



Dear Exhibitor

I would firstly like to take this opportunity to thank you for your interest in exhibiting at **event**. I am the Key Account Catering Manager responsible for the exhibition and I look forward to welcoming you to the NEC.

I understand that you may be intending to sell or supply alcohol to attendees of the Exhibition. **This letter contains important information in relation to the sale and/or supply of alcohol at NEC events. Please read the following carefully. If you are unsure about any of the following, please contact me immediately.**

### **foodtoyou**

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 order form, can be obtained by calling Sales and Customer Support on **0844 338 8338**, alternatively, by visiting [www.thenec.co.uk/exhibitor](http://www.thenec.co.uk/exhibitor)

Should you require a more bespoke service please let me know and I will be happy to provide you with a quotation for all your requirements, including hospitality staff.

### **Sale and/or Supply of Exhibitors Own Alcohol**

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 or supply your own alcohol at the Exhibition, and you feel that there is a valid reason (in view of the Exhibition's profile) for you to do so, please complete and return the enclosed Intent to Supply Alcohol form to me. 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 its permission a charge will be payable by you to cover NEC's costs in administering and monitoring compliance with the Licensing Act 2003 (including any necessary inspections and advice). NEC will notify you in writing of the relevant charge, which must be paid in advance of the Exhibition.**

Please note that NEC's decision to grant or deny permission is final and no correspondence will be entered into.

### **Sampling**

NEC understands the need to provide samples of alcohol during food and drink exhibitions. If you intend to offer samples in this way, please complete the enclosed Intent to Supply Alcohol form and include the details of products which you will offer as samples.

Please note that samples should be no more than:

Beer/Cider/Lager/Alcopops	100ml
Wine	50ml
Spirits	5ml
Soft Drinks	100ml

### **Transfer of Title**

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. Please note that, at the end of the Exhibition, NEC will transfer ownership of any unsold/remaining alcohol back to you and you will be free to take it away with you.

The Transfer of Title form also (amongst other things) requires exhibitors to: -

- only employ serving staff over 18 years of age;
- keep the alcohol in a secure area for the duration of the Exhibition;
- only supply alcohol to persons over 18 years of age (or 21 years of age, if so notified by NEC);
- request photographic proof of age from any person who does not appear to be above the notified age limit; and

- refuse to supply alcohol to any person who appears to be under the influence of alcohol.

NEC reserves the right to revoke permission for the sale and/or supply of alcohol at its absolute discretion in the event of a breach by an exhibitor of the Licensing Act 2003, or any term of any agreement with the NEC.

### **Cash Bars**

Under exceptional circumstances the NEC may allow a third party to provide a pay/account bar facility for immediate on-site consumption. However, I must stress that permission will only be granted in exceptional circumstances. Furthermore, in the event that permission is granted: -

- the operator of the bar must hold a personal licence and be present on site at the NEC during all Exhibition open hours to authorise the sale or supply of alcohol;
- a copy of the personal licence must be forwarded to me a minimum of 28 days before the start of the Exhibition;
- a Transfer of Title form must be completed; and
- an administration fee will be payable.

**Please note that the NEC premises are licensed for the sale/supply of alcohol and therefore temporary event notices are not applicable.**

I hope that the contents of this letter are clear, however should you have any queries please do not hesitate to contact me to discuss matters further.

**NAME**

Key Account Manager

NEC catering

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