

Restaurant/catering in stands communication at Palacio Municipal.

Fair services department.

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Enviar a: catering@ifema.es

Information to be filled in by the applicant

Event _____

Applicant company details

Company _____ TAX ID N.º. _____

Trade name _____

Address _____ C.P. _____

City _____ Province/State _____

Country _____ Phone _____ FAX _____

E-mail _____ Website _____

Contact person _____ Position _____

Exhibiting/organising company details

Company _____ Stand N.º/room _____

Catering company

Company _____

TAX ID _____

Valid rgsa number _____

Phone _____ FAX _____ E-mail _____

Service description

Date(s) of service _____

Start time _____

End time _____

N.º of personnel who will provide the service _____

Place of service _____

• Others (indicate) _____

• Ready-to-eat with heating or preparation _____

• Ready-to-eat without heating or preparation _____

Credentials received (for fairs organised by ifema only)

Received _____

_____ Date and signed

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

I.- Conditions for access and presence of vehicles / personnel

1.- Vehicles

- Vehicles must comply with the regulations for access and presence onsite.
- Drivers must facilitate the inspection of vehicles and supplies as required by security personnel.

2.- Catering and restaurant staff

- 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 PALACIO MUNICIPAL via the main 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.

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 MADRID'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 MADRID regarding risks and preventative measures as well as the emergency and evacuation instructions for IFEMA MADRID'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 Organiser of a fair or event at PALACIO MUNICIPAL, see the "Participation regulations for events with or without exhibitions at PALACIO MUNICIPAL" as well

as the technical annexes that complement the aforementioned regulations, all which are available at ifema.es in the Conventions and Congresses area.