

Please review all pages and fill out the details below for the Toronto Public Health Department. Send completed forms back to Show Management at the fax or email below.

Important Notes:






Customers cannot reach into a common bowl to retrieve items – they must be tooth picked or plated.

- **Sneeze guards**, lids or coverings are required for all foods within reach of the customers.

All food vendors must have a portable hand washing station. These supplies are available at most grocery stores.

All non-food vendors must have hand sanitizer.

Temporary Hand Washing Station

				
Liquid Soap	Paper Towels	Insulated container with a spigot that provides a continuous flow of running water	Table	bucket for waste water

The temporary hand washing station shall consist of, at least, an insulated container with spigot that provides a continuous flow of running water, liquid soap, paper towels, and a bucket to collect waste water. The temporary hand washing station must be set up on a table.

Any booth not providing the items listed above will be closed and not allowed to operate.

Note: Hand Sanitizers do not replace the requirements for a Temporary Hand Washing Station. Hand Sanitizer should only be used by non-food handlers i.e. cashier, busboy, garbage maintenance, etc.

Any questions contact Jessica MacDougall at 1-866-414-0454 ext. 545309 or jmacdougall@postmedia.com

Fill out and upload in the [Exhibitor Registration system online](#)
All forms and staff badges must be uploaded by NOV. 8th



TORONTO Public Health Special Event – Vendor

Temporary Food Establishment Application

Every **Food Vendor** must complete all five pages of this application and forward it to the Event Organizer.

Event Information	
Name of the Event:	
Location of the Event:	
Event Address:	
(Municipal Address, Park Name or Street Closure Boundaries)	
Event Organizer/Organization:	

Vendor Information	
On-site Contact Person:	
On-site Cell #:	
Booth Name and Booth Number, if applicable:	
Date(s) at the Event:	
Number of Certified Food Handlers that will be On-site:	
Proof of certification available at the booth	
Business/Organization Name:	
Address:	
Phone #:	E-mail:
Municipal License Number:	

TORONTO Public Health **Special Event – Vendor**

List of On-Site Equipment and Supplies for Operational Needs

Check items that will be available.

Temporary Food Booth

<input type="checkbox"/> Supply of potable water for cooking and cleaning	<input type="checkbox"/> Platform (15 cm /6") to elevate food, food containers and paper goods above the ground
<input type="checkbox"/> Leak-proof container(s) for waste water	<input type="checkbox"/> Cleaning supplies (e.g. detergent, wiping cloths)
<input type="checkbox"/> Garbage container with supply of plastic garbage bags	<input type="checkbox"/> Clean, smooth, washable tables and storage areas
<input type="checkbox"/> Power source/backup (e.g. generator, propane burner)	<input type="checkbox"/> Overhead booth covering (e.g. canopy, umbrella)

Food Safety Equipment

<input type="checkbox"/> Hot holding unit to maintain hot foods at 60°C (140°F) or higher (e.g. chafing dishes, hot plates)	<input type="checkbox"/> Scoops to dispense ice for consumption
<input type="checkbox"/> Probe thermometer(s)	<input type="checkbox"/> Plastic wrap/aluminum foil for protecting food
<input type="checkbox"/> Cold holding units to maintain cold foods at 4°C (39°F) or lower (e.g. coolers, refrigerators, freezers)	<input type="checkbox"/> Backup supply of clean utensils (4 sets of each)
<input type="checkbox"/> Thermometer(s) for each storage unit containing hazardous foods	<input type="checkbox"/> Food grade storage containers
<input type="checkbox"/> Ice for food storage separate from ice for consumption (from an approved source)	<input type="checkbox"/> Hair restraint (e.g. hairnets, caps, hats)
	<input type="checkbox"/> Clean aprons for food handlers

Hand Washing Facilities

<input type="checkbox"/> Liquid soap in a dispenser	Hand Washing facility must be one or more of the following:
<input type="checkbox"/> Paper towels	
<input type="checkbox"/> Potable water supply with continuous flow	
<input type="checkbox"/> Waste water container	
	<input type="checkbox"/> Portable or free standing hand wash station
	<input type="checkbox"/> Gravity fed water container with spigot set up on a table
	<input type="checkbox"/> Other

Note: Hand sanitizers do not replace the requirements for a temporary hand wash station

Sanitizing Solution

Supplies needed to make sanitizer on site	Sanitizer
<input type="checkbox"/> Water <input type="checkbox"/> measuring cup and teaspoon	<input type="checkbox"/> Chlorine (Bleach) <input type="checkbox"/> Quaternary ammonium
<input type="checkbox"/> Labeled spray bottle	<input type="checkbox"/> Iodine <input type="checkbox"/> Test strips to check sanitizer strength



TORONTO Public Health

Special Event – Vendor

List of Food Suppliers

Name of Supplier:	
Contact Person (if applicable):	Address:
Phone # :	E-mail:
List Food(s) Obtained from this Supplier:	

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Contact Person (if applicable):	Address:
Phone # :	E-mail:
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Please attach additional pages as needed

 **TORONTO** Public Health
Special Event – Vendor

Food Item
Name of food Item and ingredients:
How is it prepared?
Will this food be pre-cooked? <input type="checkbox"/> or Will this food be cooked on-site? <input type="checkbox"/>
Where is the food prepared (list full address)?
Will the food be transported <input type="checkbox"/> Yes <input type="checkbox"/> No
Type of container used to transport food(s) to maintain temperatures?
How will proper temperatures for hazardous foods be maintained at the event (e.g. coolers, warming ovens)?

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TORONTO Public Health **Special Event – Vendor**

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Please attach additional pages as needed

Booth Set-up

Indicate on drawing or electronic copy (all applicable equipment)

- | | |
|---|--|
| <input type="checkbox"/> Hand wash station(s) | <input type="checkbox"/> Food and supplies storage areas |
| <input type="checkbox"/> Additional sink(s) | <input type="checkbox"/> Refrigerated trucks & other off-site storage Location |
| <input type="checkbox"/> Cooking equipment | <input type="checkbox"/> Power source/ backup |
| <input type="checkbox"/> Work tables | <input type="checkbox"/> Overhead booth covering Type |
| <input type="checkbox"/> Container(s) for waste water | <input type="checkbox"/> Protective Barrier for cooking equipment |
| <input type="checkbox"/> Garbage container(s) | |