

Special Event Food Vendor Notification

Environmental Public Health

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

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 you are operating a mobile food establishment (food truck, cart, trailer), hold a food handling permit AND you will be operating according to the permit. No temporary set ups.

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

Event Deta	ils - When	and where is the event?			
Event Name:	:				
Event Addres	ss:				
Event organi	zer's name:				
Organizer's email:		Phone number:			
Booth Deta	ails - Wher	n will your booth operate? Who	o do we contact to discuss this appl	lication?	
Name of boo	th or compa	ıny:			
When will your booth	1st Day:	Start Time:	End Time:		
	2nd Day:	Start Time:	End Time:		
operate?	3rd Day:	Start Time:	End Time:		
If additional of	days, provid	e details:			
Name of boo	th manager	/ vendor:			
Mailing addre	ess:		City:		
Province:			Postal code:		
Email:			Phone Number:		
Will manager	be on-site v	while the booth is operating?	es		
If no, who wil	l be on-site	while the booth is operating?			
Name:					
Position:	tion: Phone Number:				
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Food Safety Training - Who h	as been trained to	prepare food safe	ly?		
Has any staff, who will be preparin	ng food, completed a f	ood safety course?			
1.	2.				
Name of trained staff. 3.		4			
Online food safety training is availa	able for free at www.a	lbertahealthservices.	ca/eph/Page3151.aspx	. .	
Food and Beverage Menu - W	/hat food items are	you serving even	t attendees?		
List all foods and beverages availa Beside each item, check where the	•				
Prepared during event (on-site): In Prepared prior to event (off-site): In establishment with food handling prepared Pre-Packaged: Food it Samples Provided: Serving at no of the samples provided pro	ncludes chopping, mix permit before the ever ems you purchased a	king, assembling, coo it. Iready packaged and	king and reheating foo require no food handlii	d at a food	
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 ever	nt:				
Name of food establishments			Food prep date:		
I will transport: Hot Food N	Method or equipment	used:			
☐ Cold Food	Method or equipment (used:			
If you don't have care and control Approved Food Establishment f		•		Use an	

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Food Preparation Details - How will yo	ou prepare food safely?
How will foods/beverages be protected from	contamination? (eg. lids, sneeze guards, pre-packaged foods, other)
On the way to the event?	
During display and service at the event?	
Will you be preparing raw meat, seafood or p	poultry?
If yes, how will you ensure foods are fully co (ie 74C or 165F)	ooked?
Food Preparation Equipment - What e	quipment will you have at the event (on-site)?
Handwashing and dishwashing sinks:	Check all that apply. Plumbed hot and cold running water (Required for events longer than 3 days) 3 compartment sink with hot & cold running water (130L water storage tank & 10% larger wastewater tank) 2 compartment sink with hot & cold running water (75L water storage tank & 10% larger wastewater tank)
	 ☐ Handwashing sink plumbed with hot and cold running water ☐ Temporary handwashing station ☐ Hand sanitizer (must be approved by public health inspector)
Sanitizer: Note: Sanitizer concentration test strips are required for chosen sanitizer.	☐ Chlorine (bleach)☐ Quaternary ammonium compound (quats)☐ Other
Thermometers:	□ probe thermometer □ infrared thermometer
Cooking and reheating equipment: (eg. BBQ, stove, grill, oven, microwave) Note: Physical separation barriers are required for BBQs or open cooking equipment.	List all items.
Cold holding equipment: (eg. fridge, cooler)	List all items.
Hot holding equipment: (eg. steam table, BBQ, grill)	List all items.
Food transportation equipment: (eg. coolers, cambros)	List all items.
Any other food preparation equipment not mentioned above?	
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Utilities and Equipment Provided by Vend	lor - What services are you providing?				
	☐ Provided by Event Organizer				
L Marke	Permanent electrical outlet				
Utilities:	☐ Generator				
	☐ Other				
Carbaga cantainara	☐ Provided by Event Organizer				
Garbage containers:	Number of Garbage Cans				
	☐ Provided by Event Organizer				
Wastewater disposal:	☐ Municipal Sewer City/Town				
	☐ Holding tank Final disposal				
Potable water supply:	☐ Provided by Event Organizer				
(ie municipality, water hauler) Note: All water must be from an approved public water source.	Source				
Physical Structure of Booth - How will you	ur booth be constructed?				
Location:	☐Inside a building ☐Outside				
	☐ Enclosed ☐ Covered Tent ☐ Open top				
If operating outdoors, the booth will be:	☐ Other				
	Floors				
Contruction materials:	Walls				
(eg. vinyl, painted plywood, stainless steel)	Ceiling				
	Counters/tables				
Booth Layout - How will you set up your b	pooth?				
Include a booth layout showing the	sinks				
location of:	cooking equipment				
Photographs may be submitted.	☐ food storage equipment				
Who completed this form?					
Name					
Date					
Save this form. You may need to choose Print Option and then print as Adobe PDF. Email, fax or mail completed form to nearest address below. Contact information available on Page 5 of this form.					
For Office Use Only					
Name	Date				
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Special Event Food Vendor Notification

Environmental Public Health Contact Information

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.

Northern Alberta

Environmental Public Health

north.specialevents@albertahealthservices.ca

Phone: 780-513-7517 Call for correct fax number.

Edmonton Area

Environmental Public Health

edm.specialevents@albertahealthservices.ca

Phone: 780-735-1800 Fax: 780-735-1802

Central Alberta

Environmental Public Health

central.specialevents@albertahealthservices.ca

Phone: 403-356-6367 Toll-free: 1-877-360-6366

Fax: 403-356-6433

Calgary Area

Environmental Public Health

specialevents@albertahealthservices.ca

Phone: 403-943-2295 Toll-free: 1-855-943-2288 Fax: 403-943-8056

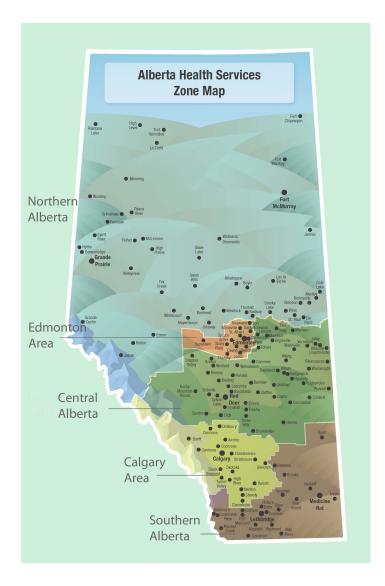
Southern Alberta

Environmental Public Health

south.specialevents@albertahealthservices.ca

Phone: 403-388-6689 Toll-free: 1-877-355-6689

Fax: 403-328-5934



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