

# EventCity

MANCHESTER

**INTENT TO SUPPLY FOOD  
AND BEVERAGE PRODUCTS**





# INTENT TO SUPPLY FOOD AND BEVERAGE PRODUCTS

## ASSOCIATED RISK

Product	Example	Temperature Control Required	Risk
Packaged Products	Manufacturers packaging - (biscuits, crisps, pastries, soft drinks etc)	No	Low Risk
Unpackaged Products	Open food items (Pastries, chocolates)	No	Medium Risk
Temperature Controlled	Open and packaged foods requiring refrigeration or cooking (Bacon, Ice-cream)	No	High Risk

## ASSOCIATED CHARGES

### Late booking fee

If the intent to supply forms are not received 7 days before the event, there is a charge of £100 + vat for each form submitted late that is sampling of any kind.

- **Sampling products related to the event**  
Free of Charge
- **Sampling products un-related to the event**  
£250.00 + Vat per day
- **Packaged retail for off-site consumption**  
£250.00 + VAT per day
- **Hot Food and / or alcohol applications**  
£250.00 + VAT per day

## SAMPLING & SUPPLY OF FOOD, BEVERAGES AND ALCOHOL

**All companies intending to supply food and beverage products must comply with the following requirements. This is absolutely necessary for EventCity comply with Food Safety and Health and Safety.**

In completion of this document, you hereby agree;-

1. To adhere to standards required of you in pre show guidance:
2. To supply all relevant insurance documents.
3. To be registered with your local authority food safety department;
4. To act on any relevant request made by the food and safety team at the venue
5. To agree to the price list set by EventCity for the retailing of food & beverage products.  
EventCity retail price lists cannot be undercut.
6. The supply of alcohol must be licensed under The Licensing Act (2003); therefore, sampling is also a licensable activity.
7. To supply alcohol, the name of the Personal License holder must be supplied, together with a copy of their license.  
The personal license holder must be present on the stand.



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8. To adhere to both EventCity premises license conditions and the following conditions for the supply of alcohol:
- The terms of The Licensing Act (2003) and subsequent legislation.
  - The Weights and Measures (Intoxicating Liquor) Order 1988
  - Alcohol can only be served during the hours stipulated in the venue's Premises License.
  - Service staff must be over the age of 18. (e) Products for sampling must be held in a secure area.
9. Contract point 1.30 "not during the Licence Period (except with the prior written consent of the Licensor) sell give away or otherwise distribute or permit to be sold given away or otherwise distributed in or on any part of the Licensed Premises any articles of food drink or tobacco other than those supplied by the Approved Catering Contractor;"

For the avoidance of doubt, authorisation granted to sell or supply Goods may be revoked at any time at the absolute discretion by the Senior Staff at EventCity 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.

### SAMPLING QUANTITIES

Please note the acceptable sampling sizes below:

#### Soft and Hot Drinks

50ml (1.75 fl oz)

#### Beers/Ciders or similar

50ml (1.75 fl oz)

#### Wine/Fortified wines/Champagne/Alcopops and similar

25ml (0.9 fl oz)

#### Spirits and similar

5ml (0.18 fl oz)

### FOOD

no more than two bites in the form of tasters may be dispensed where the product being served is the exhibitor's item that they wish to promote. Individual samples may only be given away from a counter. No special table or seating accommodation may be provided, i.e. a separate eating area may not be created on the stand.

The acceptable sampling sizes for food samples are as follows:

- Bite-sized portions**
- Individually wrapped items (for off-site consumption only)**

Sampling must be carried out in such a way that customers do not touch food that other people will eat, in order to minimise the risk of cross-contamination. The guidance below should be followed:

- Food should be placed to be sampled where the exhibitor can see it and therefore supervise customers
- Samples should be clearly segregated from other stock
- It is recommended that samples be offered to customers from plates or small bowls  
If food items are being used to take samples of food from dishes/bowls e.g. using a breadstick to sample a sauce, only items that will not break off into the sample must be used (to prevent customers putting fingers into the food to retrieve broken pieces)



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- Large bowls or mounds of food for sampling should be avoided, as this increases the risk of people putting fingers into the food
- Customers should not be allowed to 'double dip' sampling sticks/spoons/food items
- Bowls, dishes or plates should not be topped up unless they have been properly cleaned before being replenished
- Customers should be directed as to where to place any discarded items, such as stones, from food or sampling sticks/utensils
- Samples must not be offered from the blades of knives
- Where hot drinks are to be sampled, their cups must be fitted with close-fitting secure lids, otherwise the samples must be consumed within the exhibitors stand. A risk assessment should be carried out for such practice

### COMPLYING WITH FOOD SAFETY STANDARDS

In order to comply with Food Safety regulations, all exhibitors retailing and sampling food and beverage at shows and events or providing food and beverage as hospitality on their stand, will need to ensure that appropriate electrical supply points and appropriate hand wash basins are provided on their stands.

The following table is a guideline as to the type of facilities which need to be ordered:

Product	Facility
Pre packaged products - low risk items not requiring temperature control which have not been decanted from original packaging (biscuits, crisps, pastries, soft drinks etc)	The sale of packaged products will not require hand wash basins but if samples are to be given then hand gel and disposable gloves will be required
Unpackaged products med-risk items open food items (Pastries, chocolates, ice cream)	Hand wash basin with adequate supply of hot and cold water, liquid soap and hand drying facilities waste water collection
Open and packaged High Risk Foods (Cooking - bacon, burgers, sausage, crepes)	Hand wash basin with adequate supply of hot and cold water, liquid soap and hand drying facilities waste water collection
Café /restaurant operation	Hand wash basin with adequate supply of hot and cold water, liquid soap and hand drying facilities waste water collection

Please be aware that if an exhibitor wishes to prepare food on their stand intended for consumption by the general public, each exhibitor requires as a minimum that they ensure hot water and waste facilities are installed on their stand; and that they display a current food hygiene certificate, valid in the UK. The venue and their approved catering partner are within their rights to shut down the stand of any exhibitor who is found to be contravening these regulations.

**An appropriate hand wash solution must be supplied such as a TILK unit or a liquid form which is recognised by the food standards.** For further advice or to place an order for water or waste, please contact your Event Organiser

**No request for the supply of food and beverages will be deemed accepted and authorised until written confirmation is provided by the Commercial Manager.**

**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.**

Full Name:

For and on behalf of (company):

Have you remembered to send:

Risk assessment

Food hygiene certificate

HACCP\*

\* n/a for companies with less than 5 employees

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