

CATERING INTENT TO SUPPLY FORM

Please return this form to:

Email: eventorders@stoneleighevents.com

DEADLINE DATE IS THREE WEEKS PRIOR TO SHOW OPEN

INTENT TO SUPPLY FOOD, BEVERAGE or ALCOHOL PRODUCTS

All catering will be provided by NAEC Stoneleigh and their appointed partners. NAEC Catering are able to meet any requirements of exhibitors and further details can be obtained from the Event Manager assigned to the show.

A Catering order form can be obtained by emailing eventorders@stoneleighevents.com.

RETAILING AND SAMPLING FOR IMMEDIATE AND/OR OFF-SITE CONSUMPTION

The retail sale or third-party supply of food and beverages for immediate consumption within the event will not be permitted under normal circumstances. However, under exceptional circumstances where the supply is of a core product or fits the profile of the respective show, such activity may be approved subject to payment of a concession fee levied by Catering at the NAEC. This fee includes the monitoring of compliance with food safety and health and safety regulations and NAEC standards carried out by the NAEC Catering.

There are no charges for sampling food and beverage items with maximum 2-bite or 100ml samples or retailing for off-site consumption. However, completion of this form is still required for this activity.

Permission to retail will not be considered if full details below are not provided in advance to NAEC Catering:

- Food Hygiene Certificates for all those employed in food service on the stand
- Employers Liability and Public Liability Insurance Certificate
- HACCP Document
- Evidence of Food Business Registration with Local Authority
- Where alcohol is being served / sold a copy of a personal licence or a letter from the licensee giving permission for their representative to serve / sell
- Allergen Information: anyone selling/ sampling open (unpackaged) food and drinks to hold accurate allergen information to be provided to customers should they enquire. Please follow this link for further information <http://www.food.gov.uk/business-industry/allergy-guide>

At the Event:

- All relevant documentation should be available upon request and displayed where appropriate.
- If retailing for consumption onsite:
 - There must be an electronic till (cash boxes are not permitted).
 - We will monitor the progress of sales by
 - Z total each morning per till
 - X Total at 2 random times throughout the day
 - Z total at the end of the day

Commission will then be calculated at a rate of 27.5% and invoiced after the event.

Payment will be required by the end of the following calendar month.

STAND/CONCESSION DETAILS

EXHIBITION NAME:			
DATES:			
HALL:		STAND NUMBER:	
COMPANY NAME:			
CONTACT NAME:			
ADDRESS:			
TOWN/CITY:			
POSTCODE:		COUNTRY:	
TELEPHONE:			
EMAIL:			
SAMPLING:	Y / N	IF YES, SAMPLE SIZING:	
Sampling of Food & Drink			
<p><i>Please provide a summary of what products you will be serving: (Please Note: Allergen information must be clearly displayed.)</i></p> 			
Retailing for immediate/on-site consumption			
Pre-wrapped/low risk foodstuffs		Y/N	
Medium risk operation – pre-packaged products/minimal handling		Y/N	
High risk food preparation or handling		Y/N	
<p><i>Please provide a brief description of the products you will be retailing along with the allergen information for these products (Please Note: Allergen information must be clearly displayed.)</i></p> <p>YOU MUST ALSO ATTACH A COPY OF YOUR PRICE LIST TO YOUR REPLY.</p> 			
<p><i>Please provide details of proposed handwashing facilities and any other hygiene measures in place:</i></p> 			
<p><i>Additional Comments (if applicable):</i></p> 			

DECLARATION

All companies intending to supply food and beverage products must comply with the following requirements.

This is absolutely necessary for the NAEC's compliance with Food Safety and Health and Safety.

In order to allow you to supply food and beverage products during the open period of the event and to comply with the Food Safety and Health and Safety Legislation at NAEC, you hereby agree:-

- To ensure you do not deviate from the activity described above in this form without written permission from NAEC Catering Team.
- To ensure you have written approval from NAEC Catering to operate. Failure to have written consent will delay and, in some cases, prevent you from being able to operate.
- To comply with all current Food Safety and Health & Safety legislation.
- That if trading or retailing consumption onsite products you will put transactions through the till and give the appropriate reading prior, during and after each day of the event.
- To adhere to the standards set out in the AEV e-guide (click on link for details).
https://cdn.asp.events/CLIENT_AEV_30A5AAAF_5056_B740_1746BDBB4A667186/sites/AEV/media/Catering-August-2022-sub-section.pdf
- That you are registered with your Local Authority Food Safety department.
- To display all required signage including allergens.
- To act on any relevant request by the NAEC Catering Team.

For the avoidance of doubt, authorisation granted to sell or supply Goods may be revoked at any time at the absolute discretion of the NAEC Catering team and will be revoked immediately upon the breach by you of any provision of this agreement and/or any relevant food safety or health and safety legislation.

By signing below, I accept these Terms and Conditions and declare that I am a duly authorised signatory of the Exhibitor/Food Business Operator on whose behalf I sign this contract.

Signed:

Full Name Print:

For and on Behalf of (Company):

Date: