

## APPLICATION TO SUPPLY ALCOHOL

Wherever possible, NEC aim to supply alcohol through our in-hall catering facilities and contracted service partners, as it is very important for us to protect our reputation and to ensure compliance with the Licensing Act 2003 and the NEC Premises Licence.

**foodtoyou**, NEC’s on-stand delivery service, is able to meet the requirements of most exhibitors and further details, together with a copy of their current order form, can be obtained by calling Sales and Customer Support on **0844 338 8338** , or, alternatively, by visiting [www.thenec.co.uk/exhibitor](http://www.thenec.co.uk/exhibitor)

Occasionally, NEC may (at its sole discretion) permit exhibitors to supply their own alcohol at NEC events. However, permission will not be granted unless it is relevant to the Exhibition profile and the exhibitor is willing to comply with certain rules set out by NEC’s Designated Premises Supervisor, who is the person responsible for ensuring NEC’s compliance with the Licensing Act 2003.

If you wish to sell (for off site consumption only) or supply alcohol at the Exhibition, and you feel there is a valid reason (in view of the exhibition’s profile) for you to do so, please complete this application and return it to your Key Account Manager **no later than 2 weeks prior to the show opening**. Applications received after this date will not be considered.

Please note a minimum charge of £75.00 + VAT will apply unless sampling own product within the prescribed measures.

### Exhibition details:

Exhibition:		
Dates:	Hall:	Stand No:

### Alcohol to be provided:

On stand hospitality  (please specify)

Sampling  (please specify inc. size of product)

NB. Sampling can be defined as a taster sample of a specific product being marketed at the show by the manufacturer/producer of that product.

## Application to supply alcohol cont...

Retailing for off-site consumption   
(please specify)

### Company details

Name:	Contact name:
Address:	
Postcode:	Email:
Telephone	Fax:

**Please note applications will not be considered if full details are not provided.**

Upon receipt of this form, NEC's Designated premises Supervisor and Group Catering Director will consider your application. You will be notified in writing of NEC's decision as soon as practicable after receipt of your application.

In the event that NEC grants consent for the sale and/or supply of alcohol, you will be sent a Transfer of Title form to complete and return. This form transfers the legal ownership of your alcohol to NEC for the duration of the Exhibition and is absolutely necessary for NEC's compliance with the Licensing Act 2003.

**For further information or details please contact your Key Account Catering Manager on the number below.**

Catering Account Manager  
NEC Catering Department  
The NEC, Birmingham B40 1NT

Email: [neccateringam@necgroup.co.uk](mailto:neccateringam@necgroup.co.uk)

Please note this form supersedes all previous Intent to Supply forms.  
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