



EXHIBITOR MANUAL 2025

**HALL 2
NEC, BIRMINGHAM
17 - 18 MAY 2025**

Dear Exhibitor,

We are pleased to enclose the Exhibitor Manual Information for **Makers Central**.

We look forward to welcoming you to the NEC in May.

ICHF Events

ORDER FORMS AND DEADLINES

All order forms are available on the Exhibitor Zone – www.makerscentral.co.uk/ezone

You should have received your invoice from our accounts@ichf.co.uk address for your exhibition space.
The payment date is 4th April 2025.

Electrical Orders

DEADLINE 4th April 2025

Please return the order forms to us promptly as our contractor needs to order the mains supply several weeks in advance. Order Forms are available online from the Exhibitor Zone.

Please note that electrics may not be completed until Friday afternoon.

Please note – some of you will have already ordered electrics and lighting. Please check your invoice for details.

Furniture & Additional Services/ Special Requests

DEADLINE 6th April 2025

To order furniture and additional services (Shelving, additional walling, change of wall colour, fabric rails etc.), the forms for this is online from the Exhibitor Zone and will be ordered through Creative Hire.

sales@creativehire.co.uk Telephone number 01676 542616.

Carpet

DEADLINE 4th April 2025

Aisles and stands will not be carpeted at the show. If you wish to order carpet, colour samples can be seen at www.floorex.co.uk/exhibition-flooring/standard-recyclable-exhibition-cord. You may order carpet if you wish on the Additional Services Form.

Invitation Leaflets

BY RETURN

All exhibitors are encouraged to help inform their customers about the show - the more visitors that attend, the better for everyone. Printed and digital collateral is available and are a great way of letting your customers know that you will be at the show. Your invoice indicates your current order. Please telephone or email sales@ichf.co.uk for any additional requirements.

IT/Wi-Fi Connection

If you require telephone, hard wired internet or multimedia services please contact the NEC at www.thenec.co.uk/exhibitors/order. Link is available on the Exhibitor Zone. Please note there is some Wi-Fi service in the halls and within public areas within the NEC.

Stand & Exhibitor Catering

Exhibitors can order lunches from 'Food 2 U' on 0844 338 8338 or email eventorders@thenec.co.uk
Please wear your exhibitor badge when purchasing food so you receive your discount.

BUILD UP

Build Up Times

Thursday 15th May 2025: 10.00 - 20.00 Floor area contractors only

Friday 16th May 2025: 08.00 - 20.00 Shell Scheme Stands and floor area contractors

Shell Scheme Stands

If you intend on building any structure within your shell scheme stand, our new dividing walls are 50mm thick and hollow. The 100mm border around the top is 20mm thick – please note this if using hooks.

Please note all shell scheme walling is BLACK

The name which will be displayed on the fascia on the front of your stand (Shell Scheme only) will be the name you provide at the time of booking.

Floor Area Stands

If you have booked this type (see invoice) then you **MUST** use a recognised stand contractor to build your stand. You must inform us of their name and address for passing on to the NEC. Please note that if a floor plinth is incorporated then any 'open' corner can be a trip hazard (Health & Safety) and should be protected. We require copies of your proposed stand design and build, including measurements by 10th April, these documents must be sent in along with the following:

- Risk Assessment
- Method Statement
- Stand contractors Public Liability
- Construction Phase plan

Please email the documents to operations@ichf.co.uk by the **11th April 2025**.

Carpet is NOT provided on FLOOR AREA stands, but can be supplied from £7.00/m2 – see Additional Services Order Form. Please note that a SPECIFIC tape must be used when fixing carpet – the NEC will levy charges if floors are damaged. Please make sure if you are taking FLOOR AREA space that you or your contractor orders carpet. Failure to do so could result in a delay in building your stand on set-up day. Please ensure that the floor area around your stand is kept as tidy and self-contained as possible to avoid blocking the aisles.

Storage

Limited storage is available. Please ask at the Organisers Office on-site.

NEC E-Guide for Construction and Items of Special Risk

Please see the link on the Exhibitor Zone.

Balloons

These are not recommended and are subject to removal at ICHF's discretion. If they dislodge from your stand and float to the ceiling, the NEC will charge for their removal and any damage caused to the heating/air ducts will be passed on to the exhibitor. Helium balloons require a RISK ASSESSMENT. Please make us aware if you intend on using balloons.

Vehicle Parking

Build-Up Day – Once at the NEC please follow the signs for 'Makers Central.

To make it quicker and easier on build-up you are now invited to book your timeslot to get to the halls for offloading your vehicle. This system is in place to make build-up as smooth and efficient for you as possible. All vehicles will have a set time for unloading to make it fair on everybody. You will be asked to input your card details, your card will not be charged unless you significantly exceed your allocated time slot, but if you find that you need more time please speak to a member of the ICHF team in the organisers office (so that we can ensure you are not charged). This system is in place for build-up and re-stocking only. A link to book your slot will be emailed to you in the lead up to the show.

Deliveries

From Friday 16th May 2025 (NOT before Friday – NEC will refuse the delivery)

The correct address is:

Insert Stand Number

Insert Company name

Makers Central

Halls 2

NEC

Birmingham B40 1NT

Please note: ICHF will sign for goods but they will NOT be liable for any loss or damage, however caused.

On-Site Organisers Office Contact details

If you wish to have the number of our office in the hall please ask on build-up day, as we do not know the exact number until we are on-site.

Catering

A range of outlets will be open in the concourse when the show is open.

HEALTH AND SAFETY

Risk Assessment

It is a legal requirement that each exhibitor undertakes their own risk assessment prior to the event, listing the tasks to be undertaken, identifying any significant hazards they present on site, then listing ways to minimise and control those hazards.

Please complete and return the enclosed risk assessment (appendix 1) to **operations@ichf.co.uk** by **11th April 2025**. If you have your own already, please forward on a copy.

STEP 1: IDENTIFY THE TASK/HAZARD

What equipment, materials and chemicals will be used? How much noise and dust will there be? What is the weight-loading limit? What vehicle movements and lifting operations have to be considered? Do you need to schedule a 'late working rota' to avoid tiredness and mistakes? How are you disposing of waste? Do you have any electrical installations? What are the emergency procedures?

STEP 2: DECIDE WHO COULD BE HARMED AND HOW

Who will be affected by your work and be most at risk? Think of your employees, contractors, exhibitors and visitors on or near your stand. Safe working depends on co-operation between all the companies on site. Take this into account and consider necessary precautions on every aspect of the work being carried out, which include training and the provision of information to all the different parties who are at risk.

STEP 3: EVALUATE THE RISKS

Once you have done this adequately, you can then decide on the appropriate action. Ask yourself (a) Can the hazard be removed completely or the work done in a different way? (b) If the hazard cannot be eliminated, can it be isolated, controlled, or reduced? (c) Can protective measures be taken that will protect the entire workforce on site? Protective clothing should be the last resort and is often not the only solution.

STEP 4: RECORD THE FINDINGS

Write down the findings of your risk assessment. Pass on information about significant risks to those people identified in Step 2 and record the measures you have taken to control those risks for future reference.

STEP 5: REVIEW YOUR FINDINGS

This allows you to learn by experience and take account of any unusual conditions or changes that occurred on site. Where stand building is involved (especially steelwork erection and lifting), the principal contractor should draw up a specific method statement and discuss it with the exhibitor in advance of the exhibition.

Build Up Health & Safety

Please note that no under 16s are allowed in the exhibition hall during build-up and breakdown. This is a requirement of the venue's Health & Safety policy.

High Vis

It is now a requirement for all exhibitors to wear high vis jackets throughout build-up and breakdown. A limited supply will be available in the organisers office to purchase.

Site Induction

Exhibitors will be required to sign a site induction form on arrival to the venue, to confirm you will comply with the health and safety rules onsite. A copy of the form can be found attached (appendix 2).

Stand Guidelines

Please be aware that you must set-up all products within your stand. It is potentially a major health and safety risk if you fail to do so. You may be asked to re-design your stand layout if this is the case.

Important note: Your stand is a temporary structure that is not designed to carry heavy loads, if you are planning to hang items from your stand, please contact the office for your stand weight capacity.

SHOW OPEN DAYS

Show Opening Hours

Saturday 10:00 – 17:30

Sunday 10:00 – 16:30

Please note that VIP's and Makers Club members have access to the show from 09.30am.

Vehicle Parking

Open Days – You are advised to arrive EARLY on the SATURDAY as the centre is likely to be busy with other major shows taking place. You will be directed to park in the EAST CAR PARKS. The hall is open from 08.00. Breakfast will be available in the Hall each day. Shuttle buses will operate from the Car Parks from 08:00. No vehicles or trailers are allowed to park around the perimeter or adjacent to the hall during open days.

Cleaning

Your stand will be cleaned each night, but it will NOT be cleaned if it is locked and/or closed off. If you intend to use this method to secure your stand a set of keys must be left at the Organisers Office for the cleaners to use for the duration of the show.

Security

There will be security cover during the period of the show, but all products and liabilities should be covered by exhibitors' own insurance.

Take home any valuable items each night if there are no secure storage facilities on site.

Do not leave your stand unattended at any time during build-up, the open period or the breakdown of the show.

Do not leave the hall until all visitors have gone each evening.

Do not position desirable items at the front of your stand, where you may not be able to keep an eye on them.

Ensure you have enough staff, so that the stand is not vulnerable to thieves and do not ask a neighbouring exhibitor to watch over your stand while you go for a break. They may become busy and not be able to keep an eye on your stand.

Remove all portable or valuable items from the stand on the evening the show closes. Do not leave them until the following day for collection.

Arrive in time for the show. Ensure your stand is staffed at least 15 minutes before show open time each day, but remember that the hall is open from 08.00 hours. You may wish to have someone there from that time.

Use a night sheet if you have a shell scheme stand.

If you are a victim of theft please report it immediately to the NEC security company.

BREAKDOWN

Sunday 18th May: 16.30 – 22.00 Shell Scheme Stands and floor area contractors

Breakdown details will be given to exhibitors on Saturday 17th May.

The hall must be clear by 22.00 Sunday 18th May latest. Any items left uncollected after this time may be destroyed or a storage charge levied.

MARKETING

Makers Central - Logo

You are welcome to use the show logo on any promotional material you wish to add it to. Download it from the Exhibitor Zone at www.makerscentral.co.uk/ezone

Put it on your website and emails, promoting the show and the fact that you will be attending.

Press Relations

Jordana Johnson, Marketing Director will be the marketing and press contact, if you have details that may be of interest to the press, then please email jordanaj@ichf.co.uk or call +44 (0) 1425 460804

OTHER INFORMATION

Other Facilities at the NEC- For general information visit www.thenec.co.uk

Equality Act 2010 (previously Disability & Discrimination Act)

Please remember your responsibilities under the Act and in particular access onto your stand. If you have any queries, please contact us to discuss.

CONTACT DETAILS

Sales Enquires

Emma Mitchell
01425 460811
Emmam@ichf.co.uk

Marketing

Jordana Johnson
07973 670225
JordanaJ@ichf.co.uk

Invoice/Payment Queries

Jo Reynolds
01425 460801
jor@ichf.co.uk

Electrics & Carpet Orders

Jo Reynolds
01425 460801
jor@ichf.co.uk

Furniture & Additional Extras

Creative Hire
01672 542616
sales@creativehire.co.uk

Operations and Health & Safety

Dave Hale
01425 460797
operations@ichf.co.uk

HOW TO FIND US

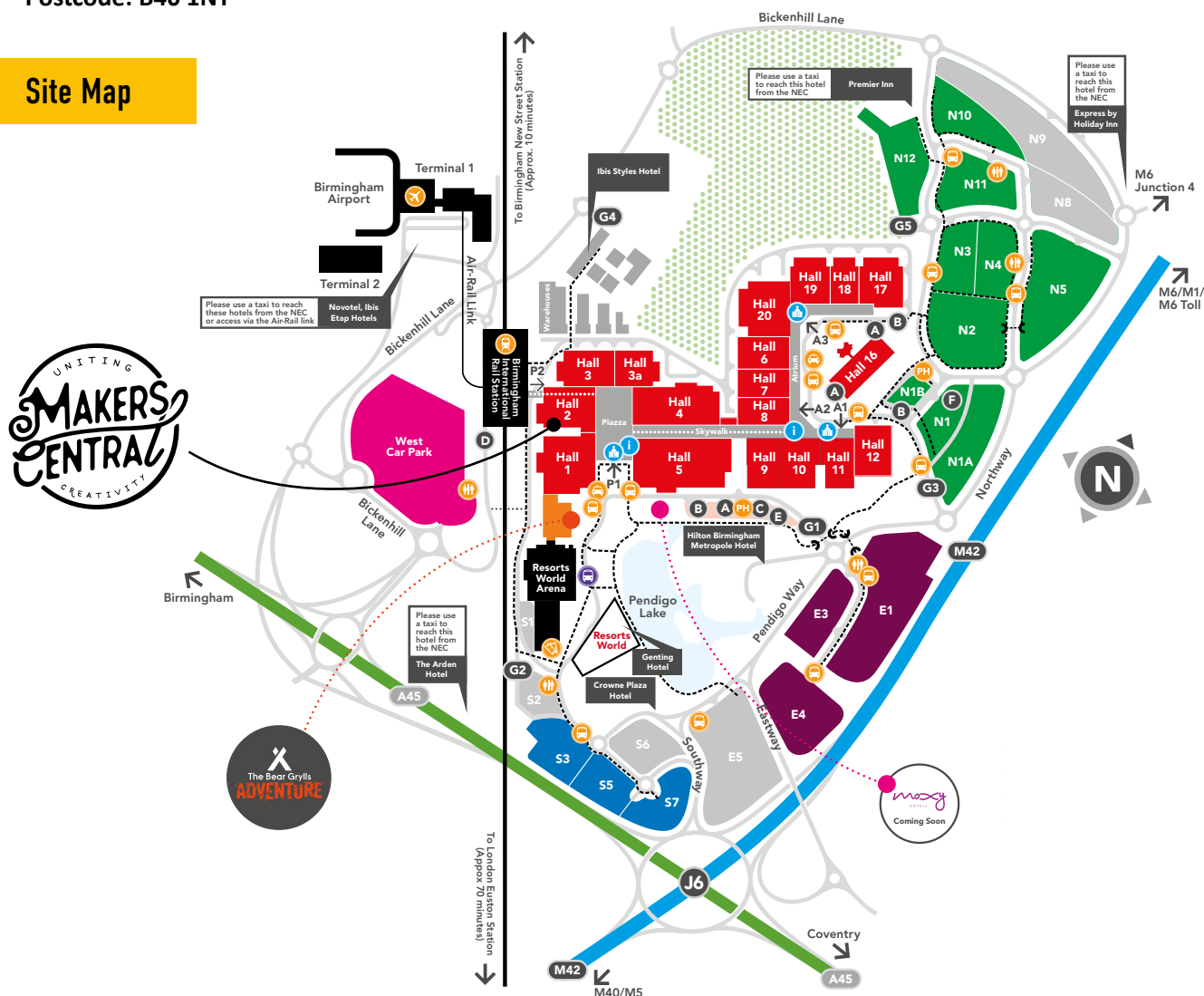
The Venue

The NEC is in the perfect location for car travel- 8 miles east of Birmingham city centre, and at the heart of the UK motorway network.

With 16,500 spaces available we've got plenty of room for you. Follow the electronic signage or directions provided by our traffic team to get you to the right car park area for your event. Once you've parked you can either take a free shuttle bus or walk to the halls using our sign posted footpaths.

Postcode: B40 1NT

Site Map



- Key**
- P1/P2 Plaza entrances
 - A1/A2/A3 Atrium entrances
 - Visitor & Business Centre - T: +44 (0)121 780 4141
 - Welcome desk
 - The NEC woodland
 - Car parks
 - South: S1-S7
 - East: E1-E5
 - North: N1-N12
 - West: West car park
 - Only in use when directed by NEC signs/traffic staff

- A VIP parking
- B Disabled parking
- C NEC visitor parking/ outdoor exhibition area
- D West Midlands bus stop
- E NEC Express 1
- F NEC Express 3
- G1 G2 G3 G4 G5 Gates

- Taxi rank
- PH Private hire taxi pick up / drop off
- Car park toilets (Including accessible toilet)
- Airport
- Train
- Box office & Arena entrance
- Shuttle bus to halls
- Arena bus stop (to East Car Parks)
- Pedestrian routes
- Pedestrian routes subway



Risk Assessment for an Exhibition Stand

This must be completed by the Exhibitor:

Stand Name:		Show:	
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Name of person responsible for Health & Safety:	
Tel No:	
Email:	

Please ensure you tick one of the boxes below:

Have you ticked YES to any of the options below and have already submitted a risk assessment to ICHF for the 2023 season? (only tick this option if you are happy that the risk assessment is up to date)	<input type="checkbox"/>
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OR

Have you ticked YES to any of the options below but still need to send your current or updated Risk Assessment to ICHF? Please return it to operations@ichf.co.uk or post to the address below.

Exhibitor's Responsibilities

An exhibition stand is a workplace covered by health and safety legislation. As the exhibitor, it is your responsibility to ensure a suitable and sufficient risk assessment is completed. Failure to do so could lead to delays or ultimately the closure of your stand.

The risk assessment template attached is for a simple shell scheme/exhibition stand that does not require any structural approval from the organiser or venue. More complex stands will require a more detailed risk assessment, if you are in any doubt you should contact ICHF for further details.

Please tick in the relevant Yes or No box below to confirm what is/is not included in your stand.

If you tick 'Yes' on any line below, you must **complete** and return **BOTH** parts of the risk assessment:

	Does your stand include:	YES	NO
1	Demonstration or workshop of any kind	<input type="checkbox"/>	<input type="checkbox"/>
2	Display of anything containing liquid fuel	<input type="checkbox"/>	<input type="checkbox"/>
3	Chemicals covered under COSHH Regulations	<input type="checkbox"/>	<input type="checkbox"/>
4	Sharp objects, weapons (including replica weapons)	<input type="checkbox"/>	<input type="checkbox"/>
5	Working electrical appliances other than display lighting/tills	<input type="checkbox"/>	<input type="checkbox"/>
6	Food service of any kind other than sweets, snacks and soft drinks	<input type="checkbox"/>	<input type="checkbox"/>
7	Heat source of any kind including cookery demonstrations, naked flame or gel burners	<input type="checkbox"/>	<input type="checkbox"/>
8	Live animals	<input type="checkbox"/>	<input type="checkbox"/>
9	Trip hazards of any kind	<input type="checkbox"/>	<input type="checkbox"/>
10	Pressurised gasses	<input type="checkbox"/>	<input type="checkbox"/>
11	Working machinery of any kind even if static	<input type="checkbox"/>	<input type="checkbox"/>
12	Any other hazard not identified above which could be a risk	<input type="checkbox"/>	<input type="checkbox"/>

Please note: This is not an exhaustive list. You are responsible for identifying any aspect of your stand which would present a hazard. It is your responsibility to ensure that the risk assessment held by ICHF is kept up to date, if any changes are required a new risk assessment must be submitted.

ICHF Events

Risk Assessment for an Exhibition Stand

Stand Name:

Risk:

Who could be harmed:

Control measures in Place:

The control measures in place control risk to an acceptable degree.

I declare that to the best of my knowledge the information provided is correct.

I agree to ICHF Events Terms and Conditions;

I have read and understood THE HEALTH & SAFETY AT WORK ACT 1974 (HASAWA);

I agree to abide to both of the above by signature.

(which may be typed)

Signed:

Name:

Date:

PLEASE NOTE: This is a very basic risk assessment format for simple risks only.

Multiple or complex risks will require a more detailed risk assessment.

Please return this form to operations@ichf.co.uk

Makers Central, Dominic House, Seaton Road, Highcliffe, Dorset, BH23 5HW

Tel: +44 (0) 1425 272711 Fax: +44 (0) 1425 279369

Email: peters@ichf.co.uk Web: www.makerscentral.co.uk



Makers Central Site Rules & Induction

NEC, Birmingham 17th – 18th May 2025

Site Rules & Induction are a requirement under CDM. Please read the following carefully and sign at the bottom...

CDM places duties on the Principal Client, Principal Contractor & Principal Designer, as well as all contractors on site to apply the following safety principles;

- eliminate or control risks so far as is reasonably practicable
- ensure work is effectively planned
- appointing the right people and organisations at the right time
- making sure that everyone has the right information, instruction, training and supervision to carry out their work safely and without risks to health
- have systems in place to help parties cooperate and communicate with each other and coordinate their work
- consult workers with a view to securing effective health safety and welfare measures
- any actions required should always be sensible and proportionate to the risk.

Site Phases

- The event period (tenancy) is from Thursday 15th May until Sunday 18th May 2025 and is split into 2 clear phases.
- Be aware of what phase the site is in when you are working on site.

Makers Central 2025, Hall 2 NEC Birmingham

Phase	Date/Time	Construction Phase	Rules
Red	Thursday 15 th May 06:00 - 20:00 Friday 16 th May 08:00 - 20:00 Sunday 18 th May 16:30 - 23:00	Stand building in process Unload of vans. General set up of exhibitor stands.	High vis and safety shoes Must be worn. Site induction forms Must be completed in order to have access to the hall.
Green	Saturday 17 th May to Sunday 18 th May (until 16:30)	Show Open days	Aisles must be kept clear during show opening hours.

So first be aware of the types accidents most likely to happen on the Exhibition site:

- Vehicle and mobile plant accidents.
- Falls from height and being struck by falling objects.
- Accidents with hand and power tools.



Makers Central Site Rules & Induction

NEC, Birmingham 17th – 18th May 2025

Secondly - be aware of your own employer's inductions & risk assessments:

- Your employer should provide you with a task specific induction / tool box talk on arrival at work.
- You need to know what your employer's risk assessments say – and apply them to the work you do.

And be aware of the Exhibition site safety rules too:

- As well as your employer's assessments, you need to know and comply with the following exhibition site safety rules.

Remember where you are; stick to the Contractors' & Employers' Code of Conduct;

- You should be mindful of your behavior at all times.
- Smoking is not permitted – Including E-Cigarettes
- You must wear hi-vis vests and appropriate footwear as per your employers' risk assessment at all times during the Red Phases of the event.
- You must ensure the utmost care & consideration is taken when working on site.
- Alcohol on site is not permitted.

First aid arrangements

- Where is your own first aid kit?
- If you need help please speak to the show organisers.

General safety requirements:

- Keep the place you are working tidy – avoid slips, trip and falls;
- See something unsafe? – deal with it yourself if you can - If you can't, report it to the Organisers Office without delay;
- Report accidents – even minor ones – it could prevent a more serious one.

General site requirements

- Use the toilets and hand-wash facilities provided throughout the venue.
- The use of alcohol or drugs is **strictly prohibited** during working hours onsite.
- Do a brief visual check of any equipment you are using before you start and report any concerns immediately.
- Liquid waste must not be poured down into either rain water or foul water sewers or drains.

Site rules for use of vehicles and operation of mobile plant:

- Valid full driving licence for the type of vehicle concerned must be held
- Evidence of training for the type of vehicle or plant concerned as well as employer's authorisation to drive it;
- 5 mph speed limit on the site;
- Use seat belts, if fitted;
- No passengers carried unless a proper seat is fitted for each one of them;
- Authorisation to drive may be removed by organiser for repeated breaking of these rules.



Makers Central Site Rules & Induction

NEC, Birmingham 17th – 18th May 2025

- Plant and Site vehicles (including forklifts, pickers, and site vehicles) may only be driven by people who
- have supplied a relevant, in date license to the Organisers.
- Please ensure that any reversing vehicles have a banksman,
- Safety reversing alarms are required on all vehicles that can be operated in reverse.
- Passengers **MUST NOT** be carried on forklifts or dumpers, or where there is no provision for a passenger.

Site rules for work at height:

- Avoid working at height - if that is possible;
- Suitable towers, ladders and stepladders - long enough for the job and in good condition – used safely;
- Working at 2m will only be permitted if there is a SSOW in place and agreed with the principal contractor.

Site rules for use of power tools:

- Training and your employer's authorisation required for the use any type of power tool;
- Use of eye, hearing or other PPE as required for the tool – see your employers risk assessment for it.
- All hot work activities that may generate sufficient heat to cause ignition are prohibited. This may include gas or electric arc welding; use of LPG torches or blowlamps; hot air paint strippers; lead welding; angle grinding; If in doubt, ask!

Site rules for basic personal protective equipment:

- Hi-vis (worn properly) & safety footwear to be used during the Red Phase.
- Other PPE - safety helmet, eye and hearing protection, gloves as required by your own risk assessments;
- Suitable footwear to be worn during Amber Phase. (Open toed shoes or sandals will not be permitted)

Disciplinary action in relation to safety

- Safety is in the same category as work performance and other disciplinary issues;
- Breaking safety rules will result in a warning to the person concerned and to the company employing them;
- Repeated breaking of safety rules may result in the Principal Contactor requiring the removal of a contractor from site.

I agree that I have read and understood the site rules & induction.

Name:

Company:

Date:

Signed:



Food & Drink Safety Declaration Form

October 2024

To be completed by ALL caterers and exhibitors providing food and drink

COMPANY NAME:

STAND NUMBER:

CONTACT NAME:

EMAIL ADDRESS:

We accept our responsibilities as detailed in current food safety legislation and guidance provided by the UK's Food Standards Agency and all other legislation covering the event and venue.

Our principal food safety representative for the stand is:

Name:

Mobile No:

If you are attending multiple shows, please indicate which shows you wish this declaration to apply to.

NOTE: If your products or services change at any time, a new form MUST be submitted.

Applicable shows:

- | | |
|--|--|
| Crafting Live Sandown 28 February-1 March <input type="checkbox"/> | Creative Craft Show Glasgow 6-8 March <input type="checkbox"/> |
| Creative Craft Show Birmingham 13-16 March <input type="checkbox"/> | Weald of Kent Country Craft Show 3-5 May <input type="checkbox"/> |
| Makers Central 17-18 May <input type="checkbox"/> | Crafting Live Doncaster 12-13 July <input type="checkbox"/> |
| Henley Country Craft Show 22-25 August <input type="checkbox"/> | Creative Craft Show Farnborough 4-6 September <input type="checkbox"/> |
| Creative Craft Show Exeter 25-27 September <input type="checkbox"/> | Simply Christmas Glasgow 23-26 October <input type="checkbox"/> |
| Simply Christmas Birmingham 30 October-2 November <input type="checkbox"/> | |
| Cake International 31 October-2 November <input type="checkbox"/> | Bake International 31 October-2 November <input type="checkbox"/> |

Questionnaire – please fill out all sections applicable to the food product you are selling onsite	YES	NO
1. Is the food or alcohol being sold for consumption onsite? (If Yes, please ensure you have confirmation that you are permitted to do so at indoor venues)	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the food require refrigeration? (If Yes, please complete Section 1 – Refrigeration)	<input type="checkbox"/>	<input type="checkbox"/>
3. Are you cooking or reheating any products on your stand? If Yes, please complete Section 2 – Cooking and Reheating)	<input type="checkbox"/>	<input type="checkbox"/>
4. Will you be providing sampling of your food or alcohol products? (If Yes, please complete Section 3 – Food Sampling)	<input type="checkbox"/>	<input type="checkbox"/>
5. Does your product contain any of the 14 food allergens that must always be labelled in prepacked and non-prepacked foods? (please see section 4 for a full list of allergens). (If Yes, please complete Section 4 – Allergens)	<input type="checkbox"/>	<input type="checkbox"/>
6. You must be registered with your local authority as a food business. Please enter the local authority:		
7. Do you have a Star Rating (FHRS Inspection Result)? Please Select your rating below and have this clearly displayed on your stand. (All traders must have a minimum hygiene rating of 4 to trade onsite)		
8. 4 <input type="checkbox"/> 5 <input type="checkbox"/> Pass (Scotland only) <input type="checkbox"/>		

Section 1 - Refrigeration		YES	NO
1.	Will you ensure all foods requiring refrigeration to remain safe, are kept below 8°C?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Will your food arrive in refrigerated transport?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Will you have records of the temperature it has been stored at for the journey? (These records must be made available onsite on request)	<input type="checkbox"/>	<input type="checkbox"/>
4.	You should maintain records of the temperature it has been stored at onsite. (These records must be made available onsite on request)	<input type="checkbox"/>	<input type="checkbox"/>
5.	Will you be storing food onsite overnight in fridges/freezers?	<input type="checkbox"/>	<input type="checkbox"/>
6.	If you have answered "Yes" to question 5, have you arranged 24-hour power?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Will you have raw and cooked products on your stand?	<input type="checkbox"/>	<input type="checkbox"/>
8.	If you have answered "Yes" to question 7, will you have separate refrigeration for raw and cooked products?	<input type="checkbox"/>	<input type="checkbox"/>
9.	Will you have a calibrated temperature probe to investigate and record actual temperature your stock is stored at? (These records must be made available onsite on request)	<input type="checkbox"/>	<input type="checkbox"/>
Section 2 – Cooking & Reheating		YES	NO
Please note: LPG Gas is not permitted within buildings or Marquees.			
1.	Will you ensure your cooked product has been heated through to over 75° centigrade? (These records must be made available onsite on request)	<input type="checkbox"/>	<input type="checkbox"/>
2.	Will you ensure the holding temperature of your product remains above 63° centigrade? (These records must be made available onsite on request)	<input type="checkbox"/>	<input type="checkbox"/>
3.	Will you have a calibrated temperature probe to ensure your food is being cooked / held at the correct temperature?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Will the public / adjacent stand holders be protected from any hot surfaces?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Is the area surrounding your cooking appliances a minimum of 30 minutes fire resistant construction?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Have you completed a Fire Risk Assessment? (A copy <u>MUST</u> be returned with this form).	<input type="checkbox"/>	<input type="checkbox"/>
7.	Will you have a Fire Extinguisher/Fire Blanket within 3 metres of the appliance?	<input type="checkbox"/>	<input type="checkbox"/>
8.	Will you have a person trained to use the Fire Fighting Equipment on the stand?	<input type="checkbox"/>	<input type="checkbox"/>
9.	Have you arranged sufficient power for your appliances? Please enter total wattage below	<input type="checkbox"/>	<input type="checkbox"/>
Total wattage of all appliances:			
10.	Are you planning to use a deep fat fryer? If "Yes" please answer questions 11 & 12.	<input type="checkbox"/>	<input type="checkbox"/>
11.	Is your fryer fitted with thermostatic controls that will cut out above 200° centigrade? (In compliance with BSEN 60335 – 2 37: 1996)	<input type="checkbox"/>	<input type="checkbox"/>
12.	Is the fryer going to be placed on a firm level surface, out of reach of members of the public?	<input type="checkbox"/>	<input type="checkbox"/>
Section 3 – Food Sampling		YES	NO
1.	Are you planning to offer food or alcohol samples on your stand?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Have you put control measures in place to prevent cross contamination of sample products?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Have you put control measures in place to ensure any sample products are rotated regularly to ensure the product does not become unsafe for consumption?	<input type="checkbox"/>	<input type="checkbox"/>
4.	If the product is freshly cooked or hot, have you ensured customers cannot receive burns?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Have you provided a facility for washing serving items and ensure all containers are thoroughly cleaned before being replenished?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Will you make provision for items to be discarded, e.g. sticks/spoons/ food items?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Will you ensure samples are provided in single use disposable containers/on cocktail sticks or otherwise, to ensure they are only touched by the person consuming the sample?	<input type="checkbox"/>	<input type="checkbox"/>

Section 4 – Allergens – Please highlight below if your products contain any of the following	YES	NO
1. Cereals containing gluten, namely: Wheat (such as Spelt & Khorasan Wheat), Rye, Barley or Oats	<input type="checkbox"/>	<input type="checkbox"/>
2. Crustaceans, e.g. Prawns, Crab, Lobster or Crayfish	<input type="checkbox"/>	<input type="checkbox"/>
3. Eggs	<input type="checkbox"/>	<input type="checkbox"/>
4. Fish	<input type="checkbox"/>	<input type="checkbox"/>
5. Peanuts	<input type="checkbox"/>	<input type="checkbox"/>
6. Soybeans	<input type="checkbox"/>	<input type="checkbox"/>
7. Milk	<input type="checkbox"/>	<input type="checkbox"/>
8. Nuts, namely: Almonds, Hazelnuts, Walnuts, Cashew, Pecan, Brazil, Pistachio or Macadamia (Queensland)	<input type="checkbox"/>	<input type="checkbox"/>
9. Celery (Including celeriac)	<input type="checkbox"/>	<input type="checkbox"/>
10. Mustard	<input type="checkbox"/>	<input type="checkbox"/>
11. Sesame	<input type="checkbox"/>	<input type="checkbox"/>
12. Sulphur dioxides/sulphates, where added and at a level above 10mg/kg in the finished product. This can be used as a preservative in dried fruit	<input type="checkbox"/>	<input type="checkbox"/>
13. Lupin, which includes lupin seeds & flour which can be found in types of Bread, Pastries & Pasta	<input type="checkbox"/>	<input type="checkbox"/>
14. Molluscs such as Clams, Mussels, Whelks, Oysters, Snails & Squid	<input type="checkbox"/>	<input type="checkbox"/>
15. An allergen sign must be displayed on you stand. You MUST also provide clear signage on your stand highlighting you are selling or offering samples of anything containing the above allergens. Please confirm you will do this?	<input type="checkbox"/>	<input type="checkbox"/>
16. Do your packaged products contain clear labelling of any of the above allergens being contained in your product?	<input type="checkbox"/>	<input type="checkbox"/>
17. Have you ensured that all of your products are free from cross contamination of allergens from other products in your range by using correct storage and packaging?	<input type="checkbox"/>	<input type="checkbox"/>
PPE & Equipment contained on stand	YES	NO
• Disposable Gloves	<input type="checkbox"/>	<input type="checkbox"/>
• Hat or Hair Net	<input type="checkbox"/>	<input type="checkbox"/>
• Aprons	<input type="checkbox"/>	<input type="checkbox"/>
• First Aid Kit with Detectable Plasters	<input type="checkbox"/>	<input type="checkbox"/>
• Calibrated Temperature Probe and Cleaning Wipes	<input type="checkbox"/>	<input type="checkbox"/>
• Hand Wash Facilities (See Annex A)	<input type="checkbox"/>	<input type="checkbox"/>
• Equipment Washing Facilities	<input type="checkbox"/>	<input type="checkbox"/>
• A Sneeze Guard must be in place when displaying unpackaged food. Please confirm you will have sufficient in place to protect all your displayed products.	<input type="checkbox"/>	<input type="checkbox"/>
• Sanitizer to clean surfaces (compliant to EN 1276/EN 13697)	<input type="checkbox"/>	<input type="checkbox"/>
• Fridges/Freezers with 24-hour power where required	<input type="checkbox"/>	<input type="checkbox"/>
• Allergen Advice Sign	<input type="checkbox"/>	<input type="checkbox"/>
• Detailed allergen information for all food and drink	<input type="checkbox"/>	<input type="checkbox"/>
• A copy of all food safety documents and records as indicated above	<input type="checkbox"/>	<input type="checkbox"/>
• If a deep fat fryer is used, a wet chemical fire extinguisher or fire blanket	<input type="checkbox"/>	<input type="checkbox"/>

Labelling of Packaged Food	YES	NO
• Is all food provided in packed, completely sealed bags/ containers labelled in accordance with all legal requirements?	<input type="checkbox"/>	<input type="checkbox"/>
• Do packs include the name of the food?	<input type="checkbox"/>	<input type="checkbox"/>
• Do packs include a list of ingredients?	<input type="checkbox"/>	<input type="checkbox"/>
• Do packs include the Allergy Information?	<input type="checkbox"/>	<input type="checkbox"/>
• Do packs include a Quantitative Declaration of Ingredients (QUID)?	<input type="checkbox"/>	<input type="checkbox"/>
• Do packs include the Net Quantity?	<input type="checkbox"/>	<input type="checkbox"/>
• Do packs include the Storage Condition and Date Labelling?	<input type="checkbox"/>	<input type="checkbox"/>
• Do packs include the Name and Address of the business/manufacturer?	<input type="checkbox"/>	<input type="checkbox"/>

Please provide Training Levels of all food handlers attending this event and attach copies of certification		
Name	Training Level	Date of Certification

ANNEX A

Confirmation of arrangements for hand hygiene on the stand (Please refer to the flow chart below):

NB: Foods such as cheese, ice cream and reheated soup are considered to be medium risk.

Food Safety Risk on your stand, Please select:

Low Risk

☐

Medium Risk

☐

High Risk

☐

Low Risk

- A. Serving pre-packed, ambient food e.g. Crisps, drinks, chocolate, snack bars, single serving cakes or:
- B. Serving products portioned and placed in individual containers off-site and not handled on site



No hand Washing Facilities Required on the stand.

- Sanitizing hand wipes or anti-bacterial hand gel
- Anti-bacterial cleaner and/or sanitizers

Medium Risk

- A. Serving pre-prepared & pre-packaged (sealed) foods requiring heating up e.g. pre-packaged sausages, soups, tinned ingredients etc or:
- B. Serving "Ready to Eat" foods requiring handling/portioning on the stand, including ice cream, cheese, ham and other cooked meats



Washing Facilities.

- Hand wash basin with adequate supply of hot water, liquid soap & hand drying facilities. (This should be set up before any food preparation begins)
- Disposable or sufficient quantities of utensils, if they are to be washed off-site each day.
- A dedicated wash-up sink if utensils are to be washed on site
- Anti-bacterial cleaner and/or sanitizer

High Risk

- A. Cooking with raw ingredients or altering the food's properties with temperature. i.e. rice, fish, eggs, meat (including burgers & sausages), poultry, plant-based foods, pulses & grains
- B. Preparing/serving high risk raw foods such as shellfish, sushi & similar.



Washing Facilities.

- Hand wash basin with an adequate supply of hot & cold water, liquid soap & hand drying facilities. (This should be set up before any food preparation begins)
- Separate sink for equipment washing.
- Separate sink for food washing/preparation
- Anti-bacterial cleaner and/or sanitizer

Signed	Print Name	Date

Return this form ASAP to operations@ichf.co.uk

Once received we will acknowledge receipt and request any further information required specific to your activity at the event.

Exhibitor Food Safety Information

Food Legislation

All food businesses must comply with current (UK & EU) Food Safety Legislation, details and guidance of which can be found using the following link: <https://www.food.gov.uk/business-guidance>

All caterers and exhibitors carrying out food operations should be registered as food businesses with their local authority. This should be completed 28 days before 'food operations' take place.

Food operations include as least one of the following activities:

- Cooking food
- Storing or handling food
- Preparing food
- Distributing food
- Supplying food for sampling

Guidance on registering with your Local Authority as a food business can be found at:

<https://www.food.gov.uk/business-guidance/starting-a-food-business>

General Food Safety

Caterers and Exhibitors are solely responsible for the safety of all food and drink they provide. No caterer or exhibitor should prepare process or serve food in poor hygienic conditions or where an imminent risk of contamination to food or an imminent risk to health is posed e.g. pest infestation or cross contamination. All stands/kitchens/food preparation and dispensing areas must be in good order to ensure they can easily be cleaned and maintained in a hygienic state of repair.

All surfaces likely to be used during the event should be non-porous and easily cleansable.

The list below, although not exhaustive, defines the key controls expected. This is intended as a guideline and is based within the working parameters of food safety legislation as referenced earlier:

Delivery

- Records showing delivery to site, including an assessment of the vehicle suitability and state, and temperature records where appropriate (refrigerated 1-5°C, Frozen -18°C or colder)
- Once delivered, products should be moved to a suitable storage area ensuring a suitable temperature is maintained.

Storage

- A suitable area for storage of goods with equipment to hold at the appropriate temperatures e.g. fridges/freezers/cooler boxes.
- A cleanable storage area, free from rubbish, well lit, adequately ventilated and protected against infestations.
- Raw foods should be stored in a separate area where possible, or alternatively below ready-to-eat foods to prevent risk from cross-contamination.
- Refrigeration temperatures must be measured with a suitable, calibrated probe thermometer and recorded daily.
- All foods must be stored off the ground.

Preparation and display

- An area constructed in such a manner that it is cleanable, well lit, free from rubbish, ventilated and in good repair.
- All equipment must be kept clean and in good repair.
- All preparation and work surfaces must be smooth, impervious and easily cleanable.
- Adequate bins with closely-fitting lids to ensure proper storage of rubbish.
- Suitable, clean protective clothing for all staff engaged in food handling.
- Appropriate means of food handling e.g. tongs or similar where food is not wrapped.
- Good personal hygiene practices should be observed at all times.
- Any food preparation area should have a supply of hot water, liquid soap for hand washing and disposable paper towels.
- Raw and cooked foods should be handled in separate areas or at separate times to avoid cross-contamination.
- Food should be defrosted thoroughly in a monitored environment before preparation and cooking.

Hot or cold food holding

- Prepared food served hot should have reached a core temperature of 75°C and be hot held at 63°C or above until served.
- Food served cold should be stored between 1-5°C.
- Core temperatures should be taken with a disinfected probe thermometer every 2-3 hours.
- Hot food should be discarded after 2 hours if it is not hot held at 63°C or above, or before if it deteriorates.
- All temperature readings should be recorded in writing to demonstrate due diligence.
- If cold food is to be stored out of temperature control or in the event of a refrigerator breakdown, this can only be done for one period of up to 4 hours, after which time food should be discarded. **This must be recorded and closely monitored.**

All food on stands must be protected from risk of contamination likely to render the food unfit for human consumption, injurious to health or contaminated in such a way that it would be unreasonable to expect it to be eaten in that state.

Any food which is unfit for human consumption must be kept apart from any other food, and labelled 'unfit food'.

General Food Safety Requirements

1. The proprietor of a food business must identify any step in that business, which is critical to food safety, and ensure that adequate safety procedures are identified, implemented, maintained and reviewed. These procedures must be written down and be available for food safety officers to check when they visit your stand.
2. Every stand must be kept clean and in such good order, repair and condition as to enable it to be effectively cleaned. For example, in food preparation areas the floor covering must be smooth and impervious and easily cleanable.
3. Every stand must be designed and constructed so as to avoid the risk of contaminating foodstuffs and harbouring pests.
4. Provision must be made for the enclosed storage of waste by means of a rigid bin or other suitable receptacle (loose bin bags are not acceptable).
5. All persons engaged in the handling of open food must wear clean, washable over-clothing.

6. Food handlers must keep themselves clean and cover any cuts with a suitable waterproof dressing.
7. A suitable first aid kit must be provided
8. Adequate provision must be made for the cleaning of foodstuffs
9. It is a requirement that all food handlers are trained or supervised and instructed in food hygiene matters commensurate with their work activity.
10. All food handlers involved in catering operations must have a minimum of a Food Safety Level 2 certificate dated within the last 3 years.
11. All equipment with which food comes into contact must be kept clean and in such good order and repair as to enable it to be effectively cleaned.
12. An adequate supply of hot and cold clean wholesome water must be available as necessary for hand washing and/or food and/or equipment washing. (See chart – Annex A)
13. Appropriate facilities must be available to maintain adequate personal hygiene (including where necessary, facilities for the hygienic washing and drying of hands, hygienic sanitary arrangements and changing facilities).
14. Adequate provision must be made for the cleaning and, where necessary, disinfecting of work utensils and equipment.
15. Food for human consumption must be protected against the risk of contamination.
16. All raw and cooked foods should be prepared, handled and stored separately so as to avoid any risk of cross contamination.
17. There must be adequate provision for maintaining and monitoring suitable food temperature conditions, e.g. probe thermometers and wipes.
18. All food providers must be able to provide allergen information to the final consumer, to include the name of any allergens and a full list of ingredients for all products to be sold or sampled.

Food Information Regulations (FIR) (Food Allergen)

Food information legislation applies to all food sampled at events. Please refer to

www.food.gov.uk/business-industry/guidancenotes/labelregsguidance

FIR relates to allergen information on food packaged for direct sale, for unpackaged food and food sold loose. If you need clarification of your responsibilities under FIR, please contact your Local Authority Environmental Health Department.

All food served open, unpackaged or loose must have been checked for allergens, and written evidence of the allergens contained within the food must be available.

(Please contact operations@ichf.co.uk for a copy of a suitable allergen record grid)

Signage should be in place to direct customers on how to obtain this allergen information.

(Please contact operations@ichf.co.uk for example text of a suitable sign)

Enquiries from customers regarding the content of food may be related to allergies and intolerances. As some food allergies e.g. nuts, can be life threatening it is very important and a legal requirement that accurate information is given.

Food Safety Management System (HACCP - Food Risk Assessment)

A Food Safety Management System should be in place for all food business operations and should be commensurate with the work activities taking place. Food Safety Management systems should be built around HACCP principles. HACCP is a tool to identify and control food hazards.

The HACCP principles are as follows:

- Identify any hazards that must be prevented, eliminated or reduced to acceptable levels.
- Identify the critical control points at the step or steps at which control is essential to prevent or eliminate hazard or to reduce it to acceptable levels.

- Establish critical limits at critical control points to prevent, eliminate or reduce identified hazards e.g. hot holding temperatures must be above 63°C.
- Establish and implement effective monitoring procedures at critical control points e.g. regularly probe hot held food to confirm it is within critical limits.
- Establish corrective actions when monitoring indicates that a critical control point is not under control e.g. dispose of hot held food if it is below 63°C.
- Establish procedures to check regularly that the above measures are being acted upon e.g. management checks on temperature records.
- Establish documents and records appropriate to the nature and size of the food business to demonstrate that the above measures are being followed.

For more information on HACCP visit www.food.gov.uk/business-industry/caterers/haccp

(Please contact louisel@ichf.co.uk for an event HACCP template and example)

On-site – Caterers must have the following on their stands at the event:

- A copy of the relevant HACCP for the activity taking place at the event.
- HACCP monitoring sheets e.g. Temperature Record Sheets, Cleaning Schedules
- Traceability records for the food – for chilled foods this includes all temperature records from the moment you obtained the food to the minute it arrived at the event venue (including Storage, Transport and Delivery records)
- A copy of all food handlers' Food Safety Training Certificates – dated in the last 3 years
(It is standard practice for these food safety training certificates to last for 3 years and then the qualification requires refreshing. All accredited course certificates, such as Highfield, will note on them the date when they should be refreshed.)
- A copy of the most recent inspection report from the Local Authority
- Probe Thermometer
- Antibacterial Probe Wipes
- Easily cleaned surfaces for any food preparation areas
- Sanitiser (compliant to EN 1276/EN13697) to clean surfaces
Please refer to: <http://www.disinfectant-info.co.uk/> (This is the list the Food Standards Agency refer to in their guidance. Any sanitizer from the list is OK. Including cheap supermarket own brands.)
- Hand washing facilities, (including hot water, antibacterial soap and paper towels/blue roll)
- Fridges and/or freezers or other means of maintaining food below 8C (where required)
- Allergen notice/signs
- Allergen information for all food and drink being provided

Other On-site Providers of Food & Drink should have the following on their stands at the event:

- 1) COPY of all the food safety documents provided pre-event
- 2) Allergen notice/signs
- 3) Allergen information for all food and drink being sampled
- 4) Sanitising hand-wipes/anti-bacterial hand gel/a supply of food grade gloves (where necessary)
- 5) Sanitiser (compliant to EN 1276/EN13697) to clean surfaces (where necessary)
- 6) Disposable containers/toothpicks/disposable teaspoons etc. (where necessary)

Plus all staff involved in handling and sampling food must be given appropriate training and instruction on food safety.

Annex A:

