

Please return this form to:

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DEADLINE DATE IS FOUR WEEKS PRIOR TO SHOW OPEN
INTENT TO SUPPLY FOOD AND BEVERAGE PRODUCTS

SERVING FOOD FOR IMMEDIATE AND/OR OFFSITE CONSUMPTION (Excluding alcohol)

****Applications from Event Caterers will not be considered****

Permitted only when a product is being exhibited that fits the profile of the show and it is that product that is also being offered for offsite consumption if applicable.

To apply for authorisation please complete the requested details within this document and return the form to the Catering Account Manager no later than 4 weeks prior to the show.

Permission to retail will not be considered if full details are not provided in advance to NEC Catering.

The following are mandatory, and evidence will be required as part of the application process:

- **Evidence of Food Business Registration with Local Authority (Or a letter from local authority which mitigates the requirement to be a registered FBO)**
- Food Hygiene Certificates for all those employed in food service on the stand
- Employers Liability Insurance Certificate
- Public Liability Insurance Certificate
- Completed HACCP Document
- Allergen Information <http://www.food.gov.uk/business-industry/allergy-guide>
- As of 5th October 2021, in accordance with the amendment to the Food Information to Consumer Regulations, all PPDS (Pre Packed for Direct Sale) items, which fall within the scope of the regulations, should have a label, which includes the full ingredients listing and highlights the presence of the 14 major allergens.

Exhibition	_____
Dates	_____
Stand Number	_____
Hall	_____
Company Name	_____
Contact Name	_____
Address	_____
Town	_____
Postcode	_____

Please note this form supersedes all previous Intent to Supply forms. **Issue Date: February 2025**

Country _____
 Telephone _____
 Email _____

Please provide details of your activity below, ensuring all questions are answered (applications will not be considered if full details are not provided). Please select all that apply.

☐ **I am retailing the products I am exhibiting for offsite consumption only**

Product description _____

☐ **I am offering samples of the products I am exhibiting for immediate consumption**

It should be noted that sampling is defined as “maximum 2 bite” or a “50 ml beverage”.

Product description _____

☐ **I am retailing the products I am exhibiting for immediate consumption ****Retail for immediate consumption will only be permitted of core products that are also being retailed for off-site consumption******

Product description _____

Food safety regulations apply to all instances – please follow the food safety guide on page 3 and ask if you require clarification.

All companies intending to supply food and beverage products must comply with the following requirements. This is necessary for the NEC’s compliance with Food Safety and Health & Safety.

In order to allow you to supply food and beverage products during the open period of the exhibition and to comply with the Food Safety and Health & Safety Legislation at the National Exhibition Centre, you hereby agree:

1. To adhere to standards required of you within the e-guide catering section which can be found at:

https://cdn.asp.events/CLIENT_AEV_30A5AAAF_5056_B740_1746BDBB4A667186/sites/aev2022/media/eGuide/2023/Subsections/Catering-August-2023-sub-section.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 NEC

For the avoidance of doubt, authorisation granted to sell or supply Goods may be revoked at any time at the absolute discretion of the NEC’s 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.**

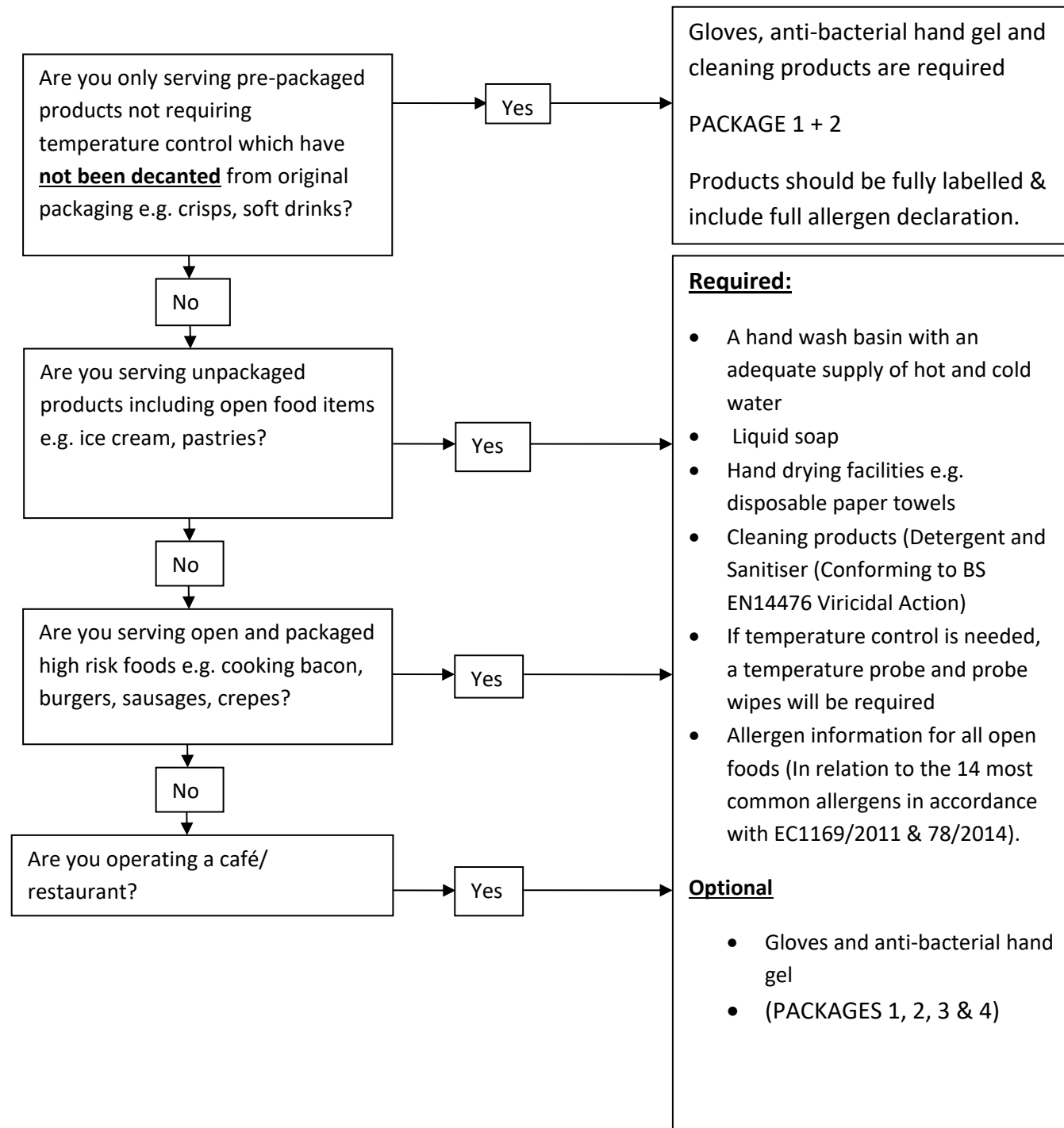
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Signed:

Full Name Print:

For and on Behalf of (Company):

FOOD SAFETY GUIDANCE TO REQUIREMENTS



To order these items prior to the show please contact the Sales Team:

T: 0121 767 3253

E: eventorders@thenec.co.uk