



NISA RETAIL EXHIBITION 2020

INTENT TO SUPPLY FOOD AND BEVERAGE PRODUCTS (EXCLUDING ALCOHOL)

The NAEC Exhibition Hospitality and on-stand delivery services, are able to meet the requirements of exhibitors and further details can be obtained from the Catering Account Manager assigned to the show. An order form can be obtained by calling the catering office on 02476 696969.

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. Completing this form enables the monitoring of compliance with food safety and health and safety regulations and NAEC standards carried out by the in house Food & Safety Support Department.

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.

To apply for authorisation please complete the requested details within this document and return the form to the Catering Account Manager no later than 2 weeks prior to the show with the applicable fee as detailed on Page 2.

Details required are as below:

- Food Hygiene Certificates for all those employed in food service on the stand
- Employers Liability Insurance Certificate
- Public Liability Insurance Certificate
- HACCP Document
- Evidence of Food Business Registration with Local Authority
- Allergen Information

As of 13th December 2014 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>

RETURN TO JACKIE BROWN NAEC BY MONDAY 2ND MARCH 2020
TEL: 02476 696969 EMAIL: CATERING@STONELEIGHEVENTS.COM



Exhibition: Nisa Retail Exhibition 2019

Dates: 2nd & 3rd April 2019

Stand number: _ _ _ _ _

Hall: Hall 2

Company Name: _ _ _ _ _

Contact Name: _ _ _ _ _

Address: _ _ _ _ _

Town: _ _ _ _ _

Postcode: _ _ _ _ _ **Country:** _ _ _ _ _

Telephone: _ _ _ _ _

Email: _ _ _ _ _

DETAILS OF PRODUCT TO BE SUPPLIED

Please complete as applicable, with a brief description of the product and the quantities being supplied.

SAMPLING FOR IMMEDIATE CONSUMPTION

Product description & quantities:

Please tick as appropriate:

- ☐ Pre-wrapped/low risk foodstuffs
- ☐ Medium risk operation – unpackaged products/minimal handling
- ☐ High risk food preparation or handling

Comments (if applicable):

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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 the NAEC, you hereby agree:

1. To adhere to standards required of you within the e-guide catering section which can be found at http://www.aev.org.uk/files/catering_july_2013.pdf
2. To be registered with your Local Authority food safety department;
3. To act on any relevant request made by the food and safety team at the NAEC.

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 Food and Safety Support Department 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.

☐ 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): _ _ _ _ _



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