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Description automatically generated

**To be completed by ALL exhibitors providing food and drink**

**Deadline for return of this form:**

COMPANY NAME:

STAND NUMBER:

CONTACT NAME:

EMAIL ADDRESS:

We accept our responsibilities as detailed in current food safety legislation, the AEV [eGuide](https://cdn.asp.events/CLIENT_AEV_30A5AAAF_5056_B740_1746BDBB4A667186/sites/aev2022/media/eGuide/2024/Catering-September-2024-complete.pdf)  and guidance provided in the by the UK’s Food Standards Agency and all other legislation covering the event and venue.

**Our principal food safety representative for the stand is:**

Name:       Mobile No:

**PLEASE COMPLETE THE FOLLOWING (as applicable):**

1. We will be providing from our stand:

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Food and/or Drink for sale and later consumption off site |  |  |
| Food and/or Drink as samples to be consumed on site |  |  |

|  |  |
| --- | --- |
| Yes | No |
|  |  |

1. Our business is registered as a food business with a Local Authority:

If Yes: Name of Local Authority where registered as a food business:……………………………………….

1. Please indicate **ALL** food storage and cooking equipment to be used at the event:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Refrigerator/s | ☐ | Freezer/s | ☐ | Cooking hob/s | ☐ |
| Oven/s | ☐ | Microwave/s | ☐ | Grill/s | ☐ |
| *Other, please specify:* | | | | | |

NB. If using a deep fat fryer, please note that a fire blanket and a wet chemical fire extinguisher must be provided on the stand.

1. Please list **ALL** food and drink to be provided and how it is to be **stored** and **served**:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Food / Drink – retail/sample** | **Stored** | | | **Served** | | | |
|  | **Frozen** | **Chilled** | **Ambient** | **Frozen** | **Chilled** | **Ambient** | **Hot** |
| *example 1: burgers - samples* |  | ✓ |  |  |  |  | ✓ |
| *example 2: cheese – retail & also small samples* |  | ✓ |  |  |  | ✓ |  |
|  | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
|  | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
|  | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
|  | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
|  | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
|  | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
|  | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
|  | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
|  | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

1. Please describe the method by which samples will be provided to stand visitors:

|  |  |
| --- | --- |
| Type of food | Method of sampling |
| *Example1 : bite size pieces of burger* | *will be served on small individual disposable plates* |
| *Example 2: bite size pieces of cheese* | *will be served on individual cocktail sticks* |
|  |  |
|  |  |
|  |  |
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|  |  |
|  |  |
|  |  |
|  |  |

1. Alcohol Licensing

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Alcoholic beverages will be provided on our stand |  |  |
| A copy of both sides of the personal licence is attached |  |  |

Thank you for completing this form.

**Please return it by 10th March to** [**team@eventfoodsafety.co.uk**](mailto:team@eventfoodsafety.co.uk)

**Once received we will acknowledge receipt and request any further information required specific to your activity at the event.**