

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 Details - When and where is the event?

Event Name: _____

Event Address: _____

Event organizer's name: _____

Organizer's email: _____ Phone number: _____

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

Name of booth or company: _____

When will your booth operate?	1st Day: <input type="text"/>	Start Time: _____	End Time: _____
	2nd Day: <input type="text"/>	Start Time: _____	End Time: _____
	3rd Day: <input type="text"/>	Start Time: _____	End Time: _____

If additional days, provide details: _____

Name of booth manager / vendor: _____

Mailing 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 Preparation Details - How will you 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 poultry? Yes No

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

Food Preparation Equipment - What equipment will you have at the event (on-site)?

Handwashing and dishwashing sinks:	<p>Check all that apply.</p> <p><input type="checkbox"/> Plumbed hot and cold running water (Required for events longer than 3 days)</p> <p><input type="checkbox"/> 3 compartment sink with hot & cold running water (130L water storage tank & 10% larger wastewater tank)</p> <p><input type="checkbox"/> 2 compartment sink with hot & cold running water (75L water storage tank & 10% larger wastewater tank)</p> <p><input type="checkbox"/> Handwashing sink plumbed with hot and cold running water</p> <p><input type="checkbox"/> Temporary handwashing station</p> <p><input type="checkbox"/> Hand sanitizer (must be approved by public health inspector)</p>
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Sanitizer: Note: Sanitizer concentration test strips are required for chosen sanitizer.	<p><input type="checkbox"/> Chlorine (bleach)</p> <p><input type="checkbox"/> Quaternary ammonium compound (quats)</p> <p><input type="checkbox"/> Other _____</p>
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Thermometers:	<p><input type="checkbox"/> probe thermometer <input type="checkbox"/> infrared thermometer</p>
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Cooking and reheating equipment: (eg. BBQ, stove, grill, oven, microwave) Note: Physical separation barriers are required for BBQs or open cooking equipment.	<p>List all items.</p> <input type="text"/>
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Cold holding equipment: (eg. fridge, cooler)	<p>List all items.</p> <input type="text"/>
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Hot holding equipment: (eg. steam table, BBQ, grill)	<p>List all items.</p> <input type="text"/>
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Food transportation equipment: (eg. coolers, cambros)	<p>List all items.</p> <input type="text"/>
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Any other food preparation equipment not mentioned above?	<input type="text"/>
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Utilities and Equipment Provided by Vendor - What services are you providing?

Utilities:	<input type="checkbox"/> Provided by Event Organizer <input type="checkbox"/> Permanent electrical outlet <input type="checkbox"/> Generator <input type="checkbox"/> Other <input style="width: 400px;" type="text"/>
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Garbage containers:	<input type="checkbox"/> Provided by Event Organizer Number of Garbage Cans <input style="width: 300px;" type="text"/>
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Wastewater disposal:	<input type="checkbox"/> Provided by Event Organizer <input type="checkbox"/> Municipal Sewer City/Town <input style="width: 250px;" type="text"/> <input type="checkbox"/> Holding tank Final disposal <input style="width: 250px;" type="text"/>
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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 <input style="width: 450px;" type="text"/>
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Physical Structure of Booth - How will your booth be constructed?

Location:	<input type="checkbox"/> Inside a building <input type="checkbox"/> Outside
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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 <input style="width: 450px;" type="text"/>
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Construction materials: (eg. vinyl, painted plywood, stainless steel)	Floors <input style="width: 450px;" type="text"/>
	Walls <input style="width: 450px;" type="text"/>
	Ceiling <input style="width: 450px;" type="text"/>
	Counters/tables <input style="width: 450px;" type="text"/>

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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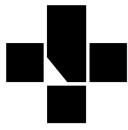
Who completed this form?

Name	<input style="width: 850px;" type="text"/>
Date	<input style="width: 350px;" type="text"/>

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	<input style="width: 380px;" type="text"/>	Date	<input style="width: 400px;" type="text"/>
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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.

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

center.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

