

APPLICATION FORM FOR PERSONAL SERVICES AT A TRADESHOW

EVENT INFORMATION:		
Name of Event:	Date(s) & Operating Hours:	
Location Address:	Event Organizer:	
	Phone Number:	
	Email:	
EXHIBITOR INFORMATION:		
Contact Person:	Business Name:	
Mailing Address:	Phone Number:	
	Email:	
	Booth Number:	
Operators:		
1.	2.	
3.	4.	
SERVICES OFFERED: Check All that Apply		
<input type="checkbox"/> Esthetics	<input type="checkbox"/> Massage	<input type="checkbox"/> Piercing
<input type="checkbox"/> Hair Services	<input type="checkbox"/> Acrylic Nails	<input type="checkbox"/> Micropigmentation
<input type="checkbox"/> Microdermal abrasion	<input type="checkbox"/> Electrolysis	<input type="checkbox"/> Tattooing
<input type="checkbox"/> Manicure/Pedicure	<input type="checkbox"/> Waxing	<input type="checkbox"/> Other:
CLEANING & DISINFECTION <i>or</i> STERILIZATION:		
Disposable Instruments		
1.	2.	3.
4.	5.	6.
7.	8.	9.

Reusable Instruments	Level of Disinfection/Sterilization	Disinfectant/Sterilizer Product Used
1.		
2.		
3.		
4.		
5.		
Surfaces and Equipment	Level of Disinfection/Sterilization	Disinfectant/Sterilizer Product Used
1.		
2.		
Disposable Sharps Storage and Disposal After use, disposable sharps must be placed in a sharps container. <input type="checkbox"/> Yes, I will have an approved sharps container at the event.		
Hand-washing Facilities for your Booth Describe the hand-washing facilities (e.g., hot and cold water under pressure, liquid soap and paper towel dispensers): <input type="checkbox"/> Yes, In addition to hand washing, 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".		
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.		
Signature:		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 14 DAYS BEFORE THE EVENT.**

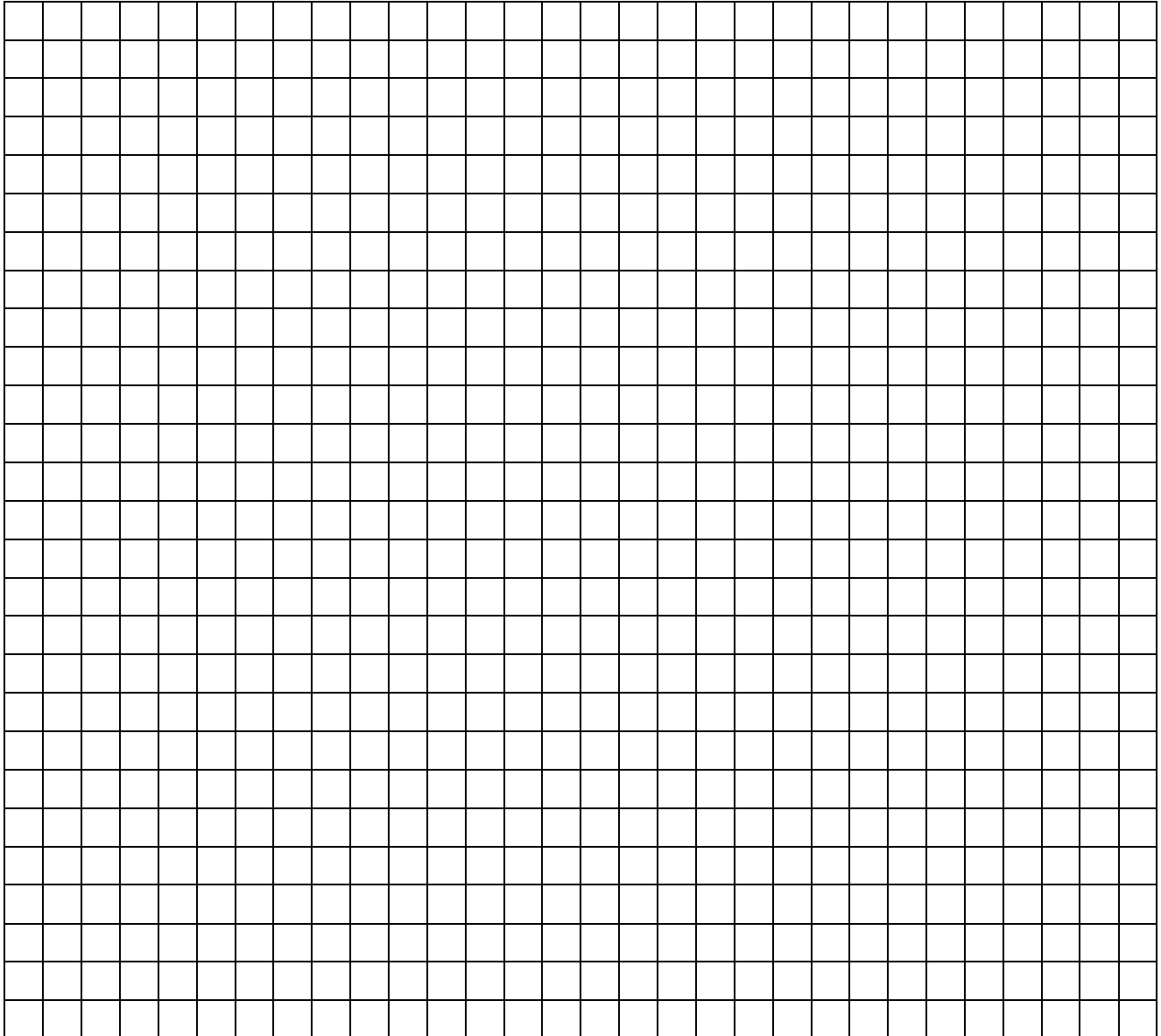
BOOTH LAYOUT

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



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 Tradeshows*.
- Notify exhibitors that they should comply with the:
 - *Guidelines for Personal Services offered at Tradeshows* 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 Tradeshows* – from exhibitors and forwarded them to health authority at least 14 days before the event. (More time may be required for large events.)