



Forward completed ORGANIZER and all VENDOR notifications to your nearest Environmental Public Health office no later than 30 days prior to the special event. Contact information is available on Page 4 of this form.

Please submit all changes by email to your local public health inspector or resubmit this form to your nearest Environmental Public Health office 14 days prior to the special event.

**Event Details - When and where is your event?**

Event Name: \_\_\_\_\_

Event Address: 7515-118 Ave. Edmonton, AB \_\_\_\_\_

1st Day:  Start Time:  End Time:

2nd Day:  Start Time:  End Time:

3rd Day:  Start Time:  End Time:

If longer than 3 days, provide other dates and times: \_\_\_\_\_

**Event Attendance and Vendor Types - What is happening at your event?**

How many people do you expect to attend each day: \_\_\_\_\_

Will there be liquor service?  Yes  No If you offer liquor service, you will need AGLC approval.

Temporary Food Establishment:  Yes  No

What types of vendors will attend the event? Permitted Mobile Food Establishments:  Yes  No

Petting Zoo:  Yes  No

Personal Services:  Yes  No  
(esthetics, piercing, microblading, tattooing etc.)

If other vendors, please provide details: \_\_\_\_\_

**Organizer Details - Who do we contact to discuss this application?**

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal code: \_\_\_\_\_ Email: \_\_\_\_\_

Will the organizer be on-site during the event?  Yes  No

If no, who will be on-site? Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone number: \_\_\_\_\_

Toilets and Handwashing Sinks for Event Attendees	
How many toilets are you providing?	Permanent toilets: All Expo Centre facilities available Temporary toilets: _____
How many handwashing sinks are you providing?	Permanent sinks: All Expo Centre facilities available Temporary sinks: _____
Will you be providing hand sanitizer stations at the toilets? If so, how many?	_____
Utilities and Equipment Provided to Vendors	
Are you supplying potable water? For example, municipal water supply or water haulers.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide supply. Municipal - hookup services contracted by Showtech
Are you supplying electricity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate how. <input type="checkbox"/> Permanent electrical outlet <input type="checkbox"/> Generator <input type="checkbox"/> Other    hookup services contracted by Showtech
Are you providing a handwashing sink for each vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No      Note: If you don't provide handwashing sinks to each vendor, ensure all vendors supply a handwashing sink.
Are you providing a dishwashing sink for each food vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will food vendors have access to an on-site kitchen for food preparation and/or dishwashing?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, provide details.
Are you providing wastewater collection and removal from the site?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide how often and/or hired company. Municipal - drainage services contracted by Showtech
Are you providing garbage collection and removal from the site?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide how often and/or hired company. Expo Centre to provide with their regular removal schedule
Are you providing equipment reprocessing for personal services vendors?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide how often and/or hired company.
Are you providing sharps collection and disposal for personal services vendors?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how and where will sharps be disposed?



**Site Layout**

Provide a site map when you forward this notification to Environmental Public Health.  
Indicate information provided on site map.  All vendors (including mobile vendors)  
Check all that apply.  All washrooms  
 All handwashing sinks  
 Garbage collection sites  
 Wastewater collection sites

**Who completed this form?**

Name

Date

Save this form. You may need to choose Print Option and the save as "Adobe PDF".  
Email, fax or mail your completed Special Event Organizer Notification 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: 780-513-7517  
Call for correct fax number.

**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  
Toll-Free: 1-877-355-6689  
Fax: 403-328-5934

