

## CONCESSION GUIDELINES & FEES NON-FOOD EVENT



### Default position

*Any restaurant, catering outlet or bar required as part of the Exhibition will be delivered by SEC Food. This will form part of the overall catering proposition which SEC Food will co-ordinate for each organiser and will be reviewed on a show by show basis. (This position does not apply to food shows, these will be managed separately).*

### Selling – Onsite Consumption

If an organiser wants to sell a stand(s) to companies who want to sell food/drinks on site:

If the organiser has a specific catering/food/bar requirement which SEC Food cannot provide, the organiser should request permission from SEC Food (in writing). If granted permission by SEC Food, a concession charge will apply.

### CONCESSION FEES 2025

EVENT:	COMPENSATION:
An event where the organiser wants someone else to supply catering, food, or drink.	Fee to be agreed by the Parties and organiser on an event-by-event basis.
An event where the organiser wants to close or limit the trading of a Catering Area.	Same as above.
An event where the organiser wants to supply their own food or drink.	Same as above but with the following corkage fees to form part of the agreed fee:  Soft drinks: £1.50 Beer: £2 Bottles of Wine: £15, Bottles of Sparkling Wine: £25 Bottles of Spirits: £80
An event where stand holders want to sell food or drink for consumption on-Campus.	Flat fee: Single stand (up to 9m2): £150 per open day Double stand (over 9m2): £200 per open day No fee or other compensation will be owed to the Company for (A) Permitted Sampling, or (B) sale for consumption off- Campus.

*\*charge applied to the full area, including seating area as part of the bar/lounge*

*\*\* Costs exclude VAT at 20%*

### **Offsite Consumption**

If an organiser wants to sell a stand(s) to companies who want to sell products to consume offsite:

Products sold for offsite consumption would include: pre-packaged/vacuum packed food items, bottles of spirits, beer or wine.

Pre-packaged savoury snacks do not qualify as 'offsite consumption'. Concession fees will apply.

### **Sampling**

If an organiser wants to sell a stand(s) to companies who want to sample their product, they should adhere to the measures below:

Food sampling should be bite-sized:

- A small part or quantity intended to show what the whole is like.

The acceptable sampling sizes for drinks are as follows:

- |   |                     |
|---|---------------------|
| • Soft and hot drinks*                                | - 50ml (1.75 fl oz) |
| • Beers/ciders or similar                             | - 50ml (1.75 fl oz) |
| • Wine/fortified wines/Champagne/alcopops and similar | - 10ml (0.9 fl oz)  |
| • Spirits and similar                                 | - 10ml (0.18 fl oz) |

\*Where hot drinks are sampled, the samples must be offered in double-walled cups and consumed within the exhibitor's stand; otherwise cups must be fitted with close-fitting, secure lids

**Note:** There is no charge for genuine offsite consumption or sampling. As a standard operating procedure, SEC Food will monitor all offerings in-hall throughout the duration of an exhibition. **If SEC Food observe exhibitors are found to be selling items for offsite consumption (and this is not the case) or if sampling is larger than agreed, concession charges will be implemented retrospectively, based on CONCESSION FEES 2025**

In all cases, the organiser/exhibitor will be required to comply with the appropriate health and safety or licensing laws that govern checking ID and food preparation.

## **Allergy Information and Natasha's Law under Food Information Regulations 2014 and Amendments**

### *General Allergen Information*

It is a legal requirement under the Food Information Regulations to provide accurate information to a customer upon request. It is the customer's responsibility to inform you if they have any particular food allergies. The SEC standard is to have an "Ask about Allergens" statement clearly on display to encourage customers to ask if they have a food allergy or intolerance. It is the exhibitor/concessionaire's responsibility to provide the accurate allergen information to the customer, this should be done in a typed or written format using a standard allergen matrix covering the 14 allergens under the Food Information Regulations.

Gluten Free - Gluten free foods must not contain more than 20 parts per million (ppm) of gluten and applies to any packaged food or foods sold open in catering outlets. To advertise food on a menu as 'Gluten Free', certain testing should be undertaken in order to determine that the food does not contain more than 20ppm of gluten

### *Natasha's Law*

The purpose of this legislation is to ensure customers have access to full ingredient and allergen information on the label of the food in order to make an informed choice before purchase. The regulations require allergen and ingredient labelling for all Pre-Packaged food for Direct Sale (PPDS). This includes foods which are made or prepared in the location from which it is sold or sold at another location by the producer, and it is packaged before being offered for sale. It can include food that consumers select themselves (e.g. from a display unit), as well as products kept behind a counter or food sold at mobile or temporary outlets.

PPDS food can include the following:

- Sandwiches and bakery products which are packed before a consumer selects or orders them
- Fast food packed before it is ordered, such as a burger under a hot lamp
- Foods packaged and then sold elsewhere at a mobile / temporary site by the same food business
- Pre-made drinks placed into lidded containers before being ordered by a customer

### *PPDS label information*

Any food which falls into the category of pre-packaged food for direct sale must, from the 1st October 2021, include a label displaying the following information:

- Legal descriptive name of the food.

- The list of ingredients headed by a suitable heading which consists of or includes the word ingredients.
- Allergens suitably highlighted per ingredient in bold.
- Composite ingredients expanded within brackets ().
- Requirement to put ingredients in weight order.
- Additional voluntary information, e.g. May Contain.

### **Allergen Incidents**

If an allergic customer becomes ill or you suspect a customer may be suffering from an allergic reaction:

- Immediately contact a G4S steward or SEC staff member who will contact First Aid.
- Make sure that a member of your team remains with them until help arrives.
- Assist the SEC by providing any relevant information or documentation required.

### **Invoicing**

It is the responsibility of the organiser to communicate SEC Food's position on selling/sampling/offsite and concession fees with their exhibitors. SEC Food will calculate the food concession charges and invoice the organiser directly, unless otherwise agreed.

### **Cleaning**

The SEC cleaning contractor (LSS) are responsible for cleaning the floors and general area within that hall. The SEC Food team are responsible for cleaning the tables/chairs and area around the restaurants and bars.

If a third party operate the restaurants/bars (with the permission of SEC Food) they are responsible for cleaning of that area. LSS can be contracted to carry out this service via the SEC Event Manager.

If you have any questions relating to these guidelines or your event, please discuss with your SEC Food co-ordinator.

All completed sampling/licencing forms should be sent to [licensing@sec.co.uk](mailto:licensing@sec.co.uk)