



**Chicago, IL**

**Tinley Park Convention Center**

18451 Convention Center Drive

Tinley Park, IL 60477

708-342-5485

<https://www.tinleyparkconventioncenter.net/>

**Expo Dates: September 19, 2023**

**Room: Exhibit South**

**Electricity Order Information:** See Exhibitor Kit for the order form. When ordering please **be sure to notify:** [expolive@ptotoday.com](mailto:expolive@ptotoday.com)

**Wi-Fi:** The convention center offers free Wi-Fi. Since the bandwidth is shared the speed is not guaranteed. If you wish to order guaranteed bandwidth, see the exhibitor kit for order forms. When ordering please **be sure to notify:** [expolive@ptotoday.com](mailto:expolive@ptotoday.com)

**Food Sampling:** Email: Lexie Abudayyeh, Sales & Marketing Manager [l.abudayyeh@eventpcc.com](mailto:l.abudayyeh@eventpcc.com) and cc [expolive@ptotoday.com](mailto:expolive@ptotoday.com) be sure to include the following:

- Event Name: PTO Today Expo
- Description of Sample
- Sample Size
- Certificate of Insurance: \$2,000,000 naming The Tinley Park Convention Center as additionally insured.
- Food handlers Certificate or [Hold Harmless Agreement](#)

Lexie will respond and confirm if you are approved to sample.

**Facility and local guidelines are as follows:**

- If you do manufacture, process, or distribute the items, they are to be a SAMPLE SIZE and must be dispensed/distributed in accordance to Local and State Health Codes
- Non-Alcoholic Beverages can be a maximum of 2 oz. sample size and must be served in plastic cups. No cans or bottles will be permitted.
- Food items are limited to "bite size", not to exceed 1 oz. portions.



### **Safe Food Sampling:**

- Adequate supply of clean cutting boards, knives, disposable display plates, disposable gloves, deli tissue, etc.
- Metal stem thermometer available if hot or cold samples provided.
- Table for preparing, storing, handling samples and located in an area protected customer traffic, rain, insects, etc.
- Container to store soiled items in provided (knives, cutting boards, etc.).
- Flooring must be ordered if carpet soiling is anticipated

### **Operational Requirements:**

- Ill employees excluded from working.
- No bare hand contact with ready-to-eat food- gloves, tongs, deli tissue, etc., used.
- Cooked samples cooked to proper internal temperature.
- Temperature Control for Safety (TCS) foods maintained at proper temperatures (i.e. items such as meat, milk, eggs, cut melons, cut tomatoes, etc.).
- Use of single service, disposable items maximized.
- Display samples protected from insects, sneezing, handling, etc. during preparation, storage and display (i.e. store and display wrapped, covered).
- Bagged ice stored and handled in a manner that prevents contamination.

**Link and Instructions for Exhibitor Online Services:** [Click here.](#)

**Local Accommodations:** [EVEN Hotels Chicago-Tinley Park Convention Center](#) is attached to the convention center. For a list of other area accommodations [click here.](#)