Sampling Form for 2018 KGBX Women's Show

Vendors who are sampling at the KGBX Women's Show must complete and return this form to Sarah Green by email to sarahgreen@iheartmedia.com or by fax to 417-890-5050 no later than 2/7/18. Someone from the Health Department may be calling you before the show to go over the sampling guidelines to ensure we have a safe show.

Sample Sizes: Food samples must be served in 1oz portions and beverages in 3oz portions.

Contact Name:

Business Name:

Contact Phone Number:

Contact Email:

What are you sampling? (food and/or beverage):

Will the food/beverage be prepared at the show?

If not, will the food be prepared before the show in a certified kitchen?

Describe how frozen, cold, and hot foods will be transported to the show:

Will food/beverages served contain dairy products?

Identify sources for each meat, poultry, seafood and shellfish item:

Identify the sources for the ice used at the event:

Will leftovers be saved for future use? If yes, how will they be handled?

Guidelines for Restaurants catering to sampling events

Restaurants catering in food to sampling events do not need to get a temporary permit. The FOOD ESTABLISHMENT PERMIT for the restaurant covers food being catered off site. Food prepared and transported to these events is expected to meet food code requirements from the point of leaving the restaurant through transportation, holding and serving to the customer. Follow these tips to keep food safe

1. Document the time and temperature of the food as it is removed from hot or cold holding. A form is included on this pamphlet for recording the information. Documenting the time and temperature at this point allows you to use time as your food safety control for potentially hazardous foods from this time up to four hours in the future. If the time and temperature is not documented then it is assumed that you are using temperature alone as the food safety control and potentially hazardous food must maintain 41 or less or 135 or more through the process.
2. Allow plenty of set up time if sterno is to be used to hold hot foods hot as the water will need to be heated well in advance of food placement, otherwise the temperature of the food will drop as the sterno works to heat the water first.
3. Protect food during transportation and storage by keeping it in covered containers.
4. Protect food during service by:
   Providing portable sneeze guards or domed lids to be placed over food in-between customers.
   Display food on table in back of serving area and serve customers from back to front.
5. Serve food in a manner that minimizes exposure to customer's hands and coughs and sneezes. Small portions may be served in individual cups on napkins, plates or dispensed on a toothpick.
6. If using time as the food safety control, then potentially hazardous food left at the end of 4 hours must be discarded. This food cannot be reheated and reserved or donated to another organization.
7. Utensils may be stored in a variety of ways: in the hot or cold food with the handle sticking out, on a clean surface for up to 4 hours if used with a potentially hazardous food, in water that is maintained at 135 degrees or higher.
8. A temporary hand washing station must be easily accessible to the food serving area. A temporary hand washing station consists of a dispenser holding warm water with a spigot near the bottom, soap, paper towels and a plastic container to catch the hand washing water after use.
9. Disposable gloves are a utensil to be used when the food will be touched directly with the hands. The glove provides a barrier between the food and the bare hand just as a spatula or tongs would do. Care must be taken not to contaminate the glove during storage or while in use. Keep disposable gloves in the original container or in a Ziploc baggie before use. If it is necessary to change jobs while wearing gloves, make sure the gloves are discarded and hands are washed at the temporary hand wash station before putting on a new pair.

10. Gloves are not a substitute for hand washing. The public has the perception that food touched with gloves is “clean” but if gloves are handled with unwashed hands then the gloves become contaminated.

Tools to do the job

1. Documentation of food, time and temperature if using time as the food safety control.
2. Metal stem 0-220 degree calibrated metal stem food thermometer if using temperature as the food safety control.
3. Disposable gloves if necessary to touch ready-to-eat foods during any stage of preparation and service.
4. Hot holding and/or cold holding equipment
5. **Equipment to construct a temporary hand washing station. A hand washing station can be as simple as a container of warm water, a catch bowl, hand soap, and paper towels)**

If you plan on serving food for more than 4 hours:

If serving potentially hazardous food at an event for more than 4 hours keep in mind that time as the food safety control can only be used on individual pans of food for 4 hours. It would be acceptable to have back up food in a warmer maintaining 135 degrees or more or in a refrigerator at 41 degrees or less as long as the time is documented when the food is removed from temperature control. It is recommended that extra serving utensils be brought so that utensils can be changed out with clean ones after 4 hours.