

Forward completed notifications to your Special Event Organizer.  
Further information available on Page 4.

**Event Information**

Name of special event \_\_\_\_\_

Address of event \_\_\_\_\_

Event organizer name \_\_\_\_\_ Phone number \_\_\_\_\_

Organizer's email \_\_\_\_\_

Date(s) booth will operate \_\_\_\_\_

Time booth opens \_\_\_\_\_  AM  PM

Time booth closes \_\_\_\_\_  AM  PM

**Applicant Information**

Name of booth or company \_\_\_\_\_

Name of booth manager / vendor \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_

Province \_\_\_\_\_ Postal code \_\_\_\_\_

Phone number \_\_\_\_\_ Alternate phone number/fax \_\_\_\_\_

Email \_\_\_\_\_

**Food and Beverage Items**

List all foods and beverages available at your booth. Please include any food samples and alcoholic beverages.


## Location of Food Preparation Prior to Special Event

Will you be doing any food preparation (e.g. cooking, chopping) before the special event?  Yes  No

If yes, provide name of approved food establishment \_\_\_\_\_

Food establishment address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal code \_\_\_\_\_

If you do not have care and control of the approved food establishment, please complete the [Permission to Use an Approved Food Establishment](#) form, available at [www.albertahealthservices.ca/8302.asp](http://www.albertahealthservices.ca/8302.asp) under Special Events and include with your notification.

## On-Site Services

Number of garbage containers \_\_\_\_\_

Liquid waste disposal  Municipal Sewer City /Town \_\_\_\_\_

Holding tank Final Disposal Location \_\_\_\_\_

Where are you getting potable water for your booth? How will the water reach your booth?

Note: All water containers, hoses and other equipment must be food grade.

Utility supply (select all that apply)  Electrical Outlet  Generator  Gas / Propane

Other \_\_\_\_\_

## Temperature Control and Sanitizers

How will you keep high risk foods hot (above 60°C) while on-site?

e.g. chafing dishes, steam tables, stoves, heated holding cabinets

How will you keep high risk foods cold (below 4°C) while on-site?

e.g. refrigerators, coolers with ice

How will you cook foods on-site?

e.g. stoves, barbeques, toaster grills, fryers

How will you transport foods to the site? How will you keep foods above 60°C or below 4°C?

e.g. coolers with ice, refrigerated vehicles, heated holding units

What sanitizer will be used on-site?  Bleach  Other \_\_\_\_\_

## Handwashing, Dishwashing and Food Service Sinks

- Type of handwashing sink(s)  Temporary handwashing station (see page 13 of Vendor Package for details)
- Plumbed sink
- Other \_\_\_\_\_

Note: All handwashing sinks must have warm running water, liquid soap and paper towels.

What dishwashing facilities will be available?

e.g. two compartment sink, three compartment sink

\_\_\_\_\_

## Structure

Where will your booth be located during the event?  Inside  Outside

What type of booth? (Check all that apply)  Enclosed tent  Covered tent  Open-top

Other \_\_\_\_\_

What are the surfaces of your booth made of?

Floors \_\_\_\_\_

Walls \_\_\_\_\_

Counters or Tables \_\_\_\_\_

## Food Safety Training

Basic food safety training is recommended for all food handlers. If you or your staff require additional food safety training, please visit [www.albertahealthservices.ca/3151.asp](http://www.albertahealthservices.ca/3151.asp) for training options.

Training options include the [Home Study in Food Safety for Special Events](#).

## Booth Layout

Attach a drawing of the booth layout. Include all equipment for the event, including cooking, dishwashing, handwashing and storage equipment. Photographs may also be submitted.

## Signature

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

## For Office Use Only

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_ Inspection Required?  Yes  No

Inspectors Assigned \_\_\_\_\_



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](mailto:north.specialevents@albertahealthservices.ca)

Phone: 780-342-1354

Fax: 780-962-8039

**Edmonton Area**

Environmental Public Health

[edm.specialevents@albertahealthservices.ca](mailto:edm.specialevents@albertahealthservices.ca)

Phone: 780-735-1800

Fax: 780-735-1802

**Central Alberta**

Environmental Public Health

[central.specialevents@albertahealthservices.ca](mailto: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](mailto: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](mailto:south.specialevents@albertahealthservices.ca)

Phone: 403-388-6689

Fax: 403-328-5934