

## WTM 2022 Terms and Conditions

Catering applications and approvals are only applicable to catering inside the exhibition halls within the event space. Low-Risk Indigenous Sampling or External Catering is not permitted in the North or South Gallery rooms or the boulevard. For catering in the gallery rooms, please contact ExCeL London Hospitality by emailing [wtm@excelhospitality.london](mailto:wtm@excelhospitality.london)

Please note that an application is required for any level of Low-Risk Indigenous Sampling or External Catering whether it is for VIP guests, general visitors, or staff.

The below Terms & Conditions are for both Low-Risk Indigenous Sampling and External Catering applications. Please read carefully as it outlines the differences between the two types of application as well as giving guidelines of what is required for each application type.

### APPLICATION TYPE A: LOW-RISK INDIGENOUS SAMPLING

'Low-Risk Indigenous Sampling Application is for any exhibitor wishing to provide low-risk food/drink that has been donated free of charge by a manufacturer and is considered to be genuinely indigenous to their country.'

- First deadline for Low Risk Indigenous Application is **FRIDAY 16th September 2022**. There will be **no charge** for applications submitted prior to this date.
- A late fee of **£700 + VAT** is applicable for applications submitted after this date and up to the **30th of September 2022**. Thereafter, no further applications will be approved.

Approval for Low-Risk Indigenous Sampling will only be considered when ExCeL London is in receipt of the specific application form and all the information required noted below.

If you provide food and/or drink on your stand you have a legal responsibility to ensure that the product is safe to consume, and its' preparation does not cause undue risk to the safety of anyone at the show.

You can only serve externally sourced products on receipt of written approval from ExCeL London. This will be followed up with an onsite audit.

**Low-Risk Indigenous Sampling approvals will only be granted if ALL of the following mandatory requirements are met:**

1. The food/drink must be native and indigenous to the country or destination of the stand.
2. The food/drink must be provided to you Free of Charge and evidenced by written letter from manufacturer/sponsor confirming this.
3. The food/drink must be integral to the promotion of the destination on the stand.
4. The food/drink must be low risk, pre-packed and not require cooking, reheating or temperature control.
5. The food/drink must be given out in sample sizes.

**Sample Sizes & Handling**

1. Food samples must be bite-size, (finish in 2 bites or less), and drinks only served in accordance with the sample size limits, which are as follows:
  - a. Soft Drinks: Max 50ml
  - b. Hot Drinks: Max 50ml
  - c. Beers & Ciders: Max 50ml
  - d. Wines/Fortified Wines/ Champagne/Alcopops: Max 25ml
  - e. Spirits and Similar: Max 5ml
2. If food samples are unwrapped before sampling, they should be offered to visitors from individual vessels, not from large bowls that would involve dipping into it. If food is still fully wrapped e.g. individually wrapped confectionary, it is acceptable to serve in large bowls.
3. If sauces are being sampled, a disposable utensil such as a teaspoon must be provided to transfer sauce onto the individual items e.g. bread, biscuit, crisp. Dipping with something that might break off into the sauce is not acceptable.
4. Visitors must not be allowed to double dip biscuits/sampling sticks/spoons etc.
5. Bowls, plates or dishes should not be topped up unless they have been properly cleaned before re-use.
6. Clearly labelled and separate containers for food and waste should be used to avoid any confusion by customers. Same for new and used utensil.
7. For the safety of your visitors, please ensure there is minimal handling of the food samples.
8. The samples must be provided free of charge to your visitors

## Important Notes

If the activity in a Low-Risk Indigenous Sampling Application is deemed to present a high food safety risk, then the application may not be approved, or else will be converted to an External Catering Application.

If there are any variations to the products or quantity of products to your approved Low Risk Indigenous Sampling Application during the live exhibition, please be aware that the activity will either be stopped or result in a penalty fee of **£1000** to be charged on-site.

Only food and drink approved under a Low Risk Indigenous Sampling Application or an External Catering Application can be brought into the venue and consumed on your stand. All other products not approved must be purchased through ExCeL London Hospitality / Compass Group PLC, the Venue's Exclusive Catering Partner. Please contact [wtm@excelhospitality.london](mailto:wtm@excelhospitality.london) for their brochure.

If any exhibitor serves any food or drink that has not been approved as Low-Risk Indigenous Sampling or External Catering, or is not supplied by ExCeL London Hospitality / Compass Group PLC, the food/drink element on their stand will be stopped by ExCeL London in accordance with the food safety regulations.

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## APPLICATION TYPE B: EXTERNAL CATERING APPLICATIONS

'External Catering Application is for any exhibitor wishing to provide their own catering through an external caterer that is not ExCeL London Hospitality or that doesn't meet the requirements for a Low-Risk Indigenous Sampling Application'

- Applications must be received by **FRIDAY 23rd SEPTEMBER 2022**
- A Charge of **£1,500 + VAT** is applicable
- Application after this date will not be considered.

For this event, an exhibitor may use their own catering provider. Only legitimate, registered catering companies will be considered.

If you intend on serving any high risk food, full sized low risk food, full sized drinks provided by anyone other than ExCeL London Hospitality Compass group, you must make an External Catering Application.

If you provide food and/or drink on your stand you have a legal responsibility to ensure that the product is safe to consume, and its' preparation does not cause undue risk to the safety of anyone at the show.

You can only serve externally sourced products on receipt of written approval from ExCeL London.

Each External Catering supplier is limited to providing services to a maximum of two stands.

Once the application is received, any third-party caterer will be subjected to an audit at their place of food/drink production. Auditing will be conducted by an independent professional food safety company on behalf of ExCeL London. Final approval will be based on the results of a satisfactory audit. The auditors will require (but not limited to) all the information below:

## **Due Diligence, Compliance and Documentation**

### **1. Proof of legitimate business**

1.1. The Caterer must inform ExCeL London of the Local Authority where its' food business is registered. Proof of registration must be provided.

1.2. The Caterer must provide ExCeL London with a copy of their most recent food hygiene inspection report from the Local Authority.

1.3. The Caterer must have achieved a Food Hygiene Rating of 4 or 5 at the time of the last inspection by the Local Authority and provide evidence of this to ExCeL London.

### **2. Food Safety**

2.1 A fully documented HACCP based risk assessment and procedures covering the specific menu for WTM 2022 must be provided to ExCeL London. The HACCP must cover the full process of food production from raw ingredients suppliers to service. The manner in which appropriate records are to be kept in regard to temperature control of foodstuffs, cleaning etc. should be fully explained and examples of record keeping forms provided.

2.2 A plan detailing the proposed design and layout of any temporary catering facilities at WTM 2022 must be submitted to ExCeL London. The plan must clearly show food storage, preparation, cooking and service areas together with the location of equipment such as refrigerated units, cookers, hand wash basins, sinks etc.

2.3 A breakdown of the proposed catering, together with fully detailed menus.

2.4 An Allergen information chart for all food and drink items to be served.

### **3. Audit Process**

3.1 The Caterer will be subjected to an audit at its normal place of business by ExCeL London's appointed food hygiene auditor prior to being approved to operate at ExCeL London. If the Caterer fails to achieve an acceptable standard they will not be permitted onto the ExCeL London site.

3.2 At the event, the Caterer will be subject to audit by ExCeL London's appointed food hygiene auditor each day the Caterer is on site at ExCeL London. If the Caterer fails to achieve an acceptable standard they will be asked to leave the premises.

### **4. Food Authenticity / Ingredients**

4.1. The Caterer must provide to ExCeL London evidence of the 'Authenticity' of the ingredients used in its menu.

4.2 The Caterer must provide to ExCeL London 'Traceability' evidence for the ingredients used in its menu.

### **5. Staff Training**

5.1 All of the Caterer's supervisors must have a Level 3 Food Hygiene and Safety Certificate in catering (or international equivalent) dated in the past 3 years.

5.2 All of the Caterer's food handlers must have, as a minimum, a level 2 Food Hygiene and Safety Certificate in catering (or international equivalent) dated in the past 3 years.

## **6. Insurance**

6.1 Public liability and employee insurance must be in place for a minimum of £5,000,000 and where appropriate this must include an 'off site' consumption clause.

## **7. Equipment & setup**

7.1 Stainless steel equipment is to be used wherever possible for on-site operations.

7.2 A hand wash basin is to be provided within every food preparation area on site at ExCeL London. Wash hand basins must be supplied with hot and cold water, antibacterial soap and paper towels. They must be connected to the waste water services or have other suitable means of collecting and holding for disposal waste water.

7.3 A separate sink for washing equipment must be provided along with hot and cold water, or water at a suitably controlled temperature and drainage facilities. Appropriate washing materials for washing equipment are required.

7.4 If any food requires washing, a separate sink for washing food must be provided along with hot and cold water, or water at a suitably controlled temperature and drainage facilities. Appropriate washing materials for washing food are required.

7.5 All refrigerated units provided must be capable of operating at 0°C – 5°C. Refrigeration temperatures must be recorded at regular intervals, as per the specifics of the HACCP.

7.6 All freezer units provided must be capable of operating at -18°C.

7.7 Where hot food is provided and is not to be served immediately, hot holding facilities (e.g. Bain Maries or hot food cupboards) must be provided to maintain a food temperature of 63°C or above.

7.8 Reheating of cooked food must be carried out at a temperature of at least 75°C.

7.9 An adequate number of probe thermometers and probe wipes must be provided to take the temperature of foods stored in refrigerated units, freezers, hot holding cupboards and cooked foods etc.

7.10 Power must be ordered for 24 Hours for every day of the event if you have food/drinks that require temperature control.

7.11 Sanitiser must be available for cleaning all food contact and hand contact surfaces. The sanitiser must comply with BS EN 1276 or BS EN 13697.

## **8. Fire Safety**

8.1 Each kitchen or stand where cooking or heating of food is taking place, must have adequate fire-fighting equipment and staff trained to use it. A separate fire risk assessment which is specific to the venue and event must also be carried out and submitted to ExCeL London.

8.2 Suitable fire extinguishers must be readily available on the stand and suitably trained staff must be present.

8.3 Cooking or heated storage areas are required to be effectively guarded to prevent injury to visitors and shall be adequately fixed in a stable location to ensure constant safety and stability.