

# Requirements for handling foodstuffs at trade fairs and exhibitions

## 1. Requirements for the stand

- The area within the trade fair stand in which food is prepared or unpackaged food is handled must be sealed on three sides. The floor in this area must be of a smooth surface and easy to clean.
- The preparation areas and unpackaged food must be protected against being coughed on or touched by customers and passers-by. Impurities, such as dust, dirt etc. must be avoided. A food hygiene protection device must therefore be provided or a distance of 1.5 m to the public must be ensured.
- The working surfaces must be clean, smooth and easy to clean.
- A sufficient drinking water supply must be ensured.
- Hand-washing facilities with flowing hot water (e.g. from a tank with tap and heating coil or similar), a soap dispenser and disposable paper towels (e.g. kitchen roll) must be available.
- A sealable container for used water or a hose connection for discharging used water to the drains must be provided.
- A hygienic rinsing facility must be provided.
- The hygienic collection and storage of waste must be guaranteed (container with sealable cover).

## 2. Requirements for foodstuffs and their preparation

- Foodstuffs must always be transported, stored and prepared in a manner ensuring protection against impurities/spoiling (e.g. do not place on the floor but on sufficiently high shelving (min. 30 cm).
- **The cold chain must always be observed for foodstuffs requiring refrigeration!**
- Hamburgers, rissoles, sausages, cevapcici, kebabs, meat skewers or similar must only be provided for immediate consumption after cooking (not raw).

## 3. Requirements for the personnel

- Before commencing their activity, personnel involved in the production, processing or transportation of food and thus coming into contact with the food, require either a valid health certificate in accordance with §18, Federal Law on Epidemic Control (BseuchG) or instruction in accordance with §43, Infection Protection Law (IfSG). This also applies to persons who are involved in such activities on more than 3 days a year (such training is recommended for all other persons).

## 4. Self-monitoring/Documentation

- **Incoming goods record / Filing with delivery note (e.g. stamp)**

The goods are checked for the following:

Temperature (for foodstuffs requiring refrigeration):	
Quality (visual inspection for cleanness, freshness):	
Quantity, best-before date:	
Date:	Signature:

- **Temperature checks on the foodstuffs during storage**

- Reg. (EC) 852/2004, Article 4, Sections 2 and 3, Letters c) and d) in conj. w. Appendix II, Chapter IX, No. 5

The temperature checks are obligatory for reasons of food safety (compliance with the cold chain!). Documentary records are obligatory for the cooling temperatures for reasons of food safety, duty of care on the part of the food company and product liability law. Attention must be paid to product-specific cooling temperatures.

- **Retraceability** (Reg. (EC) 178/2002, Article 18)

Sufficient documentation is provided e.g. from the orderly filing of delivery notes/invoices or issue notes/accounts in filing systems or in electronic form.

## 5. Allergen labelling

- The 14 most important ingredients that can cause allergies have to be declared in the list of ingredients.
- Additives:  
The list of ingredients must contain all food additives and flavouring substances used.

**Please note:**

1. In event of failure to comply with these regulations, the stand operator must expect closure of the stand or prohibition of the sale or distribution of food.
2. Violation of these minimum requirements constitutes an offence (in individual cases a crime) and will result in prosecution.



## 1. Dispensing of alcoholic drinks:

If alcoholic drinks are handed out for consumption on the premises for a charge the rules according to § 1 section 1 and more specifically § 2 section 1 of the licensing act state that the activity requires a permit. This then requires permission in accordance with § 12 of the licensing act in all cases.

### Entertainment of guests, customers, visitors at trade fair stands:

To assess entertainment of customers by an exhibitor, which is carried out free of charge, the particular character of the event must also be considered. Since the overall event has the primary character of promoting/advertising, the hand-out of food and drink is a tertiary activity, which serves the actual purpose of the event, i.e. canvassing of customers.

Based on the latest legal and professional situation and not least due to practical and economic-political reasons, the Citizens' Registration and Public Order Office in Leinfelden-Echterdingen therefore does not make it obligatory to acquire a permit in line with § 12 of the licensing act to hand out food and drink at trade fairs, if alcoholic drinks are handed out **free of charge**.

If a small fee is charged for samples\* to prevent misuse, a permit is also not required.

For all other activities a permit according to § 12 of the licensing act is required.

### If you have any questions, please contact:

**Bürger- und Ordnungsamt Stadt Leinfelden-Echterdingen**, E-mail: buerger-und-ordnungsamt@le-mail.de, Tel.: +49 711 1600-266

## 2. Handing out food and drinks:

### Information on the Infection Protection Act (IfSG)

People who produce, handle or distribute certain types of foodstuffs (see last section) and thereby come into contact with them or are employed or carry out duties in kitchens and other catering establishments with or for communal feeding, may only carry out these activities if they can prove by a certificate from the health authority or from a health authority appointed doctor that they

1. have been trained with regards to prohibition of certain types of activity according to § 42, section 1 IfSG
2. have been trained with regards to responsibilities according to § 43, section 2,4,5 IfSG in verbal and written form and
3. on completion of training have declared in writing that they are aware of no reasons why they may be prohibited from any such activities.

Those already in possession of a valid health certificate in accordance with § 17 and § 18 of the Federal Communicable Diseases Act (BSG) are exempt from this initial training.

The certificates with regards to the new IfSG and old health certificates in accordance with BSG are to be presented in German. Those persons who produce, handle or distribute the following foodstuffs are obliged to attend training in accordance with the Infection Protection Act:

- Meat, poultry and products thereof
- Milk and milk-based products
- Fish, crayfish or molluscs and products thereof
- Egg products
- Baby and infant food
- Ice-cream and products containing ice-cream
- Bakery products with unbaked or unheated filling or topping
- Delicatessen, salads and potato salads, marinades, mayonnaise, other emulsified sauces, nutritional yeasts.

In catering establishments or organisations with or for communal feeding, the dish-washing personnel must also have appropriate certificates of training.

### If you have any questions, please contact:

**LRA Esslingen, Veterinär- und Lebensmittelüberwachungsamt**, E-mail: veterinaeramt@lra-es.de, Tel.: +49 711 3902-1532

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\* **Explanation:** Samples are promotional items which promote purchase of the dispensed product and represent a buying incentive for customers.



Event name	Company name (Invoice recipient)
Customer no. (Exhibitor)	Contact person (Invoice recipient)
Hall/stand no. (Exhibitor)	Street and house no. (Invoice recipient)
Your order no. (if desired)	Postcode, town, country (Invoice recipient)
VAT identification number EU (Invoice recipient)	Telephone (in case of questions)
We are: <input type="checkbox"/> Entrepreneur <input type="checkbox"/> no Entrepreneur	E-mail (in case of questions)

Orders by fax to: +49 711 18560-2292

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### Registration to hand out alcoholic drinks

Messe Stuttgart will forward your data to the Regulatory Authority responsible for fixing the appropriate fees.

Event:		Date:	
Numbers of seats:		Size of trading area:	

### We hereby give notice that alcoholic drinks will be offered

free of charge     for a charge    as a sample (  for free or  a small fee )

at the stand.

This will include the following drinks: \_\_\_\_\_

The drinks will be  poured from a dispenser     poured from bottles/cans at the stand.

**Please note:** The LRA (Veterinary/Food Control Office) in Esslingen ist responsible for controlling the observance of hygiene regulations.

**When dealing with food:**

Please note that, any surfaces that come into contact with food are to be kept in pristine condition. They must be easy to clean and disinfect. Smooth and washable materials are to be used for this purpose (applies also to floors and walls in this area). If food is to be prepared at the stand, the requirements for business premises must be observed. Provision must be made (among other things) for the following in this regard:

- appropriate fresh water supply and grey water disposal
- suitable temperatures for hygienic preparation, handling and handling and processing foodstuffs
- suitable equipment/devices for cleaning food
- suitable equipment/devices for cleaning/disinfecting work equipment

Date: \_\_\_\_\_ 2 0

Place: \_\_\_\_\_

Company stamp and signature: \_\_\_\_\_



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