

INTENT TO SUPPLY FOOD AND BEVERAGE PRODUCTS (excluding alcohol)

Hospitality Belfast have a hospitality and on-stand delivery service and are usually able to meet the requirements of exhibitors. Further details can be obtained from the Catering Manager assigned to the event. On stand catering order forms can be obtained by calling catering support on **02890 334400 ext 1716** or alternatively by emailing info@hospitalitybelfast.com

RETAILING AND SAMPLING FOR IMMEDIATE AND/OR OFF SITE CONSUMPTION

The service of food and beverages (excluding ALCOHOL) for immediate consumption within the exhibition will not be permitted under normal circumstances. However, under exceptional circumstances where the service is of a core product, such activity may be approved subject to payment of a concession fee levied. This fee includes the monitoring of compliance with food safety and health and safety regulations and Hospitality Belfast 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 following details within this document and return the form to the Catering Manager no later than 2 weeks prior to the event with the applicable fee as detailed below.

Permission to supply food and beverage will not be considered if full details are not provided in advance to Hospitality Belfast Catering.

Details required details 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>

Event

Dates

Stand number

Hall

Company Name

Contact Name:

Address

Town

Postcode:

Country:

Telephone:

Email:

RETAIL SALE

*Associated charges – for exhibitors or organisers supplying food and beverage items (excluding alcohol) for retail sale for **immediate consumption on the Belfast Waterfront site:***

Pre-wrapped/low risk foodstuffs	Quote provided on completion and supply off all required documents
Medium risk operation –unpackaged products/minimal handling	Quote provided on completion and supply off all required documents
High risk food preparation or handling (packaged and unpackaged and large scale operations)	Quote provided on completion and supply off all required documents

Associated charges – for exhibitors and organisers supplying samples of food and beverage items for **immediate consumption on the Belfast Waterfront site**:

<p>Sampling - Genuine sampling of a company's own product – sampling is defined as maximum 2 bite food item or a 100ml beverage sample. Food safety regulations apply and will be advised upon application.</p>	<p>Quote provided on completion and supply off all required documents</p>
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DETAILS OF PRODUCT TO BE SUPPLIED

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

<p><u>Retailing for immediate consumption</u></p> <p>PRODUCT DESCRIPTION:</p> <hr/> <hr/> <p>PLEASE TICK AS APPROPRIATE:</p> <ul style="list-style-type: none"> • Pre-wrapped/low risk foodstuffs [<input type="checkbox"/>] • Medium risk operation – unpackaged products/minimal handling [<input type="checkbox"/>] • High risk food preparation or handling [<input type="checkbox"/>] <p>Comments (if applicable):</p> <hr/> <hr/>	<p>[<input type="checkbox"/>]</p> <p><i>Please tick as appropriate</i></p>
<p><u>Sampling for immediate consumption</u></p> <p>PRODUCT DESCRIPTION & QUANTITIES:</p> <hr/> <hr/> <p>PLEASE TICK AS APPROPRIATE:</p> <ul style="list-style-type: none"> • Pre-wrapped/low risk foodstuffs [<input type="checkbox"/>] • Medium risk operation – unpackaged products/minimal handling [<input type="checkbox"/>] • High risk food preparation or handling [<input type="checkbox"/>] <p>Comments (if applicable):</p> <hr/> <hr/>	<p>[<input type="checkbox"/>]</p> <p><i>Please tick as appropriate</i></p>

<p><u>Retailing for off-site consumption</u></p> <p><i>PRODUCT DESCRIPTION & QUANTITIES:</i></p> <hr/> <hr/> <p><i>PLEASE TICK AS APPROPRIATE:</i></p> <ul style="list-style-type: none"> • Pre-wrapped/low risk foodstuffs [] • Medium risk operation – unpackaged products/minimal handling [] • High risk food preparation or handling [] <p>Comments (if applicable):</p> <hr/> <hr/>	<p>[]</p> <p><i>Please tick as appropriate</i></p>
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FOOD SAFETY REGULATIONS

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 must 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 should be provided:

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.)	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
Medium risk operation – unpackaged products/minimal handling open food items (Pastries, chocolates, ice cream etc.)	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 etc.)	Hand wash basin with adequate supply of hot and cold water, liquid soap and hand drying facilities, waste water collection
High risk food preparation and/or handling - Café /Restaurant operation	Hand wash basin with adequate supply of hot and cold water, liquid soap and hand drying facilities, waste water collection

Hand wash basins must be connected to an electrical supply to adequately heat the water supply to allow effective washing of hands. The use of thermal flasks with hot water is not permitted as is unconnected to a heating source.