

Catering Disclaimer Form



مركز دبي التجاري العالمي
DUBAI WORLD TRADE CENTRE

- Please return to Event Plus – eventplus@dwtc.com – Phone: 800DWTC (3982) – International: +971 4 389 3999
- The deadline to return this form is 4 weeks prior to the start of build-up and orders received after this date may not be processed
- Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting)

Event Details

Event name: _____ Event date: _____

Hall no: _____ Stand no: _____ Stand name: _____

Order Contact Details (we require details so we can contact you about your order)

First name: _____

Last name: _____ Job title: _____

Company name: _____

Company address: _____

Company city: _____ Postal code: _____ Country: _____

Direct no: _____ Mobile no: _____ Fax no: _____

Email (important service information will be sent to this address!): _____

Please indicate the reason / purpose of bringing food and / or beverage:

Signature (Client): _____

Dubai World Trade Centre's, catering division takes pride in providing a wide range of the finest catering services in our restaurants, exhibition halls, meeting rooms, cafés and outside catering under the highest standards of hygiene. However if there is a requirement to bring any traditional / speciality food items which cannot be prepared by DWTC for their personal consumption at the event or at a stand, it will be under the client's / exhibitor's responsibility. DWTC cannot be held responsible for any food poisoning complaints caused by the items mentioned on this form.

Commercial

Name: _____

Designation: _____

Date: _____

Signature (DWTC): _____

Hygiene and Food Safety

Name: _____

Designation: _____

Date: _____

Signature (DWTC): _____

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Name and description of the food and beverage item(s):

1. _____	19. _____
2. _____	20. _____
3. _____	21. _____
4. _____	22. _____
5. _____	23. _____
6. _____	24. _____
7. _____	25. _____
8. _____	26. _____
9. _____	27. _____
10. _____	28. _____
11. _____	29. _____
12. _____	30. _____
13. _____	31. _____
14. _____	32. _____
15. _____	33. _____
16. _____	34. _____
17. _____	35. _____
18. _____	36. _____

Notes

- DWTC is the sole provider of all food and beverages within the venue.
- The Catering Disclaimer Form must be completed by the client / exhibitor and sent to Event Plus in order to obtain approval from DWTC's Venue Management and Dubai Municipality to bring food and beverages from outside into the premises.
- The client / exhibitor bringing food from outside has a legal obligation to ensure that all food safety requirements are implemented as per the guidelines set by Dubai Municipality's Food Control Department. Pork products must be clearly labelled and kept separately. Muslim exhibitors and visitors shall be informed about pork products and if a product contains alcohol.
- Pork products must be clearly labelled and kept separately. Muslim exhibitors and visitors shall be informed about pork products and if a product contains alcohol.
- DWTC has the full right to approve or deny any disclaimers irrespective of the nature of the exhibition or event.
- Only clients / exhibitors with the approved Catering Disclaimer Form and the applicable Dubai Municipality permit will be allowed to bring food inside the venue and only during the times specified for that purpose.
- Every exhibitor must receive a copy of the attached Dubai Municipality Food Safety Guidelines. Please ask for a copy if you haven't been sent one.
- For any sampling related queries please contact :Event Plus- eventplus@dwtc.com – Phone: 800DWTC (3982) – International: +971 4 389 3999

FOOD SAFETY PRACTICES DURING FOOD EXHIBITIONS

Issued by

**Food Safety Department
Dubai Municipality**

January 2017

Scope

The requirements listed in this document are applicable to all businesses that display, store, sell or prepare food during any exhibition or events in Dubai.

Responsibility

The organization/business that is participating in food or related exhibitions has a legal obligation to ensure that the organizer has all the relevant approvals from the regulatory authorities to organize the exhibition.

The organization has to ensure that food handlers are supervised and instructed and/or trained in food safety matters commensurate with their work activity.

Exhibitors and participating outlets must meet the relevant requirements of the Dubai Food Code. The code can be downloaded from www.foodsafe.ae

Person in Charge

All food booths/stations shall nominate a Person in Charge (PIC) of food safety. The nominated person should have direct authority, control or supervision over employees who engage in the storage, preparation, display, and service of foods in the booth/station.

PIC must ensure that food handlers are supervised and instructed and trained in food hygiene matters commensurate with their work activity.

Contact Information

The contact details of the person in charge must be provided to the organisers of the exhibition. The organisers shall maintain a list of all exhibitors with the name and contact details of the person in charge of food safety.

Prior Approval for Food Preparation

Preparation of food in the exhibition stand shall not be done without prior approval from the Food Safety Department. A copy of the layout and the details required should be submitted in the format (Annex 1).

Exemption for prior approval for Gulfood Exhibition:

For food establishments that are participating in Gulfood, prior approvals for layout is not necessary unless non-halal food will be displayed, stored or handled in the stand. However, the exhibitors (food business) MUST fill up the form provided in the annex and sign the self-declaration form and send it to the Food Safety Department at least two weeks prior to the event.

Any exhibitor who do not meet the requirements will be stopped from displaying, selling, handling or preparing food during the exhibition if there is a breach in the commitment to food safety requirements.

Food Traceability

The PIC should maintain a list of all foods that are displayed, prepared or sold in the stand. This should be presented to the Food Inspection Officer if required.

Food Safety Requirements

Main food safety requirements are listed below. However, further information can be found in the Food Code.

Handling of high-risk foods

- High risk foods are foods that require temperature control to ensure safety. They are mostly ready to eat food items that are cooked, or raw. Additional requirements may be required if preparation is involved.
- cold food items should be either held refrigerated **below 5°C**
- hot food items should be held hot **above 60°C**
- If time is used as a control, the total time that the food is held at a temperature between 5°C to 60°C shall not exceed 2 hours. This includes the time of preparation, display and service.
- Temperature of the food should be monitored regularly using a clean and disinfected tip-sensitive thermometer.
- Temperature of chillers and hot holding equipment must be monitored and recorded at regular intervals
- **Foods of animal origin** such as meat, poultry (including eggs and egg products) which is not cooked thoroughly (well-done) to 75 Deg C or above, shall not be presented for consumption unless the consumer is provided with the information that the food was not fully cooked.
- Ready to eat food items must be protected from contamination. Raw foods should not be stored or handled along with ready to eat foods.

Storage

- Food should be stored in a way that contamination is prevented
- Clean and disinfected containers, tools and equipment must be used at all times.
- All food contact surfaces should be cleaned and disinfected regularly and between uses.

Personal Hygiene and Health



- High level of personal hygiene shall be maintained by people involved in the transportation, storage, handling and serving of food
- Persons suffering from infections or showing symptoms of any infection or foodborne diseases shall not handle food nor stay in the area where food is handled.
- All food handlers should have Occupational Health Cards and the cards should be presented when requested by Food Inspectors or the Organizers.
- If food handlers are not from Dubai, the Person in Charge of the exhibition stand MUST ensure that the food handlers are free from any symptoms such as vomiting, diarrhea, fever and abdominal cramps.

Non Halal Foods

- Pork and other non Halal products shall be clearly labeled and kept separately.
- Muslim exhibitors and visitors shall be informed about non-Halal products
- Prior approval MUST be taken for such exhibition stands. Fill the form provided in the annex and send it to the food safety department with the relevant details including the equipment layout.

General Requirements

- A copy of clearance certificate from Food Trade Section for the food items must be retained in the stand for all the food items that are imported
- All food & beverage products shall be properly labeled and shall have the production and expiry dates clearly labeled on them.
- Production date and time should be mentioned on food items that are not pre-packaged
- Prepackaged food items shall be stored in containers with original pack sticker.

Disposal of food must be carried out as per the requirements of Dubai Municipality. The food should not be sold or distributed to the public outside the venue of the exhibition.



Annexe 1

Self-Declaration Form for Food Exhibitors	
Name of the Exhibitor:	
Country:	
Address:	
Name of the Person in Charge (PIC) of Food Safety:	
Email of the PIC:	
Contact number of the PIC:	
Organizer of the Exhibition:	
Define the activities	
a) Display of foods only	b) Sale of prepackaged Foods only
c) Preparation of Foods (no cooking) The activity must be limited to portioning and garnishing of food)	d) Preparation of food (with cooking)
e) Preparation of Foods (meat, poultry or fish)	f) Preparation or sale of raw ready to eat foods of animal origin such as sushi, sashimi
Define how the separation of areas will be if you have activities (c) ,(d) , (e) and (f)	
Define how you will disinfect food containers/utensils/ equipment be if you have activities (c) ,(d) , (e) and (f)	
For activities (c) ,(d) , (e) and (f), send the copy of the layout of the stand with the exact size and specifications of the preparation, storage and cleaning and disinfection areas to mksaeed@dm.gov.ae along with the signed copy of this form. Prior approval is not required for this permit. However, any deviation from the layout and details provided to us can lead to stoppage of sale, display or preparation of food	
Do you plan to display, sell or prepare non-halal foods or ingredients?	If yes, prior approval is required from the Food Safety Department. Mail to mksaeed@dm.gov.ae for approval

These requirements must be fully implemented to ensure the food hygiene and safety during the events.

For further information mail to

Muhammed Khalid Saeed
mksaeed@dm.gov.ae

**Food Control Department
Dubai Municipality**