

FOOD SAMPLING AND SAFETY REGULATIONS

If you are cooking or sampling food or drink on your stand, it is essential that you read and comply with the following regulations. Failure to do so could result in Environmental Health Officers or the venue requiring you to cease your sampling or cooking activities.

Please ensure you also refer to the current [eGuide](#) and ExCeL London Food & Beverage Sampling Guidelines.

Please read the information below carefully, along with [clicking here](#) for a Food Safety Checklist.

COMPULSORY REQUIREMENTS

1. You must declare what you are cooking and/or sampling on [Compulsory Health & Safety Declaration Form](#). Following submission of this form, you will be sent further information depending on whether you are sampling low, medium or high-risk foods. This may include requirements for HACCP documentation, temperature control measures and hand-washing facilities.
2. You must provide accurate allergen information specific to all food and drink being sampled. This information must be readily available on the stand, with clear signage advising visitors how they can obtain allergen information.
3. Sampling activity is subject to approval. Exhibitors must provide all requested food safety and sampling documentation to the Organisers in sufficient time for the required information to be submitted to ExCeL London. ExCeL requires sampling information to be provided at least **28 days before the event**.
4. Sampling must not commence unless the relevant requirements and approvals have been met.

ALCOHOL – SAMPLING & SERVING

In compliance with current legislation, the sale and supply of alcohol is regulated under the **Licensing Act 2003**. Sampling alcohol is therefore a licensable activity.

Any stand wishing to supply alcohol (except where provided by the venue's official catering provider) whether for onsite or offsite consumption, must comply with the venue's sampling requirements and provide the required licensing information.

Under the terms of the Licensing Act 2003 and ExCeL London's Premises Licence, exhibitors sampling alcohol must have an appropriate **Personal Licence Holder present onsite** and must notify the Organisers by completing the Alcohol section of the Health & Safety Declaration Form.

For more information on alcohol sampling & serving legislation please visit:
www.legislation.gov.uk/ukpga/2003/17/contents

The following conditions also apply:

- All terms of the Licensing Act 2003 and ExCeL London's Premises Licence must be adhered to.
- Staff serving alcohol must be aged 18 or over.
- Alcohol must not be served to anyone under the age of 18.
- Appropriate **Challenge 21** procedures and signage must be in place.
- Alcohol must not be served to anyone who appears to be under the influence of alcohol.
- Alcohol must only be served within the permitted licensing hours.
- Alcohol products must be stored securely.
- Exhibitors must comply with the permitted sample sizes detailed within the Sampling Requirements section below.

Any stand offering food and/or drink is regarded as a food premises for the purposes of applicable food safety legislation and must comply with the relevant requirements.

Exhibitors wishing to provide full-sized alcoholic drinks as hospitality must check the current requirements with ExCeL London and its official catering provider before making arrangements.

Exhibitors are not permitted to sell products from their stand.

Alcohol Wholesaler Registration Scheme (AWRS)

If you produce, sell or purchase alcohol wholesale, you may be subject to the **Alcohol Wholesaler Registration Scheme (AWRS)**.

Businesses purchasing alcohol from UK wholesalers for onward sale must ensure that their supplier is appropriately approved under AWRS where required. Records should be retained as evidence that the necessary checks have been carried out.

Ask your supplier to tell you their AWRS Unique Reference Number (URN); they will also show the URN on their invoices.

You will need to keep records to prove you have checked that your supplier is approved, so you don't inadvertently become involved in selling duty unpaid alcohol.

Please refer to current HMRC guidance for full AWRS requirements.

www.gov.uk/guidance/the-alcohol-wholesaler-registration-scheme-awrs

ALLERGEN LAW

Food businesses must be able to provide accurate information regarding the presence of any of the **14 regulated allergens** in the food and drink they provide.

Any stand offering food and/or drink must comply with current food allergen legislation.

Accurate and verifiable allergen information must be readily available. For non-prepacked food, allergen information may be provided in writing or verbally; however, where information is provided verbally, clear signage must tell visitors how and where they can obtain this information (this can be in the form of original packaging) and signage should be in place on the stand to direct customers on how to obtain the information.

[Click here](#) for an Allergen Information Template

[Click here](#) for the example sign

[Click here](#) for the Official Government Website on Allergen Guidance for Food Businesses

COOKING ON STANDS

If you are cooking on your stand, you must declare this on the [Health & Safety Declaration Form](#).

You will be required to comply with Food Safety & Hygiene Regulations. Details must be provided as part of your Exhibiting Company Risk Assessment, including methods of storage, washing facilities, stand layout and type of appliance to be used in the cooking and sent to the Organisers no later than **Friday 29th January 2027**.

Appliances running on **Liquefied Petroleum Gas (LPG) are not permitted**. Mains gas or electricity must be used where permitted. Gas-fired cooking and heating appliances must be installed by appropriately qualified Gas Safe registered engineers.

Appropriate signage must be displayed around equipment which could pose a hazard. If the appliance is of very high risk, i.e., food slicer, please consider also using a guard.

All electrical appliances should be routinely PAT tested (portable appliance testing) to ensure the safety of exhibitors and visitors.

NB: Disposal of oil - please **DO NOT** dispose of your oil into the venue's drainage system either on the stand or in any of the washrooms. Used oil should be transferred to a suitable container and disposed of in the bin provided in the communal wash up areas. The location of the wash up areas will be provided 4 weeks out from the show.

FIRST AID EQUIPMENT

Each stand or kitchen where open food is handled, prepared or dispensed must have a suitable and sufficient First Aid Kit available.

The kit should include **blue detectable waterproof plasters** suitable for use within food-handling environments.

FOOD LEGISLATION

All food businesses must comply with **current UK food safety legislation** and applicable food hygiene requirements. www.food.gov.uk/enforcement/regulation

Exhibitors carrying out food operations should be appropriately registered as food businesses with their relevant local authority where required.

New food businesses should register with their local authority **at least 28 days before food operations begin**.

Food operations can include:

- Cooking food
- Storing or handling food
- Preparing food
- Distributing food
- Supplying food for sampling

Exhibitors may be required to provide evidence of their food-business registration and relevant inspection/food hygiene documentation.

FOOD HYGIENE REGULATIONS – EHO VISITS

Any exhibitor cooking on their stand and/or offering food or drink samples must comply with all applicable Food Hygiene Regulations.

The Organisers may employ an independent Environmental Health Officer to undertake food hygiene inspections during the event.

Officers from the Local Authority may also attend the venue during tenancy and carry out inspections.

Environmental Health Officers have the authority to require corrective action and may stop cooking or sampling activity where they are not satisfied that appropriate food safety standards are being met.

Exhibitors must therefore ensure all relevant food safety documentation is available onsite.

FOOD RISK ASSESSMENTS – HACCP

Any company bringing food into the venue and offering it as samples to visitors should undertake a Food Risk Assessment (HACCP- Hazard Analysis & Critical Control Point). Please follow the link for a [HACCP How To, Example & Template](#) or for the HACCP template only please [click here](#).

HACCP stands for Hazard Analysis and Critical Control Point(s).

Your assessment should consider the complete operation taking place at ExCeL London, including preparation, transportation, storage, cooking, display and serving, where applicable.

The main steps include:

- A. Identifying potential food safety hazards
- B. Defining appropriate control measures
- C. Identifying Critical Control Points where applicable
- D. Establishing appropriate targets and critical limits
- E. Monitoring and recording controls where necessary
- F. Establishing corrective actions where controls are not met

For more information on HACCPs, please visit <https://www.food.gov.uk/business-industry/food-hygiene/haccp>.

Exhibitors are responsible for assessing the extent and risk of their operation and ensuring adequate washing, hand-washing, refrigerated and frozen storage facilities are provided where required.

Depending on your operation, you may also be required to provide:

- Evidence of food-business registration
- Latest relevant inspection/Food Hygiene Rating documentation
- Food hygiene training certificates
- Food Safety Management System/HACCP documentation
- Event-specific risk assessment and method statement
- Proposed menu/product list
- Allergen information/chart
- Public Liability Insurance
- PPDS labelling information, where applicable

Food handlers and supervisors must have training appropriate to their duties. ExCeL's current requirements should be checked to ensure the appropriate food hygiene training level is held for the activity being undertaken.

FOOD SAFETY

Stands will not be permitted to process or serve food if they are in poor hygienic condition or pose an imminent risk of contamination to food or an imminent risk to health.

Stands/kitchens/food preparation and dispensing areas must be in good order to ensure they can easily be cleaned and maintained in a hygienic state of repair. All surfaces likely to be used during the event should be non-porous and easily cleansable.

Anyone processing food must be able to identify the risks associated with their operation. The Government has developed a range of food safety management packs for different sectors of the food industry to help food business operators manage their food safety management procedures. These include [Safer Food Better Business](#) which is particularly relevant to smaller companies. For a full list of the management systems please [click here](#).

All staff engaged in food handling must be properly trained, appropriate to their duties, and supervised to ensure they work hygienically. Evidence of this training may be required for inspection, so all relevant documentation should be made available onsite.

Key controls expected by venues where exhibitors are serving food within the confines of the venue must cover the following:

- Delivery
- Storage
- Preparation and display
- Hot or cold food holding

[Click here](#) for more detailed information on the controls required for the above. These controls should be detailed on a HACCP (Hazard Analysis, Control & Monitoring for the Preparation, Cooking, Storage and Serving of Foods).

FOOD SURPLUS AND FOOD DONATIONS

IFE is proud to partner with **City Harvest** to collect suitable surplus food from exhibitors for redistribution.

Further information regarding food donations, can be found [here](#)

Food that cannot be donated must be disposed of using the appropriate waste streams provided onsite.

IMPORTATION OF FOOD PRODUCTS INTO THE UK

When you import food into the UK for commercial purposes, you need to familiarise yourself with regulations that apply to specific products and with more general rules about things such as labelling and additives.

We suggest that you consult the Food Standards Agency website for useful information: www.food.gov.uk or alternatively contact our official Freight Forwarding Agents - [DSV](#).

PERSONAL HYGIENE

All food handlers working with open food must:

- Keep their hands clean and cover any cuts with a blue, waterproof dressing.
- Wear clean and washable over-clothing.
- Keep personal clothing and bags out of areas where open food is handled unless it is stored in a cupboard.
- Change gloves (where used) regularly and wash hands in between.

- Not handle open food when suffering, and within 48 hours of suffering from gastro-enteritis, dysentery, any infection, boils, or septic cuts etc. likely to cause food poisoning. They should contact their doctor immediately.
-

PENALTIES

Environmental Health Officers may inspect stands. Failure to comply with the requirements of the legislation may result in formal action being taken and the likely stopping of sampling activity or even closure of the stand. A person found guilty of an offence is liable to a fine or imprisonment or both.

If you require any further information, please contact:

Newham Environmental Health Office

T: +44 (0)20 8430 2000

E: food@newham.gov.uk

SAMPLING REQUIREMENTS AND CONDITIONS

All proposed sampling activity must be declared on the **Compulsory Health & Safety Declaration Form** and is subject to the relevant organiser and venue requirements.

Exhibitors wishing to provide food or drink as hospitality, rather than genuine samples of their own products, must check the current catering and hospitality requirements with the Organisers and ExCeL London before making arrangements.

Sampling Conditions

1. All samples must be provided **free of charge**.
2. Samples must comply with the following maximum sample sizes:

Food

- Unwrapped food – bite-sized portions
- Individually wrapped items – where applicable, these may be provided for offsite consumption

Drinks

- Soft and hot drinks – **50ml**
- Beer, cider or similar – **50ml**
- Wine, fortified wine, champagne, alcopops or similar – **25ml**
- Spirits or similar – **5ml**

Exhibitors must not exceed the venue's permitted sampling quantities.

3. All proposed sampling activity must be declared on the Health & Safety Declaration Form and is subject to approval. Exhibitors sampling alcohol must also complete the relevant Alcohol Sampling section and provide any requested licensing information.
4. Exhibitors undertaking food sampling must complete appropriate **HACCP/Food Safety Risk Assessment documentation** relevant to their activities.
5. Adequate provision must be made for food safety on the stand. Environmental Health Officers may inspect stands and have the authority to stop sampling where requirements are not being met.
6. Sampling must be carried out in a way that minimises the risk of contamination and cross-contamination. In particular:
 - a. Samples should be positioned where they can be supervised by stand staff and should be clearly separated from other stock.
 - b. Where practical, samples should be offered in individual disposable or appropriately sanitised serving containers.
 - c. Avoid sampling methods where visitors repeatedly dip food or utensils into a communal product.
 - d. Large open bowls or piles of food should be avoided where visitors could touch food intended for other people.
 - e. Customers must not be permitted to **double dip** sampling sticks, spoons, utensils or food items.
 - f. Bowls, dishes and plates must not simply be continuously topped up. They should be properly cleaned or replaced before being replenished.
 - g. Appropriate bins must be provided for discarded sampling utensils, packaging, stones, food waste and other waste.
 - h. Accurate and verifiable allergen information must be readily available to visitors.

All sampling must be contained within the stand –no sampling may take place in the aisles or the venue Boulevard unless arranged with the Organisers, this includes the distribution of leaflets advertising your products to be sampled. If you're interested in a sponsorship opportunity to sample in the aisles, please speak with your sales contact (who booked your stand).

For further information on ExCeL's sampling guidelines, please [click here](#).

WASHING FACILITIES

Communal wash-up facilities will be provided within the show where applicable. Exact locations will be communicated before the event.

Communal wash-up facilities are intended for **utensil and equipment washing** and should not be treated as a substitute for required hand-washing facilities on individual stands.

Where hand-washing facilities are required for your food operation, suitable facilities must be available on your stand.

Once you have completed the Compulsory Health & Safety Declaration and provided details of the products you intend to cook or sample, you will be advised of any additional requirements applicable to your operation.

Please note that suitable hand-washing facilities can be provided in a number of ways and do not necessarily require a permanently plumbed-in sink.

For more advice, please contact

Ops.fooddrink@montgomerygroup.com