

GUIDELINES FOR PERSONAL SERVICES OFFERED AT TRADESHOWS

**PREPARED BY THE PERSONAL SERVICE
ESTABLISHMENTS WORKING GROUP**

JUNE 2016

**HEALTH PROTECTION BRANCH
MINISTRY OF HEALTH**



PREFACE

If you are an operator who provides a service to or on the body of another person at a tradeshow, the *Guidelines for Personal Services offered at Tradeshow*s should be of interest.

The purpose of these guidelines is to clarify the expectations of PSE operators at tradeshow and give guidance on preventing health hazards.

The tradeshow guidelines were produced by a working group of representatives from the Ministry of Health, the B.C. health authorities and the National Collaborating Centre for Environmental Health.

TABLE OF CONTENTS

1. Introduction1

2. Informing Clients.....1

3. Responsibilities of Venue and Event Coordinator1

4. Venue Structure and Layout2

 4.1 Availability of Hand-Washing Sinks2

 4.2 Equipment Cleaning Stations3

 4.3 Booth Layout and Supplies3

 4.4 Equipment Storage, Cleaning, Disinfection and Sterilization3

5. Booth Operation4

 5.1 General Rules4

 5.2 Supplies4

 5.3 Operation4

 5.4 Invasive Procedures.....5

APPENDICES

Appendix A: Glossary7

Appendix B: Application Form for Personal Services at a Tradeshow10

Appendix C: Booth Layout13

Appendix D: Tradeshow Organizer Checklist14

1. INTRODUCTION

Personal services to or on the body have become increasingly popular, so offering/promoting these services at public events such as tradeshow, community fairs or other public events is also rising in popularity. The *Guidelines for Personal Services Offered at Tradeshow* apply to all personal services defined in the Regulated Activities Regulation – ranging from hair, skin and nail treatments to tattooing services, piercing and body modification.

Operators should also follow the *Guidelines for Personal Service Establishments*, at http://www.health.gov.bc.ca/protect/ehp_pse.html, to prevent health hazards that may lead to unsafe physical conditions or the transmission of infection to their clients or themselves. These tradeshow guidelines build on that information and clarify specific concerns about offering PSE services outside the business establishment.

Operators are responsible for ensuring they are in compliance with municipal bylaws and other regulatory requirements, and for obtaining business licences and/or approval to operate from the appropriate licensing authorities.

2. INFORMING CLIENTS

It is recommended that operators offering invasive or permanent procedures (e.g., piercing, tattoo, laser and electrolysis), undertake the following:

1. Explain to the client and be satisfied that the client:
 - i. Understands the nature, possible consequences and health risks of the procedure.
 - ii. Is undertaking the procedure of his/her own free will.
 - iii. Is not under the influence of alcohol or other judgement-altering drugs.
2. Obtain a consent form signed by each client, that includes:
 - i. Declaration of health risks (e.g., short- and long-term risks, consequences of services).
 - ii. Agreement to be responsible for aftercare.
 - iii. For minors, an in-person signature from a parent or guardian verifying the parent/guardian is aware that the minor will be undergoing the procedure.

It is strongly recommended not to pierce the genitalia or nipples of people under 18 years of age.

3. RESPONSIBILITIES OF VENUE AND EVENT COORDINATOR

It is recommended that the venue and/or event coordinator complete the following before the start of the event in order to provide an infrastructure which will support proper infection control by operators while they are operating at the designated event:

1. Notify the local health authority and provide:
 - i. A list of services offered.
 - ii. A detailed floor plan.
 - iii. The location of hand-washing stations.
 - iv. The location of equipment-cleaning stations.
 - v. The location of plumbed washrooms.

Note: Public washrooms are not acceptable locations for cleaning equipment.

GUIDELINES FOR PERSONAL SERVICES OFFERED AT TRADESHOWS

2. Notify all operators that they should comply with these *Guidelines for Personal Services Offered at Tradeshows*, as well as the general *Guidelines for Personal Service Establishments*.
3. Provide the operators with a summary of the expectations for the event, and details of the type of materials and services that will be provided by the venue and where they are located. Typical services include:
 - i. Booth setup and materials (e.g., cloth drapes or smooth washable material).
 - ii. Power access.
 - iii. Waste receptacles or pickup.
 - iv. Biohazardous waste disposal instructions.
 - v. Sharps containers and disposal.
 - vi. Hand-washing stations (portable and fixed).
 - vii. Washroom facilities.
 - viii. Equipment cleaning and disinfection station.
4. Provide the *Application Form for Personal Services at Tradeshows* in Appendix B to all applicable exhibitors.
5. Collect the operators' completed application forms, and submit them to the local 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.

4. VENUE STRUCTURE AND LAYOUT

4.1 AVAILABILITY OF HAND-WASHING SINKS

The best way to prevent the spread of infection is to wash hands well. Depending on the type(s) of services offered and equipment used, hand-washing sinks will often be required. There may be exceptions to the requirement for hand-washing sinks if the services offered have a very low infection risk. This decision will be made by the local health authority on a case-by-case basis, upon review of the infection control measures.

The following are required unless exemptions have been approved by the local health authority:

- Provide a hand-washing sink easily accessible by each operator. Include the following:
 - Hot and cold running water.
 - Liquid hand soap.
 - Paper towels.
 - Covered waste container with a plastic liner.
 - Proper disposal of wastewater.
- Shared portable hand-washing sinks within reach are acceptable (e.g., one sink adjacent to two to four booths). However, there must be free access to the sink(s) without opening a door or touching a curtain. Consult with the local health authority for approval of the sink type and location.
- Alcohol-based sanitizers may not be used as a substitute for a hand-washing sink within reach if the procedure involves:
 - Possible puncturing of the skin.
 - Possible contact with mucous membranes.
 - The operator having soiled hands, even if gloves are used.
 - Any exposure to blood or body fluids during the procedure.

4.2 EQUIPMENT CLEANING STATIONS

To ensure operators have the ability to properly clean, disinfect or sterilize any reusable instruments and equipment, the venue should provide a designated space including the following:

- One or more suitably sized sinks with hot and cold running water.
- Counter space on one side of the sink for dirty instruments, and on the other side of the sink for clean instruments.
- Soap and brushes, and a drying rack.
- Paper towels.
- Low-level disinfectant for cleaning the sink, brushes and surrounding area.

If the organizer is considering not providing an equipment cleaning station, the requirements for an exemption should be discussed with the local health authority.

4.3 BOOTH LAYOUT AND SUPPLIES

Operators should be notified in advance of exhibit-area features and services provided by the venue.

The venue should do the following for each booth or exhibit-area:

- Provide smooth, nonabsorbent and cleanable material for partitions if invasive procedures are offered (e.g., piercing or tattooing). If not offered by the venue, inform operators of their responsibility to provide suitable covers for the partitions around the procedure area.
- Provide booth components and general-use equipment (e.g., tables, chairs, counters, etc.) that are smooth, nonabsorbent, and cleanable.
- Provide sufficient booth floor dimensions to accommodate the proposed services without causing concerns due to overcrowding or inefficient equipment layout.
- Provide sufficient lighting levels to safely perform personal services.
- Provide a covered waste container with single-use plastic liner for general waste. Empty at least daily.
- Provide approved sharps containers to accommodate storage of all used sharps (at least one per booth where invasive services are provided). Also, provide a collection service for these containers when full.
- Locate exhibit-areas for personal services entirely separate from food premises (eating, serving, storage, and preparation or delivery areas).
- Provide adequate tables and shelving to ensure all supplies are stored off the floor.
- For outdoor tradeshows, ensure that the flooring material is constructed with smooth, nonabsorbent, and cleanable finishes.

4.4 EQUIPMENT STORAGE, CLEANING, DISINFECTION AND STERILIZATION

Operators are responsible for ensuring the same level of cleaning, disinfection and sterilization is maintained for instruments and equipment at a tradeshow as would be maintained in a permanent establishment. The level of disinfection or sterilization required will depend on the types of services provided. Specific guidance on cleaning, disinfection and sterilization is given in the *Guidelines for Personal Service Establishments*. As there are some limitations posed by a tradeshow setup, the following extra precautions should be taken:

- Bring all instruments and equipment to the event cleaned and disinfected or sterilized.
- Store disinfected instruments in clean sealed bags (e.g., Ziploc) until point of use.
- Store sterilized instruments in their sterile package inside a covered container until point of use.
- Bring enough disinfected semicritical instruments to last the entire event. If this is not practical, bring soaking basins for disinfection.

GUIDELINES FOR PERSONAL SERVICES OFFERED AT TRADESHOWS

- Bring enough sterilized critical instruments to last the entire event. If this is not practical, bring a sterilizer.
- Tongs, clamps and forceps are examples of instruments that should be sterilized. For a complete list, see Appendix C in the *Guidelines for Personal Service Establishments*.
- Display the successful results of a biological spore test completed within the past two to four weeks for each sterilizer.
- Use only prepackaged, sterile, single-use sharps (e.g., single-use needles and facial lancets) for invasive procedures. Dispose of all sharps in an approved sharps container immediately after use.
- Store used instruments (other than sharps) in a designated soiled bin or bag.
- If reuse of instruments is necessary, clean and disinfect or sterilize instruments before reuse as follows:
 - Bring your own soap and disinfectants (high-level, intermediate-level and low-level as required) and/or sterilizer.
 - Clean critical instruments at an approved onsite equipment cleaning station, and sterilize critical instruments using your own sterilizer as per manufacturer requirements.
 - Clean and then high-level disinfect semicritical items at the equipment cleaning station. Disinfection may be done at the booth if it can be done safely and properly.
 - Clean and then intermediate-level disinfect noncritical items at the equipment cleaning station. Disinfection may be done at the booth if it can be done safely and properly. Intermediate-level disinfection is required for noncritical items that accidentally penetrate skin, contact mucous membranes or come into contact with blood or body fluids.
 - Clean and then low-level disinfect noncritical items at the equipment cleaning station. Disinfection may be done at the booth if it can be done safely and properly.

5. BOOTH OPERATION

Operators are required to ensure proper infection control and safety in their exhibit areas. The sections below outline how to come prepared, set up your space and operate within your booth.

5.1 GENERAL RULES

- No animals inside booth (with the exception of service dogs).
- No food or beverages inside the work area where invasive procedures are performed.
- No smoking inside or around any booth (even if outdoors).

5.2 SUPPLIES

All supplies required for proper infection control should be provided by the operator if not provided by the venue or event organizer. In addition to the items in section 4.3 (*Booth Layout and Supplies*), the operator should:

- Bring smooth, nonabsorbent and cleanable material to cover any cloth partitions around the procedure area when invasive procedures are planned.
- Ensure all work surfaces are smooth, nonabsorbent and easily cleanable.
- Bring covered containers appropriate for storing instruments/materials/supplies.
- Bring additional lighting if required to safely perform procedures.

5.3 OPERATION

Due to restricted space and general limitations of many facilities, operators should ensure they are prepared, organized and adhere to the following:

GUIDELINES FOR PERSONAL SERVICES OFFERED AT TRADESHOWS

- Keep the booth clean, orderly and free of clutter.
- Create a designated work area that excludes the general public.
- Keep sufficient amounts of all required tools, disposable items (including gloves), and cleaning supplies on site.
- Avoid using gloves containing latex, as they can trigger allergic reactions.
- Use only single-use disposable critical invasive items (e.g., needles and razors).
- Laser services may be acceptable at tradeshow with prior approval from the local health authority.
- Organize instruments/equipment in covered containers (at least one container for clean instruments/equipment, and at least one for dirty or used instruments/equipment).
- Place waste contaminated with blood or body fluids in a sealed, leak-proof, double-plastic bag before disposal in the regular garbage.

5.4 INVASIVE PROCEDURES

Invasive procedures include micropigmentation, tattooing, piercing and body modification. They require additional care and organization at tradeshow due to the increased risk of infection transmission. Limitations regarding space and infrastructure make some procedures inappropriate and others more challenging. Operators:

- Understand and practice infection-control procedures required to:
 - Prevent blood-borne disease.
 - Properly clean blood and body fluids from equipment/instruments.
 - Properly handle exposure to a needle stick injury or splash to a mucous membrane.
- Know the location of additional amenities (e.g. hand-washing stations, and cleaning and sterilization areas).
- Wear clean outerwear and keep hair off the face.
- Do not take or be under the influence of alcohol or any mind-altering substance.
- Do not perform procedures that may produce excessive blood exposure or foul odour (e.g., scarification, tongue piercing and branding).
- Use only single-use prepackaged sterile instruments to pierce the skin and/or mucous membranes. Never reuse a single-use item, even on the same client.
- Use only packaged and sterile jewellery.
- Cover everything touched by the operator's hands during a procedure with a single-use plastic barrier, or clean and disinfect before and after each use.
- Clean and disinfect all surfaces, counter and/or general-use equipment in the procedure area before a client is seated.
- Wash hands before putting on gloves, at the completion of client service, and at any occasion necessary to prevent cross contamination of equipment, instruments, supplies and clients.
- Wear single-use disposable gloves. Change gloves and wash hands between clients and after any contamination.
- Cover the tattoo machine (motor frame), clip cord and spray bottles with a disposable plastic sheath. The plastic sheath should be disposed of after each client.
- Do not treat a client unless the treatment area is clean and free from cuts, wounds, rash, fungus or visible skin disease.
- Clean the treatment area with an approved skin antiseptic before performing an invasive procedure. Ensure the skin antiseptic is allowed the required contact time with the skin.
- Discard all dispensed pigments and holding containers after completing a tattooing or micropigmentation procedure.
- Provide and explain written aftercare directions to the client before any invasive procedure. Operators may also direct clients to aftercare information on the HealthLinkBC website.
 - Tattoo Home Treatment
<http://www.healthlinkbc.ca/kb/content/symptom/tatpb.html#hw245124>
 - Body Piercing Home Treatment
<http://www.healthlinkbc.ca/kb/content/symptom/hw250805.html#hw250969>

GUIDELINES FOR PERSONAL SERVICES OFFERED AT TRADESHOWS

- Body Piercing Healing Times
<http://www.healthlinkbc.ca/kb/content/special/not250521.html>

Immerse all instruments requiring cleaning, disinfecting or sterilizing in an appropriate holding solution (e.g., warm water, with or without detergent) after use.

APPENDIX A: GLOSSARY

Approved sharps container: A dedicated, puncture-resistant, tamper-resistant, leak-proof container, which is impenetrable by sharps. It should have a tight-fitting lid and a clearly identifiable biological-hazard label.

Antiseptic: A chemical agent that destroys micro-organisms on human skin or mucosa.

Applicator: A device for applying a substance, such as a single-use disposable spatula.

Bacterial endospore: A form assumed by some bacteria that are resistant to heat, drying and chemicals. Under the right environmental conditions, the bacterial endospore may revert to the actively multiplying form of the bacteria.

Blood-borne infections: Infections spread through infected blood or body fluids, e.g., human immunodeficiency virus (HIV), hepatitis B virus (HBV) and hepatitis C virus (HCV).

Body fluids: Fluids produced by the human body, including semen, vaginal secretions, tears, saliva, sputum. People who come in contact with human body fluids may be exposed to health risks (e.g., HIV, HBV and HCV,).

Body modification: A deliberate altering of one's body for nonmedical purposes (e.g., piercing, tattooing, permanent hair removal, scarification and branding).

Booth: The full area allocated to each participant, including the work area, display area, internal seating, pipe and draping

Classification of Devices: This includes the following:

Critical instrument/equipment: An instrument/equipment that punctures the skin or enters sterile tissue – including the vascular system – or contacts the puncture site or a sterile instrument before puncturing (e.g. needles, lancets and Pennington clamps). Critical instrument/equipment presents a high risk of infection if contaminated with any micro-organism, including bacterial endospores. Before use, clean meticulously and then sterilize. (The vascular system includes all the veins and arteries.)

Semicritical instrument/equipment: An instrument/equipment that comes in contact with nonintact skin or mucous membrane but ordinarily does not penetrate it (e.g., tweezers used to pull hair missed during waxing). Before use, clean meticulously and then high-level disinfect.

Noncritical instrument/equipment: An instrument/equipment that does not directly contact the client (e.g., work surface) or contacts only intact skin (but not mucous membranes) during routine use (e.g., hair combs and client beds). Before use, clean and then low- or intermediate-level disinfect.

Cleaning: The physical removal of foreign material (e.g., dust and soil) and organic material (e.g., blood, secretions, excretions and micro-organisms). Cleaning removes rather than kills micro-organisms. It is accomplished with water, detergents and mechanical action. Thorough cleaning is required before disinfection and/or sterilization.

Contamination: The presence of an undesired material or infectious agent on a surface, clothes, instruments/equipment, dressings, inanimate articles, or substances including water.

Cross-contamination: The transfer of contamination from a contaminated source to a previously noncontaminated site.

Disinfectant: A chemical agent that kills most disease-producing micro-organisms, but not necessarily bacterial endospores. Disinfectants are applied only to inanimate objects. Some products combine a cleaner with a disinfectant.

GUIDELINES FOR PERSONAL SERVICES OFFERED AT TRADESHOWS

Disinfection: A process that kills most disease-producing micro-organisms. Disinfection does not destroy all bacterial endospores. Instruments/equipment must be cleaned thoroughly before effective disinfection can take place.

Disinfection levels: This includes the following:

High-level disinfection (HLD): A process capable of killing vegetative bacteria, mycobacteria (including *Mycobacterium tuberculosis*), fungi, enveloped (lipid) viruses, non-enveloped (nonlipid) viruses – and some, but not necessarily high numbers of, bacterial endospores. This disinfection level is required when processing semicritical instruments/equipment.

Intermediate-level disinfection (ILD): A process capable of killing vegetative bacteria, mycobacteria (including *Mycobacterium tuberculosis*), most fungi, enveloped (lipid) viruses and most non-enveloped (nonlipid) viruses. This disinfection level is required when processing instruments/equipment that during routine use only contact intact skin – but may accidentally contact nonintact skin or receive blood or body fluid splatter (e.g., pedicure foot basins and laser wands).

Low-level disinfection (LLD): A process capable of killing most vegetative bacteria, some fungi, enveloped (lipid) viruses and some non-enveloped (nonlipid) viruses. Low-level disinfectants cannot be relied on to kill mycobacteria or bacterial endospores. This disinfection level is required when processing noncritical instruments/equipment or some environmental surfaces.

Drug Identification Number (DIN): A number provided only by Health Canada that ensures labeling and supporting data have been provided and the product has undergone and passed a review of its formulation, labeling and instructions for use. All disinfectant chemicals used in a PSE need to have a DIN on the label.

Equipment: Any implement, item, instrument, device, object, or tool used when carrying out personal services.

Exhibitor: The business and person representing the business.

Guardian: The guardian of a child (a person under 19 years old) within the meaning of the *Family Relations Act*.

Infection: Entry into and multiplication of infectious micro-organisms in the body.

Instrument: A hand-held implement, item, instrument, device, object or tool used when carrying out personal services.

Invasive procedure: Any procedure intended to break the skin (e.g., tattooing, micropigmentation and piercing) or pass through a mucous membrane.

Microbiocide: Any agent detrimental to, or destructive of, the life of microbes or bacterial organisms.

Micropigmentation: The permanent or semipermanent imprinting of cosmetic shading (also known as “permanent makeup” or “cosmetic tattooing”) using inks or pigments. Micropigmentation may be done using a traditional tattoo machine or an implanter.

Minor (Child): A person under the age of 19 (*Age of Majority Act*).

Mucous membrane (mucosa): Moist tissue that lines some organs and body cavities (such as the eyes, ears, nose and mouth) and secretes mucous (a thick fluid).

Operator: Any person in a booth selling, advertising or promoting a service or product, and any person providing a personal service.

GUIDELINES FOR PERSONAL SERVICES OFFERED AT TRADESHOWS

Personal service: A service to or on the body of another person. This does not include service identified as “restricted activities” under the *Health Professionals Act* and Health Professionals Regulation.

Personal service establishment (PSE): An establishment in which a person provides a personal service to or on the body of another person.

Piercing: Penetrating the tissue of a client’s body to attach or insert jewelry or similar items. Piercing may be done with a piercing needle, piercing gun (earlobe only) or dermal (biopsy) punch.

Potable water: Water that is safe to drink and fit for domestic purposes without further treatment.

Puncture: Accidental or intentional penetration (break) through the skin or other body tissue.

Sharps: Items that may penetrate the skin (e.g., needles, blades, lancets and razors).

Single-use (disposable) items: Instruments designated by the manufacturer for single-use only. Single-use items should be discarded appropriately after use.

Sterilization: The complete destruction of all microbial life, including bacteria, bacterial endospores, viruses and fungi. This is required when processing critical instruments/equipment. Before sterilization, instruments/equipment should be meticulously cleaned.

Tattooing: The permanent or indelible imprinting of a decorative design into the skin. Tattoo needles on the end of a reciprocating needle bar are used to puncture the skin or mucosa and introduce different coloured inks or pigments.

Tradeshow: A temporary event (not exceeding 14 consecutive days) where buyers and sellers gather to transact business. These events can range from a community fair or market where the public is welcome, to an organized conference where only industry professionals are invited.

Work area: The portion of the booth where any procedure will be undertaken.

GUIDELINES FOR PERSONAL SERVICES OFFERED AT TRADESHOWS

LIST DISPOSABLE, SINGLE-USE ITEMS:			
LIST ITEMS THAT REQUIRE CLEANING AND DISINFECTION BELOW:			
FOR INFORMATION ON DISINFECTION AND STERILIZATION, PLEASE SEE THE "GUIDELINES FOR PERSONAL SERVICE ESTABLISHMENTS".			
Low-level Disinfection Item does not directly touch the client, or contacts only intact skin.	Intermediate-level of Disinfection Item is intended to contact intact skin, but may accidentally contact nonintact skin or receive blood or bodily fluid spatter.	High-level disinfection Item is intended to contact nonintact skin or a mucous membrane, but not penetrate it.	Sterilization Item is intended to puncture the skin, or contact the puncture site or a sterile instrument before puncturing.
List products used to achieve disinfection levels for items listed above: (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):	
<p>Hand-washing Facilities for your Booth 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"/> 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 Tradeshow”.</p>	
<p>Disposable Sharps Storage and Disposal After use, disposable sharps must be placed in a proper container. <input type="checkbox"/> Yes, I will have a proper sharps container at the event.</p>	
<p>Printed Aftercare Instructions and Consent Forms 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"/> Yes, I will have printed copies.</p>	
<p>The information provided above is complete and accurate to the best of my knowledge.</p> <p>Primary Contact Person’s Signature:</p>	<p>Date:</p>
<p>EHO Signature:</p>	<p>Reviewed Date:</p>

- **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 large grid for drawing a booth layout, consisting of 20 columns and 20 rows of squares.

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.)