

Restaurant/catering in stands communication.

Fair services department.

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Send to: catering@ifema.es

Information to be filled in by the applicant

Fair/Event _____

Applicant company details

Company _____ Tax ID nº. _____

Trade name _____

Address _____ Postcode _____

City _____ Province/state _____

Country _____ Phone _____ Fax _____

Email _____ Websit _____

Contact person _____ Position _____

Exhibiting/organising company details

Company _____ Stand nº _____

Catering company

Company _____

Tax ID _____

Valid RGSA number _____

Telephone _____ Fax _____ Email _____

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 _____

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.
- 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 MADRID

- 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 MADRID

- 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, 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, 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, in the Conventions and Congresses area, Participation Regulations section.