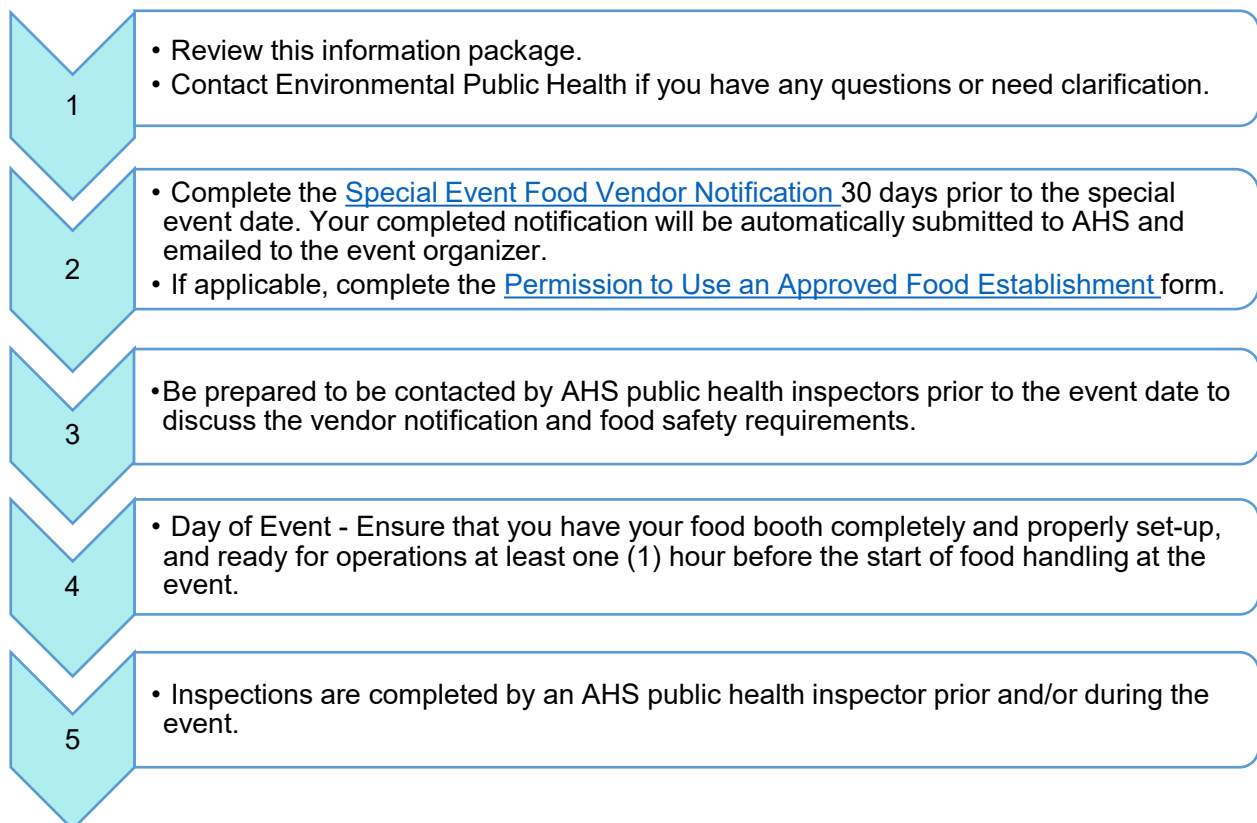


Special Events Food Vendor Package

Getting Started

- This information outlines the minimum requirements required to handle, prepare, or serve food and beverages at a special event in Alberta. Following the requirements can reduce the possibility of foodborne illnesses associated to the food handling at your food vendor booth.
- All this information is available on the Alberta Health Services Environmental Public Health (AHS EPH) website **Plan an Event:** www.ahs.ca/ephevents.
- This information provides details to help you complete the [Food Vendor Notification](https://form.iotform.com/241134460410037), available at <https://form.iotform.com/241134460410037>. If you have any questions, please contact your local public health inspector at 1-833-476-4743 or submit a request online at: <https://ephisahs.albertahealthservices.ca/create-case/>.
- Below is the process that a food vendor participating at a special event would follow. Failure to follow and complete the process may cause delays and could impact your approval for preparing and selling food at a special event.



Special Event Food Vendor Notification

Submission of Forms

- Complete the online [Special Event Food Vendor Notification](#) 30 days prior to the special event. The completed notification will be automatically submitted to AHS and emailed to the Special Event Organizer.
- If you are preparing food at a location other than at the special event (i.e., food establishment approved by AHS EPH), complete and upload a [Permission to Use an Approved Food Establishment Form](#) available at <https://www.albertahealthservices.ca/frm-19880.pdf> to your Special Event Food Vendor Notification. This form must be signed by the owner of the approved food establishment.
- If you operate an AHS EPH permitted mobile establishment and will be operating within the terms and conditions of your Food Handling Permit, you do not need to complete a Special Event Food Vendor Notification. Simply provide the event organizer with your name, decal identification #, and a phone number/email address.
- A public health inspector may contact you to discuss food handling at the event.

Food Vendor Responsibilities

Vendor Education

- It is recommended that all food handlers successfully complete the **Alberta Food Safety Basics for Special Events** course.
- This course is **FREE** and is available on the AHS EPH website ahs.ca/ephed. Select **Online Courses** at the top and then select **Alberta Food Safety Basics for Special Events**.
- Some event organizers may require proof of food handling training as a condition for food vendors to participate in their event.

Food Source

- All foods and ingredients must be obtained from an approved source.
 - Foods must come from a food establishment that holds a current Food Handling Permit from AHS or is licensed from a government agency such as the Canadian Food Inspection Agency or Alberta Agriculture and Forestry.
 - Vendors who exclusively sell low-risk home-prepared food at a special event do not require a Food Handling Permit. [Low-risk home-prepared foods | Alberta.ca](#)

Food Preparation

- All food contact surfaces and equipment must be **cleaned and sanitized**:
 - before the start of any food handling, and
 - as necessary throughout the event (every 4 hours or as needed).
- Food booths must meet sink requirements as described below.
- All food and beverages must be handled, prepared, assembled, cooked or served either from your booth or from an approved food establishment.
 - Food preparation prior to the event or any food handling occurring anywhere other than in the special event booth, must be done in an approved food establishment.
 - This means a facility with a current and valid Food Handling Permit.
 - Complete and upload a [Permission to Use an Approved Food Establishment form](#) to the [Special Event Food Vendor Notification](#).
 - Vendors who exclusively sell low-risk home-prepared foods are exempt from the above requirement.
- If a food vendor owns or operates an approved food establishment, he/she may prepare food in advance in their approved food establishment.
 - There is no need to complete the Permission to Use an Approved Food Establishment Form.
- If a vendor has been approved for pre-packaged food items only, the food product must remain in the sealed manufacturing package at all times.

Approved Sanitizers

- An approved sanitizer must be available on-site for sanitizing utensils and food contact surfaces.
- Test strips to test sanitizer concentration must also be available on-site.
- Test strips can be obtained from local chemical supply companies. If you have difficulties finding test strips, please contact your local public health inspector.

- Approved sanitizers are:
 - 100 ppm chlorine solution
 - 200 ppm quaternary ammonium solution
 - 12.5 ppm - 25 ppm iodine solution
- More information on [How to Mix an Approved Sanitizing Solution](https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-how-mix-an-approved-sanitizing-solution.pdf), available at <https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-how-mix-an-approved-sanitizing-solution.pdf>

Sink Requirements

- Sink requirements for special events are determined by the type of food served and the level of processing/preparation and cooking permitted at the special event.
- Information about sink requirements are available in [Sink Requirements for Special Events](https://www.albertahealthservices.ca/assets/wf/eph/wf-eph-sink-requirements-for-special-events.pdf) resource in this package, and at <https://www.albertahealthservices.ca/assets/wf/eph/wf-eph-sink-requirements-for-special-events.pdf>
- There may be provisions for three sink types:
 - handwashing stations, and
 - dishwashing sinks, and/or
 - food preparation sinks.
- Food vendors must ensure that they have an adequate supply of potable water to meet the needs of their booth. This includes having potable water available for handwashing stations, dipper wells/rinsing mechanisms (if applicable) and dishwashing sinks.
- The [Sink Requirements for Special Events](https://www.albertahealthservices.ca/assets/wf/eph/wf-eph-sink-requirements-for-special-events.pdf) table discusses requirements and examples in detail.
- Handwashing stations must be supplied with liquid soap and single-use towels in suitable dispensers and be readily accessible to all food handlers.
 - Washroom sinks cannot be used for food handling handwashing purposes
- Sampling of foods must also follow the [Sink Requirements for Special Events](https://www.albertahealthservices.ca/assets/wf/eph/wf-eph-sink-requirements-for-special-events.pdf).

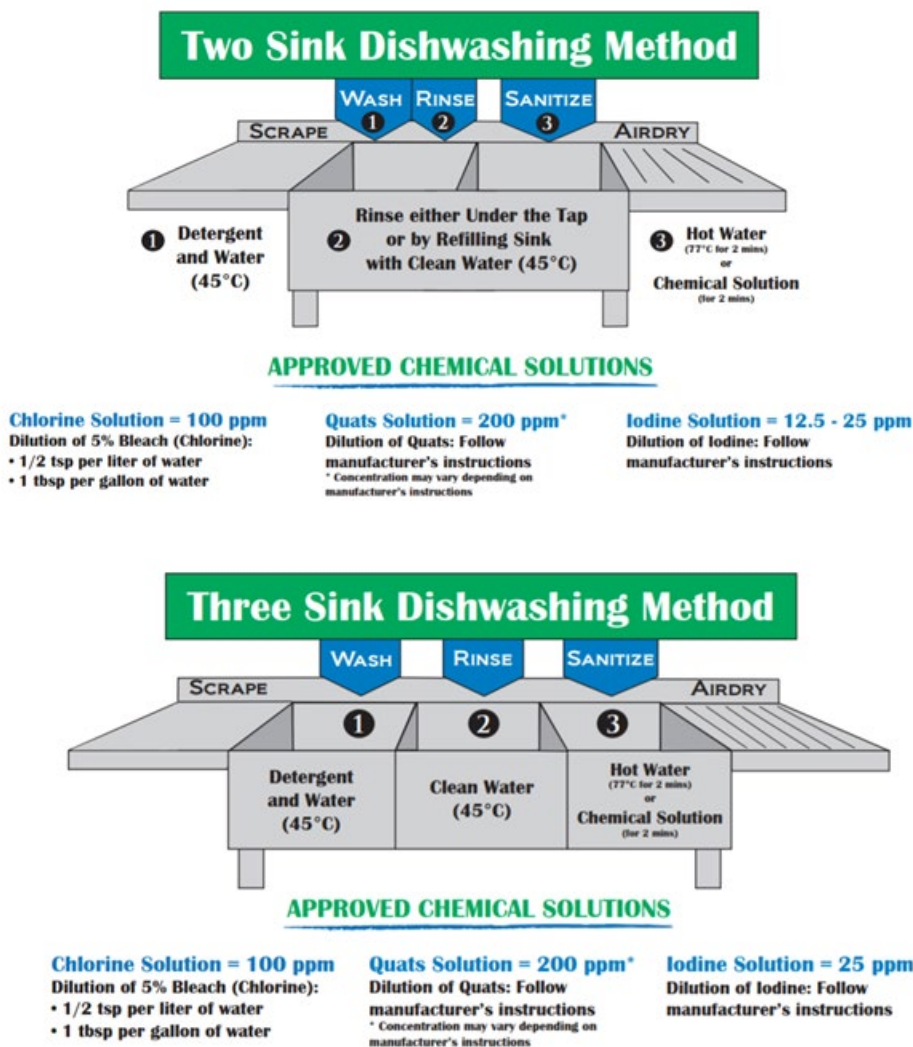
Temporary Handwashing Stations

- Temporary handwashing stations may be used for events 3 days or less but remains at the discretion of the public health inspector.
 - For events that last 2 or 3 days, vendors will need to demonstrate how the temporary handwashing station will be filled and how the wastewater collected will be disposed.

- The Temporary Handwashing Stations document discusses how to set up a temporary handwashing station.

Dishwashing Requirements

- Food vendors must have one of the options below for dishwashing.
 - Suitable dishwashing setup (shown below) in the vendor's booth.
 - Access and permission to use other sinks located at the special event, if dishwashing sinks are not available in the booth. This option must be approved by the public health inspector.
 - Access and permission to use dishwashing sink(s) at an approved off-site food establishment and be able to transport utensils and equipment to the facility. This option **must** be approved by AHS EPH.
- 2-Compartment and 3-Compartment dishwashing methods:



- All utensils and equipment that cannot be immersed in water shall be:
 - cleaned with a detergent solution,
 - rinsed with clean water, and then
 - wiped with a cloth that has been immersed in an approved sanitizing solution. A sanitizing solution in a spray bottle and a clean, sanitized cloth may be used to replace this step.

Water Supply

- The water supply must either be connected to an approved potable water supply (i.e., municipal water supply, water hauler) or from an enclosed potable water storage tank.
- Ensure all containers used to store potable water are clean and sanitary before being used.
- All potable water lines must be flushed with potable water before any food handling takes place.
- All potable water storage-tanks need to be filled with water from an approved potable source and by an approved method (i.e., not the public washroom sink or private well).

Minimum water volumes of water storage tanks inside vendor booths.

	Handwashing Sink	2-Compartment Sink	3-Compartment Sink
<i>Events lasting 3 days or less</i>	20 Litres	75 Litres	130 Litres
<i>Events lasting greater than 3 days</i>	All sinks must have hot and cold running water and be plumbed into water and sanitary sewer lines.		

***All wastewater tanks must be at least 10% larger than the above holding tank.*

Food Protection

- All foods must be protected from contamination during transportation, preparation, processing, storage and display (i.e., protect from public handling, coughing, sneezing, dust, etc.).
- Cooking devices such as barbeques, grills, deep fat fryers, and boiling pots must be physically separated from the public by barriers.
- Self-serve condiments must be individually pre-packaged, dispensed from a squeeze or pump container, or a container with an attached lid and its own serving utensils.

Food Storage and Equipment

- All potentially hazardous foods such as seafood, meats, egg, dairy products and cooked rice/pasta/vegetables must be stored at 4°C (40°F) or less; or stored hot at 60°C (140°F) or greater.
 - Mechanical refrigeration, insulated coolers, freezers, etc. will all help ensure foods remain at 4°C (40°F) or less.
 - Cooking equipment, BBQs, ovens, steam tables, etc. will all help ensure foods remain at 60°C (140°F) or greater.
 - Chafing dishes that use open flame Sternos are not recommended for use at outdoor events due to uneven heating and temperature control, as well as fire safety concerns.
 - Foods must be transported from food establishments in a manner that prevents contamination and under proper temperature control stated above.
 - Food vendors must have sufficient equipment to reheat pre-cooked food items prior to serving.
- A suitable thermometer, such as a probe thermometer and/or an infrared thermometer, is required to measure the temperature of potentially hazardous foods (or high risk foods); the thermometer must be capable of measuring temperatures between 0°C and 100°C.
- If hard ice cream is scooped, one of the following scoop storage methods can be used:
 - a continuous flow dipper well with 130 litre water holding tank, or
 - individual ice cream scoops for each flavour stored inside each individual ice cream container in the freezer, or
 - mechanical rinsing equipment.

Food Handler Hygiene

- The vendor must ensure food handlers must not work when ill (i.e. vomiting and diarrhea).
- Staff must wear clean clothing and exhibit good personal hygiene.
- All food handlers must wash their hands as often as is necessary to prevent contamination of food and food handling areas.
- Food vendors who handle money must ensure they properly wash their hands before handling any food product.
- Food handlers can wear non-latex plastic gloves for food handling, but they must properly wash their hands prior to wearing the gloves. Gloves are not a substitution for proper and frequent handwashing.

- Food handlers must change their gloves as often as needed once they become contaminated. Gloves are contaminated when a food handler touches their hair, face, garbage can, money, etc.
 - Gloves can't be reused. Discard gloves when they are removed.
 - Food handlers must wear gloves or other protective measures if they have cuts or wounds on their hands.
- Food handlers must ensure food is not contaminated by hair. Hair can be controlled and secured away from the face by wearing baseball caps, hair nets, elastic bands or similar items.
- Food handler can't complete activities that could contaminate food or food areas, such as using their cell phones or brushing their hair.
- Smoking must not occur in food handling or storage areas.

Wastewater and Garbage Management

- Wastewater must either be discharged directly to an approved sanitary sewer or stored in an enclosed wastewater holding tank until such time that it can be properly disposed of at an approved location (i.e., mop sink, RV or municipal sanitary dump station).
- Wastewater must be disposed of in a sanitary manner. Contact the local municipality for guidance on disposing of wastewater.
- Do not dump wastewater onto the ground surface.
- Wastewater holding tanks must be sized to accommodate at least 110% of the total volume of potable water.
- An adequate number of garbage containers with plastic liners (garbage bags) must be available at the food vendor's booth. The garbage containers must be emptied regularly.

Ventilation

- Adequate ventilation for indoor events must be provided to prevent any accumulation of smoke, grease, and/or excessive food odour in the food preparation or cooking areas (i.e., meets requirements of Alberta Building Code).
- Food vendors cooking foods that produce smoke, grease, and/ or excessive odours should contact a Fire Safety Codes Officer in the municipality for possible requirements regarding fire safety.

Physical Surfaces

- For events that run longer than 1 day, vendors must ensure:
 - floor is constructed of asphalt, concrete, finished plywood, or a similar non-absorbent material
 - walls and ceiling constructed of finished plywood, canvas, vinyl, or a similar non-absorbent material.
- The walls, floors, ceilings and equipment in every food booth must be kept clean, free from debris, and in good condition at all times.
- All counters, tables and other food handling surfaces must be smooth and washable.
- Linens or table covers must be clean.

Contact us at 1-833-476-4743 or [submit a request online](#) at ahs.ca/eph.

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