

Forward completed notifications to your nearest Environmental Public Health office no later than 30 days prior to the special event. Contact information available on Page 5.

Please review the Food Vendor Information Package for specific requirements as you complete this form.

Submit all changes by email to your local public health inspector or your nearest Environmental Public Health office 14 days prior to the special event.

**Note:** Do not complete this form if

1. You are only offering low risk home prepared foods (food processed, prepared, packaged or labelled by an individual in that individual's private dwelling, and does not contain any meat, poultry, seafood or unpasteurized milk) or ,
2. You are operating a mobile food establishment (food truck, cart, trailer) and hold a food handling permit. Unless you have extra equipment / set ups.

All VENDORS must be set up at least ONE hour before the special event.

**Event Details - When and where is the event?**

Event Name:

Event Address:

Event organizer's name: \_\_\_\_\_

Organizer's email:

Phone number:

**Vendor Details - When will your booth operate? Who do we contact to discuss this application?**

Name of vendor or company:

When will your booth operate?	1st Day:	Start Time:	End Time:
	2nd Day:	Start Time:	End Time:
	3rd Day:	Start Time:	End Time:

If additional days, provide details:

Name of booth manager / vendor:

Facility address:

City:

Province:

Postal code:

Email:

Phone Number:

Will manager be on-site while the booth is operating?      Yes              No

If no, who will be on-site while the booth is operating?

Name:

Position:

Phone Number:

## Food Safety Training - Who has been trained to prepare food safely?

Has any staff, who will be preparing food, completed a food safety course?

Name of trained staff.	1.	2.
	3.	4.

Online food safety training is available for free at [www.albertahealthservices.ca/eph/Page3151.aspx](http://www.albertahealthservices.ca/eph/Page3151.aspx).

## Food, Beverage and Sampling Menu - What food items are you serving event attendees?

List all foods and beverages available at your booth, including any samples and alcoholic items. Beside each item, check where the food will be prepared and if you will be offering samples.

Prepared during event (on-site): Includes chopping, mixing, assembling, cooking and reheating in the food booth.

Prepared prior to event (off-site): Includes chopping, mixing, assembling, cooking and reheating food at a food establishment with food handling permit before the event.

Purchased Pre-Packaged: Food items you purchased already packaged and require no food handling prior to selling.

Samples Provided: Serving at no charge, bite-sized portions for promotion only.

Food/Beverage Item	Prepared during event (on-site)	Prepared prior to event (off-site)	Purchased Pre-Packaged (no food prep needed)	Samples Provided

If preparing foods prior to the event:

Name of food establishments:

Food prep date:

Address of food establishment:

If you don't own or operate the food establishment above, you must submit [Permission to Use an Approved Food Establishment form](#).

## Food Safety

How will foods/beverages be protected from contamination? (eg. lids, sneeze guards, pre-packaged foods, other)

During display and service at the event?

Will you be preparing **raw** meat, seafood or poultry?      Yes                  No

If yes, how will you ensure foods are fully cooked?  
(ie 74C or 165F)

<p>Handwashing and dishwashing sinks: Please refer to the vendor information package for sink requirements for special events.</p>	<p>Check all that apply.</p> <p><b>Plumbed hot and cold running water</b> (Required for events longer than 3 days)</p> <p><b>3 compartment sink with hot &amp; cold running water</b> (130L water storage tank &amp; 10% larger wastewater tank)</p> <p><b>2 compartment sink with hot &amp; cold running water</b> (75L water storage tank &amp; 10% larger wastewater tank)</p> <p><b>Handwashing sink plumbed with hot and cold running water</b></p> <p><b>Temporary handwashing station</b></p> <p><b>Hand sanitizer (must be approved by public health inspector)</b></p>
<p>Sanitizer: Note: Sanitizer concentration test strips are required for chosen sanitizer.</p>	<p>Chlorine (bleach)</p> <p>Quaternary ammonium compound (quats)</p> <p>Other</p>
<p>Thermometers:</p>	<p>probe thermometer                  infrared thermometer</p>
<p>Cooking and reheating equipment: (eg. BBQ, stove, grill, oven, microwave) Note: Physical separation barriers are required for BBQs or open cooking equipment.</p>	<p>List all items.</p>
<p>Cold holding equipment: (eg. fridge, cooler)</p>	<p>List all items.</p>
<p>Hot holding equipment: (eg. steam table, BBQ, grill)</p>	<p>List all items.</p>
<p>Food transportation - hot and cold holding equipment (e.g. coolers, cambros)</p>	<p>List all items.</p>
<p>Any other food preparation equipment not mentioned above?</p>	<p></p>

**Utilities and Equipment Provided by Vendor - What services are you providing?**

Utilities:	Provided by Event Organizer <input type="checkbox"/> Permanent electrical outlet <input type="checkbox"/> Generator <input type="checkbox"/> Other
Garbage containers:	Provided by Event Organizer Number of Garbage Cans
Wastewater disposal:	<input type="checkbox"/> Provided by Event Organizer <input type="checkbox"/> Municipal Sewer    City/Town <input type="checkbox"/> Holding tank        Final disposal
Potable water supply: (ie municipality, water hauler) Note: All water must be from an approved public water source.	<input type="checkbox"/> Provided by Event Organizer Source

**Physical Structure of Booth - How will your booth be constructed?**

Location:	Inside a building                      Outside
If operating outdoors, the booth will be:	<input type="checkbox"/> Enclosed <input type="checkbox"/> Covered Tent <input type="checkbox"/> Open top <input type="checkbox"/> Other
Construction materials: (eg. vinyl, painted plywood, stainless steel)	Floors
	Walls
	Ceiling
	Counters/Tables

**Booth Layout - How will you set up your booth?**

Include a booth layout showing the location of: Photographs may be submitted.	<input type="checkbox"/> sinks <input type="checkbox"/> cooking equipment <input type="checkbox"/> food storage equipment
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**Who completed this form?**

Name  Date  Save this form and email to nearest address below. Contact information available on Page 5 of this form.
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Please forward the completed Special Event Vendor Notification to the Special Event Organizer. If you are unable to contact the Special Event Organizer, please forward to the nearest address below. A map is provided for your reference. **Central intake line 1-833-476-4743.**

**Northern Alberta**  
Environmental Public Health  
[north.specialevents@ahs.ca](mailto:north.specialevents@ahs.ca)

**Edmonton Area**  
Environmental Public Health  
[edm.specialevents@ahs.ca](mailto:edm.specialevents@ahs.ca)

**Central Alberta**  
Environmental Public Health  
[center.specialevents@ahs.ca](mailto:center.specialevents@ahs.ca)

**Calgary Area**  
Environmental Public Health  
[cal.specialevents@ahs.ca](mailto:cal.specialevents@ahs.ca)

**Southern Alberta**  
Environmental Public Health  
[south.specialevents@ahs.ca](mailto:south.specialevents@ahs.ca)

