

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** (LHRPF) as outlined in [Alberta Health's LRHPF Fact Sheet](#) (food processed, prepared, packaged or labelled by an individual in that individual's private dwelling) or,
2. You are operating a mobile food establishment (food truck, cart, trailer) and hold a valid Alberta food handling permit and are operating according to your approval with no extra equipment or set up (i.e. external BBQ or smoker)

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

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

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

Location:	<p>Inside a building                      Outside</p>
If operating outdoors, the booth will be:	<p><input type="checkbox"/> Enclosed                      <input type="checkbox"/> Covered Tent                      <input type="checkbox"/> Open top</p> <p><input type="checkbox"/> Other</p>
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.	<p><input type="checkbox"/> sinks</p> <p><input type="checkbox"/> cooking equipment</p> <p><input type="checkbox"/> food storage equipment</p>
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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.



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)

