

Food and Beverage Sampling Check List

Exhibitors' due diligence checklist

Documents required to be submitted **28 days** before the event

The following list of documents must be provided to the venue before any sampling activity can take place. Please use the checklist below to ensure you have all the necessary documentation. All documentation is to be sent to the Venue's Food Safety Officer at foodsafety@excel.london

Documents required	Provided?
Name of the Local Authority where the producer, manufacturer or seller is registered as a food business	
The most recent food hygiene inspection report from the Local Authority including the food hygiene rating awarded.	
List of products to be sampled	
HACCP-based food safety procedures for the production facility. <i>(May not be required for low-risk sampling*)</i>	
HACCP-based food safety procedures covering the specific products to be sampled at ExCeL. The procedures must explain how food safety will be ensured at every step. Including food/drink leaving the production/storage facility, transport to and arrival at the venue, storage and service at the venue. Where appropriate, temperature control must be explained, and examples of record-keeping forms provided.	
Allergen information for all products to be sampled	
Food hygiene certificates for staff. (Supervisors should be Level 3 and all food handlers Level 2. All certificates must be dated in the last 3 years). <i>(May not be required for low-risk sampling*)</i>	
Public Liability Insurance certificate	
PAT testing records (where applicable).	

**N.B. Low-risk sampling is for products not requiring temperature control.*

Examples include: biscuits, crisps, sweets, chocolate, bread, jam, chutney, sauces, alcohol, tea, coffee, nuts, ambient products in sealed packaging, soft drinks dispensed directly from the packaging.

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Onsite checklist for exhibitors

Items that must be available on the stand for event live days

Please use the checklist below to ensure you have all the required items.

Items required on stand for event live days	Provided?
HACCP-based food safety procedures covering the specific products to be sampled at ExCeL. The procedures must explain how food safety will be ensured at every step. Including food/drink leaving the production/storage facility, transport to and arrival at the venue, storage and service at the venue.	
Up to date, completed HACCP monitoring documents such as fridge/ freezer temperature records, cooking/ reheating/ hot-holding temperature records, opening and closing check records etc. <i>(May not be required for low-risk sampling*)</i>	
Traceability records for the food- for chilled/frozen food this includes temperature records from the moment the food was received by the exhibitor/ left the production facility to the moment it arrives at ExCeL (i.e. storage and delivery records). <i>(May not be required for low-risk sampling*)</i>	
Food handler Food Hygiene training certificates <i>(May not be required for low-risk sampling*)</i>	
Probe thermometer <i>(May not be required for low-risk sampling*)</i>	
Probe wipes compliant with BS EN 1276 or BS EN <i>(May not be required for low-risk sampling*)</i>	
Food safe sanitiser compliant with BS EN 1276 or BS EN 13697 <i>(only required if handling open foods)</i>	
Easily cleaned surfaces for food preparation areas <i>(only required if handling open foods)</i>	
Wash hand basin with hot water, anti-bacterial soap and paper towels. This does not necessarily have to be a plumbed sink with electricity. A small portable wash hand facility can be used. An example is provided below: https://www.tealwash.com/product-category/handeman-xtra-range/ <i>(only required if handling open foods)</i>	
Equipment and food washing sinks. There must be a separate sink for washing equipment and a separate sink for washing foods. The wash hand basin must not be used for washing food or equipment. If the show you are attending does not provide adequate communal washing facilities, you will need to have these facilities installed on your stand. Plumbed sinks can be ordered from ExCeL by emailing ExhibitorOrders@excel.london <i>(only required if handling open foods)</i>	
Fridges and/ or freezers (where required) with 24-hour power (where required). <i>(May not be required for low-risk sampling*)</i>	
Allergy information for all food and drink provided. An allergy matrix template can be downloaded here: https://www.food.gov.uk/sites/default/files/media/document/allergen-chart.pdf	
Allergen signage. An allergy sign can be downloaded here: https://www.food.gov.uk/document/allergy-and-intolerance-sign	

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