**Sale or supply of food and drink (including alcohol) from stands**

If you are proposing to sell or supply any food or drink (except that obtained from Gather & Gather), you must complete and return this form to us no later than *(5 weeks before the event).*

|  |  |
| --- | --- |
| Company name and stand number |  |
|  | |
| Please tick the activities that apply to your stand: | List product(s) to be offered: |
| * Offering sample(s) of a product(s) that you are selling for off-site consumption * Selling a product(s) for on-site consumption * Offering food or drink as an incentive to buy your (non-food/drink) product/service |  |
|  |  |
| Name of the responsible person on the stand, who will be present throughout the event: |  |
| Personal licence holder (if applicable)  name:  contact tel. no:  licensing council:  licence number:  A copy of both sides of the personal licence must be provided and the licence must be available on site for inspection on request. |  |

Please sign below to confirm that you will comply with the [**eGuide**](http://www.aev.org.uk/eguide) and all relevant legal requirements, including:

* Licensing Act
* Food Safety Act
* Olympia London’s Premises Licence conditions (NB Alcohol cannot be served before 9am)

Signature

Name

Date

Please return this form by *(3 week deadline)* to: *(Organiser’s details)*