



As a result of the care and concern by our exhibitors, the NRA Show has been successful in avoiding outbreaks of food borne illnesses. We understand the importance of keeping this record intact by providing safe food and beverage samples.

Again this year, the NRA is working closely with the Chicago Department of Public Health and our Show Sanitarians to ensure the food and beverage samples at the NRA Show pose no hazard for food borne illness to those attending or working the Show. One of our Show Sanitarians will be assigned to work with you and the Chicago Department of Public Health to ensure compliance with good sanitation practices.

As a whole, we believe you are aware and knowledgeable of safe food practices and techniques. However, in order to help you continue your best practices, especially with staff who may not be full-time company employees, we have developed the Sanitation and Safe Food Handling Notes, which are based on material developed by the Chicago Department of Public Health. You'll find these materials relevant and helpful as you prepare to participate in this year's Show.

We encourage you to review, understand and adopt these principles, implement the practices and maintain a safe food-sampling program at the Show.

Please read the [Sanitation and Safe Food Handling Notes](#) and review the [Safe Food Handling Checklist](#) to prepare for the Show.

We have also included procedures on how to control the spread of H1N1 Influenza.

--- NRA SHOW MANAGEMENT

SANITATION AND SAFE FOOD HANDLING NOTES

In past years, the level of sanitation during NRA Show has been very good according to the certified sanitarians making rounds on the floors. In general, booth personnel have been responsive to the safe food handling advice given. Below are a few reminders in order to maintain a high standard of food safety.

1. **Food Handling**—Any booth personnel responsible for handling food (including cutting and serving) or ice must use disposable plastic gloves. There should be no direct hand contact with ready-to-eat foods because direct hand contact with food greatly increases the risk of contamination to food. **EVEN PLASTIC GLOVES CAN BECOME CONTAMINATED!**
 - Discard disposable gloves when they become contaminated. Touching non-food objects, facial areas, changing tasks, handling between raw and cooked food, or performing cleaning/maintenance in booth with the gloves on are all ways that the gloves can become contaminated. Personnel performing the same task continuously should change gloves every hour.
 - Bring a sufficient supply of disposable gloves to last the entire Show. We recommend 16-20 sets of gloves per booth personnel per day minimum.
2. **NO Bare Hand Contact with Ready-to-Eat Foods**—The Food Protection Division of the Chicago Department of Public Health advises that the primary safety measure for prevention of contamination is regular hand washing after each chance of contamination.
 - No bare hand contact with ready-to-eat foods.
 - Use suitable utensils when handling ready-to-eat foods.
 - Wash hands thoroughly before using utensils or put on disposable gloves.
 - Use gloves, deli tissue, tongs, spoons or other sanitized utensils when handling ready-to-eat foods.
3. **Hand Washing and Use of Hand Sanitizers**—Proper hand washing is the cornerstone for the safe handling of all food. Hands should be washed for 10-15 seconds prior to handling potentially hazardous ready-to-eat foods, putting on gloves and changing gloves.
 - If hand sanitizers are used, they should be applied after the person has washed their hands thoroughly. Hand sanitizers are NOT a substitute for hand washing.
 - Employees should be reminded to wash their hands after using the restroom.
4. **Hair Restraints and Clothing**—It is advisable for personnel involved in the actual preparation of food to wear appropriate hair restraints and aprons. Aprons should not be worn in the restrooms. Aprons should be replaced when they are soiled.
5. **Cell Phones**—Cell phones which are commonplace can be vehicles for contamination. Booth personnel who handle food at any time need to wash their hands after using a cell phone. If booth personnel are using disposable gloves, the hands must be washed and gloves changed after cell phone use.
6. **Proper Thawing Procedures**—All potentially hazardous foods (i.e. protein-rich) must be handled carefully and stored at temperatures that do not favor bacterial growth. If frozen food is allowed to thaw gradually, it should be in batches that can be safely cooked and served within four hours. At no time during the thawing process should the temperature of the frozen food be above 40 F, unless it is part of a continuous cooking process. Food which has been frozen and thawed may not be refrozen for use the next day.
7. **Food Storage**—All foods should be protected from contamination by the public! All potentially hazardous foods should be stored in a monitored refrigerator or freezer overnight. Foods which have been thawed should not be refrozen without additional cooking. When storing foods in a refrigerator, the ready-to-eat foods should be stored on the upper shelves and raw or uncooked foods should be stored on the lower shelves. Raw poultry should always be stored on the bottom shelf. Order 24 hour electricity for continuous cold or frozen food storage. Dry goods and paper goods not stored in refrigerators or freezers should be stored 6 inches off the floor.
8. **Re-Heating of Food**—Foods that are pre-prepared and cooked should be reheated to 165°F before being set out for sampling.

Heat lamps, hot holding devices such as chafing dishes, steam tables, bain maries, and hot holding cabinets cannot be used to re-heat food.
9. **Thermometers**—Each booth should have at least two (2) thermometers that are calibrated and in good working order. Bimetallic stemmed thermometers or digital thermometers are recommended for checking food sample temperatures. If the booth has food storage and/or food preparation equipment, appropriate equipment thermometers should be available.

- 10. Guidelines for Cooking Temperatures**—Potentially hazardous foods must be cooked to a minimum internal temperature (i.e. temperature at the middle of thickest part) and until the juices run clear. Booth personnel preparing potentially hazardous foods shall have thermometers accurate to within two degrees Fahrenheit (3 2°F).

Temperatures are as follows:

FOOD ITEMS	TEMP	TIME
Poultry, Ground Turkey, meat stuffing	165°F	15 seconds
Mixed dishes and reheated foods	165°F	15 seconds
Pork, ground beef, ground pork	155°F	15 seconds
Beef, fish, seafood	145°F	15 seconds

*Hamburgers must be cooked to 155°F for 15 seconds

For your convenience a copy of a temperature log is attached for your use. Make sufficient copies for different food items to be monitored throughout the Show.

- 11. Cooking and Heat-Generating Devices**—If you plan to use a cooking or heating appliance, it must be powered electrically or by natural gas. Stoves and heaters for booth usage must be UL-approved and also be adequately ventilated. Nothing combustible may be placed near any heat-producing appliance. A UL-approved, 2-1/2 lb. ABC-type fire extinguisher is required in such exhibits.
- 12. Food Sampling**—Food sampling is prohibited in the public way. Sampling of food by attendees may only be done in the exhibitors' assigned booth space. Samplers must abide by all guidelines set forth for Food Vendors by the Chicago Department of Public Health.
- The temperature of refrigerated products must be 40°F or below, frozen products at 0°F, and hot products at 140°F at all times, including periods of sampling.
 - Soft cheese should be on ice or time/temperature monitored. Discard any unused portion after 4 hours.
 - “Consumer Advisory” signs should be posted for any uncooked or undercooked protein products. Ask your Floor Manager or our Show Sanitarian for a copy.
 - Booth Personnel may not sample food in exhibit space while serving samples to attendees. Take breaks to sample and wash your hands before returning to your booth (See #3)

Additional Tips:

- Toothpicks - If you are using toothpicks, they should be laid in same direction and a disposal container must be provided.
- Eating Utensils - Handles must be up
- Gloves - Must be worn when serving samples
- To prevent double dipping - sauces, salsas and cheeses should be placed on chips or crackers by booth personnel.

- 13. Food Security and Protection**—All foods must be protected from contamination by the public. Foods “For Display Only” should be labeled as such. When not in use, keep ALL food covered even if you plan to use it within the next 15 minutes. Bacteria, bacterial spores, dust and dirt are all airborne contaminants that can get into food. All unwrapped foods on display should be protected from contamination by the use of counter, service line or salad bar food guards, display cases or other effective means.

- No Customer Self-Service - food should be placed in soufflé cups or on napkins for sampling.
- Disposable (single use) utensils, such as toothpicks, plastic ware should be dispensed in a manner so attendees cannot come in contact with the food contact or eating end of the item. Toothpicks may not be re-used and disposal of toothpicks should be provided.
- If toothpicks are used for food sampling, a suitable disposal unit should be provided and clearly labeled. Attendees MAY NOT reuse toothpicks to sample additional food items. Booth personnel can minimize this risk by inserting toothpicks into food samples prior to exhibiting.

Food Security and Protection continued ...

- To keep your food secure, please dispense condiments from behind the counter or in individual packages. Squeeze type bottles or pumps must be visible to workers and secured (by tether) and labeled inconspicuously. Restrict entry of unauthorized persons in the food preparation areas. Monitor deliveries and assign to a trusted employee. Report any suspicious activity to the Floor Manager in your area.
- Be sure to inspect product delivered to the booth from the storage facility to insure product has not been tampered with.
- Food should not be out more than 2 hours.
- Keep a Temperature Log.
- If using ice to cool food, the ice cannot be used for consumption.

14. Food Allergens—Any food that has or has been prepared with the following allergens may be harmful to the health of Show attendees. These allergens include milk, eggs, peanuts, tree nuts, fish, soybeans, wheat and their aliases, which can be found in other products. Please post notification of the potential ingredient/allergen near the sampled item. This notification is the Exhibitor’s responsibility to its customers at the Show.

15. Sanitizing of Utensils, Cutting Boards and Wiping Cloths—Utensils, cutting boards and any other surfaces that come in contact with food must be washed, rinsed and sanitized every four (4) hours or less. It is NOT sufficient to just wipe clean or wash utensils and boards in soapy water. Bleach water solutions—1 tablespoon per gallon of warm water—are acceptable sanitizing solutions. Sanitizing solutions are available in the dishwashing areas located on each floor.

Use duplicate sets of utensils and cutting boards if personnel are unable to leave booth to clean and sanitize according to guidelines. Disposable wiping cloths are recommended. Use different color wiping cloths for food contact and NON-food contact surfaces.

16. Minimize Opportunities for Cross-Contamination—Booth personnel recognize the importance of handling food properly. They often forget, however, that cell phones, utensils, cutting boards, serving pieces and food garnishes can be the vehicle for contaminating food.

Provide separate utensils for raw and cooked potentially hazardous foods. Utensils should be washed or changed each time the food is changed. To ensure food safety and protect the public, we strongly recommend that booths are equipped with DUPLICATE SETS of utensils and equipment and that these be changed every four hours and that they be cleaned and sanitized prior to use.

17. Dishwashing Areas—Fully equipped dishwashing areas are located in each hall of the Show floor:

SOUTH BUILDING: Behind Booth #355
Behind Booth #1288
Across from Booth #2061
Behind Booth #4188
Behind Booth #5406

NORTH BUILDING: Next to Booth #5539
Next to Booth #8239
Next to Booth #9049

18. Disposal of Food—Products for sampling at room temperature should be discarded within two hours if not consumed. We know that this is not a problem during peak hours but may be at the beginning or late afternoon of the Show day. Bacteria require approximately two to four hours before entering a period of rapid growth. Leftovers at “close of business” should be disposed of properly.

19. Storage of Food Product—Food product must be stored in “monitored” storage areas. If the exhibitor is storing product in a refrigerated unit in the booth, be sure to order 24-hour electrical service. All food must be stored 6” off the floor.

20. Garbage Removal—Exhibitors are encouraged to order porter service to dispose of garbage in their booths. Removing garbage periodically keeps it from accumulating and distracting from the neat appearance of your booth. Please call the Garbage Hotline at 312.791.6615 if the containers in the aisles are overflowing.

INFLUENZA CONTROL

To control the spread of H1N1 influenza, follow the same precautions that control seasonal influenza—which include vigilant personal hand hygiene and surface disinfection.

FOOD CONTACT SURFACE & EQUIPMENT AND HARD NONPOROUS SURFACE PROCEDURES

Wash your hands frequently and/or use an alcohol-based hand sanitizer. To disinfect hard, nonporous surfaces, follow these guidelines:

PERSONAL PROTECTIVE EQUIPMENT:

Follow PPE requirements currently required for your job responsibilities

1. Cleaning and decontamination of food contact surfaces and equipment are important components of routine infection control. It is important to continue to be diligent in attention to current procedures.
2. Sanitize with an EPA-registered disinfectant with a claim against Influenza A
3. Carefully read and follow disinfectant directions for use.
4. If visibly soiled, surface must be cleaned and rinsed before disinfection. Work top to bottom.
5. Thoroughly wet surface with a registered disinfectant. Surface must remain wetted per label instructions for disinfection. Thoroughly rinse with potable water.
6. Damp wipe frequently touched surfaces with a registered disinfectant and items that could be damaged by exposure to excess water, such as computer keyboards, with a registered disinfectant per label instructions for disinfection.

**FOR MORE SANITATION AND SAFE FOOD HANDLING INFORMATION,
PLEASE CONTACT:**

MAYOR'S OFFICE OF SPECIAL EVENTS

City Hall

78 E. Washington Street, 4th Floor

Chicago, IL 60602

PH: 312.744.3316

FX: 312.744.8523

TTY: 312.744.2964

cityofchicago.org/specialevents

SANITATION & SAFE FOOD HANDLING CHECKLIST

Developed by The City of Chicago Department of Public Health

As part of this authorization form, the following checklist applies to all food and beverage sampling on the Show floor:

FOOD RELATED

- Food supplies are from approved commercial sources.
- Sufficient mechanical refrigeration, which will hold food temperature below 40° Fahrenheit at all times, has been ordered for the booth
- Sufficient hot-holding equipment will be on-hand to hold all hot food above 140° Fahrenheit and sufficient cooking equipment to cook or reheat food prepared in a licensed facility to 165° Fahrenheit for 15 seconds
- All refrigerators, freezers, and hot holding units will have appropriate thermometers.
- Metal-stemmed thermometers must be used to check cooking, hot holding, and cooling temperatures.
- Condiments must be provided in individual packets or approved dispensers.
- Beverages must be from dispensers filled in licensed sources.
- Soap and sanitary, disposable paper towels must be available for hand washing. Cloth towels shall not be used for drying hands.
- Use separate cutting boards for raw and ready-to-eat foods.
- All unwrapped foods on display for “self-service” shall be protected from contamination by the use of counter, service line or salad bar food guards, display cases, or other effective means.
- An adequate supply of cooking, preparing, holding and serving utensils must be supplied to last through the day (duplicates are suggested).
- All food and nonfood contact surfaces must be clean and sanitary.
- Single serving plates, cups, bowls, forks, spoons, knives, toothpicks and napkins shall be provided in adequate quantity for consumer use, and dispensed in a sanitary manner.
- A flow chart shall be established for each menu item, with points and critical control points identified.
- Critical Control Points shall be monitored and corrective actions listed.

EMPLOYEE RELATED

- Disposable gloves must be supplied to your staff for the entire duration of the Show to minimize direct, bare-hand contact with raw and ready-to-eat food. Recommended amount: 16-20 pairs per individual booth personnel, per day minimum.
- Provide an adequate supply of wiping cloths for entire duration of the Show; one color for food contact surfaces and a different color for nonfood contact surfaces.
- Employees shall wear clean outer clothing and minimal jewelry.
- Employees preparing and serving samples shall wear effective hair restraints. Examples are hair nets and billed “baseball caps” where the hair is covered and constrained. Hair restraints must be available for all employees. Mustache or beard restraints shall be used for any facial hair exceeding one inch in length.
- Eating, drinking, and tobacco use is prohibited in the food preparation area. Smoking is prohibited by law in McCormick Place.

ENVIRONMENT

- All food-contact surfaces must be made of approved materials in good repair (no rust, peeling paint, raw wood, wood utensils, galvanized containers, chipped enamel, garbage bags to hold food, or scored cutting boards).
- All non-food contact surfaces must be approved materials and in good repair (no raw wood surfaces, peeling paint, rust, or absorbent materials).
- Only plastic bags designed to hold and store food are suitable for food storage. Garbage bags are NOT to be used for storing foods.
- Waste grease must be stored in and disposed of in approved containers.
- Provide covered, cleanable waste containers for garbage, litter and grease.
- Food preparation areas and cooking equipment must be restricted, protected and designated separate from attendee areas in exhibit booth.