

# RESTAURANT/CATERING IN STANDS COMMUNICATION

## FAIR SERVICES DEPARTMENT

Send to catering@ifema.es

### IFEMA CALL CENTRE

CALLS FROM SPAIN  
INFOIFEMA 902 22 15 15  
INTERNATIONAL CALLS (34) 91 722 30 00  
IFEMA Feria de Madrid  
Avda. del Partenón, 5  
28042 Madrid  
Spain  
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[www.ifema.es](http://www.ifema.es)  
C.I.F. Q-2873018-B



### 1. INFORMATION TO BE FILLED IN BY THE APPLICANT

FAIR/EVENT \_\_\_\_\_

**APPLICANT COMPANY DETAILS**

COMPANY \_\_\_\_\_ TAX ID N° \_\_\_\_\_

TRADE NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ POSTCODE \_\_\_\_\_

CITY \_\_\_\_\_ PROVINCE/STATE \_\_\_\_\_

COUNTRY \_\_\_\_\_ PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_ WEBSITE \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ POSITION \_\_\_\_\_

**EXHIBITING/ORGANISING COMPANY DETAILS**

COMPANY \_\_\_\_\_ STAND N° \_\_\_\_\_

### 2. CATERING COMPANY

COMPANY \_\_\_\_\_

Tax ID \_\_\_\_\_

VALID RGSA NUMBER \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

### 3. SERVICE DESCRIPTION

DATE(S) OF SERVICE \_\_\_\_\_

START TIME \_\_\_\_\_

END TIME \_\_\_\_\_

NUMBER OF PERSONNEL WHO  
WILL PROVIDE THE SERVICE \_\_\_\_\_

PLACE OF SERVICE \_\_\_\_\_

- FOOD TRUCKS .....
- OTHERS (INDICATE) \_\_\_\_\_

**METHOD OF FOOD PREPARATION:**

- HEATING ONLY .....
- GAS .....
- ELECTRICITY .....
- OTHERS (INDICATE) .....
- READY-TO-EAT WITH HEATING OR PREPARATION .....
- READY-TO-EAT WITHOUT HEATING OR PREPARATION .....

### 4. CREDENTIALS RECEIVED (FOR FAIRS ORGANISED BY IFEMA ONLY)

RECEIVED \_\_\_\_\_

Dated and Signed \_\_\_\_\_

In the case of Trade Fairs, Congresses with Exposition and Events not organised by IFEMA please consult the organiser.

The applicant company confirms that it is aware of and accepts the prevailing rules (see note on reverse).

As the data controller for the personal data gathered in this form, IFEMA - FERIA DE MADRID (Q/2873018B) informs you that: **Purposes:** (i) the management of companies and their personnel and (ii) the management and handling of the assembly of the fair or event. **Legal basis:** consent and contractual relationship. **Recipients:** The contractor shall obtain, where appropriate, the consent of its personnel for the transfer of this data. IFEMA may communicate your data to companies involved in assembly-related work (see ifema.es) as well as to the administrative and judicial authorities, where legally required. Your data will not be subject to international transfer. **Storage:** The data will be stored for the legally required periods. **Rights:** you may exercise your right to access, rectification, deletion, restriction or objection to processing and to data portability, withdrawing the consent given by writing to Avenida del Partenón 5, 28042 Madrid, or by sending an email to "protecciondedatos@ifema.es" with the subject: "ASSEMBLY-company and name of the fair", including your name and passport or national identification number. You may request guidance from the AEPD and consult our full privacy policy at ifema.es. Help us keep data up to date by informing us of any changes thereto. **Failure to provide this information or its cancellation means you will not be authorised to provide services on the premises.**

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## I.- CONDITIONS FOR ACCESS AND PRESENCE OF VEHICLES / PERSONNEL

### 1.- VEHICLES

- Vehicles must comply with the regulations for access and presence onsite.
- Vehicles must be taken offsite immediately after making their delivery.
- Drivers must facilitate the inspection of vehicles and supplies as required by security personnel.
- Vehicle access to the Fair Site will be solely through the East and or West entrance gates (puerta Este and puerta Oeste).
- Goods access to each hall will be through the designated service doors.

### 2.- CATERING AND RESTAURANT STAFF

#### 2.1.- Trade fairs and events organised by IFEMA

- Catering staff, such as serving staff, cooks, etc., must be accredited. Applications must be submitted at least seven (7) days before the start of the event.
- Catering passes may be collected from Visitor Accreditation Department and Datacom on the same dates and at the same times as exhibitors, goods/maintenance staff and/or trade attendees, from the desks provided for the purpose.
- Staff should access the Feria de Madrid via the main doors.

#### 2.2.- Fairs, Congresses with Exposition and Events not organised by IFEMA

- Please contact the organiser for details.

## II.- HYGIENE AND SANITATION CONDITIONS TO BE OBSERVED BY RESTAURANT/CATERING PERSONNEL

Permitted food handling consists of assembling pre-cooked or partly cooked products in the catering/restaurant service. These foodstuffs must be appropriately identified.

### 1.- The catering location must have the following features:

- Easily cleaned and disinfected work surfaces.
- Sufficient heating, refrigeration and freezer equipment adequate for their designated use, to avoid undesirable changes in temperature affecting the safety of the product.
- Hygienic containers with lids for disposing of waste.
- Sinks with drinking water.
- Easy-to-clean and disinfect floors.

**TECHNICAL ASPECTS:** Food preparation at the stands by culinary technicians, including: fried food and similar, roasts, stews, grills, etc is allowed only if the provider of the service has installed extractor hoods fitted with absolute activated carbon filters so that smoke and smells are reduced to a minimum. Any stands using the culinary technique of cooking in water will be exempt from the requirement to install said extractor hood. The supply of this food made at the stand to the visiting public can only be done if the preparation, preservation and supply of those products is made by authorised companies for lending these catering services in the conditions reflected on this form.

### 2.- All the companies contracted to provide restaurant/catering services to exhibitors are obliged to:

- The documentation required by the health authority must be available for inspection (delivery notes/copies) of the origin of the products supplied.
- Scrupulous compliance with basic hygiene rules and good food handling practices (GMP) to prevent any cross contamination.

### 3.- Food safety information: All packaged products must be duly labelled according to the current labelling laws, with information about substances considered allergens or which cause intolerance (Regulation 1169/ 2011). Likewise, regarding the aforementioned regulation and in accordance with Royal Decree 126/2015 on consumer information related to food presented without packaging, suppliers must indicate that: "They have information about allergens available upon consumer request" which must be advertised on a sign close to the customer service area. Therefore, suppliers of such services must have a list of product ingredients for the goods they supply (product technical specifications).

- Be authorised to transport perishable goods.
- Hold certificates for the handling of foodstuffs.

## III.- PREVENTION OF WORKPLACE HAZARDS CO-ORDINATION OF BUSINESS ACTIVITIES

Pursuant to current legislation and IFEMA's occupational health and safety and coordination of company activities procedures, all Exhibitors or Organisers contracting catering services must furnish the company providing the service with the information supplied by IFEMA regarding risks and preventative measures as well as the emergency and evacuation instructions for IFEMA's installations.

The company providing the service must take into account these risks and measures when planning their work at the venue and duly if appropriate, a copy of this form may be submitted to the Barajas District Health Authority "Dpto. de Servicios Sanitarios, Calidad y Consumo". Inform those people carrying out the service at the venue of the same. Likewise, if applicable, the company providing the service must disclose any risks inherent in its activity which may affect those companies attending.

If appropriate, a copy of this form may be submitted to the Barajas District Health Authority "Dpto. de Servicios Sanitarios, Calidad y Consumo".

## IV.- IMPORTANT INFORMATION - PREVAILING REGULATIONS:

- If you are an exhibitor at a fair organised by IFEMA, you may consult the "IFEMA General Participation Regulations", the specific rules for the Fair, as well as the technical annexes that complement the aforementioned general regulations, all available at [ifema.es](http://ifema.es), in the Exhibitors space and on the web page for each event.
- If you are an Exhibitor at a Fair or Congress with Exhibition not organised by IFEMA, see the "Exhibitor regulations" (Rules of Participation for Exhibitors at Externally Organised Fairs) as well as the technical annexes also available at [ifema.es](http://ifema.es), in the Conventions and Congresses area, Participation Regulations section. Also, check the Organiser's own rules regarding your fair or event.
- If you are the organiser of a fair or event at the trade fair complex/convention centre: see the "Organiser regulations" (Rules for participation in externally organised fairs, events in halls and events, with or without exhibitions, in the convention centre) as well as the technical annexes to the aforementioned General Regulations available at [ifema.es](http://ifema.es), in the Conventions and Congresses area, Participation Regulations section.