



RBC PLACE  
LONDON

# Exhibitor Services Kit

Questions? Email: [info@rbcplacelondon.com](mailto:info@rbcplacelondon.com)



## **Loading Dock & Freight Elevator Info**

### **Access to Loading Dock**

Access to the Loading Dock entrance is off of Wellington Road. The best route is to exit at Wellington Road North from Hwy. 401 and remain on Wellington Road to downtown London. Just after Horton Street you will pass under the railway tracks. Proceed through the traffic lights at York Street and the Loading Dock is just north of York on the right hand side. The Loading Dock is not accessible from Wellington Road travelling south due to a centre boulevard.

### **Loading Dock Dimensions**

- Street Entrance Doorway: Height: 14' 6" Width: 22'
- Loading Bays - Four (4) loading bays; all bays outfitted with Dock Levellers
- Freight Elevators:

One (1) Truck Elevator: Door Height 14'  
Interior Length 48'  
Interior Width 11' 8"  
Maximum Weight 43,500 lbs.

One (1) Small Elevator: Door Height 7' 10"  
Interior Length 5' 9"  
Interior Width 8' 4"

Maximum Weight 5,000 lbs

### **Elevators and Escalators**

Passenger elevators are located in the southeast corner of the building and run from the underground parking garage to the second floor. Escalators are located in the main foyer and operate between the first and second floors only. Passenger elevators and escalators are **not** to be used for transporting freight or equipment including easels, chairs, tables etc. Freight elevators are located on the Loading Dock and consist of one truck elevator and three small elevators for transporting all freight or equipment from level to level. For Load Capacity and dimensions please contact Event Planning.



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# EXHIBITOR FORM

Please Complete and Email to: [info@rbcplacelondon.com](mailto:info@rbcplacelondon.com)

Contact for questions or additional information: [Guest Services 519-661-6200](tel:519-661-6200)

Function:	Date:	Booth No:
Company Name: _____		
Contact Name: _____		
Street Address: _____		
City: _____	Province: _____	Postal Code/Zip: _____
Telephone No: _____		
Email: _____		

## ELECTRICAL SERVICES ORDER FORM – E100

FMS/GSC

A. ELECTRICAL OUTLETS	PRE-ORDER	ON-SITE	Qty.	AMOUNT
120 V Outlet, approx. 15 Amps	1 Free for TOTP	Vendors		\$
120 V Outlet, approx. 20 Amps	1 Free for TOTP	Vendors		\$
<b>Section A Subtotal</b>				\$
B. HYDRO CONNECTIONS (Wired On-Site)	PRE-ORDER	ON-SITE	Qty.	AMOUNT
<b>For any of the following hydro connections please provide more information on the connection required and the item(s) being powered by the requested drop in Section C (below) for review by Facilities.</b>				
120/208 V 30A 3 Phase	\$200.00 + HST = <b>\$226.00</b>	N/A		\$
120/208 V 100A 3 Phase	\$625.00 + HST = <b>\$706.25</b>	N/A		\$
120/208 V 200A 3 Phase	\$725.00 + HST = <b>\$819.25</b>	N/A		\$
120/208 V 50A 1 Phase	\$265.00 + HST = <b>\$299.45</b>	N/A		\$
120/208 V 60A 1 Phase	\$290.00 + HST = <b>\$327.70</b>	N/A		\$
<b>Section B Subtotal</b>				\$
C. SPECIAL ELECTRICAL CONNECTIONS (By quotation, includes stove and RV plugs)				
<b>Please provide the unit specifications and a picture of the unit and receptacle.</b> The RBC Place London Facilities Team will review your needs and will reach out for any additional information or questions.				

**All equipment is subject to inspection by RBCPL and the Electrical Safety Authority. RBCPL has the right to deny power to any equipment that is not compliant or in good working order.**

<b>Section C Subtotal</b>		\$
To be completed by RBC Place London...	Total (Section A + B + C) Including HST (13%) (#R136385242)	\$

**IMPORTANT** - Once this form has been reviewed and approved a [direct payment link will be sent to the email listed above](#). An electronic receipt will automatically be generated once payment has been processed via the link provided.

**\*\*SEE CONDITIONS & REGULATIONS ON REVERSE SIDE OF THIS ORDER FORM\*\***



## **EXHIBITOR FORM**

### **ELECTRICAL SERVICES – E100**

#### **CONDITIONS & REGULATIONS**

1. All materials and equipment supplied remain the property of RBC Place London (RBCPL) and are not to be removed.
2. All equipment **MUST** be approved by an agency **ACCREDITED** by the **STANDARDS COUNCIL OF CANADA** and be acceptable for use by the Electrical Safety Authority (ESA).

**UNAPPROVED ELECTRICAL PRODUCTS MAY BE DISPLAYED at TRADESHOWS when “PERMISSION to SHOW” is granted by the ELECTRICAL SAFETY AUTHORITY. A nominal fee is charged for this service. Fines of up to \$5,000.00 may result for failure to comply with this regulation. For more information, please contact the ESA at 1-877-421-2228. Recognized Certification Markings: [esasafe.com](http://esasafe.com)**

3. RBCPL Facility Maintenance Technicians (FMS) are the only technicians authorized to alter floor coverings.
4. Credit will not be provided for connections installed and not used.
5. It is the exhibitor's responsibility to ensure the safe return of rented equipment to RBCPL FMS Services.

#### **DO NOT LEAVE EQUIPMENT UNATTENDED IN THE BOOTH**

6. Disputes concerning service must be filed by the exhibitor with RBCPL FMS Service prior to the close of the show.
7. Payment Terms:
  - a. Advanced “Pre-Order” rates apply to orders received up to **3 business days prior** to the “move-in time” or the show. Orders received after this time shall be considered as “On-Site orders” and shall be subject to the “On-Site” rate noted.
  - b. Payment must be received for all pre-ordered services. Exhibitors with outstanding balances from prior shows must satisfy payment required or services will not be provided. Current show balances and/or charges incurred due to on-site requests must be paid in full prior to the service being supplied. No exceptions.
  - c. Visa, Debit and all major cards are accepted. No cash transactions.
  - d. Refunds for overpayment will be processed by RBCPL within thirty (30) business days after the show closing date.

My signature below affirms that I have read and understand the conditions and regulations listed on the RBC Place London Electrical Services Order Form – E100, the ES Permission to Show at Tradeshows Brochure, the Ontario Electrical Safety Code – Bulletin and the Ontario's Electrical Product Approval Requirements document, and I agree to comply with the responsibilities and requirements outlined.

**Name (Printed):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_



**Failure to comply with the Ontario Electrical safety Code and Product Safety Regulation could result in fines and/or charges under the Electricity Act.**

Approved electrical equipment bears the Certification mark or Field Evaluation label of an organization accredited by the Standards Council of Canada and accepted & recognized by ESA. If these marks are missing, the equipment is considered unapproved.

**Note:** The exhibitor/vendor is expected to make every reasonable effort to have electrical equipment approved prior to the show.

Common examples:



For a full list of approval marks, visit:  
[ESAsafe.com/approvalmarks](https://ESAsafe.com/approvalmarks)



## **WHAT TO EXPECT AFTER THE SHOW**

ESA Product Safety Department is responsible for enforcing the Electricity Act, 1998, Ontario Regulation 438/07 (the Regulation) Product Safety pertaining to unapproved products/equipment.

Once Product Safety receives notification of your unapproved product/equipment, they may follow up in writing regarding the status of your unapproved product/equipment and advise you of your mandatory obligation to comply with the Regulation.

**For more information, visit:**

**[ESAsafe.com/TradeShows](https://ESAsafe.com/TradeShows)**



## **EXHIBITING ELECTRICAL EQUIPMENT AT TRADE SHOWS**

### **Know the requirements**

Ensure electrical products and equipment displayed at trade shows meet the safety standards of the Ontario Electrical Safety Code.



## PRIOR TO THE EXHIBIT, SALE OR USE OF ELECTRICAL EQUIPMENT OR PRODUCTS AT TRADE SHOWS IN ONTARIO

### WHAT YOU NEED TO KNOW

The Electrical Safety Authority (ESA) is responsible for enforcement of the Ontario Electrical Safety Code (Ontario Regulation 10/02) and Ontario Regulation 438/07 – Product Safety.

The Ontario Electrical Safety Code is the provincial regulation that defines the minimum requirements for electrical installations and electrical products in Ontario.

### UNAPPROVED ELECTRICAL EQUIPMENT

Unapproved electrical equipment will only be permitted to be displayed or energized when ESA grants permission through the Permission to Show or Permission to Energize Notification.

Your completed notification must be prominently displayed at the show, or ready to present to an ESA inspector upon request.

### WHAT YOU NEED TO DO BEFORE THE SHOW

For unapproved electrical products: In advance of a Trade Show, the exhibitor/vendor shall apply for either:

- (A) Permission to Show Notification, or
- (B) Permission to Energize Notification

For more information, contact us at:  
1-877—372-7233 or visit  
**[ESAsafe.com/TradeShows](https://ESAsafe.com/TradeShows)**



### PERMISSION TO SHOW NOTIFICATION

To display but not connect or provide electricity to the equipment.

There is a fee and exhibitors/vendors will be provided with a sales receipt that must be made available to ESA inspectors at the trade show site at all times.

Important: Permission to Show does not grant permission for the connection or energization of unapproved electrical equipment.

### PERMISSION TO ENERGIZE NOTIFICATION

To connect and energize unapproved electrical equipment. Permission to Energize is available for Trade Shows only, not Consumer shows.

The following conditions are applied:

- 1 If no imminent hazards are present, ESA will grant permission for the equipment to be energized.
- 2 The Electrical Safety Authority will attach a sign/notice to the equipment which prominently shows "This equipment is not approved for sale in Ontario" and "Energized for demonstration purposes only."
- 3 Permission to Energize is only valid for the duration of the trade show. It cannot be carried forward or extended to subsequent shows in other cities.

## PROVINCIAL REQUIREMENTS FOR EXHIBITING ELECTRICAL EQUIPMENT AT TRADE SHOWS, FESTIVALS AND EVENTS

**Did you know that Trade Shows, Festivals and Events fall within the scope of Ontario's electrical safety regulations?** Early engagement with ESAFE can assist you in a successful Event. By contacting us at least 2 weeks in advance of the event, ESAFE can assist you in having your equipment Field Evaluated so it is accepted in Canada.

Rule 2-022 of the Ontario Electrical Safety Code and the Canadian Electrical Code requires that any electrical equipment that is being displayed, offered for sale, or used at any show, convention, festival or event (or similar exhibition) BE APPROVED FOR USE IN ONTARIO in accordance with Ontario Regulation 438/07. In addition, Ontario's Electrical Safety Code (Ontario Regulation 164/99) requires that electrical products bear the mark of a recognized certification agency.

Electrical equipment is considered approved if it bears the certification mark or Field Evaluation label of an organization that has been accredited by the Standards Council of Canada to approve electrical equipment. ESAFE is an accredited Field Evaluation Agency. If these markings are missing from your equipment, it is considered to be unapproved. The Authority Having Jurisdiction (AHJ) may have you remove the equipment from the event if it is not approved for use in Ontario.

**Note:**

1. Electrical equipment must be approved as an assembled unit. Electrical equipment that consists of an assembly or combination of other individually approved electrical equipment, devices or components is considered unapproved.
2. For an updated list of recognized approval marks visit <https://esasafe.com/electrical-products/recognized-certification-marks/>. Use this link to ensure your equipment bears the required approval label. If it does not, ESAFE can help!

To arrange an ESAFE Inspection simply go to our website <https://www.esafe.org/> and click on Arrange Inspection and fill out the form. We can come to your facility beforehand to do the initial Inspection! It is in your best interest to be proactive and contact ESAFE at least two weeks before your event to avoid having your equipment or product removed from the show by the AHJ. Your designated Inspectors for equipment coming to London, Ontario and area shows and events are Mike Bennett or Mike Muir. For quick service you can request either Mike as your Inspector and they will contact you directly to arrange the Inspection.

**Mike Bennett**

Mobile: 226-268-5611

[mike.bennett@esafe.org](mailto:mike.bennett@esafe.org)

**Mike Muir**

Mobile: 519-580-7065

[mike.muir@esafe.org](mailto:mike.muir@esafe.org)



# Ontario's Electrical Product Approval Requirements

Before an electrical product or piece of electrical equipment is used, sold, displayed or advertised for sale in Ontario, it must be approved by an accredited certification or inspection body. The item must carry the official mark or label of the agency which indicate that the product has been independently assessed for safety. *See the list of recognized marks and labels on the back of this card.*



## LOOK FOR THE MARK OR LABEL

before you buy, install or  
use an electrical product.



**REPORT** an unsafe  
electrical product to ESA  
at [www.esasafe.com/  
electricalproducts](http://www.esasafe.com/electricalproducts) or  
call **1-877-ESA-SAFE**.

## THE LAW

The Ontario Electrical Safety Code and Ontario Regulation 438/07 both require that all electrical products, devices and equipment be approved before they can be sold. These rules define the standards for safe electrical products and electrical installations in Ontario, and when followed, protect the public, workers, contractors and business owners.

Failure to comply with the Code and Regulation is an offence and upon conviction a corporation may be found liable to a fine up to \$1 million and a person or director/officer of a corporation could be fined up to \$50,000 and/or imprisonment of not more than one year.

Installation and connection of unapproved electrical equipment is against the law, puts people at risk and is liable to prosecution.

## Recognized Certification Markings



## Recognized Component Certification Markings



## Recognized Field Evaluation Markings



## Recognized Panel-Only Field Evaluation Markings



To view the current marking list, visit the  
**Electrical Product Safety** section at [esasafer.com](http://esasafer.com)

**Bulletin 2-7-39**  
**Approval of electrical equipment**  
**Rules 2-022 and 2-024**

**Issued May 2023**  
Supersedes Bulletin 2-7-38

**Scope**

- (1) Approval requirements
- (2) Approval of customer owned metering equipment
- (3) Approval of meter-mounted transfer switch devices

**1) Approval requirements**

The Ontario Electrical Safety Code (OESC) and Ontario Regulation 438/07, for Product Safety, recognize Certification Bodies accredited by the Standards Council of Canada to approve electrical equipment (Rule 2-024). Only equipment bearing one of the marks shown in the following link are deemed acceptable by the Electrical Safety Authority (ESA): <https://esasafe.com/electrical-products/recognized-certification-marks/>

To meet the requirements of the OESC (Rules 2-022 and 2-024), equipment shall be approved to a recognized Canadian standard.

**Photo B1 displays the European Conformity (CE) mark which is a manufacturer's self-declaration mark that is not recognized in Canada:**

**Photo B1 – CE marking is not recognized in Canada**



**2) Approval of customer owned metering equipment**

This Bulletin is intended to provide direction for acceptance of customer owned metering to be used to monitor consumption of electricity beyond the revenue metering owned by the Local Distribution Company (LDC).

**Question:**

Can plug-in, in-line meters which have been approved by Measurements Canada and marked, be accepted in Ontario after the service switch?

**Answer:**

Yes, notwithstanding Rule 2-024 meters approved by Measurement Canada are accepted. Typically, the approval number is identified as "AE-xxxx". See an example in photo B2.

## Special Events Information Package

### Package Includes:

- Requirements for Special Events
- Handwashing Requirements for Special Events
- What to do in an Emergency
- Sample Special Event Food Inspection Form

### Important!!!

The following **must** be completed before the event:

- ☐ Send a completed [vendor form](#) to the Health Unit **at least 14 days** before the event.

Mail: Middlesex-London Health Unit  
Attention: Environmental Health  
355 Wellington St, Suite 110  
London, ON N6A 3N7

Fax: (519) 663-9276

E-mail: [inspections@mlhu.on.ca](mailto:inspections@mlhu.on.ca)

- ☐ Read and understand all the special event requirements.
- ☐ Read the handwashing requirements. Arrange for a handwashing station to be provided before the event.
- ☐ Make sure a certified food handler is available to be on-site for the event (where required).
- ☐ Call in advance to ask questions. Do not save them for the day of the event!

Please contact: Environmental Health Team  
519-663-5317  
to speak with a Public Health Inspector

\*Information for organizers can be found at [www.healthunit.com/food-safety-at-special-events](http://www.healthunit.com/food-safety-at-special-events)

# Requirements for Special Events


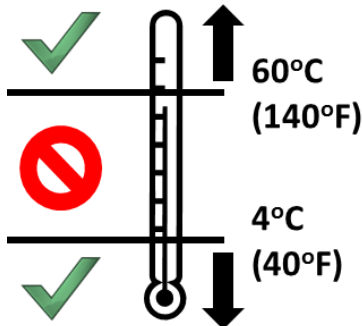
## What is a Special Event?

A special event is a commercial or charitable function where food is provided and / or offered to the public. The function must be a special occasion rather than a continuous or permanent operation.

## Who is a Food Vendor?





Food vendors include anyone selling/providing any food or drink intended for human consumption (including prepackaged items).

**All food vendors must comply with the following:**

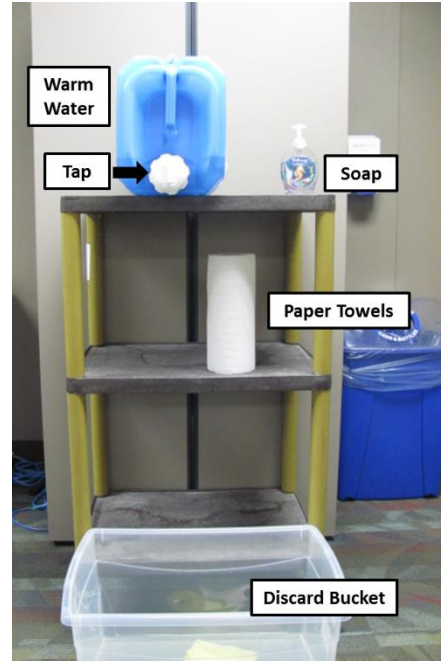





Requirement	Example
1. The Health Unit must be notified before food vendors operate.	Send your vendor form to the Health Unit <b>at least</b> 14 days before the event.  <b>14 Days</b>
2. All food must be obtained from an approved source. All foods must be prepared in an approved kitchen or on-site.	No foods prepared at home or home canned foods, are to be used, sold or given away.   <small>Used with permission from Microsoft</small>
3. All potentially hazardous foods must be kept at an internal temperature of 4°C (40°F) or lower, or 60°C (140°F) or higher.	






# Requirements for Special Events

Requirement	Example
<p>4. A probe thermometer must be on-site to check internal food temperatures.</p>	
<p>5. Enough refrigerators or coolers for the safe storage of perishable and potentially hazardous foods must be provided.</p> <p>An accurate thermometer must be provided in each unit.</p>	<p>All coolers must have enough ice and / or ice packs to keep the food at 4°C (40°F) or lower.</p> 
<p>6. Hot holding units must be provided for the safe storage of potentially hazardous foods.</p> <p>An accurate thermometer must be provided to measure the hot holding temperatures.</p>	<p>Remember that all hot foods must be kept at 60°C (140°F) or higher.</p> 
<p>7. Raw and ready-to-eat food products must be fully separated to prevent cross-contamination.</p> <p>In a refrigerator, store raw food products below and separate from ready-to-eat foods.</p> <p>Food must be stored in food grade containers with lids / covers.</p>	<p><b>Ready-to-eat foods above and covered</b> →</p> <p><b>Raw foods (eggs, meat) below and separate</b> →</p> 





# Requirements for Special Events

Requirement	Example
8. A supply of hot and cold (or a mixture of warm) potable water under pressure must be provided.	See the handwashing requirements section.
9. A separate handwashing station must be conveniently located at each tent, table, food truck or trailer where food is prepared or served.	See the handwashing requirements section. 
<p>10. All utensils and equipment must be:</p> <ul style="list-style-type: none"> <li>a) Washed: in warm water with dish soap</li> <li>b) Rinsed: in warm water, AND</li> <li>c) Sanitized: with one of the following warm solutions for 45 seconds.</li> </ul> <ul style="list-style-type: none"> <li>➤ Chlorine at 100 ppm</li> <li>➤ Quaternary Ammonium at 200 ppm</li> <li>➤ Iodine at 25 ppm</li> <li>➤ Other sanitizing agents may be approved. Speak to a Public Health Inspector at the Middlesex-London Health Unit.</li> </ul>	<p>Dishwashing at an inspected kitchen is permitted, or set up dishwashing on-site as below.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">               DISH SOAP              +              WARM WATER                WASH         </div> <div style="text-align: center;">               RINSE         </div> <div style="text-align: center;">               SANITIZE FOR              45 SECONDS                SANITIZE         </div> </div> <p><small>Used with Permission from Microsoft</small></p>

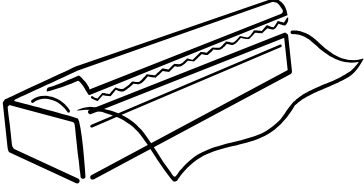




# Requirements for Special Events

Requirement	Example
<p>11. Provide test strips or reagent to measure the strength of the sanitizer being used on-site.</p> <p>For example: chlorine test strips to measure chlorine sanitizer (bleach) concentrations.</p>	
<p>12. Prepare an approved sanitizer in labelled spray bottles or buckets for sanitizing food contact surfaces.</p> <p>Follow the manufacturer's instructions.</p> <p>All cleaning cloths must be stored in a sanitizing solution, or be single use only.</p>	 <p>Used with Permission from Microsoft</p>
<p>13. Remove wastes frequently.</p> <p>a) All waste water (water collected from handwashing, and dishwashing) must be disposed of in a clean manner.</p> <p>b) Ensure enough garbage bins are provided. Garbage must be disposed of in a clean manner.</p>	<p>Do not dispose of waste water on the ground or into a sewer.</p> <p>Do not dispose of garbage on the grass or ground.</p>  <p>Used with Permission from Microsoft</p>

# Requirements for Special Events




Requirement	Example
<p>14. Single use (disposable) containers must be used for service or sale of foods, unless appropriate dishwashing is available.</p>	
<p>15. Tongs, spatulas and other utensils must be washed, rinsed and sanitized after every two (2) hours, or as often as necessary to prevent cross-contamination and / or bacterial growth.</p> <p>Provide enough clean utensils to last the entire day, or provide dishwashing on-site.</p>	
<p>16. Separate your utensils. Use separate tongs / spoons for raw and cooked food products to avoid cross-contamination.</p>	<div data-bbox="959 1335 1130 1419">Raw Food Tongs</div>  <div data-bbox="1227 1335 1455 1419">Cooked Food Tongs</div> 

# Requirements for Special Events

Requirement	Example
<p>17. All foods must be protected from contamination.</p> <p>Cover and store all foods in food grade containers or materials.</p>	 <p>Used with permission from Microsoft</p>
<p>18. All foods must be stored off the floor / ground.</p> <p>Raise foods on shelves or pallets.</p> <p>Do not leave food sitting on the grass or ground.</p>	<p>Protect food by raising it off the floor / ground</p> 
<p>19. All food handlers must wear clean clothes and ensure that food is not contaminated by hair.</p> <p>For example: wear hair nets or hats.</p>	
<p>20. No smoking in food booths.</p>	 <p>Used with permission from Microsoft</p>
<p>21. Do not work in a food booth if you are sick.</p> <p>For example: if you have a cold or flu or diarrhea.</p>	 <p>Copyright © International Association for Food Protection</p>



# Requirements for Special Events

Requirement	Example
<p>22. Do not handle food if you have cuts or open sores on your hands.</p> <p>Cover the cut with a bandage and wear a glove on that hand.</p>	
<p>23. A certified food handler must be on-site where a meal or meal portion is prepared or provided for immediate consumption, or where potentially hazardous foods are prepared.</p> <p>Certified food handlers must provide a copy of their certificate when requested by a Public Health Inspector. Food handler certificates must have been issued within the last 5 years.</p>	
<p>24. Have a plan for emergency or weather situations.</p>	<p>See the what to do in an emergency section.</p> 

## Important:

If the requirements for special events are not met, a food vendor may be ordered to close or get a ticket (offence notice).

# Handwashing Requirements for Special Events



Used with permission from Microsoft

**Your handwashing station must be ready to use before you begin food preparation or food service.**

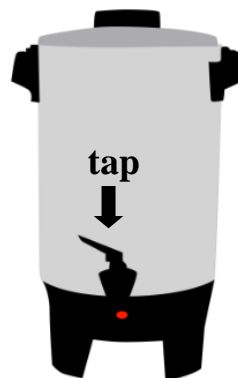
A separate handwashing station must be provided in the immediate area where food is being prepared or served (whether this is a tent, table, food truck or trailer).

A handwashing station is a must if there is preparation or handling of food. If all foods provided are pre-packaged in an inspected kitchen before the event or obtained from a commercial supplier AND there is no food handling on-site, a handwashing station would not be required.

Most food trucks or trailers are plumbed and equipped to have pumped hot and cold running water. However, there are alternative ways to have a temporary handwashing station if you don't have access to a plumbed system. The Health Unit requires the presence of a handwashing station with hot and cold (or a mixture of warm) running water, liquid soap in a pump style container, and paper towels.

The following are some examples of temporary handwashing stations that are acceptable:

## a) Coffee Urns



An electrical coffee urn can be used as a temporary handwashing station. Water can be warmed up in the coffee urn (hot water), and then cooled down by

unplugging the machine and adding some cold water to make a warm mixture. The tap at the bottom of the coffee urn will allow for the water to flow under pressure, providing running water when it is opened. Don't forget to have a bucket or pail to catch the dirty water.

## b) Camp Jug

A camp jug is another option that is fast, easy and low cost. Camp jugs can be bought at any hardware or outdoor recreation store. They are usually plastic and blue in colour. **Note:** camp jugs must have a tap to allow for free flowing water. Water can be heated in a kettle and then mixed with cold water in the camp jug to provide warm water. Use a bucket or pail to catch the dirty water.



camp jug

+



kettle



# Handwashing Requirements for Special Events

Having a container with a tap is a great start, but the type of water and the use of soap is just as important. Water must be potable (safe to drink). In order to effectively wash your hands, you must use warm water and liquid soap. A container with only hot water or only cold water is not acceptable.



**Note:** This picture is of a tap. Look for “tap like fixtures” when purchasing a camp jug or other containers.

## What we do not want to see!

The following are some examples of temporary handwashing stations that are not acceptable:

- Coffee urns or camp jugs with only cold water or only hot water.
- Garden hoses hooked up to a water supply.
- Water being poured out of a jug or container onto hands.
- Washing hands in a container or bowl of standing water.
- Using only alcohol based hand sanitizers.

## Waste Water Collection

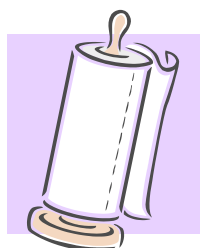
Waste water, the dirty water that results from handwashing or dishwashing, must be caught in a container (e.g. buckets, pails). This water cannot be flowing onto the grass, ground or floor surfaces. Water caught in a container must be disposed of in a designated location (e.g. at an approved station, collection container in the park, etc.). Do not drain containers onto the grass or pour them into a sewer.

## Soap



Used with Permission from Microsoft

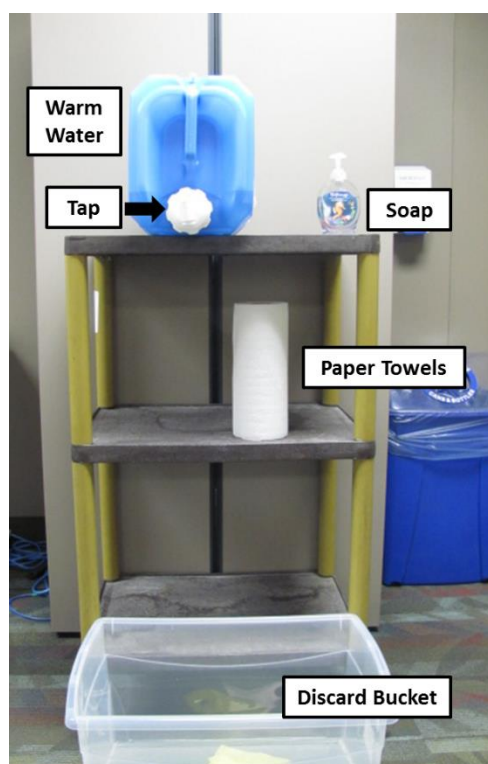
The use of soap is very important for effective handwashing. Soap helps break down and remove dirt from soiled or dirty hands. Soap must be provided at all handwashing stations in a “pump style container”. Bar soap is not acceptable as bacteria can stay on the bar and multiply over time.



Used with permission from Microsoft

**Note:** Remember to bring single use paper towels.

Below is an example of a temporary handwashing station at an event.



# What to do in an Emergency

Emergencies are often serious, unexpected situations that need attention right away. There are many factors that make outdoor events more challenging than indoor events. Listed below are three examples of emergencies that could happen during a special event and the suggested steps to follow.

## 1) Power outage

There is usually limited electricity available during special events. Each vendor is given specific outlets to use. Although some city parks provide electricity, overloading the power outlets can cause a power failure. Do not use more electricity than is needed. Unplug unnecessary items, including fans, items that are not being used, radios, and other personal equipment that use electricity, etc.

What to do when there is a power outage:

- Keep the refrigerator and freezer doors closed as much as possible.
- Add bags of ice to your refrigerators and coolers to keep food cold.
- Use a probe thermometer to check the internal temperatures of potentially hazardous foods before preparing them to make sure they have been kept at a safe temperature.
- Throw out any potentially hazardous foods that have been in the danger zone [4°C (40°F) - 60°C (140°F)] for 2 hours or more.
- It is recommended that you have access to a suitable backup heat source in the event of a power outage, to help cook / hold food at the right temperature.

## 2) Rainfall

The weather can be unpredictable. When there is rainfall, foods, preparation areas, and cooking surfaces must be protected.

What to do when there is rainfall:

- Keep all foods and beverages raised off the floor / ground on shelves or pallets.
- Make sure the food preparation area is covered by a tent, tarp, or overhang. If certain areas (e.g. cooking, BBQ) cannot be covered due to Fire Department requirements, make sure food is protected from contamination (e.g. lids, covers).

## 3) Fire

Fires can happen without warning. The proper clean up needs to happen after a fire.

What to do when there is a fire:

- Throw out all foods that are affected by fire.
- Throw out all foods that come into direct contact with fire extinguisher material.
- Clean and sanitize all areas affected by the fire and fire extinguisher material.

**Note:** If you are unsure what steps you need to take during an emergency situation, be sure to contact the event coordinator or the Health Unit at **519-663-5317** (follow the prompts for the after hours service if calling outside of regular business hours).

**Do not serve or prepare food if you are unsure whether it is safe.**

**When in doubt, throw it out!**

# Sample Special Event Food Inspection Report

**ML**  
Middlesex-London  
HEALTH  
UNIT  
355 Wellington St, Suite 110 – London  
519-663-5317 – Fax: 519-663-9276

PAGE \_\_\_\_ OF \_\_\_\_

## SPECIAL EVENT FOOD INSPECTION REPORT

Special Event:		Food Vendor:		PHI #:	Plate #:
Operator's Name:		Phone Number / Email:		Reason for Inspection:	
				Compliance Inspection <input type="checkbox"/> Re-inspection <input type="checkbox"/> Complaint <input type="checkbox"/>	
Satisfactory – No Action Required <input type="checkbox"/>	Correction(s) Required <input type="checkbox"/>	Food Handler Education On-site <input type="checkbox"/>	Product Seized & Destroyed <input type="checkbox"/>		
Product Seized & Held <input type="checkbox"/>	Section 13 – Order Served <input type="checkbox"/>	Section 13 – Order Rescinded <input type="checkbox"/>	Ticket Served <input type="checkbox"/>		

✓ = Compliant    ✗ = Non-compliant CDI = Corrected During Inspection N/A = Not Applicable    N/R = Not Reviewed		Item
1.	Hazardous food held at 4°C (40°F) or less OR frozen <input type="checkbox"/>	
2.	Food is processed in a manner that makes the food safe to eat <input type="checkbox"/>	
3.	Hot-holding: minimum of 60°C (140°F) <input type="checkbox"/>	
4.	Thermometers used to verify food and storage temperatures <input type="checkbox"/>	
5.	Fully equipped handwashing station provided and food handlers are thoroughly washing hands before and after handling food <input type="checkbox"/>	
6.	Food protected from potential contamination and adulteration <input type="checkbox"/>	
7.	Food handler hygiene (not use tobacco, clean, clean outer garments, hair confined) <input type="checkbox"/>	
8.	Food contact surfaces / equipment are properly designed, constructed, installed and maintained <input type="checkbox"/>	
9.	Adequate sets, proper use and storage of clean utensils (including single-service and cooking utensils) <input type="checkbox"/>	
10.	Manual dishwashing (wash, rinse and sanitize) available on-site OR other approved method available. An approved sanitizer test reagent available <input type="checkbox"/>	
11.	Frequency of waste removal is adequate to maintain the premises in a sanitary condition <input type="checkbox"/>	
12.	General housekeeping satisfactory <input type="checkbox"/>	
13.	At least one (1) certified food handler certificate on-site <input type="checkbox"/>	
14.	At the time of the inspection, the premises is maintained free from any obvious condition that may be a health hazard, adversely affect the sanitary operation of the premises or adversely affect the wholesomeness of the food <input type="checkbox"/>	
Signature: Owner/Operator		Signature: Public Health Inspector
Name – Print:		Date:
Name – Print:		

This report does not purport to set forth all hazards nor to indicate that other hazards do not exist at the time services are rendered. By issuing this report, neither the Middlesex-London Health Unit nor any of its employees makes any warranty, express or implied, concerning the property described in this report. Furthermore, neither the Middlesex-London Health Unit nor any of its employees shall be liable in any manner for any personal injury or property damage or loss of any kind arising from or connected with this inspection or failure to inspect.

2022 April

## References

Ontario. Ministry of the Attorney General. (1990). *Health Protection and Promotion Act, R.S.O. 1990, c.H.7*. Retrieved from <https://www.ontario.ca/laws/statute/90h07>

Ontario. Ministry of the Attorney General. (2017). *Health Protection and Promotion Act, Ontario Regulation 493/17 Food Premises*. Retrieved from <https://www.ontario.ca/laws/regulation/170493>



## NOTICE OF INTENT TO OPERATE AS A SPECIAL EVENT / MARKET VENDOR

### Special Event / Market Information

\*Name of Event: \_\_\_\_\_ Start Date: \_\_\_\_\_

\*Event Dates & Times: (e.g. Wednesdays 12-3 pm) \_\_\_\_\_

\*Location/Address: \_\_\_\_\_

\*Organizer: \_\_\_\_\_

Name	Phone Number	E-mail
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### Vendor Information

Name of Booth: \_\_\_\_\_

Outdoor Vendor ☐ Indoor Vendor ☐ Are you a farmer? Yes ☐ No ☐

Certified Food Handler: Yes ☐ No ☐ Have you attended an event in Middlesex-London before? Yes ☐ No ☐

Contact Person: \_\_\_\_\_

Name	Phone Number	E-mail
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Contact Address: \_\_\_\_\_

Unit #	Street	City/Province	Postal Code
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### Food Information

Food products provided: \_\_\_\_\_

Food Suppliers: \_\_\_\_\_

Food Preparation Location: On-site ☐ Inspected Facility ☐ N/A: Whole Fruits & Vegetables, Commercially Packaged ☐

Location Address: \_\_\_\_\_

Method of Transporting Food: Coolers with Ice ☐ Insulated Container ☐ Refrigerated Unit ☐ Other: \_\_\_\_\_

Are all food products pre-packaged? Yes ☐ No ☐ Will food samples be provided? Yes ☐ No ☐

### Booth Site Information

Tent ☐ Table ☐ Truck ☐ Trailer ☐ Plate #: \_\_\_\_\_ Other: \_\_\_\_\_

Water Source: \_\_\_\_\_ Hot Water ☐ Cold Water ☐ Warm Water (hot/cold mix) ☐

Handwashing: Coffee Urn ☐ Camp Jug/Container with Spigot ☐ Portable Hand Sink ☐ On Truck/Trailer/In Premises ☐

Dishwashing: On-site: Sinks/Compartments: 2 ☐ 3 ☐ Off-site location: \_\_\_\_\_

Approved Sanitizer/ Test Strips: Chlorine ☐ Quaternary Ammonium ☐ Other ☐

Cold Holding: Yes ☐ No ☐ Method: \_\_\_\_\_

Hot Holding: Yes ☐ No ☐ Method: \_\_\_\_\_

Waste Water Disposal Site: On-site ☐ Off-site ☐ Garbage Disposal: On-site ☐ Off-site ☐

#### PLEASE NOTE THE FOLLOWING

- Section 16(2) of Ontario Health Protection and Promotion Act, R.S.O. 1990, c. H.7 requires that every person who intends to commence to operate a food premise shall give notice of his/her intention to the Medical Officer of Health of the health unit in which the food premise will be located.
- The personal information on this form is collected under the authority of *The Health Protection and Promotion Act, R.S.O. 1990, c. H.7*. It will be used for ownership identification and enforcement of the Act and the applicable Regulations under the Act. Contact David Pavletic, Food Safety & Healthy Environments Manager at 519-663-5317 ext. 2303 if you have further questions. Copies of the Act and the Regulations are also available at [www.ontario.ca/laws](http://www.ontario.ca/laws).

Comments: \_\_\_\_\_

\_\_\_\_\_  
Name of Vendor / Operator submitting form (Please print name clearly)

\_\_\_\_\_  
Date

**London Office:** 355 Wellington St, Suite 110, London, ON, N6A 3N7  
**Strathroy Office:** 51 Front St. E., Strathroy, ON N7G 1Y5  
www.healthunit.com

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fax: (519) 663-9276  
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