EVENT & FOOD SAFETY

Documents organisers ask for

Exhibitor guide · and how to submit them in the exhibitor portal

If you are serving or sampling food at a trade show or any other event, the organiser will ask for a set of documents before the event. The exact list depends on the event and on what you are serving, but the same documents come up again and again. This guide explains each one, what usually makes it acceptable, and how to submit them.

The documents organisers usually ask for



The six documents most organisers ask you for.

The usual list

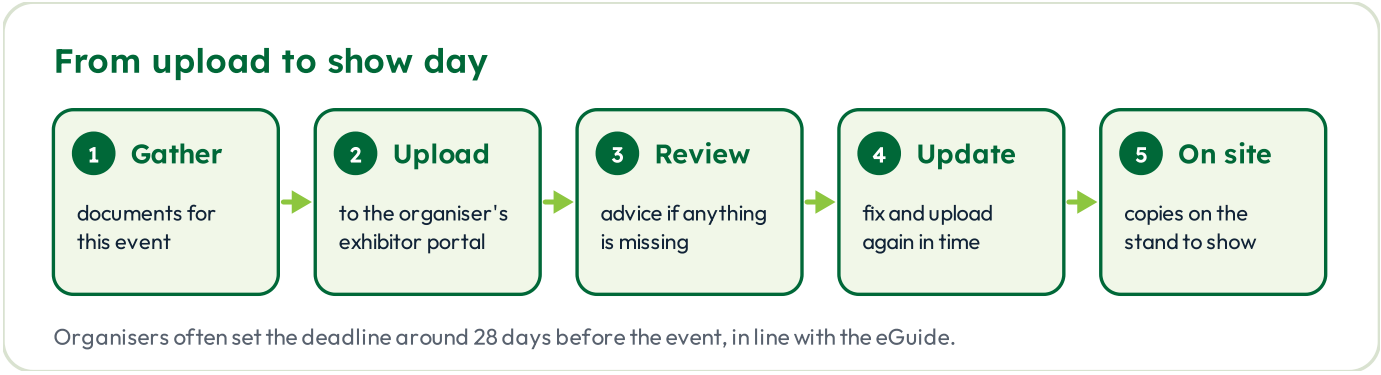
Document	What it is	What usually makes it acceptable
Food safety plan (HACCP)	Your HACCP-based plan for what you will do at this event.	Written for the event and the products you are serving, covering transport, storage, preparation, sampling and clearing down. See food safety plan for your stand.
Allergen information	An allergen matrix listing the 14 allergens in every item served.	Includes accompaniments such as crackers and dips, based on current specifications. See allergen information.
Food business registration	Evidence you are registered with your local authority.	The confirmation from your council. Registration is free and should be done at least 28 days before trading.
Food hygiene rating	Your rating under the Food Hygiene Rating Scheme, if you have been inspected.	Some organisers set a minimum rating. Newly registered businesses may not have been inspected yet; say so.
Insurance	Public liability insurance certificate.	In date for the show, in the business name on the booking, at the level of cover set in the exhibitor terms.
Training certificates	Food hygiene certificates for people handling food.	Named, at the level the organiser asks for, and in date if they set a limit. See training for stand staff.
Risk assessment	Health and safety and fire risk assessment for your stand activities.	Covers equipment, electrics, cleaning chemicals (COSHH) and any cooking or gas.

Depending on what you are doing, you may also be asked for a temperature log template, cleaning schedule, calibration date for your probe, gas safety or PAT test records for equipment, or a copy of a Personal Licence if you are serving alcohol.

Why organisers ask for them

Under the AEV eGuide, organisers are responsible for food safety and allergen compliance by exhibitors at their event, and full details of food preparation and serving arrangements are due no later than 28 days before tenancy (paragraphs 3 and 4). Registration is also due 28 days before (paragraph 11), and you are responsible for having suitable health and safety and fire risk assessments (Risk Assessment section, paragraphs 11 and 12). Many organisers appoint a food safety consultant, such as Event Food Safety, to collect your documents and advise you. See the AEV eGuide explained.

How to submit them



Upload early: if something is missing there is time to fix it.

Most organisers collect documents through an online exhibitor portal. At shows where we are the food safety advisers, you use our exhibitor sign-in. Your organiser sends you a link to the event. Sign in, see exactly what your stand needs and send it before the deadline. Once signed in you can:

- see only the items that apply to your stand,
- add your food and drink details: what you are serving and how,
- upload each document,
- check whether each item is received, waiting for review or needs updating.

You can sign in from the exhibitor sign-in page with a link sent to your email or with a password. We review what you upload and send advice if anything is missing or does not match what you are serving. The organiser decides what is accepted.

Tips that save time

- Upload as soon as you know what you are serving. Leaving it to the last week is when gaps cause stress.
- Use clear file names, such as "HACCP plan - Stand B12 - 2026.pdf".
- Send the plan for this event. A plan from a different show, with the wrong products, is the gap we see most.
- If something changes, such as a new product, a different caterer or extra staff, update the documents.
- Bring copies to the stand, on paper or a device. Environmental health officers and the organiser's advisers may ask to see them.

Not serving food to the public?

If you decide not to serve or sample food, tell the organiser. You may then not need the food documents, though advisers may still visit the stand on the day.

Questions about your documents

If you are exhibiting at an event where we are the food safety advisers, email our exhibitor support team at team@eventfoodsafety.co.uk or reply to the email from our team. If you organise a show, our Event Safety page explains how we support events.

Related guides

- Food safety plan (HACCP) for your stand
- Allergen information on your stand
- Food hygiene training for stand staff
- How often environmental health officers visit
- How a food hygiene rating is calculated

This guide is general advice for you as an exhibitor at a UK trade show, exhibition or other event. The organiser and venue decide what is accepted at their event, so always read your exhibitor terms. Checked against the AEV eGuide (August 2026) and Food Standards Agency guidance, October 2026. Online version: eventfoodsafety.co.uk/exhibitor-resources/exhibitor-documents/