

May 18-21, 2024 | McCormick Place | Chicago, IL USA

These Rules & Regulations are subject to change based on current local, federal & state mandates.

The following Safe Food & Beverage Sampling Rules & Regulations have been put together in a partnership between the National Restaurant Association Show, ServSafe and the Show Sanitarians and include information from the Chicago Department of Public Health. All exhibitors who are sampling at the Show are required to review, understand, and adopt these principles, implement the practices, and maintain a safe food-sampling program at the Show. These Rules & Regulations have been updated for the 2024 Show and include procedures on how to control the spread of COVID-19 and influenza. It is the exhibiting company's responsibility to make sure they are following all local, state and federal laws in relation to their sampling.

SAFE FOOD & BEVERAGE RULES & REGULATIONS QUICK LINKS:

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- [CLEANING RULES & REGULATIONS](#)

EMPLOYEE RULES & REGULATIONS:

1. Employee Health:

- a. Per existing FDA Food Code requirements, employees who are sick should remain at home. Note that CDC guidance states the minimum temperature that indicates a fever is 100.4°F.
- b. If an employee becomes ill or presents signs of illness (fever, nausea, vomiting, etc.), identify the signs during a pre-work screening and send the employee home/back to their hotel.

2. Face Covering/ Masks

- a. Face coverings/masks are recommended by booth personnel serving samples at the Show.
- b. Masks should cover nose and mouth completely. Face mask should have no vents or openings. Face shield alone does not count as a face covering and bandanas are also not permitted.
- c. Fresh face coverings should be made available daily.
- d. If face coverings become moist, they should be discarded and replaced with new face coverings.

3. Hair Restraints and Clothing

- a. It is advisable for personnel involved in the actual preparation of food to wear appropriate hair restraints and aprons.
- b. Aprons must not be worn in the restrooms. Aprons should be replaced when they are soiled.
- c. Beard restraints should be worn for facial hair longer than 1 inch.

4. Hand Washing and Use of Hand Sanitizers

- a. Proper hand washing is the cornerstone for the safe handling of all food. Hands should be washed for **20 seconds** prior to handling potentially hazardous ready-to-eat foods, putting on gloves before sampling and changing gloves when they become contaminated.
- b. Employees are required to wash their hands after using the restroom.
- c. **Hand sanitizers are NOT a substitute for hand washing.**
 - i. If hand sanitizers are used, they should only be applied AFTER the person has washed their hands thoroughly.
 - ii. Hand sanitizer should contain at least 60% alcohol and rub hands until dry.
- d. Gloves are not a substitute for hand washing. (See #5 Gloves for additional information)
- e. Print the [ServSafe Handwashing](#) 101 sign to display in any in booth handwashing stations.

5. Gloves

- a. Any booth personnel responsible for handling food (including preparing and serving) or ice must use disposable plastic gloves.
- b. 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.
- c. BECAUSE PLASTIC GLOVES CAN BECOME CONTAMINATED, CHANGE THEM FREQUENTLY!

SAFE PUBLIC HEALTH PRACTICES

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- d. Discard disposable gloves when they become contaminated.
 - i. Contamination includes, but is not limited to, touching non-food objects (especially cell phones), face coverings, exposed facial areas, changing tasks, handling between raw and cooked food, or performing cleaning/maintenance in booth with the gloves on.
- e. Personnel performing the same task continuously should change gloves at least every hour.
- f. Jewelry should not be worn over disposable gloves. They can become a source of contamination.
- g. 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.**
 - i. $(\text{Number of Staff} \times 20 \text{ sets of gloves}) \times 4 \text{ Days} = \# \text{ of recommended gloves to bring to the Show}$
- h. After handling raw food products and before handling cooked food products, hands should be washed, and gloves changed.
 - i. Take gloves off if not handling foods.
- i. Wash hands with soap and water for at least 20 seconds after removing gloves and thoroughly dry hands before putting on new gloves.
- j. **Cell Phones**
 - i. Cell phones can be vehicles for contamination. Booth personnel who handle food at any time need to wash their hands after using a cell phone.
 - ii. If booth personnel wear gloves while using a cell phone, hands must be washed, and gloves changed after cell phone use.

SAMPLING RULES & REGULATIONS:

6. Sample Distribution

- a. To ensure food samples are not contaminated by Show attendees, booth personnel should hand out 1 sample at a time directly to Show attendees. Food samples should be in souffle cups, placed on napkins. **If serving with toothpicks, each sample must have a new toothpick inserted before handing to attendee.**
- b. Booth personnel handing out samples must wear gloves.
- c. Workers must wear gloves and must individually provide customers samples from gloved hands.
- d. Food sampling is prohibited in the public ways. Sampling of food by attendees may only be done in the exhibitors' assigned booth space. Samplers must abide by all regulations set forth for [Food Vendors by the Chicago Department of Public Health](#).
- e. 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 #4)
- f. The temperature of refrigerated products must be 41°F or below, frozen products at 0°F, and hot products at 135°F at all times, including periods of sampling (unless using Time as a Public Health Control).
 - a. Food should not be out more than 2 hours. Record the time the food sample is set out on a sticky note and place the note with each individual sample.
- g. Soft cheese should be on ice or time/temperature monitored. Discard any unused portion after 2 hours.
- h. "Consumer Advisory" signs should be posted for any uncooked or undercooked protein products. Ask your Floor Manager or our Show Sanitarian for a copy.
- i. Sneeze guards, barriers, or covers for samples are highly recommended.
- j. **Toothpick Sampling**
 - a. If you are using toothpicks, you should have two separate containers for un-used and used and an adequately sized disposal container that is clearly labeled "used toothpicks"
 - b. Disposable (single use) utensils, such as toothpicks or plastic ware should be dispensed in a manner so attendees cannot come in contact with the food-contact or eating-end of the item. Storage of paper goods should be 6 inches off the floor. Toothpicks may not be re-used, and disposal of toothpicks should be provided.
 - c. 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. Toothpicks should be inserted into food samples and handed out individually to attendees.
- k. **Additional Tips:**
 - a. Sampling Utensils – Handles must be up and must be facing in the same direction.
 - b. Gloves – Must be worn when serving samples. (See #5)
 - c. To prevent double dipping – sauces, salsas and cheeses should be placed on chips or crackers by booth personnel.
 - d. Clear barriers between booth personnel preparing and handing out samples and attendees are highly recommended.

SAFE PUBLIC HEALTH PRACTICES

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7. NO Bare Hand Contact with Ready-to-Eat Foods

- a. The primary safety measure for prevention of contamination is regular hand washing after each chance of contamination.
- b. No bare hand contact with ready-to-eat foods, and sampling utensils.
- c. Use suitable utensils when handling ready-to-eat foods.
- d. Wash hands thoroughly before using utensils or put on disposable gloves.
- e. Use gloves, deli tissue, tongs, spoons, or other sanitized utensils when handling ready-to-eat foods.

8. Food Security and Protection

- a. No Customer Self-Service - food should be placed in soufflé cups or on napkins or with a toothpick for sampling and served by booth personnel wearing disposable gloves.
- b. All foods must be protected from contamination by the public. Foods "For Display Only" should be labeled as such and signs should be prominently displayed.
- c. 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 using counter, service line or salad bar food guards, display cases or other effective means.
- d. 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.
- e. Be sure to inspect product delivered to the booth from the storage facility to ensure product has not been tampered with.
- f. Food should not be out more than 2 hours.
- g. Keep a Temperature Log.
 - a. If using ice to cool food, the ice cannot be used for consumption.

9. Food Allergens

- a. Any food that has or has been prepared with the following allergens may be harmful to the health of Show attendees.
 - i. These allergens include milk, eggs, peanuts, tree nuts, fish, crustacean, soybeans, wheat, and their aliases, which can be found in other products. Please post notification of the potential ingredient/allergen near the sampled item.
- b. This notification is the Exhibitor's responsibility to its customers at the Show.
- c. A "Food Allergen" sign should be visibly posted near sampled items that may contain allergens that may be harmful to the health of Show attendees such as milk, eggs, peanuts, tree nuts, fish, soybeans, wheat, etc.
 - i. [Print Food Allergens signs](#) to assist attendees with allergies.

FOOD STORAGE/PREP/COOKING RULES & REGULATIONS:

10. Food Storage

- a. All foods should be protected from contamination by the public. All potentially hazardous foods should be stored in a monitored refrigerator or freezer overnight.
- b. Foods which have been thawed should not be refrozen without additional cooking.
- c. 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.
- d. If foods are stored in coolers, they should be monitored with a properly calibrated thermometer. Raw poultry should always be stored on the bottom shelf.
- e. Order 24-hour electricity for continuous cold or frozen food storage.
 - i. Exhibitors using refrigerated or frozen storage are required to order porter service from Freeman to keep the booth area clean and free of sampling trash as aisle trashcans are not for exhibitor use. If not ordered pre-Show, then it will automatically be added onsite if sampling is observed.
- f. Only plastic bags designed to hold and store food are to be used for food storage. Garbage bags are NOT to be used for storing foods.
- g. Dry goods and paper goods not stored in refrigerators or freezers should be stored 6 inches off the floor.

SAFE PUBLIC HEALTH PRACTICES

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11. Proper Thawing Procedures

- a. All potentially hazardous foods (i.e. protein-rich) must be handled carefully and stored at temperatures that do not favor bacterial growth, outside of the temperature danger zone (41-135 degrees F).
- b. 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 41 F, unless it is part of a continuous cooking process.
 - i. Proper thawing methods for potentially hazardous frozen foods.
 1. in the refrigerator
 2. sealed with cold water running over the container
 3. as part of the cooking process
 4. It is never acceptable to thaw potentially hazardous frozen foods at room temperature
- c. Food which has been frozen and thawed may not be refrozen for use the next day.

12. Re-Heating of Food

- a. Foods that are pre-prepared and cooked should be reheated to 165°F before being set out for sampling.
- b. Heat lamps, hot holding devices such as chafing dishes, steam tables, bain maries, and hot holding cabinets cannot be used to re-heat food.

13. Thermometers

- a. 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.

14. Regulations for Cooking Temperatures

- a. 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 ($\pm 2^\circ\text{F}$).

Temperatures are as follows:

FOOD ITEMS	TEMP	TIME
Whole or ground poultry, stuffing made with meat, fish or poultry	165°F	15 seconds
Mixed and stuffed dishes, reheated foods	165°F	15 seconds
Ground beef* or pork or seafood, injected meat, ratites,	155°F	17 seconds
Whole meats, whole fish, seafood	145°F	15 seconds

**Hamburgers must be cooked to 155°F for 17 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.

15. Cooking and Heat-Generating Devices

- a. 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, and all employees should be familiar with how to operate the fire extinguisher.
- b. Food preparation areas and cooking equipment must be restricted, protected, and designated separate from attendee areas in exhibit booth

CLEANING RULES & REGULATIONS:

16. Chemical Storage

- a. Chemicals can cross contaminate and become hazardous if stored or used incorrectly. Chemicals should be stored in a separate area or below food, utensils, equipment, or linen.
- b. Chemicals must be stored in their original containers. If chemicals are transferred to another chemical container or spray bottle, the container or spray bottle must be labeled with the common name of the chemical.
- c. Even if the chemical is not being used it should not be placed next to or around food.

SAFE PUBLIC HEALTH PRACTICES

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17. Sanitizing of Utensils, Cutting Boards and Wiping Cloths

- a. Sanitize with an EPA-registered disinfectant with a claim against Influenza and COVID-19.
- b. 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. Dishwashing areas are listed at the bottom of this page.
- c. Thoroughly wet surface with a registered disinfectant. Surface must remain wetted per label instructions for disinfection. Thoroughly rinse with potable water.
- d. 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.
- e. Do not allow disinfectants to touch food contact surfaces. If food contact surfaces are contaminated with disinfectants, they should be cleaned and sanitized to remove the disinfectants before food can touch the surface again.
- f. Use duplicate sets of utensils and cutting boards if personnel are unable to leave booth to clean and sanitize according to regulations.
- g. Disposable wiping cloths are recommended. Use different color wiping cloths for food contact and NON-food contact surfaces.
- h. High touch areas e.g. refrigerator/freezer handles, keyboards, counters, cell phones should be wiped with sanitizing wipes for food contact surface every hour.

18. Minimize Opportunities for Cross-Contamination

- a. Booth personnel (both full-time and temporary) 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 vehicles for contaminating food.
- b. 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.

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

SOUTH BUILDING: Behind Booth #5408
Next to Booth #141
Across from Booth #3154
Next to Booth #180

NORTH BUILDING: Behind Booth #5538
Behind Booth #8238

LAKESIDE CENTER LEVEL 3: Behind Booth #10948
Across from Booth #8447

20. Disposal of Food

- a. 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 morning 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.
- b. Waste grease must be stored and disposed of in approved containers. Grease bins are located in all dishwashing areas.

21. Garbage Removal

- a. Timely removal of garbage and food-waste from your booth can greatly decrease the chance of contamination and/or spread of disease. Exhibitors are required to order the emptying of their in-booth trashcans, known as porter service, to dispose of garbage from Freeman. If not ordered pre-Show, then it will automatically be added onsite if sampling is observed. Removing garbage periodically also keeps it from accumulating and distracting from the neat appearance of your booth. It is strictly prohibited to empty your in-booth trashcans into the trashcans on the Show floor aisles.

SAFE PUBLIC HEALTH PRACTICES

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- b. Please call your floor manager if the containers in the aisles are overflowing. The floor manager numbers will be published in your move in bulletin.
- c. Provide covered, cleanable waste containers for garbage, litter and grease. You may also rent these from Freeman.

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COMPANY: _____ DATE: _____

COLD FOODS (STORAGE & SERVING) – 40°F OR BELOW

HOT FOODS (PREPARATION)

FOOD ITEMS	TEMP	TIME
Whole or ground poultry, stuffing made with meat, fish or poultry	165°F	15 seconds
Mixed and stuffed dishes, reheated foods	165°F	15 seconds
Ground beef or pork or seafood, injected meat, ratites,	155°F	17 seconds
Whole meats, whole fish, seafood	145°F	15 seconds

HOT FOODS (HOLDING) – 135°F OR ABOVE

FOOD TEMPERATURES (STORAGE OR SERVING) SHOULD BE TAKEN EVERY TWO (2) HOURS

[illegible]