

1. SAMPLING	1
2. FACILITY POLICY	2
3. ALLERGY LABELLING	2
4. ALCOHOL POLICY.....	3
5. EQUIPMENT POLICY.....	4
6. WASTE and VENTILATION POLICY	4

1. SAMPLING

Any proposed sampling activity must be advised to the organisers via the COOKING and SAMPLING [Food and Beverage] AUTHORISATION FORM. 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.

Any exhibitor offering alcohol must identify a Personal Licence holder and have a copy of the licence available for inspection by the venue during the open period of the exhibition.

The acceptable sampling sizes for drinks 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 are as follows:

- Bite-sized portions
- Individually wrapped items

Exhibitors wishing to offer product in quantities greater than the sample sizes allowed should seek agreement from the organisers prior to the event and pay the appropriate facility fee (See Facility Policy below).

All foods and beverages must be stored, prepared and served within the standard practises listed by the current eGUIDE Catering Section. Failure to comply will lead to the cancellation of the authorisation to distribute the product.

Liability for any breach of legislative or current eGUIDE policy will not be accepted by Holden Media Ltd (the organiser) or Manchester Central Catering Ltd; this will be the sole responsibility of the exhibitor. Failure to comply will lead to the cancellation of the authorisation to distribute the product.

All personnel prepping and/or giving out any HIGH-RISK FOODS [see below] must be certified at LEVEL 3 FOOD SAFETY IN CATERING. [Copies of certificates must be available for inspection on site during the event open period]

Please consider the risk level of the food that you are distributing and act accordingly:

FOOD RISK LEVELS	
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

2. FACILITY POLICY

All food and beverages are served under the authority of Manchester Central Catering Ltd. which is the sole supplier of all food and beverage within Manchester Central Convention Complex.

Any exhibitor wishing to offer samples in quantities greater than those outlined in section 1 [Sampling] above – eg bottled beer; cocktails etc – may make an application for exemption to Manchester Central Catering Ltd. via the organisers. In this instance, a facility fee of £250 + VAT per day will be payable before midday on the Friday before the show open

3. 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.

Allergy sheets must be provided by exhibitors distributing food from stands. Allergen ingredients must be indicated in list of ingredients with a 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

4. ALCOHOL POLICY

This Alcohol Policy applies to any situation alcohol is distributed 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). Manchester Central Catering Ltd authorises exhibitors 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 exhibitor 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, exhibitors must adhere to the Sampling Policy detailed above.

5. EQUIPMENT POLICY

All electrical equipment used at all events utilising a plug-in system must always have relevant certification (including a 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 available for inspection by the event's Health and Safety Manager on site. All solid fuels and oil fryers must be accompanied with the appropriate fire extinguisher.

All gazebos that are used over hot cooking must be fire rated.

If any equipment is within its manufacturer's warranty and proof of purchase can be presented then all testing and certification will be covered by the warranty.

Any failure to conform to the above listed requirements will result in authorisation being refused for operational activity.

6. WASTE and VENTILATION POLICY

All food and associated waste substances must be disposed of in the bins provided at the rear of the hall. A charge will be levied to the exhibitor for any such waste materials abandoned after the show has closed.

Waste water must be disposed of in a safe and hygienic manner. It must not be deposited down any hand-washing or sanitary facilities throughout the venue.

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. Contact the organiser for further information.