

Please return this form to:

Danny Jenks
Key Account Manager
The NEC
Birmingham
B40 1NT

Telephone: 0121 767 3634

Email: danny.jenks@amadeusfood.co.uk

DEADLINE DATE IS TWO WEEKS PRIOR TO SHOW OPEN

INTENT TO SUPPLY FOOD AND BEVERAGE PRODUCTS

SUPPLY OF CATERING FOR STAND HOSPITALITY

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

Permitted only when a product is being exhibited is unavailable through Amadeus NEC

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.

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

- **Evidence of Food Business Registration with Local Authority**
- Completed HACCP Document
- Allergen Information <http://www.food.gov.uk/business-industry/allergy-guide>

Alcohol Provision

If you wish to supply your own alcohol at the Exhibition for immediate consumption, and you feel that there is a valid reason for you to do so (in view of the Exhibition's profile), please complete and return this form including all details. On receipt of this form, NEC's Designated Premises Supervisor and Amadeus representatives will consider your application.

In the event that Amadeus NEC grants its permission a charge will be payable by you to cover Amadeus Catering's Costs in administering and monitoring compliance with the Licensing Act 2003 (Including any necessary inspections and advice). Amadeus NEC will notify you of the relevant charge, which must be paid in advance of the Exhibition.

The following is mandatory:

- It is a Mandatory requirement that any exhibitor supplying alcohol on stand has a Personal Licence Holder present for the duration of the show.
- Amadeus NEC's decision to grant or deny permission is final and no correspondence will be entered into.
- The retail sale of alcohol by the glass or by the sample for immediate consumption is not permitted.

Please complete the following information

Exhibition	_____
Dates	_____
Stand Number	_____
Hall	_____
Company Name	_____
Contact Name	_____
Address	_____
Town	_____
Postcode	_____
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 providing a product for hospitality purposes on the stand that have been deemed unavailable through Amadeus Catering by the Catering Account Manager for the show I am attending**

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 _____

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 and 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 and 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://www.aev.org.uk/_media/eGuide-Documents-2017/eGuide-July-2017-Clean-Copy.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

Please note this form supersedes all previous Intent to Supply forms. **Issue Date: Aug 2017**

For the avoidance of doubt, authorisation granted to supply Goods may be revoked at any time at the absolute discretion of the Amadeus 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.

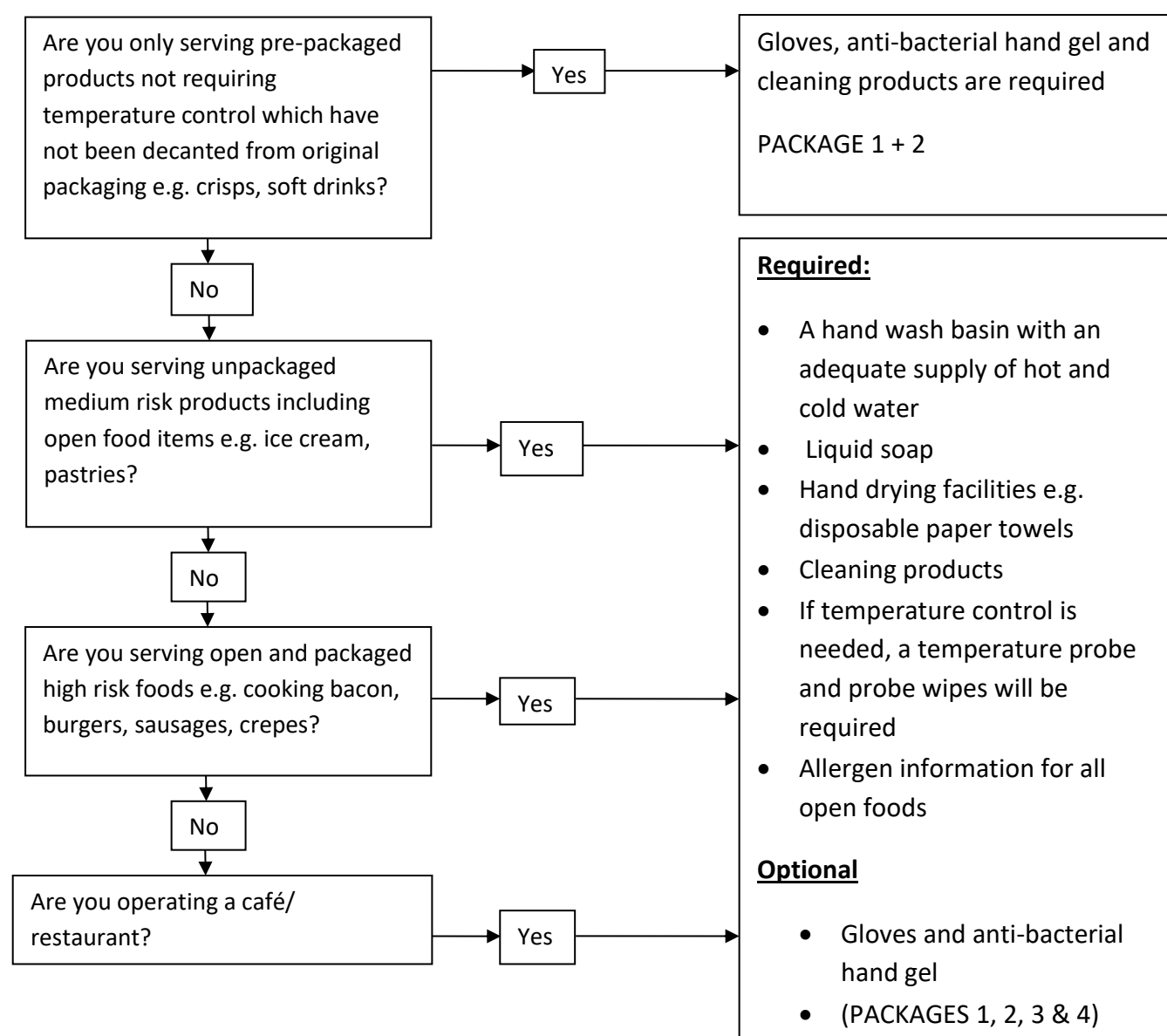
☐ I accept these Terms and Conditions and declare that I am a duly authorised signatory of the Exhibitor/Food Business Operator on whose behalf I sign this contract.

Signed:

Full Name Print:

For and on Behalf of (Company):

FOOD SAFETY GUIDANCE TO REQUIREMENTS



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

T: 0844 338 8338

E: eventorders@thenec.co.uk