

APPLICATION FORM FOR PERSONAL SERVICES AT A TRADESHOW

EVENT INFORMATION:	
Name of Event:	Date(s) & Operating Hours:
Location Address:	Name of Event Organizer:
	Organizer's Phone Number:
	Organizer's Email:
EXHIBITOR INFORMATION FOR BOOTH NUMBER: _____ (Describe who is legally responsible for the booth. If individual service providers are responsible for their own services, please list those service providers)	
Booth Name:	Address:
Name of on-site contact:	Phone Number of on-site contact:
Number of people in booth performing personal services:	E-mail for correspondence:
Names of service providers (if operating independently):	
1.	2.
3.	4.
SERVICES OFFERED: Briefly describe the type of service(s) to be offered at the event: (list equipment used e.g. laser, type of tattoo machine and provide a photo of equipment set up)	

LIST DISPOSABLE, SINGLE-USE ITEMS:			
LIST ITEMS THAT REQUIRE CLEANING AND DISINFECTION BELOW:			
FOR INFORMATION ON DISINFECTION AND STERILIZATION, PLEASE SEE THE "GUIDELINES FOR PERSONAL SERVICE ESTABLISHMENTS".			
Low-level Disinfection Item does not directly touch the client, or contacts only intact skin.	Intermediate-level of Disinfection Item is intended to contact intact skin, but may accidentally contact nonintact skin or receive blood or bodily fluid spatter.	High-level disinfection Item is intended to contact nonintact skin or a mucous membrane, but not penetrate it.	Sterilization Item is intended to puncture the skin, or contact the puncture site or a sterile instrument before puncturing.
List products used to achieve disinfection levels for items listed above: (Products must have a drug identification number or natural products number and be used according to the products' label instructions.)			
Low-level disinfection:			
Intermediate-level disinfection:			
High-level disinfection:			

Sterilization (describe the process and where done:	
Hand-washing Facilities for your Booth Hand-washing facilities will be provided by the event organizer ☐ by the applicant ☐ (e.g., hot and cold water under pressure, liquid soap and paper towel dispensers). ☐ Yes, In addition to hand washing facilities, I will also have alcohol sanitizer available at the booth and will use it as indicated in the “Guideline for Personal Services Offered at Tradeshows”.	
Disposable Sharps Storage and Disposal After use, disposable sharps must be placed in a proper container. ☐ Yes, I will have a proper sharps container at the event.	
Printed Aftercare Instructions and Consent Forms Please acknowledge that there will be printed copies of aftercare instructions and consent forms for each client before invasive services are provided: ☐ Yes, I will have printed copies.	
The information provided above is complete and accurate to the best of my knowledge. Primary Contact Person’s Signature:	Date:
EHO Signature:	Reviewed Date:

- **PLEASE RETURN THIS FORM TO THE EVENT ORGANIZER AT LEAST 14 DAYS BEFORE THE EVENT.**
- **EVENT ORGANIZER: PLEASE FORWARD A COPY OF FORMS FOR ALL PARTICIPANTS TO THE HEALTH AUTHORITY. IF THERE ARE LESS THAN 25 APPLICATIONS, SUBMIT THEM AT LEAST 14 DAYS BEFORE THE EVENT. IF THERE ARE 25 OR MORE APPLICATIONS, SUBMIT THEM AT LEAST 30 DAYS BEFORE THE EVENT.**
- **For Vancouver only: Please e-mail forms to TemporaryEvents@vch.ca**