



Manchester Central Hospitality - Catering Authorisation Document

Sampling (food & beverage), Facility Fee, Alcohol, Equipment

Definitions

In this policy, the following words shall have the following meanings:

'Venue' refers to Manchester Central Convention Complex, who's registered address is Petersfield, Manchester M2 3GX

'Company' Refers to Manchester Central Complex – Manchester Central Hospitality which is a trading name of its catering division

'Client' refers to the Exhibitor and where applicable the Organiser



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Manchester Central Hospitality

Please complete the below details and return this document to your catering representative no later than 7 days prior to the start of the event. Please note that failure to complete and submit this form may result in the Company's inability to deliver catering services or authorisation for third party delivery. If the answer to any of the below is no, please contact your catering representative to discuss, as failure to satisfy the criteria and any such omissions/breaches is likely to result in the Company's refusal to allow distribution

	YES	NO
1. I have read and will comply with the eGuide catering section www.aev.org.uk/eGuide	<input type="checkbox"/>	<input type="checkbox"/>

2. Valid Public Liability Insurance Policy held covering the period of the events? <i>(depending on risk level)</i>	<input type="checkbox"/>	<input type="checkbox"/>
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Public Liability Insurance Number *(please state)*

Expiry date *(please state)*

	YES	NO	N/A
3. Does all electrical equipment have an in-date PAT test certificate? <i>(should the answer be no, you may not be able to bring on site)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Has the relevant Venue facility fee been paid? <i>(not applicable if within Samples policy)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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5. Are you operating any equipment that poses an inherent risk? i.e. Barista machines, LPG or use of liquid nitrogen? <i>If YES all relevant safety documentation i.e. certificate of examination and scheme of maintenance must be sent to the venue prior to the event. Failure to do so will prevent you from operating the equipment at the event.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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6. I will provide an allergy sheet for any food given away from the stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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7. I am certified at Level 3 Food Safety in Catering <i>This is required for anyone prepping food on site and/or giving out any High-Risk foods as stated overleaf. A copy of the certificate must be returned with this document</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Samples Policy

Any proposed sampling activity must be notified in writing to the venue. All samples must be offered free of charge to visitors. Where any samples are sold it will be deemed a retail activity and may be subject to a concession fee.

Should a sponsor or exhibitor wish to distribute items as samples greater than the regulation size should inform the Company prior to the event and they will be liable to pay a facility fee (See Facility Policy).

Any stands who wish to supply alcohol (except that provided by the Company), must provide the name of a Personal Licence holder, together with a copy of their licence to the Company.

The acceptable sampling sizes for drinks as defined by the Company are as follows:

- Soft and Hot Drinks - 50ml
- Beers/Ciders or similar - 50ml
- Wine/Fortified wines/Champagne/Alcopops and similar - 25ml
- Spirits and similar - 5ml

The acceptable sampling sizes for food samples are as follows:

- Bite-sized portions
- Individually wrapped items

All foods and beverages must be stored, prepared and served within the standard practises listed by the Current e-Guide. Failure to comply may lead to the Company's refusal to allow distribution.

It is the Clients responsibility to ensure that no third-party distributor operates within the Client's event without the required legislative documentations and Current e-Guide food policy.

The Company will accept no liability for any breach of legislative or Current e-Guide food policy by the Client or the third-party distributor; this will be the sole responsibility of the Client. Failure to comply will lead to refusal to allow the distributor to distribute the samples.

Risk Level	Item(s) of Food
Low	Pre-packaged products not requiring temperature control, which have not been decanted from original packaging e.g. crisps, soft drinks
Medium	Unpackaged products including open food items e.g. cakes and pastries
High	Open and packaged high risk foods e.g. bacon, burgers, sausages, sushi, ice cream or crepes



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Facility Policy

All food and beverage is served under licence of the company, who is the sole supplier of all food and beverage within the Venue. All food and/or beverage events planned at the Venue are subject to a facility fee, unless supplied by the Company.

All food and beverage must be stored, prepared and served within the standard practises listed by the current e-Guide. Failure to comply may lead to the Company's refusal to allow distribution.

No food or beverage may be delivered, exhibited, consumed, sold or offered free of charge without written permission from the Company and the Company receiving the facility fee payment, relevant food safety documentation and signed catering authorisation document.

Facility fee:

- Any food and/or beverage - £250 ex VAT per day

The facility fee will authorise Clients to distribute agreed food and/or beverage under the Venue's food policy and alcohol licence, as long as all food and beverages are within the standard legal and operational practises listed within the current e-Guide. Failure to comply will lead to refusal to distribute.

It is the Client's responsibility to ensure that no third-party distributor operates within the event without the Company's catering authorisation document and facility fee. The Venue will accept no liability for any breach of legislative or food policy by the Client of the third-party distributor; this will be the sole responsibility of the Client.

Please detail what you are planning to distribute:



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Allergy Labelling

On 13 December 2014, new legislation (the EU Food Information for Consumers Regulation No. 1169/2011) came into force which requires food businesses to provide allergy information on food allergens used as ingredients or processing aids and must be declared on the packaging or at the point of sale.

An allergy sheet must be provided by exhibitors giving away food from stands. Allergenic ingredients must be indicated in list of ingredients with clear reference to name of the substance or product.

The 14 allergens (and products thereof) that must be labelled or indicated as being present in foods are:

- Cereals containing gluten, namely: wheat (such as spelt and khorasan wheat), rye, barley, oats
- Crustaceans for example prawns, crabs, lobster, crayfish
- Eggs
- Fish
- Peanuts
- Soybeans
- Milk (including lactose)
- Nuts; namely almonds, hazelnuts, walnuts, cashews, pecan nuts, Brazil nuts, pistachio nuts, macadamia (or Queensland) nuts
- Celery (including celeriac)
- Mustard
- Sesame
- Sulphur dioxide/sulphites, where added and at a level above 10mg/kg or 10mg/L in the finished product. This can be used as a preservative in dried fruit
- Lupin, which includes lupin seeds and flour and can be found in types of bread, pastries and pasta
- Molluscs like, mussels, whelks, oysters, snails and squid



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Alcohol Policy

This Alcohol Policy will apply to any situation where the Client supplies alcohol in any volume to delegates, visitors or exhibitors within the Venue.

In compliance with current legislation the supply of alcohol must be licensed under The Licensing Act (2003). By paying the facility fee, the Company authorises the Client to distribute alcohol under the charge of its designated Personal Licence holder.

The client will ensure that there is no supply of alcohol:

- To anyone under 18 years of age – we operate Challenge 25
- To anyone who appears to be intoxicated
- In any way which may be regarded as an irresponsible promotion of alcohol
- In any way which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner
- In any way which involves the dispensing of alcohol directly by one person into the mouth of another

If any Client or their third-party distributor fails to comply with the conditions under which the supply of alcohol is agreed, their activities will be curtailed and, depending on the severity of the breach, they may also be banned from site.

In addition, the Client should be aware of the following:

- Regular glass collections shall be carried out by staff of the event or venue
- Where deemed appropriate, as a result of the event risk assessment, all drinks must be served in plastic containers or toughened glass containers



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Equipment Policy

All electrical equipment used at all events utilising a plug-in system must always have relevant certification (PAT Certificate) detailing that the equipment has been tested prior to being sent to site.

All electrical equipment must comply with the current BS7671 Regulations

Where equipment can be electrically connected, each outgoing circuit must be independent to each other and no sharing of the neutral connection should be apparent. No daisy chaining electrical equipment.

Items of equipment must detail the voltage and loading in amperes or kilowatts to determine what electrical supply must be installed to the equipment and displayed on the equipment in a prominent position.

Any over-current devices present in the equipment must also have further protection of a Residual Current Device (RCD)

If you are operating any equipment that poses an inherent risk i.e. Barista machines, LPG, Liquid Nitrogen or the use of solid fuels i.e. BBQ fuels. all relevant safety documentation i.e. certificate of examination, scheme of maintenance, mobile catering gas safety examination must be sent to the venue prior to the event. All solid fuels and oil fryers must be accompanied with the appropriate fire extinguishing medium.

All gazebo's that are used over hot cooking must be fire rated, evidence must be available to present to the venues catering team prior to the event.

If any equipment is within its manufactures warranty and proof of purchase can be presented to the venue prior to the event, then all testing and certification will be covered by the warranty.

Any failure of the enclosed listed requirements will result in authorisation being refused for operational activity.

Waste & Ventilation Policy

Designated disposal facilities must be made available for food and other waste substances. Waste materials must not be abandoned on-site and must be stored and disposed of in the appropriate way.

Waste water must be disposed of in a safe and hygienic manner. It must not be deposited down any hand-washing facility, or in any of the sanitary accommodation throughout the venue. Refer to the venue or organiser for venue specific controls and procedures.

Waste oils and fats are categorised as hazardous waste and as such have to be disposed of under strict conditions. Each exhibitor is responsible for removing its own waste oils and fats from the venue. Cleaning/disposal charges will be incurred if any such products are left on-site.

Where cooking is likely to create a high concentration of smoke or airborne fats e.g. barbeques, grilling or frying, such activities will be subject to prior agreement by the venue and it may be necessary to ventilate the stand to the outside air.



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Signed Agreement

The Client signature is acceptance of responsibility and liability for all food and beverage supplied, distributed, consumed from its stand, in compliance with all relevant health and safety legislation and the adherence to the Company's Alcohol and Facility Policy.

The organisers, venue and local council food safety inspectors reserve the right to spot-check your stand at any point during the event to verify compliance.

Event Name: _____

Event Date: _____

Stand Name: _____

Stand Number: _____

Client Signature: _____

Print Name: _____

On behalf of Manchester Central;

Signature: _____

Print Name: _____

Date: _____