

RESTAURANT/CATERING IN STANDS COMMUNICATION

IFEMA PALACIO MUNICIPAL

FAIR SERVICES DEPARTMENT

Send to catering@ifema.es



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Palacio Municipal

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VAT number Q-2873018-B

1. INFORMATION TO BE FILLED IN BY THE APPLICANT

FAIR/EVENT _____

APPLICANT COMPANY DETAILS

COMPANY _____ TAX ID N° _____

TRADE NAME _____

ADDRESS _____ C.P. _____

CITY _____ PROVINCE/STATE _____

COUNTRY _____ PHONE _____ FAX _____

EMAIL _____ WEBSITE _____

CONTACT PERSON _____ POSITION _____

EXHIBITING/ORGANISING COMPANY DETAILS

COMPANY _____ STAND N° / ROOM _____

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 _____

- 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.

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 IFEMA 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'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 Organiser of a fair or event at IFEMA PALACIO MUNICIPAL, see the "Participation regulations for events with or without exhibitions at IFEMA 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.

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.**