

INTENT TO SUPPLY ALCOHOL

MANDATORY FORM IF SUPPLYING ALCOHOL

Please return this form to:-

Danny Jenks
Catering Account Manager
The NEC
Birmingham
B401NT
England

Telephone: 0121 767 3634
Email: danny.jenks@amadeusfood.co.uk

DEADLINE DATE IS TWO WEEKS PRIOR TO SHOW OPEN

National Exhibition Centre Ltd
Registered in England No. 979395, Registered Office: The National Exhibition Centre, Birmingham
B401NT

Wherever possible, The NEC supply alcohol through Amadeus NEC (the NEC's catering provider and contracted service partners) as it is very important for us to protect our reputation and to ensure compliance with the Licensing Act 2003 and the NEC Premises Licence.

Amadeus NEC provide all alcohol, hot and cold food and drink requirements of exhibitors including a full staff service. Further details can be obtained from the Catering Account Manager, details at the top of this form.

If you wish to organise your own hospitality and utilise your own staff, **Food to You** can deliver all alcohol, cold food and drink requirements of exhibitors, by completing a **Food to You** order form, which can be obtained by calling Sales and Customer Support on **0844 338 8338**, or alternatively by visiting <http://www.thenec.co.uk/exhibitors/exhibitor-guide/products-services/>

Amadeus NEC do not generally permit exhibitors to supply their own alcohol at NEC events. Permission will only be granted in circumstances relevant to the exhibition profile and when a member of the exhibiting party holds a **Personal Licence**. These are the rules set out by both the local licencing authority and the NEC's Designated Premises Supervisor, who is the person responsible for ensuring NEC's compliance with the Licensing Act 2003.

If you wish to supply your own alcohol at the Exhibition for immediate consumption, and you feel that there is a valid reason (in view of the Exhibition's profile) for you to do so, 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.

If you wish to sell (for offsite consumption only) or supply alcohol at the Exhibition, please complete this application and return it to the Event Catering Key Account Manager, **NO LATER THAN 4 WEEKS PRIOR TO THE SHOW OPENING**. Applications received after this date may not be considered.

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.

Further information can be found at:

Please note this form supersedes all previous intent to supply Alcohol Forms. Issue date June 2017

Exhibition	_____
Dates	_____
Stand Number	_____
Hall	_____
Company Name	_____
Contact Name	_____
Address	_____
Town	_____
Postcode	_____
Country	_____
Telephone	_____
Fax	_____
Email	_____
Company Reg Num	_____

ALCOHOL TO BE PROVIDED

1. ☐ **Sampling** (please specify) Please note that samples should be no more than:

Beer/Cider/Lager/Alco pops	<input type="checkbox"/>
50ml	<input type="checkbox"/>
Wine/ Champagne 25ml	<input type="checkbox"/>
Spirits 5ml	<input type="checkbox"/>

2. ☐ **Retailing by the bottle for offsite consumption** (please give details of the product and quantity below)

Under the Licensing Act 2003 the designated premises supervisor is responsible for any activity involving alcohol that takes place on the NEC site. As such please take the time to familiarise yourself with the following legal conditions that will be imposed should you decide to proceed

In order to allow you to supply alcoholic beverages during the open period of the exhibition and to comply with the Premises License at the NEC, you hereby agree:-

1. To comply and to ensure that your employees comply with any Instructions (whether oral or in writing) of the Designated Premises Supervisor or their representatives either before or during the event open period.
2. To comply with the licensing regulations set out in the E guide.
3. You will ensure that all of your employees, agents or representatives do not supply any alcohol to:-

-Any person who is under the age of 18 Years (Designated Premises Supervisor may, at their sole discretion, raise this age limit to 21 years of age)

-Any person who appears to be under the age limit unless photographic proof of age can be produced via the Challenge 25 Policy

-Any person who appears to be under the influence of alcohol

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4. That all persons serving and supplying the alcohol on your behalf will be over 18 years of age (and are able to produce photographic proof of age to this affect if requested by the designated premises supervisor)
5. To display a Challenge 25 sign on your exhibition, stand during the exhibition open periods if you are sampling or retailing for offsite consumption
6. That alcohol samples must be personally handed to show visitors and alcohol samples cannot be freely collected by anyone

For the avoidance of doubt, authorisation granted to sell or supply alcohol may be revoked at any time at the absolute discretion of the Designated Premises Supervisor and will be revoked immediately upon the breach by you of any provision of this agreement and/ or any relevant licencing legislation)including, for the avoidance of doubt, the Licensing Act 2003)

No request for the supply of alcohol will be deemed accepted and authorised until written confirmation is provided by the Event Catering Key Account Manager on behalf of the NEC Ltd. The NEC will provide a copy of the premises licence with the name of the DPS and a Challenge 25 sign (A4).

☐ I understand it will be a mandatory requirement of the NEC, Birmingham that each stand supplying alcohol has a personal licence holder present for the duration of the show.

☐ I accept these terms and conditions and declare that I am a duly authorised signatory of the exhibitor on whose behalf I sign this contract.

Full Name:

Signature:

For and on behalf of

(Company):

Copy of personal licence enclosed ☐

Please email under separate cover to danny.jenks@amadeusfood.co.uk

For NEC Administration Purposes only

NEC Ltd consents to the supply of alcohol requested in your intent to Supply alcohol application.

For and on behalf of the NEC Ltd

Full name

Danny Jenks

Position

Catering Account Manager

Date received

Date Returned

Copy of Licence Obtained ☐

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