



## Authorisation for Retailing & Sampling Form

The retail sale or third-party supply of food and beverages for immediate consumption within Marshall Arena will not be permitted under normal circumstances. However, under exceptional circumstances where the supply is of a core product or fits the profile of the event, such activity may be approved subject to payment, or a concession fee levied by Marshall Arena.

There are no charges for sampling food and beverage items with maximum 2-bite or 50ml samples or retailing for offsite consumption. However, completion of this form is still required for this activity.

To apply for authorisation please complete the requested details within this document and return the form to the Marshall Arena Sales Team no later than 2 weeks prior to the event date.

**Permission to retail will not be considered if full details are not provided in advance.**

Details required as below:

- Food Hygiene Certificates for all those employed in food service on the stand
- Employers Liability Insurance Certificate
- Public Liability Insurance Certificate
- HACCP Document
- Evidence of Food Business Registration with Local Authority
- Allergen Information

As of 13th December 2014 anyone selling/ sampling open (unpackaged) food and drinks to hold accurate allergen information to be visible to customers . Please follow this link for further information

<http://www.food.gov.uk/business-industry/allergy-guide>

Name of Event: .....

Dates: .....

Stand Number: .....

Company Name: .....

Company Address: .....

.....



Postcode: .....

Telephone Number: .....

Email Address: .....

**SAMPLING**

Associated charges – for exhibitors supplying samples of food and beverage items for **immediate consumption at Marshall Arena:**

Sampling - Genuine sampling of a company's own product – No Charge  
Sampling is defined as maximum 2 bite food item or [ ]  
A 50ml beverage sample. Food safety regulations apply Please tick as appropriate  
And will be advised upon application.

**DETAILS OF PRODUCT TO BE SUPPLIED**

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*(Please complete as applicable, with a brief description of the product and the quantities being supplied)*

**Sampling for immediate consumption**

*PRODUCT DESCRIPTION & QUANTITIES:*

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*PLEASE TICK AS APPROPRIATE:*

- Pre-wrapped/low risk foodstuffs [ ]
- Medium risk operation – unpackaged products/minimal handling [ ]
- High risk food preparation or handling [ ]

**Comments (if applicable):**

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All companies intending to supply food and beverage products must comply with the following requirements. This is absolutely necessary for Marshall Arena compliance with Food Safety and Health and Safety.

For the avoidance of doubt, authorisation granted to sell or supply Goods may be revoked at any time at the absolute discretion of Marshall Arena and will be revoked immediately upon the breach by you of any provision of this agreement and/or any relevant food safety or health and safety legislation.

**[ ] I accept these Terms and Conditions and declare that I am a duly authorised signatory of the Exhibitor/Food Business Operator on whose behalf I sign this contract.**

Name: .....

Signature: .....

Company Name: .....

Date: .....