

19882 (Rev2015-07)pos

Special Event Vendor Notification

Environmental Public Health

Page 1 of 4

Forward completed notifications to your Special Event Organizer. Further information available on Page 4. Be sure to include a diagram of your booth layout.

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

Will you be doing any fo	ood preparation (e.g. c	ooking, chopping) before the spe	ecial event?
If yes, provide name of	approved food establi	shment	
Food establishment add	dress		
City	F	Province	Postal code
to Use an Approved Foo	• • • • • • • • • • • • • • • • • • • •	roved food establishment, please available at www.albe	complete the Permission rtahealthservices.ca/8302.asp
On-Site Services			
Number of garbage co	ntainers —————		
Liquid waste disposal	☐ Municipal Sewer	City /Town	
		Final Disposal Location	
Where are you getting Note: All water containers	•	booth? How will the water reach ment must be food grade.	your booth?
Utility supply (select all	that apply)	rical Outlet	☐ Gas / Propane
Temperature Control	and Sanitizers		
How will you keep high e.g. chafing dishes, steam			
How will you keep high e.g. refrigerators, coolers	•	4°C) while on-site?	
How will you cook foods e.g. stoves, barbeques, to			
How will you transport for e.g. coolers with ice, refrig		will you keep foods above 60°C holding units	or below 4°C?
What sanitizer will be us	sed on-site?	ach	
19882 (Rev2015-07)pos			Page 2 of 4

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
Booth Layout
Have you attached a drawing of the booth layout that includes all equipment for the event, including cooking, dishwashing, handwashing and storage equipment? Photographs may also be submitted.
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 for training options.
Signature
Signature Date
For Office Use Only Detail Details Deta
Reviewed by Date Inspection Required?
19882 (Rev2015-07)pos Page 3 of 4
19882 (Rev2015-07)pos Page 3 of 4



Special Event 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

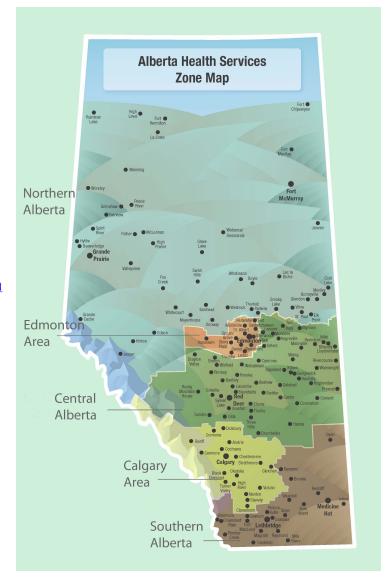
Southern Alberta

Environmental Public Health

south.specialevents@albertahealthservices.ca

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

Fax: 403-328-5934



19882 (Rev2015-07)pos Page 4 of 4