Please return this form to:

**Charlee Churchill**

**Key Account Manager**

**The NEC**

**Birmingham**

**B40 1NT Telephone: 07926 237820**

**Email:** **charlee.churchill@necgroup.co.uk**

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| **DEADLINE DATE IS TWO WEEKS PRIOR TO SHOW OPEN** |

**INTENT TO SUPPLY FOOD AND BEVERAGE PRODUCTS**

**SUPPLY OF CATERING FOR STAND HOSPITALITY**

**\*\*Applications from Event Caterers will not be considered\*\***

**Permitted only when a product is being exhibited and is unavailable through NEC CATERING**

To apply for authorisation please complete the requested details within this document and return the form to the Catering Account Manager no later than 4 weeks prior to the show.

**PROVISION OF FOOD**

**The following is mandatory and evidence will be required as part of the application process:**

* **Evidence of Food Business Registration with Local Authority (Or a letter from local authority which mitigates the requirement to be a registered FBO)**
* Completed HACCP Document
* Food Hygiene certification
* Allergen Information <http://www.food.gov.uk/business-industry/allergy-guide>
* As of 5th October 2021, in accordance with the amendment to the Food Information to Consumer Regulations, all PPDS (Pre Packed for Direct Sale) items, which fall within the scope of the regulations, should have a label, which includes the full ingredients listing and highlights the presence of the 14 major allergens.

**PROVISION OF ALCOHOL**

If you wish to supply your own alcohol at the Exhibition for immediate consumption, and you feel that there is a valid reason for you to do so (in view of the Exhibition’s profile), please complete and return this form including all details. On receipt of this form, NEC’s Designated Premises Supervisor and Amadeus representatives will consider your application.

In the event that the NEC grants its permission a charge will be payable by you to cover Amadeus Catering’s Costs in administering and monitoring compliance with the Licensing Act 2003 (Including any necessary inspections and advice). The NEC will notify you of the relevant charge, which must be paid in advance of the Exhibition.

**The following is mandatory and where applicable evidence will be required as part of the application process:**

* It is a Mandatory requirement that any exhibitor supplying alcohol on stand has a **Personal Licence Holder present for the duration of the show.**
* Amadeus NEC’s decision to grant or deny permission is final and no correspondence will be entered into.
* The retail sale of alcohol by the glass or by the sample for immediate consumption is not permitted.

**Please complete the following information**

Exhibition \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stand Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hall \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Town \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Landline Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Registration Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please provide details of your activity below, ensuring all questions are answered (applications will not be considered if full details are not provided). Please select all that apply.**

[ ]  **I am providing a product for hospitality purposes on the stand that have been deemed unavailable through NEC Catering by the Catering Account Manager for the show I am attending**

Product description and quantities \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*IF APPROVED, FEES WILL BE CONFIRMED ON APPLICATION*

[ ]  **I am offering samples of the products I am exhibiting for immediate consumption**

It should be noted that sampling is defined as “maximum 2 bite” or a “50 ml beverage”.

Product description \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*THERE IS NO CHARGE FOR SAMPLING OF A COMPANY’S GENUINE PRODUCTS*

**Food safety regulations apply to all instances – please follow the food safety guide on page 3 and ask if you require clarification.**

All companies intending to supply food and beverage products must comply with the following requirements. This is necessary for the NEC’s compliance with Food Safety and Health and Safety.

**FOOD SAFTEY GUIDEANCE TO REQUIREMENTS**

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| Gloves, anti-bacterial hand gel and cleaning products are requiredPACKAGE 1 + 2Products should be fully labelled & include full allergen declaration. **Required:*** A hand wash basin with an adequate supply of hot and cold water
* Liquid soap
* Hand drying facilities e.g. disposable paper towels
* Cleaning products (Detergent and Sanitiser (Conforming to BS EN14476 Viricidal Action)
* If temperature control is needed, a temperature probe and probe wipes will be required
* Allergen information for all open foods (In relation to the 14 most common allergens in accordance with EC1169/2011 & 78/2014).

**Optional*** Gloves and anti-bacterial hand gel
* (PACKAGES 1, 2, 3 & 4)

Are you operating a café/ restaurant?YesNoYesAre you serving open and packaged high risk foods e.g. cooking bacon, burgers, sausages, crepes?YesNoAre you serving unpackaged products including open food items e.g. ice cream, pastries?NoAre you only serving pre-packaged products not requiring temperature control which have **not been decanted** from original packaging e.g. crisps, soft drinks?Yes |

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**To order these items prior to the show please contact the Sales Team:**

**T: 0121 767 3253**

**E:** **eventorders@thenec.co.uk**