission to Use an Approved Food Establishment Form** to AHS.
- Ensure that your Temporary Food Establishment is set up and ready for inspection by a PHI /EHO no less than **one (1) hour** before the special event is scheduled to start.
- Use only potable water (*water that is safe for human consumption*). If you are a food preparation vehicle or cart with a holding tank you must have satisfactory bacteriological test results from a Provincial Laboratory submitted within the last **thirty (30) days**.

REQUIREMENTS FOR SPECIAL EVENTS

(Reference: Alberta Food Regulation and Food Retail and Foodservices Code)

All events must obtain health approval from a PHI / EHO of Alberta Health Services (AHS)

1. FOOD SOURCE AND PREPARATION

- **All foods and ingredients must be obtained from approved sources (*commercially pre-packaged or prepared in a permitted facility*).**
- All food that is not prepared at the approved temporary Food Establishment must be prepared in an approved facility holding a valid **Food Handling Permit** issued by a AHS.

- The type of cooking, food processing, food preparation or handling of food that is permitted at the site of the event is determined in accordance to the **Sink Requirement Chart**.

2. FOOD PROTECTION

- **All foods must be protected from contamination** (*i.e. from public handling, coughs, sneezes, dust, etc.*) during preparation, processing, storage, and display. **Cooking devices** such as *BBQ's, grills, boiling pots etc.* must be physically separated from the public.
- **All high risk foods (i.e. seafood, meats and dairy products, etc.)** must be kept at temperatures **below 4°C (40°F) or above 60°C (140°F)**.
- **Foods must be transported from food establishments in a manner that prevents contamination.**
- **A suitable thermometer** that is capable of measuring temperatures between 0°C and 100°C is required for high risk foods (*i.e. digital probe or infrared thermometer*).
- **Self serve condiments must be individually pre-packaged** or dispensed from a squeeze or pump container or a container with an attached lid.
- **All foods and utensils must be stored in a sanitary manner** at least 15 cm. (6 inches) off the ground, protected from sources of contamination and separate from the general public, chemicals and staff personal items.
- All lights must be shatterproof or provided with protective covers.
- All food must be handled in a safe manner to ensure the food is safe to eat.

3. FOOD HANDLER TRAINING

- **It is recommended that all food handlers take some basic food handler course. Contact your PHI /EHO to find out what courses are available. On-line training courses are available from Alberta Health Services.**

4. FOOD HANDLER HYGIENE

- All food handlers must wash their hands as often as is necessary to prevent contamination of food and food areas.
- Hair must be controlled and secured away from face (*i.e. baseball caps, scarves, elastics, etc.*).
- Food handlers must not work when ill.
- Smoking must not occur in food areas.
- Staff must wear clean clothing when working.

5. WATER SUPPLY

- **ONLY POTABLE WATER** (water that is safe for human consumption) is allowed.
- The water supply must either be connected to an approved potable water system or from a totally enclosed potable water holding tank with applicable volumes as outlined in the sink requirement's chart.

6. WASTE MANAGEMENT

- **Liquid waste** must either be discharged directly to an approved sanitary sewer or stored in a totally enclosed wastewater holding tank. Wastewater may not be disposed of into a storm sewer
- Wastewater holding tanks must be sized to accommodate equal or greater volumes of the potable water supply.
- An **adequate number of garbage containers** with plastic liners must be provided for both operator and customers and emptied regularly.

7. VENTILATION

- Adequate ventilation must be provided to prevent any accumulation of smoke, grease, and /or excessive food odour in the food preparation or cooking areas.

8. HANDWASHING STATIONS

- **All Temporary Food Establishments handling unwrapped food require a suitable handwashing station.** Washroom sinks cannot be used for this purpose. Handwashing stations must be equipped with liquid soap and single use towels in suitable dispensers. ***Temporary handwashing stations may be permitted in some circumstances.***
- Hand sanitizers are not permitted as a replacement for traditional handwashing. Hand sanitizers are permitted for Temporary Food Establishments serving pre-packed foods only.

9. CLEANLINESS & MAINTENANCE

- The walls, floors, ceilings and equipment in every Temporary Food Establishment must be kept clean, free from debris, and in good condition at all times.
- All food contact equipment must be cleaned and sanitized.

10. UTENSIL WASHING SINKS

- For requirements on utensil washing sinks please see the **Sink Requirements for Special Events**
- The two compartment stainless steel sink must be supplied with potable hot (minimum 45°C and cold running water. Utensils must be washed and sanitized in an approved manner.
 - **First sink:** use detergent and warm water to clean. Rinse all detergent off under running water into first sink.
 - **Second sink:** sanitize with an approved sanitizer (as listed below). Totally immerse in a sanitizer for a minimum of two minutes.
 - Items must be air dried.

11. APPROVED SANITIZERS

An approved sanitizer must be on-site for sanitizing utensils and surfaces. Test strips to test sanitizer concentration must also be available. **Approved sanitizers** are:

- **100ppm chlorine solution (½ teaspoon household bleach per litre water)**
- **200ppm - 400ppm quaternary ammonium solution**
- **12.5 – 25 ppm iodine solution**

All utensils and equipment that cannot be immersed in water shall be:

1. cleaned with a detergent solution,
2. rinsed with clean water, and
3. wiped with a cloth that has been immersed in an approved sanitizing solution. (A sanitizing solution in a spray bottle may be used with a clean and sanitized cloth to replace to replace this step.)

12. DIPPER WELLS

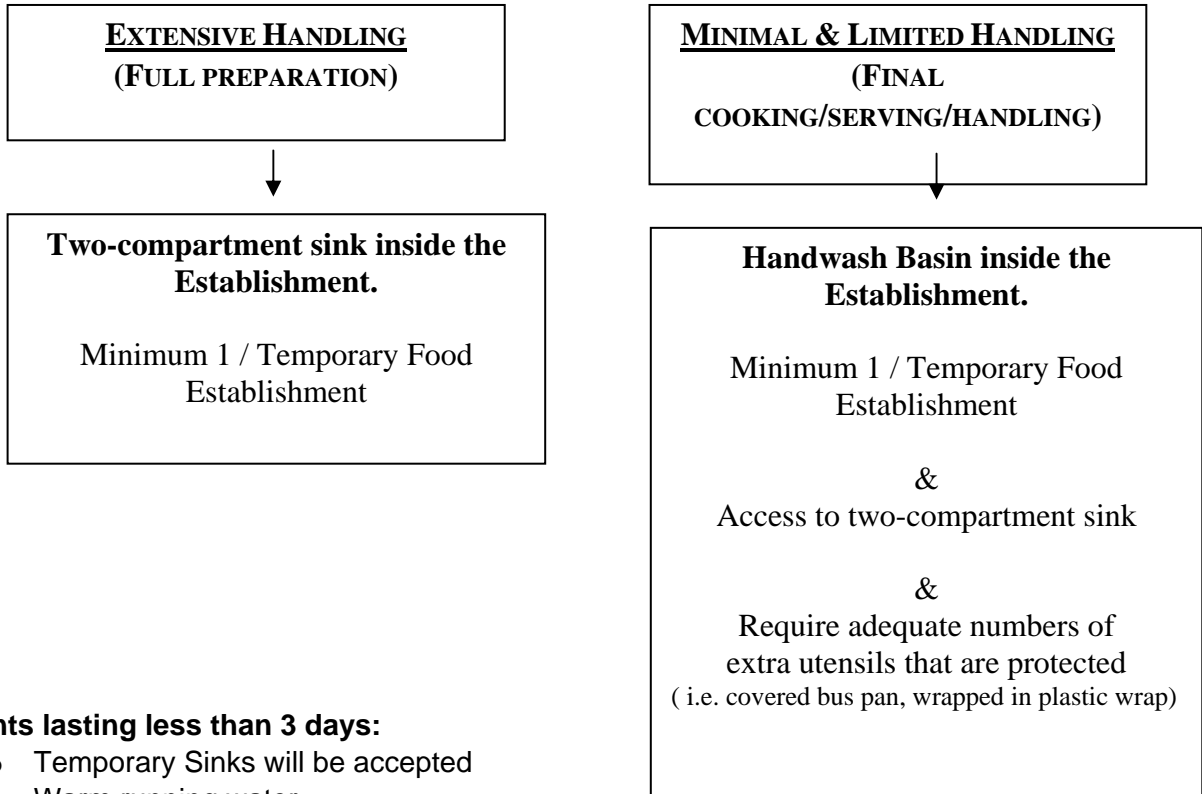
If hard ice cream is scooped, one of the following methods must be provided;

- a) a continuous flow dipper well,
- b) individual ice cream scoops stored in each of the different flavours of ice cream.

13. STRUCTURAL FINISHES

- All counter surfaces must be smooth and washable. Linens or table covers must be clean.
- All floor surfaces must be durable, smooth, easy to clean, made of waterproof material and constructed in a manner to prevent contamination from rain. Events that run one day or less may be exempt at the discretion of AHS.

SINK REQUIREMENT FOR SPECIAL EVENTS



Events lasting less than 3 days:

- Temporary Sinks will be accepted
- Warm running water
- Holding tanks can be used
 - 20 Litres for a handwashing basin
 - 82 Litres for a two-compartment sink
 - 137 Litres for a three-compartment sink

Events lasting 3 days or more:

- Sinks with hot and cold running water
- Sinks are large enough to wash your largest piece of equipment.

Hand sanitizers are not permitted as a replacement for traditional handwashing. Hand sanitizers are permitted for Temporary Food Establishments serving pre-packed foods only.

Note: These are **minimum** requirements; further conditions can be applied by the Public Health Inspector / Environmental Health Officer.

TEMPORARY HANDWASHING STATIONS

The AHS requires on-site handwashing facilities at Special Events and Trade Shows. **A temporary handwashing station may be permitted in some circumstances.**

Here is a description of the temporary handwashing station required by each participant, to be set-up in their booth if they are handling unwrapped foods:

1. A fresh water source in a holding container with a minimum capacity of five (5) gallons or twenty (20) litres is required. The water temperature should be between 30°C - 45°C. The acceptable method for washing hands is in the stream of running water for approximately 20 seconds and not in water that is resting in the catch basin.
 - I.e. a five (5) gallon (20L) camping jug or coffee urn with a **tap or spigot** (there must be hands free flow of water), filled with water that is maintained at proper temperature. A Cambro® coffee urn is ideal.



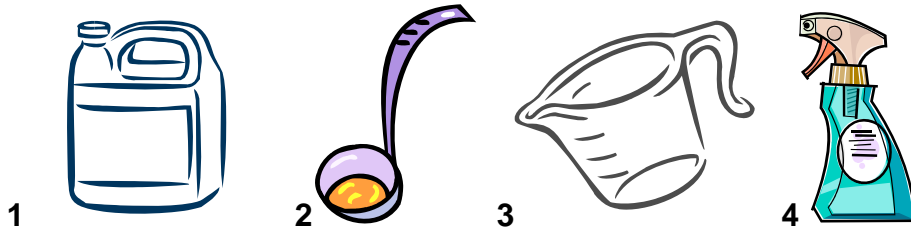
2. An enclosed collection system to catch the wastewater from the handwashing procedure. The waste collection system must be equal or greater in capacity than the water source. This can be achieved by inserting a large funnel into an empty five (5) gallon pail.
 - i.e a large automotive funnel will fit entirely over the top of an open five (5) gallon pail. A smaller funnel can be inserted into a hole in the lid of the pail. The funnel should be large enough to trap all waste water.
3. Single-use towels and liquid soap in suitable dispensers.

Handwash stations must be operational before any unwrapped food is handled.

Note: Water shall be disposed of in a toilet or other receptacle connected to a sanitary sewer. Do not dump wastewater into storm sewer.

HOW TO MIX A SANITIZING SOLUTION

What you will need to start:



1. Ordinary household bleach solution. Do **NOT** use bleach with fibre guard or fresh scent.
2. Teaspoon
3. Measuring cup
4. Spray bottle – label container “sanitizer”

Use sanitizing solution on utensils and equipment such as cutting boards, knives, cooking utensils, and counter tops.

<u>Sanitizer</u>	<u>How to Mix</u>	<u>Solution Strength</u>
Chlorine Solution	>Mix ½ teaspoon of household bleach with 1 litre of water >Mix one tbsp. per gallon of water >Mix ½ ounce per gallon of water >Mix 2mL per litre of water	100 PPM Chlorine
Quaternary Ammonia Solution (QUATS)	Follow manufacturer’s instructions	200 PPM QUATS
Iodine Solution	Follow manufacturer’s instructions	Between 12.5 PPM and 25 PPM Iodine

Tips to Remember:

- Make a new sanitizing solution at the start of your event.
- **Do not mix bleach with detergent.**
- Use test strips to check the strength of the sanitizing solution.
- Replace sanitizing solution when solution strength is less than the required strength as noted above, since the strength of the solution will weaken over time.

APPROVAL INSPECTION CHECKLIST FOR SPECIAL EVENTS & TRADE SHOWS

Temporary Food Establishments must be ready for approval inspection one hour prior to event starting.

- All foods must be prepared in an approved facility using ingredients from an approved source.
- All foods must be protected from contamination (i.e. from public handling, coughs, sneezes, dust, etc.) during preparation, processing, storage, display and transportation.
- Foods and utensils must be stored in a sanitary location off the ground and separate from all chemicals and staff personal items.
- All high-risk foods i.e. seafood, meats, dairy products, etc.) must be kept & transported at temperatures below 4°C (40°F) or above 60°C (140°F) and in a manner that prevents contamination.
- A suitable thermometer that is capable of measuring temperatures between 0°C (32°F) and 100°C (212°F) is required for high risk foods (i.e. digital probe or infrared thermometer)
- All Temporary Food Establishments handling unwrapped food require a suitable handwash station. Handwash stations must be provided with liquid soap and single use towels in proper dispensers.
- Hot and cold water must be functioning at all utensil washing sinks and handwashing stations.
- Water supplied to concessions must be potable and all water lines must be of potable water grade material. All lines must be sanitized with an approved solution prior to operation.
- An approved sanitizer and sanitizer test strips must be available on site for utensil washing and sanitizing of surfaces. Surface sanitizer should be pre-mixed and readily available (i.e. spray bottle). **Examples of approved sanitizers** are:
 - 100ppm chlorine solution (½ teaspoon household bleach per litre water)
 - 200ppm – 400ppm quaternary ammonium solution
 - 12.5 -25 ppm iodine
- Liquid waste must either be discharged directly to an approved sanitary sewer or stored in a totally enclosed wastewater holding tank and dumped as necessary into an approved sanitary sewer.
- All surfaces must be of smooth, washable construction and in good repair.
- All floor surfaces must be durable, smooth, easy to clean, made of waterproof material and constructed in a manner to prevent contamination from rain. Events that run one day or less may be exempt at the discretion of AHS.
- Adequate numbers of garbage containers must be provided for operators and customers.
- All lights must be shatterproof or provided with protective covers.
- At least one food handler, who is in charge should have successfully completed one safe food handling course provided by or satisfactory to AHS. It is recommended that all food handlers take the basic food handler course.

PERMISSION TO USE AN APPROVED FOOD ESTABLISHMENT

THIS FORM IS TO BE COMPLETED BY THE OWNER (OR OPERATOR) OF THE APPROVED FOOD FACILITY who is providing permission for the applicant to use their facilities to operate a Mobile Food Vehicle, Temporary Food Establishment, or as a Farmers' Market Vendor, Public Market Vendor or Caterer.

Owner of Approved Food Establishment	Owner's Name:
	Establishment Name:
	Address:
	Phone number:

I hereby declare that _____
(Applicant's name) & (Primary Phone Number)

of _____
(Name of Temporary Food Establishment, Mobile Food Vehicle, Caterer or Market Vendor) & (Location)

has permission to use the above noted food establishment as a base of operation. He/she is permitted to use the facilities at this food establishment for the following:

- food preparation
- food/utensil storage
- storage of mobile food cart
- cleaning of equipment/utensils
- other: _____

During the following times:

Hours _____ (i.e. 8:00 am - 2:30 pm)

Day _____ (i.e. Monday - Friday)

Effective _____ (i.e. 4 June 08 – 4 July 09)

(Signature of Owner of Base of Operation)

(Date)