

**Mattoon Chamber of Commerce**  
**Presents:**

**2023 Taste of the Expo**

Cross County Mall - 700 Broadway Avenue East  
Mattoon, IL 61938  
Phone: 217-235-5661  
Email: [director@mattoonchamber.com](mailto:director@mattoonchamber.com)  
[www.mattoonchamber.com](http://www.mattoonchamber.com)

**THURSDAY**

**OCTOBER 5, 2023**

**11:30am - 2:00pm**

**Taste of  
the Expo**

**Included:**

- Welcome Letter
- Important Health Department information



**WELCOME PACKET**

## TASTE OF THE EXPO PARTICIPANTS:

Once again, the “Taste of Expo” will be held in conjunction with the 2023 Business Expo at the Cross County Mall. Taste hours will be from 11:30am-2:00pm. The Taste of the Expo is an opportunity for YOU - a local food vendor - to give out at least 400 samples of your best products to potential customers.

The “Taste of the Expo” is an opportunity for you to:

- Promote your business - Enjoy free advertising with our Business Expo promotions, offer coupons to the attendees for repeat business, and ‘decorate’ your very own booth space with signage and other items to draw attention to your business!
- Interact with customers - You can be there to offer your food sample to the customers and speak with them about your products!
- Exhibit your products - That's what the “Taste of the Expo” is all about, allowing you to exhibit your products, offer samples, and increase your customer base!

Exhibit space includes the following:

- One 6’ table with skirting; one 6’ prep table
- Sign with your company’s name
- 120v electricity
- Public Health Department 1-day Permit
- Waive \$35 application fee
- Hand washing station equipment, paper towels, and gloves
- Plates, napkins, and silverware

You will need to furnish a food item - preferably something that you would like to “showcase” (something new or an old favorite), serving utensils and the operating system to keep the food item at proper temperature for serving. This is a “taste”; therefore, we recommend sample-sized portions.

You or an employee will need to be at your booth during the serving hours to place the food on the plate and hand it to the customer. We want to be as accommodating as possible for everyone concerned!

**You must submit the Coles County Health Department  
Temporary Food Permit Application to the Chamber office  
by 5 pm, October 2nd.**

## From the Coles County Health Department

To make life easier for our Taste vendors, we will provide a checklist from the Coles County Health Department. The checklist follows below. **What is highlighted in red, will be provided by the Chamber for vendors.**

- Food Vendors need to
  - Submit a customized menu for this event

Food vendors are limited to one day temporary permit only.

Each vendor will need:

- Hot or cold holding units as required by their menu
- Consumer protection to include lids, sneeze shields, or tables behind the front counter area to protect food from consumer contamination such as sneezes
- **Hand wash station**
- **Pump soap**
- **Paper towels**
- Metal stemmed thermometer that reads from 0-220°F depending upon their menu
- **Disposable gloves if handling ready to eat food**
- **Sanitation spray bottle**
- **Hair restraint**
- Serving equipment (tongs, forks, slotted spoons, etc.); Consumers should not be serving themselves unless adequate utensils, sneeze shield, and supervision is provided.

Arrive early enough to set up your stand and to be inspected by 11am. No one will be allowed to serve until **all vendors** have been inspected and approved.

Hand sanitizer is not recommended. If you choose to use it, certain hand sanitizer will require rinsing off immediately after use.