

The following scenarios may occur:

- A. The Exhibitor offers (without the use of any external company or professional) packaged foodstuffs to its guests (this includes the serving of drinks, including water and coffee).**
- The Exhibitor must upload on the **Exhibitors portal** of Fiera Milano and through the Card **Manage Documents - Compulsory Documents - Catering**, the Letter of Indemnity filled in on letterhead, signed and stamped by the legal representative of the company (see template Indemnity Letter\_Catering).
  - The Exhibitor must submit a temporary catering service document that is both a commercial and a health authorization to the competent authority. If the event takes place at the Milan Exhibition Centre (Allianz Mico), the document must be submitted through the **SUEV** counter of the **Municipality of Milan**, while in the case of the **Rho Exhibition Centre**, through the **SUAP** portal of the **Municipality of Rho**.
  - The Exhibitor shall in any case be fully responsible for compliance with general hygiene regulations and the protection of consumer health.
- B. The Exhibitor shall, directly and/or through an external professional, prepare, preserve and/or serve the food. (This category also comprises show cooking activities with food served to the public, activities of cutting and/or preparing, cooking and/or freezing, production of organic waste).**
- The Exhibitor must upload on the **Exhibitors portal** of Fiera Milano in the section **Manage Documents - Compulsory Documents - Catering**, the Letter of Indemnity filled in on letterhead, signed and stamped by the legal representative of the company (see template Indemnity Letter\_Catering).
  - The Exhibitor must submit under its own name the **SCIA** (to report the start of the temporary catering service) electronically to the competent Municipality (**SUEV** for the **Municipality of Milan**, for events at the Milan Exhibition Centre Allianz Mico and **SUAP ASSOCIATO NORD OVEST MILANO** for the **Municipality of Rho**, for events at the Rho Exhibition Centre). The telematic procedure may vary from municipality to municipality (you should enquire first at the applicable SUEV/SUAP via [www.Impresainungiorno.gov.it](http://www.Impresainungiorno.gov.it)).

**To use these portals autonomously, the Exhibitor must hold a Pec [Certified E-mail] mailbox and the digital signature of the company's legal representative to submit the telematic file.**

The SCIA receipt must be kept inside the booth as a proof of payment of the temporary catering document and it must be shown to the authority staff in case of an inspection.

**Food and Beverage refilling at its own stand during the show**

- Food and Beverage refilling at the stand (as an example but not limited to it: supply of trays of pastries, sandwiches, ready meals, delicatessen and/or baked products by catering companies and/or food operators) during the show, it's possible by purchasing catering passes (please see the following point C)

- C. The Exhibitor subcontracts an external catering company and/or food operator to provide the service at its stand during the exhibition.**
- The Exhibitor must upload on the **Exhibitors portal** of Fiera Milano in the section **Manage Documents - Compulsory Documents - Catering**, the Letter of Indemnity filled in on letterhead, signed and stamped by the legal representative of the company (see template Indemnity Letter\_Catering).
  - The Exhibitor shall prepare a letter of appointment for the catering company to carry out the service at its stand.
  - The Exhibitor must submit (as specified in options **A** and **B**) a temporary catering service document that is both a commercial and a health authorization to the competent authority. If the event takes place at the Milan

Exhibition Centre (Allianz Mico), the document must be submitted through the **SUEV** counter of the **Municipality of Milan**, while in the case of the **Rho Exhibition Centre**, through the **SUAP** portal of the **Municipality of Rho**.

- In order to formalize the entrance and accreditation procedure of the catering company, The Exhibitor shall access to the exhibitor portal of Fiera Milano and through the **Card – Purchase in E-service - Accreditation and Permits – Caterer permits**, indicates the catering Company that will manage the service at the stand by selecting it in the drop-down menu “Caterer”. If the catering company is not present in the list, the Exhibitor shall access the exhibitor portal of Fiera Milano and through the card “Stand Contractor/Caterer appointment and upload stand plan”, add a Caterer contractor.

The catering company, once it receives the invitation from the exhibitor of the stand where it will work, will access to its reserved area on platform **Logistica inFiera** – Catering section - to request and pay for the passes by uploading the list of the staff and vehicles together with the reference number of the SCIA.

- Fiera Milano shall issue the necessary badges only after receiving the payment. The catering company will have to collect the access badges at the Access Office located on the Ground Floor of Service Centre (external Area – South Gate).
- The catering badges can also be paid autonomously by the exhibitor who will proceed with the relative order directly in the cart section of the Exhibitor portal of Fiera Milano.

**Fiera Milano reserves the right to carry out spot checks; failure to upload to the Fiera Milano portal and failure to hold the Indemnity Letter at the stand will result in a penalty of € 200.00.**

It is possible to purchase a **SCIA practical management service** on the Exhibitor Portal. The service is available in the section **CATERING - Requested Scia**

For web assistance, information, buying please contact **+39 02.4997.6822** or **help@fieramilano.it**

**For further information:**

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<https://www.comune.milano.it/aree-thematiche/Impresa/sportello-unico-attivita-productivee-suap>