

MUST READ - Requirements to Operate

(Please sign at the bottom and attached to the other documentation)

1. Basic Facilities Requirements – All should comply at congress

- Floor and walls: in good conditions, without cracks and easy to clean
- Roofs: roofing areas with food below
- Lights: provide sufficient light to work and protect food areas
- Sinks: installation of drinkable water, equipped with antibacterial soap and paper
- Handling surfaces: smooth, non-permeable and easy to clean
- Handle and store food spaces: enough room to work (not located in walkways)
- Equipment: dispose the necessary equipment to maintain temperatures of food (hot food over 65°C / 149°F; cold food under 4°C / 39°F).
- Office temperature: maximal of 25°C / 77°F

2. Handling Good Practice Requirements – All should comply at congress

- Frozen Samples of any food being consumed by more than 50 persons have to be kept in the catering's main kitchen for 5 days. In case there is any food poisoning these samples will be analysed.
- Fulfilment of the Food Handling Good Practice Manual (personal hygiene, use of jewellery, tied up hair, no smoking, etc.)
- Transport of food in an isothermal environment to avoid breaking the cold chain.
- Use of exclusive uniforms to work. All the staff should be wearing the official catering's uniform so they can be identified easily.
- All personnel has to be in a healthy state that will not compromise the healthiness of the food (flu, badly covered wounds, etc.)

3. Operational and Service Quality Controls – All should comply at congress

- All products must be labelled in English (composition and expiring data): All products served in the stands must be properly labelled in English, indicating the basic composition, preparation and expiring dates, and conservation indications (cold storage).
- Labelled allergens (International Logos): All products served in the stands must be labelled with the international code logos differentiating intolerance/allergens and / or special diets that marks the European regulation of consumer information.
- Differentiate packaging according to the special diets : Different packaging must be used with the aim of avoiding cross-contamination. Different preparations with different intolerances /allergens and / or diets cannot share the same container.

- No use of common areas: hallways, exteriors, parkings... Do not obstruct emergency exits: It is strictly forbidden to use spaces outside stands, aisles, loading/unloading areas, for support of catering services. We endeavour at all times to not obstruct exits and / or transit zones of people.
- Waste disposal (not fair hours): Each company is responsible for the collection and management of waste generated, forced to deposit them in containers skills within the enclosure. All waste must be transported in containers suitable for this role, ensuring the best picture of the event. This movement will be done during hours of less affluence of visitors.
- Food and manufactured products carriage conditions: Food and manufactured products will be transported using the appropriate material. Drinks and rental equipment (dishes / furniture ...) will be transported safely avoiding possible plow, and looking slots with a lower number of visitors.

I hereby understand the regulations I need to apply onsite and agree to do so when providing catering facilities.

Contact Person: _____

Company: _____

Title: _____

Exhibition Stand (if applicable): _____

Signed by: _____

(Please, if you sign only for one part, indicate the section to which you refer (1, 2 or 3), and be sure the rest is signed by the company / person responsible in the section below)

Contact Person: _____

Company: _____

Title: _____

Exhibition Stand (if applicable): _____

Signed by: _____