

## APPENDIX B: APPLICATION FORM FOR PERSONAL SERVICES AT A TRADESHOW

<b>EVENT INFORMATION:</b>	
Name of Event:	Date(s) & Operating Hours:
Location Address:	Name of Event Organizer:
	Organizer's Phone Number:
	Organizer's Email:
<b>EXHIBITOR INFORMATION FOR BOOTH NUMBER: _____</b> <b>(Describe who is legally responsible for the booth. If individual service providers are responsible for their own services, please list those service providers)</b>	
Booth Name:	Address:
Name of on-site contact:	Phone Number of on-site contact:
Number of people in booth performing personal services:	E-mail for correspondence:
Names of service providers (if operating independently):	
1.	2.
3.	4.
<b>SERVICES OFFERED: Briefly describe the type of service(s) to be offered at the event:</b> <b>(list equipment used e.g. laser, type of tattoo machine and provide a photo of equipment set up)</b>	

## GUIDELINES FOR PERSONAL SERVICES OFFERED AT TRADESHOWS

<b>LIST DISPOSABLE, SINGLE-USE ITEMS:</b>			
<b>LIST ITEMS THAT REQUIRE CLEANING AND DISINFECTION BELOW:</b> FOR INFORMATION ON DISINFECTION AND STERILIZATION, PLEASE SEE THE "GUIDELINES FOR PERSONAL SERVICE ESTABLISHMENTS".			
<b>Low-level Disinfection</b> Item does not directly touch the client, or contacts only intact skin.	<b>Intermediate-level of Disinfection</b> Item is intended to contact intact skin, but may accidentally contact nonintact skin or receive blood or bodily fluid spatter.	<b>High-level disinfection</b> Item is intended to contact nonintact skin or a mucous membrane, but not penetrate it.	<b>Sterilization</b> Item is intended to puncture the skin, or contact the puncture site or a sterile instrument before puncturing.
<b>List products used to achieve disinfection levels for items listed above:</b> (Products must have a drug identification number or natural products number and be used according to the products' label instructions.)			
Low-level disinfection:			
Intermediate-level disinfection:			
High-level disinfection:			

## GUIDELINES FOR PERSONAL SERVICES OFFERED AT TRADESHOWS

Sterilization (describe the process and where done):	
<b>Hand-washing Facilities for your Booth</b> Hand-washing facilities will be provided by the event organizer <input type="checkbox"/> by the applicant <input type="checkbox"/> (e.g., hot and cold water under pressure, liquid soap and paper towel dispensers). <input type="checkbox"/> <b>Yes, In addition to hand washing facilities, I will also have alcohol sanitizer available at the booth and will use it as indicated in the “Guideline for Personal Services Offered at Tradeshows”.</b>	
<b>Disposable Sharps Storage and Disposal</b> After use, disposable sharps must be placed in a proper container. <input type="checkbox"/> <b>Yes, I will have a proper sharps container at the event.</b>	
<b>Printed Aftercare Instructions and Consent Forms</b> Please acknowledge that there will be printed copies of aftercare instructions and consent forms for each client before invasive services are provided: <input type="checkbox"/> <b>Yes, I will have printed copies.</b>	
The information provided above is complete and accurate to the best of my knowledge.  Primary Contact Person’s Signature:	Date:
EHO Signature:	Reviewed Date:

- **PLEASE RETURN THIS FORM TO THE EVENT ORGANIZER AT LEAST 14 DAYS BEFORE THE EVENT.**
- **EVENT ORGANIZER: PLEASE FORWARD A COPY OF FORMS FOR ALL PARTICIPANTS TO THE HEALTH AUTHORITY. IF THERE ARE LESS THAN 25 APPLICATIONS, SUBMIT THEM AT LEAST 14 DAYS BEFORE THE EVENT. IF THERE ARE 25 OR MORE APPLICATIONS, SUBMIT THEM AT LEAST 30 DAYS BEFORE THE EVENT.**

## APPENDIX C: BOOTH LAYOUT

**Provide a drawing of the booth layout.** (A booth diagram may be required by some health authorities.)

Draw in the space below or attach a separate drawing.

Include the following information:

- Equipment
- Floor and work/contact surfaces
- Physical barriers between booths

A full-page sheet of white graph paper featuring a light gray grid. The grid consists of small, equal-sized squares arranged in a continuous pattern across the entire page. There are no margins, text, or other markings present.

## APPENDIX D: TRADESHOW ORGANIZER CHECKLIST

As a tradeshow organizer, prior to the event, you should:

- ☐ Notify the local health authority of the event as soon as its date is set.
- ☐ Provide the local health authority with exhibitor and infrastructure information, including:
  - ☐ a list of services offered
  - ☐ a detailed floor plan
  - ☐ the location of hand-washing stations to be used by exhibitors
  - ☐ the location of equipment-cleaning stations
  - ☐ a list of organizations exhibiting and their booth numbers
  - ☐ the location of plumbed washrooms(note: public washrooms are not acceptable hand-washing or equipment-cleaning stations)
- ☐ Provide exhibitors with the *Application Form for Personal Services at Tradeshow*s.
- ☐ Notify exhibitors that they should comply with the:
  - *Guidelines for Personal Services offered at Tradeshow*s and the
  - *Guidelines for Personal Services Establishments*
- ☐ Inform exhibitors about what organizer provided facilities are available:
  - ☐ booth setup and materials
  - ☐ power access
  - ☐ waste receptacles or pickup
  - ☐ biohazardous waste disposal instructions
  - ☐ sharps containers and disposal
  - ☐ hand-washing stations (portable and fixed)
  - ☐ washroom facilities
  - ☐ equipment cleaning and disinfection station
- ☐ Collect completed application forms – i.e., *Application Form for Personal Services at Tradeshow*s – from exhibitors and forwarded them to health authority at least 14 days before the event. (More time may be required for large events.)