



CATERING APPLICATION FORM

The processing and cooking of food on an exhibition stand is prohibited; only VENUE APPROVED caterers are permitted to provide catering services and are subject to the rules and regulations outlined in the venue regulations section 7.9.

If you will have any catering on your stand including catering provided by an official ILTM caterer it is compulsory to complete and submit this form to ILTMOperations@reedexpo.co.uk to be checked by the venue.

EXHIBITING COMPANY NAME: _____ STAND NO.: _____

CONTACT NAME: _____

TEL: _____ EMAIL: _____

CATERERS NAME: _____

CATERING DETAILS: _____

DATE(S) FOR THE CATERING _____

NUMBER OF PARTICIPANTS TO BE CATERED FOR: _____

SPACE ALLOCATED FOR CATERING AREA: _____

EQUIPMENT TO BE USED: _____

ELECTRICAL POWER ORDERED: _____

I, the undersigned.....from the Company.....

.....confirm that I have read and ordered stand catering in line with the venue regulations outlined below from section 7.9 of the full venue regulations.

Full Name.....Signature.....

Position within the company..... Date:.....

VENUE REGULATIONS

7.9 - CATERING / COOKING

Catering, in particular with the processing and cooking of foodstuffs, is generally prohibited in the establishment. **Only caterers duly approved by the Semec may provide catering services**, and this within the required good practices.

Furthermore, any catering service is subject to the rules set out below:

The use of any cooking or reheating equipment is prohibited within the halls and stands, except for microwave ovens of a power less than 3.5 Kw/h. Any exemption request must first take the following points into consideration:

- The equipment used is only powered by electricity (no gas).
- The maximum total power does not exceed 20 Kw/h.
- Heating equipment that does not cause an interaction with the establishment's safety systems only.
- If cooking releases greasy vapours, there is a filtering extractor unit with 3 filters that trap grease and odours with evacuation to the outside if necessary.

In addition, for any catering and cocktail operation planned on the stand, an area must be set out for this purpose within the confines of the stand. This also applies to the office dedicated to the caterer.

Any overflow or storage beyond the aforementioned limits is strictly prohibited.

A declaration sheet (see appendix 3) for the planned operation must be sent to the organiser 1 month prior to the start of the event. The following are to be specified:

- A description of the installation for the reheating equipment, stating the nature and power used.
- The area made available within the confines of the stand for the said operation.

Any operation not taking into consideration the provisions set out above will be refused.

For contact details of all venue approved caterers please [click here](#). Their details are contained under Catering in the Supplier A-Z. Only these caterers are permitted to provide catering on stands at the event.