

NOTIFICATION OF CATERING AT STANDS

SECURITY AND IN-HOUSE SERVICES DEPARTMENT

Send to catering@ifema.es

IFEMA CALL CENTRE

CALLS FROM SPAIN
INFOIFEMA 902 22 15 15
EXHIBITORS 902 22 16 16

INTERNATIONAL CALLS (34) 91 722 30 00
FAX (34) 91 722 57 81

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28042 Madrid
Spain

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www.ifema.es



IFEMA
Feria de Madrid

C.I.F. Q-2873018-B

1. INFORMATION TO BE FILLED IN BY THE APPLICANT

FAIR/EVENT _____

APPLICANT COMPANY DETAILS

COMPANY _____ TAX ID N° _____

TRADE NAME _____

ADDRESS _____ POSTCODE _____

CITY _____ PROVINCE/STATE _____

COUNTRY _____ PHONE _____ FAX _____

EMAIL _____ WEBSITE _____

CONTACT PERSON _____ POSITION _____

EXHIBITING/ORGANISING COMPANY DETAILS

COMPANY _____ STAND N° _____

2. CATERING COMPANY

COMPANY _____

Tax ID _____

VALID RGSA NUMBER _____

TELEPHONE _____ FAX _____ EMAIL _____

3. SERVICE DESCRIPTION

DATE(S) OF SERVICE _____

START TIME _____

END TIME _____

NUMBER OF PERSONNEL WHO
WILL PROVIDE THE SERVICE _____

PLACE OF SERVICE PROVISION _____

COOKING METHOD:

- HEATING ONLY
- REQUIRED FOR COOKING
- GAS
- ELECTRICITY
- HEATING AND COOKING ARE NOT REQUIRED

4. RECEIVED

PASSES _____

Dated and Signed _____

The applicant company affirms it is aware of and accepts IFEMA Regulations, also available at www.ifema.es.

The information in this form will be included in an IFEMA file for managing companies and individuals assigned by companies for contracted work. The contractor must obtain consent from its personnel for the provision of this information. You have the right to access, correct, oppose and cancel this information, and can do so by writing to IFEMA at Protección de Datos, apartado de correos 67.067 (28080) de Madrid. Alternatively, exhibitors can send an email to protecciondedatos@ifema.es, in both cases with the reference **FEC Data**. A refusal to provide this information or its cancellation will lead to the withdrawal of authorisation to provide services on the site.

SEND

PRINT

CONDITIONS FOR ACCESS AND PRESENCE OF VEHICLES / PERSONNEL

VEHICLES

- Vehicles must comply with the regulations for access and presence onsite. (www.ifema.es).
- 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 West entrance gates (puerta Este and puerta Oeste).
- Goods access to each hall will be through the designated service doors.

PERSONNEL

- The personnel providing the catering service (waiters, cooks, etc.) must have the corresponding accreditation, to be requested at least 7 days before the fair begins. These passes can be collected from the Security Department on the first floor of the office building (Edificio de Oficinas, Puerta Sur, 1.ª planta) from Monday to Friday, 10.00 to 13.00, before the start of the fair.
- Personnel will enter through the main doors.

HYGIENE AND SANITATION CONDITIONS TO BE OBSERVED BY CATERING PERSONNEL

- Permitted food handling consists of assembling pre-cooked or partly cooked products in the authorised catering facilities. These foodstuffs must be appropriately identified.
- 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.
 - Rubbish bins which are not opened by hand.
 - Sinks with drinking water.
- All the companies contracted to provide catering services to exhibitors are obliged to:
 - Have ready for health inspectors, if necessary, the documentation accrediting their identity and the certificates of authorisation for the provision of these services.
 - Comply scrupulously with basic hygiene and food handling regulations (GMP).
 - Be authorised to transport perishable goods.
 - Hold certificates for the handling of foodstuffs.

PREVENTION OF WORKPLACE HAZARDS CO-ORDINATION OF BUSINESS ACTIVITIES

In accordance with current legislation and the internal procedure for the co-ordination of business activities, the information provided by IFEMA with regard to hazards, preventive measures and instructions in the event of an emergency and evacuation of IFEMA premises must be transmitted to the individual or company contracted to provide catering services.

The company carrying out this service must take this information into account in the corresponding preventive planning for the work to be carried out at IFEMA, with special emphasis placed on informing all the people providing the service, and informing personnel from other companies in the same work area of hazards relating to their activity which might affect them while providing the service.