

Restaurant/catering in concerts communication

Fair services department.

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Send to: catering@ifema.es

Information to be filled in by the applicant

Event _____
 Company _____ Tax ID nº. _____
 Trade name _____
 Address _____ Postcode _____
 City _____ Province/State _____
 Country _____ Phone _____ Fax _____
 E-mail _____ Website _____
 Contact person _____ Position _____

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
 • 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 _____

_____ Date and signed

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 MADRID'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 MADRID regarding risks and preventative measures as well as the emergency and evacuation instructions for IFEMA MADRID'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.

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