

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 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 PublicHealth office 14 days prior to the special event.

Note: Do not complete this form if

Position:

- 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

All VENDOR	S must be set up at le	ast ONE flour before the spec	iai everii.				
Event Det	tails - When and w	where is the event?					
Event Name	e:						
Event Addre	ess:						
Event organ	nizer's name:						
Organizer's email:			Phone number:				
Vendor De	etails - When will	your booth operate? W	ho do we	contact to	o discuss this a	pplication?	
Name of ver	ndor 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 boo	oth manager / vendo	r:					
Facility address:			City:				
Province:			Postal code:				
Email:			Phone Number:				
Will manager be on-site while the booth is operating?			Yes	No			
If no, who wi	Il be on-site while the	e booth is operating?					
Name:							
Position: Pho			ne Number	:			

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Has any staff, who will be pr	eparing food, completed a	food safety course?					
1.		2.					
Name of trained staff. 3.							
Online food safety training is available for free at www.albertahealthservices.ca/eph/Page3151.aspx.							
Food, Beverage and Sar	npling Menu - What foo	od items are you se	rving event attende	es?			
List all foods and beverages Beside each item, check who							
Prepared during event (on-s Prepared prior to event (off-s establishment with food hand Purchased Pre-Packaged: F Samples Provided: Serving a	site): Includes chopping, m dling permit before the eve ood items you purchased a	nixing, assembling, cod ent. already packaged and	oking and reheating food require no food handling	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	e event:						
Name of food establishment	s:		Food prep date:				
Address of food establishme	ent:						
If you don't own or operate t Food Establishment form.	he food establishment abo	ove, you must submit P	Permission to Use an A				
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Food Safety Training - Who has been trained to prepare food safely?

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 p	oultry? Yes No					
If yes, how will you ensure foods are fully co- (ie 74C or 165F)	oked?					
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					
Please refer to the vendor information package for sink requirements for special events.	(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 - hot and cold holding equipment (e.g. coolers, cambros)	List all items.					
Any other food preparation equipment not mentioned above?						
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Utilities and Equipment Provided by Ven	dor - What services are you providing?		
	Provided by Event Organizer		
Utilities:	Permanent electrical outlet		
Stimbo.	☐ Generator		
	Cother Cother		
Caubana aantainara	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: (ie municipality, water hauler)	Provided by Event Organizer		
Note: All water must be from an approved public water source.	Source		
Physical Structure of Booth - How will yo	our booth be constructed?		
Location:	Inside a building Outside		
	☐ Enclosed ☐ Covered Tent ☐ Open top		
If operating outdoors, the booth will be:	☐ Other		
	Floors		
Construction materials:	Walls		
(eg. vinyl, painted plywood, stainless steel)	Ceiling		
	Counters/Tables		
Booth Layout - How will you set up your	booth?		
Include a booth layout showing	sinks		
the location of:	☐ cooking equipment		
Photographs may be submitted.	☐ food storage equipment		
Who completed this form?			
Name			
Date			
Save this form and email to nearest address be	low. Contact information available on Page 5 of this form.		
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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. **Central intake line 1-833-476-4743.**

Northern Alberta

Environmental Public Health north.specialevents@ahs.ca

Edmonton Area

Environmental Public Health edm.specialevents@ahs.ca

Central Alberta

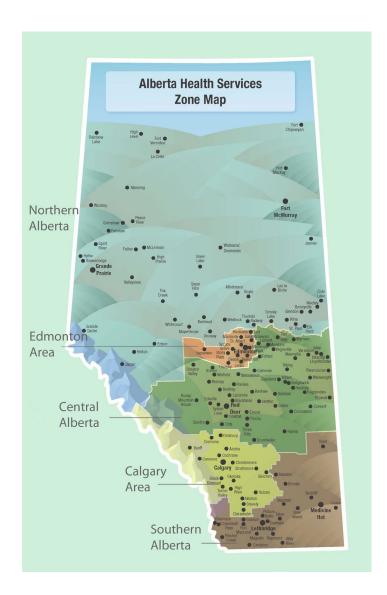
Environmental Public Health central.specialevents@ahs.ca

Calgary Area

Environmental Public Health cal.specialevents@ahs.ca

Southern Alberta

Environmental Public Health south.specialevents@ahs.ca



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