

CATERING SAMPLING, COOKING AND FOOD SAFETY

DEADLINE IS THREE WEEKS PRIOR TO EVENT OPENING

All catering will be provided by NAEC Stoneleigh and their appointed partners. NAEC Catering can usually meet all the catering requirements of exhibitors and further details can be obtained by emailing catering@stoneleighevents.com

Catering orders can be placed on our website

<https://www.naecstoneleigh.co.uk/venue-event-services/onsite-catering/>

or by contacting the catering department at the below email address, if what you are requiring isn't listed on our website

THE RULES FOR SUPPLYING FOOD & BEVERAGE ITEMS AT NAEC STONELEIGH

The retail sale or third-party supply of food and beverage items for immediate consumption during the event will not be permitted under normal circumstances. However, under exceptional circumstances where the supply is of a core product or a retailer 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 & Hygiene Regulations, the Licensing Act (2003), HSE regulations and NAEC Catering requirements.

NAEC is committed to maintaining the highest standards of food safety & hygiene and compliance with relevant laws and regulations. As such, all exhibitors who wish to sell or sample food & beverage items including alcohol at NAEC events must comply with the following rules and regulations. Failure to do so could result in NAEC catering terminating your sampling/sale/cooking activities.

OBTAINING PERMISSION TO SELL OR SAMPLE FOOD & BEVERAGE ITEMS

Exhibitors who wish to sell or sample food & beverage items at NAEC events must obtain written permission from NAEC Catering. The following steps are required to obtain permission:

Step 1: Submit an Intent to Supply Form

Exhibitors must complete an Intent to Supply Form and submit it to the catering department at NAEC. This form includes details of the products to be sold or sampled, as well as information on food hygiene certificates, insurance, and HACCP documents.

Step 2: Obtain Approval from NAEC Catering

NAEC Catering will review the Intent to Supply Form and determine whether the proposed activity complies with all relevant rules and regulations. If the application is approved, NAEC Catering will issue written consent for the sale or sampling of Food & beverage Items.

Step 3: Pay the Concession Fee

Exhibitors must pay a concession fee to NAEC Catering before selling or sampling food & beverage items at an event. This fee includes the cost of monitoring compliance with relevant regulations. (please see below for fees)

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ALCOHOL - SAMPLING AND SERVING

Wherever possible, the NAEC will supply alcohol through our in house catering team (and contracted partners) as it is very important for us to protect our reputation and to ensure compliance with the Licensing Act 2003 and the NAEC Premises Licence.

You can only supply samples of alcohol that are your own company product, or that of a stand sharer. In compliance with the Licensing Act (2003) the sale and supply of alcohol is a licensable act on all events, even when given out free of charge on your stand and therefore, whether supplying for immediate consumption or off-site consumption you must provide the name of a Personal Licence holder, along with a copy of their Licence.

If you supply alcohol that is not your product and has been purchased elsewhere the venue will charge a 'Corkage Fee'. Upon payment of the fee NAEC Stoneleigh will become the Licensee covering your stand and you will be briefed on relevant licensing legislation, and staffing requirements.

All staff involved in the sale or supply of alcohol must be trained in age verification techniques, in accordance with the Challenge 25 scheme. This requires staff to ask for identification from anyone who appears to be under the age of 25 before selling or supplying alcohol. A challenge 25 poster is required to be displayed on your stand.

A reduced fee is payable if the stand provides their own member of staff with a personal licence. Details on how to obtain a personal licence can be found via this link- <https://www.gov.uk/government/publications/personal-licence-application--2>

COOKING/ PREPARING FOOD ON SITE

If you are looking to cook/prepare food items on your stand, this must be declared below. It is essential that you comply with Food Safety & Hygiene Regulations. Your risk assessments and method statements for all equipment and tasks must be supplied along with your HACCP Documents. NAEC Catering also require details on your methods of storage, washing facilities, stand layout and type of appliances to be used.

NB: LPG or Gas of any type is NOT permitted for use within the exhibition halls- mains electricity only within the halls

Permission to retail or sample will not be considered if full details below are not provided in advance to NAEC Catering- **these are mandatory, and applications will not be considered without the following information.**

- Food Hygiene Certificates for all those employed in food service on the stand.
- Employers & Public Liability Insurance Certificates
- HACCP Document
- Evidence of Food Business Registration with Local Authority (or a letter from a local authority which mitigates the requirement to be a registered FBO)
- Menu & 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>
- Risk assessments and method statements for all catering units/operations/equipment
- PSSR testing certificate for coffee machines
- PAT testing certificates for all electrical items
- Copy of the Personal Licence Holders Licence- only required to supply alcohol

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FOOD SAFETY REGULATIONS

To comply with Food Safety regulations, exhibitors who provide food and beverage as hospitality on their stands or retail food and beverages at shows and events must ensure that appropriate electrical supply points, storage equipment and hand wash basins are provided.

A guideline as to the type of facilities to be provided on your stand is provided in the following table:

Pre-wrapped/low risk foodstuffs - low risk items not requiring temperature control which have not been decanted from original packaging (biscuits, crisps, cakes, soft drinks etc.)	When packaged products are being sold, hand wash basins are not required, but disposable gloves and hand gel will be required for samples.
Medium risk operation – unpackaged products/minimal handling open food items (Pastries, chocolates, ice cream etc.)	A handwash basin with hot and cold water as well as liquid soap, hand drying facilities, and a waste water collection system
Open and Packaged High Risk Foods (Cooking - bacon, burgers, sausage, crepes etc.)	A handwash basin with hot and cold water as well as liquid soap, hand drying facilities, and a waste water collection system
High risk food preparation and/or handling - Café /Restaurant operation	A handwash basin with hot and cold water as well as liquid soap, hand drying facilities, and a waste water collection system

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REGISTRATION FORM

EXHIBITION/EVENT NAME:

DATE:

HALL 1 ☐ HALL 2 ☐ HALL 2A ☐ HALL 3 ☐ OUTSIDE SPACE ☐

STAND NUMBER:

COMPANY NAME:

COMPANY INFORMATION

NAME OF RESPONSIBLE PERSON:

JOB ROLE:

FULL ADDRESS:

CITY/COUNTRY: POSTCODE:

TELEPHONE:

EMAIL ADDRESS:

DETAILS OF FOOD & BEVERAGE ITEMS TO BE SUPPLIED

Provide a brief description of the product and quantity being supplied, as applicable
Please select the appropriate option:

☐	☐	☐	☐	☐	☐
SAMPLING	HOSPITALITY	RETAIL ONSITE	RETAIL ONSITE ALCOHOL	RETAIL ONSITE LOW RISK	RETAIL OFF-SITE
☐	☐	☐			
HOSPITALITY - ALCOHOL - VENUE AS LICENCE HOLDERS	HOSPITALITY - ALCOHOL WITH OWN PERSONAL LICENCE HOLDER	OTHER (TO BE APPROVED BY THE CATERING MANAGER)			

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REGISTRATION FORM

**PRODUCT
DESCRIPTION
&
QUANTITIES**

**DETAILS OF
PROPOSED
HANDWASHING
FACILITIES**

**DETAILS OF
PROPOSED
EQUIPMENT**

Please select the appropriate option:

☐

LOW RISK

☐

MEDIUM RISK

☐

HIGH RISK

Please select supporting documents provided:

☐

**PUBLIC
LIABILITY
INSURANCE**

☐

**EMPLOYERS
LIABILITY
INSURANCE**

☐

**HACCP
DOCUMENTS**

☐

**MENU &
ALLERGEN
INFORMATION**

☐

**LOCAL
AUTHORITY
REGISTRATION**

☐

**FOOD
HYGIENE
TRAINING**

☐

RAMS

☐

**PAT
TESTING**

☐

**COFFEE
MACHINE
PSSR TEST**

☐

**COPY OF
PERSONAL
LICENCE**

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DECLARATION

All companies wishing to provide food and beverage products must adhere to the following requirements.

Compliance with these standards is crucial for the NAEC to meet the regulations on Food Safety & Hygiene, Licensing Laws, and HSE Regulations.

In order to be authorised to supply food and beverage products during the event, and to ensure compliance with the appropriate Regulations, Laws and Legislation, we kindly request your agreement to the following terms:

- 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.
- You will ensure that all your employees, agents or representatives do not supply any alcohol to :-
 - Any person who is under the age of 18 years (Designated Premises Supervisor may, at their sole discretion, raise this age limit to 21 years of age)
 - Any person who appears to be under the age limit unless photographic proof of age can be produced via the Challenge 25 Policy)
 - Any person who appears to be under the influence of alcohol
- 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 food safety standards and licensing regulations set out in the AEV e-guide (click on link for details).
https://cdn.asp.events/CLIENT_AEV_30A5AAAF_5056_B740_1746BDBB4A667186/sites/aev2022/media/eGuide/2025/eguide-aug-2025-new-logos/Catering-August-2025-sub-section.pdf
- To ensure that all alcohol is distributed in line with UK licencing laws. The below signee, assumes responsibility to ensure Challenge 25 is enforced.
- That you are registered with your Local Authority Food Safety department.
- To display all required signage including Challenge 25 and food 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 or 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.

SIGNATURE OF AUTHORISED PERSON

FULL NAME PRINT

FOR & BEHALF OF (COMPANY)

DATE