

RESTAURANT/CATERING IN CONCERTS COMMUNICATION

FAIR SERVICES DEPARTMENT

Send to catering@ifema.es

IFEMA CALL CENTRE

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IFEMA
Feria de
Madrid

C.I.F. Q-2873018-B

1. INFORMATION TO BE FILLED IN BY THE APPLICANT

EVENT _____
COMPANY _____ TAX ID N°. _____
TRADE NAME _____
ADDRESS _____ POSTCODE _____
CITY _____ PROVINCE/STATE _____
COUNTRY _____ PHONE _____ FAX _____
E-MAIL _____ WEBSITE _____
CONTACT PERSON _____ POSITION _____

2. CATERING COMPANY

COMPANY _____
Tax ID _____
VALID RGSA NUMBER _____
TELEPHONE _____ FAX _____ E-MAIL _____

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

RECEIVED

Dated and Signed

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.**

PRINT

I.- CONDITIONS FOR ACCESS AND PRESENCE OF 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.

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 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 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 available at ifema.es.

The company providing the service must take into account these risks and measures when planning their work at the venue 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 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, in the Conventions and Congresses area, Participation Regulations section.