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ALL DOCUMENTS MUST BE RECEIVED
BEFORE MAY 3rd 2024



Montreal, April 2024

Dear Exhibitor,

We are pleased to welcome you to the 30th edition of the Mondial de la bière de Montréal. This is the time of year when we send the last information for the event's preparation. This exhibitors' manual contains valuable information such as: planning your participation in the event, setting up on site, conduct of the event and final dismantling.

The « Operational logistics » document is an important summary which should be kept in your kiosk for reference. Use it for an easy access to relevant information when changing staff! For any questions about the document, please contact Miguel Reynaud, Logistics Director at 514.722.9640 # 225 or logistique@festivalmondialbiere.gc.ca.

Note that on the ground from May 22nd to the 27th, his telephone number will be on the documents that you will retrieve from the administration when you arrive on site on May 23rd.

Your assigned time of entry will be confirmed, as soon as all your documents are completed and sent back to the person in charge of logistics.

Please note that your exhibitor's bracelet grants you access to the site before and after public opening hours and allows you to bypass line-ups.

Looking forward to seeing you at the Windsor Station in May!

The 2024 Mondial de la bière team!



SOCIAL MEDIA

#mondialbiere

Join us and announce
your presence at the festival!
Add photos, comments and follow the 30th edition live!



www.facebook.com/Mondialbiere

#mondialbiere



@Mondialbiere

#mondialbiere



@mondialbiere





OPERATIONAL LOGISTIC

EVENT ADDRESS: Windsor Station and Rio Tinto Courtyard, 1100 Canadiens-de-Montréal Avenue, Montréal.

DATE AND OPENING HOURS: From May 24th to the 26th

Friday & Saturday: 11 a.m. to 11 p.m. and

Sunday: 11 a.m. to 9 p.m.

You and your personnel must wear the exhibitor wristband to access to your kiosk outside of opening hours.

ON-SITE TELEPHONE NUMBER: 514-722-9640

LOGISTIQUE DIRECTOR: Miguel Reynaud 514-722-9640 ext. 225 (office) and 514-566-1219 (during event only).

SETUP: 7 a.m. to 8 p.m., Thursday, May 23rd. Individual access hours to be confirmed after May 3rd

TEARDOWN: Sunday, May 26th, 9:30 p.m. to 1 a.m. and Monday, May 27th, 7 a.m. to 4:59 p.m. (the site must be cleared for 5 p.m.). *Note: Any departure later than 5 p.m. must be approved by the logistics director (fees will be applicable).*

DELIVERIES: Friday to Sunday, 9 a.m. to 11 a.m. by the service elevator accessible via the alley from Saint-Antoine Street or by the Canadiens-de-Montréal Avenue for small deliveries.

You are responsible for your inventory at all times and since space is limited in your booth, we suggest you only bring supplies you will need for one day. Plan the transport of your supplies as well as the necessary equipment (staff, carts, dollies and etc.) to your booth.

PARKING

1- Interior parking 1115 St-Antoine West (\$22/day) adjacent to Tour Deloitte and accessible via St-Antoine Street. The entrance is directly opposite the exit ramp from Autoroute 720, just east of the Bell Centre.

STRUCTURE AND FURNITURE: Please refer to DEE catalogue.

LIGHTING AND POWER: **NO ELECTRICITY COMES WITH THE SPACE.** Please complete the Electro Performance order form and return it to the Mondial de la bière (bring your extension cords).

WATER: A hot water and sink facility is available at the site (see site map look for C-17, Salle traiteur). You have to rent a water coolers, which include hot water (see Labrador order form).

ICE: Available on-site at the supply services (see site map for location). Ice bag: **\$13.50 per 16,1 kg bag (7 bags of 2,3 kg) plus** taxes. Exclusive supplier: Glace Pingouin.

GLASSES: The tastings will be served exclusively in the glasses of the Mondial de la bière from the 1994 to 2024 editions. The visitor will be able to obtain his glass on site. **Remember to bring liquid hand sanitizer for use in your booth.**

The Mondial's glasses from 1994 to 2024 are either made of glass or are reusable cups. They are designed for responsible consumption and 2% of the sales revenue from the glasses is donated to a Foundation.

MAINTENANCE: It is your responsibility to keep your booth and installations clean (bring cleaning products and supplies, garbage bin and recycling bags).

FIRE REGULATIONS — CITY OF MONTRÉAL: Please return the kiosk floor plan form (including the technical specifications of cooking appliances) before April 24th, for approval by the fire protection service. **It is forbidden to leave cardboard (boxes or other) inside your kiosk or behind your backdrop.** Install 1 portable fire extinguisher of class 2A-10BC pour cooking appliances **WITHOUT FRYING.**

HEALTH AND SAFETY STANDARDS: It is important to read and respect the information from the environmental service of the city of Montréal. Inspectors visit the site regularly to verify kiosks respect safety standards. **NO FOOD OR OTHER MERCHANDISE DIRECTLY ON GROUND OR FLOOR OR BEHIND YOUR SPACE (TENT OR KIOSK). NO CARDBOARD OR CRATES BEHIND YOUR SPACE.**

MAPAQ PERMIT: **THE** food permit must be completed and returned to the Ministry of Agriculture, Fisheries and Food of Québec (MAPAQ) before April 21st. (See form)

VIRTUAL TASTING COUPONS: This does not concern the food exhibitor, this is just for your information.

For tasting, festivalgoers must buy virtual tasting coupons at a cost of \$1 each (plus taxes). The price for most beer brand tasting of 2 or 4 oz must be between 2 and 8 virtual coupons. Other alcohol products: each tasting will have to be of at least 2 virtual coupons for 1 oz and up to 16 coupons by tasting of 4 oz for cider, port and other spirits.

SIGNAGE OUTSIDE KIOSKS: If you wish to mount a banner or any other visual element outside your kiosk (even on the outside tent wall), you must make a written request to the promoter (Mondial). A \$500 minimum charge applies to all supplementary visibility. Note: no sound effects, music or radio will be allowed without the written consent of the promoter.

DRAWS AND OTHER PROMOTIONS: No draws or any other promotion may be carried out on-site without the written consent of the promoter. No tasting or promotion allowed out of your booth



ACCES AND SETUP / TEARDOWN PROCEDURES

ACCESS

Visitor: 1100 des Canadiens-de-Montréal Avenue and Rio Tinto Yard

Deliveries: refer to the information in the Operational logistic section

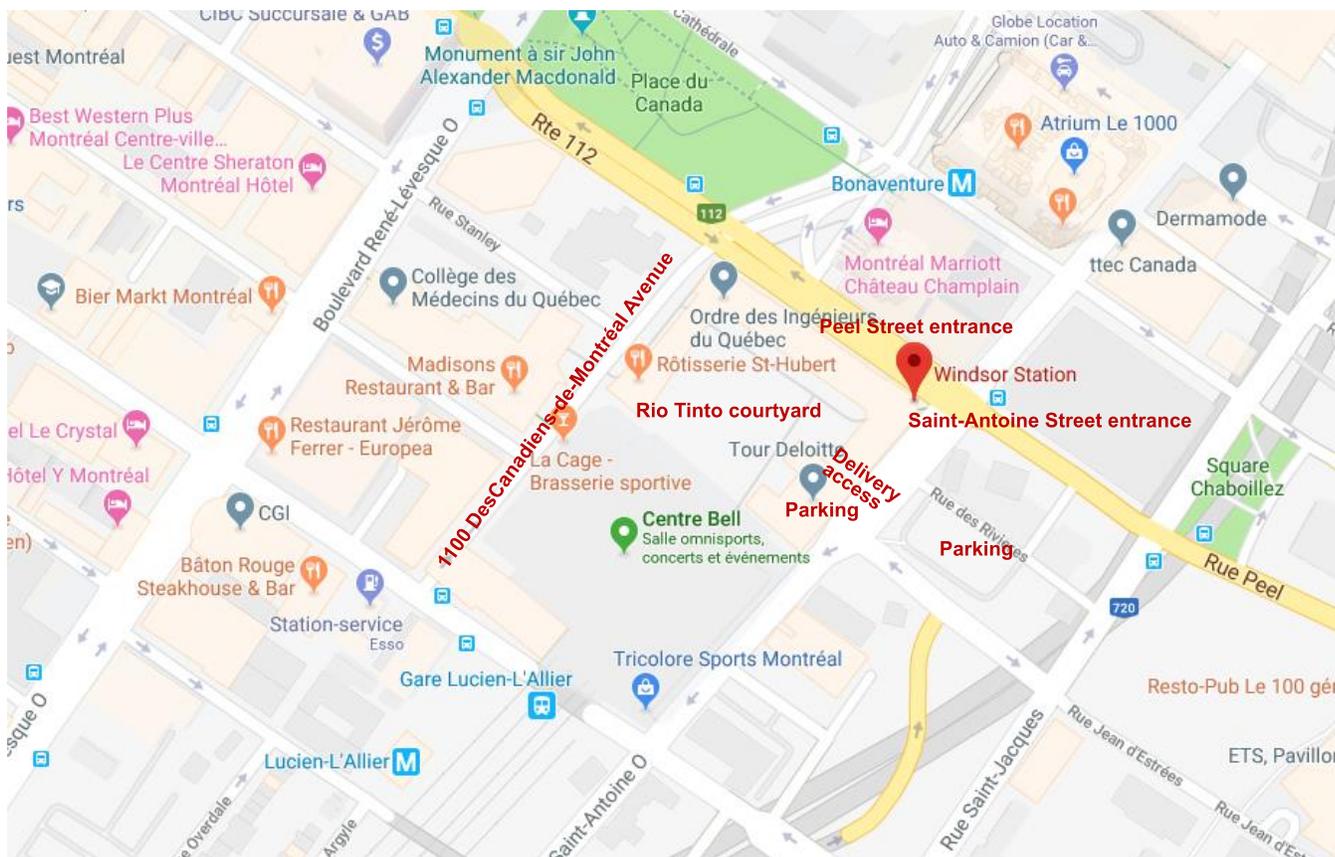
HOW TO GET TO GARE WINDSOR:

By foot

Form outside: main entrance on Canadiens-de-Montréal avenue, and other entrances from the Rio Tinto courtyard, the Deloitte building and street level entrances on Saint-Antoine and Peel.

Subway (STM)

La Gare Windsor is located between Bonaventure et Lucien-L'Allier subway stations. Follow the indications in the underground passages that will bring or directly Salle des pas perdus of the Windsor Station.





SUPPLIES AND STORAGE SERVICE POLICY

SUPPLY SERVICE GUIDELINES

BRIEF PROCEDURE:

- 1- The exhibitor presents themselves to the supply attendant and hands over a receipt either for ice or gas.
- 2- The exhibitor must leave with their order (ice and gas) themselves.
- 3- The supply service is open every day from 9:00 AM to 11:00 PM.

DELIVERY MANAGEMENT

The Beer World asks you to place your ice and CO2 orders with one of our attendants present at the supply in the caterer's room located near the freight elevator.
Please, get receipts directly from the supply to take ice and gas cylinders.

BOXES, EMPTY BOTTLES, AND CANS

The management of empty bottles and cans is your responsibility. Only the interior space of your booth can be used for storage.

For bottles and cans, you must use transparent bags.

For recycling (blue or transparent) and the waste you no longer want, you must use green or black bags and leave everything in the aisle in front of your booth at the end of the evening.

All cardboard boxes must be unfolded and folded; this helps us enormously! Thank you!

You must recover all your disposable kegs or others. No disposable kegs or others can be left on site (neither in the trash nor in recycling).

SAQ PROCEDURE

1) RETURN OF EMPTY BOTTLES:

Responsibility of the exhibitor

- The management of empty bottles is the responsibility of the exhibitor, as well as the administrative formalities with the SAQ.



RULES: GLASSES, SERVICE AND CONSUMPTION

TASTING GLASSES

The tastings will be served exclusively in the glasses of the Mondial de la bière from the 1994 to 2024 editions. The visitor will be able to obtain his glass on site. You can sell your glasses, but no tasting can be served in the glass.

The glass of the Mondial from 1994 to 2024 is either glass or it is a reusable cup, it is dosed for responsible consumption and 2% of the sales revenue from the glasses sold on site is donated to Fondation Rivières.

Please note that the Mondial de la bière glasses allow the service of 2- or 4-ounce tastings. The minimum price for a tasting is 2 virtual coupons for 2 or 4 ounces.

Thus, if a visitor walks around with a glass other than that of the Mondial de la bière, the visitor will be invited to buy a glass of the Mondial de la bière or to leave the event site if he does not want to comply with the rule. Visitors will be able to bring the glass of their choice to the Mondial site, if it is one of the glasses from the Mondial de la bière from 1994 to 2024.

ENCOURAGING RESPONSIBLE SAMPLING

POINT ZÉRO 8

We are very happy to announce that we have renewed our agreement with Point Zero 8. There is no subscription fee and the drive home service in the greater Montreal area are at the client's expense. We encourage you to promote the idea of tasting and responsible behaviour in your kiosk.

SERVICE - excerpt from the contract

The EXHIBITOR undertakes to serve the tastings exclusively in the glasses or the reuse cup of the Mondial de la bière for the tasting at its kiosk.

The EXHIBITOR undertakes to ensure that its beer samples will be 2 oz. or 4 oz. per sample and will not exceed 8 oz. per sample. For cider, wines and spirits, samples must not be less than half an ounce or more than 4 oz.

The EXHIBITOR agrees:

- (1) Not to serve or sell alcoholic beverages to a minor
- (2) Not to serve or sell alcoholic beverages to a person of full age if he knows they are for a minor



FIRE PREVENTION

PROHIBITED MATERIALS

Unless written authorization has been obtained, it is forbidden to use the following materials:

- Softwood trees or branches
- Straw shavings, straw, peat
- Cellulose acetate fabrics
- Packing chips
- Jute

Flames, sparks and candles

It is forbidden to produce open flames, sparks or heat using an ignition device or during an activity.

CONSTRUCTION OF BOOTHS

- must be constructed from fire resistant or flame-proof materials;
- from wood of a nominal thickness of more than ¼ inch (6mm), unless it has a coating of fire-retardant paint that complies with the standard CAN/ULC-S 102-03;
- fire-retardant fabric that complies with standards CAN/ULC-S109-03 or NFPA 705-2009;
- All other types of materials must be submitted for approval.

Curtains, drapes, carpets and other decorative items must be fire-resistant or flame-proof in accordance with standards CAN/ULC-S109-03 or NFPA 705-2009. Certificates must be produced upon request as evidence. Any combustible material that cannot be flame-proofed is prohibited.

STORAGE

1. Storing any products needed for a specific use inside a booth must be limited to the quantity required for one day of operation.
2. Daily waste materials must be safely stored.
3. The storage of combustible materials behind or between booths is prohibited.
4. Storing, handling and using flammable compressed gases, combustible liquids and hazardous materials is prohibited without the written authorization.
5. Rent a fridge for your food.



ADDITIONAL COMMITMENTS FOR EXHIBITORS AT THE WINDSOR STATION

1. Site development

- 1.1 Perform site development according to the provided and approved plan.
- 1.2 Fireproofing combustible decorations according to standard CAN/ULC-S-109-M87. The certificates must be sent to us before the event, moreover they must be available on site. This includes the tablecloths on the service tables.
- 1.3 Maintain the passages and aisles free of obstruction at any time.

2. Electricity

- 2.1 The electrical installations must be well maintained and used safely.
- 2.2 Public must not have access to the installations or electrical equipment, including the switches and fuses.
- 2.3 Lighting must be at electricity, bulbs and projectors must be distant from at least 600mm of any combustible materials.

3. Cooking (Some rules apply to the outdoor area)

- 3.1 Cooking appliances must be probated.
- 3.2 Cooking area must be isolated from public by preparation tables or other furniture.
- 3.3 No cooking is allowed in a closed tent or accessible to public.
- 3.4 Provide a clearance of 600mm between the closed side of the marquee and the cooking appliances.
- 3.5 The propane cylinder must be spaced at least 3m from the commercial cooking appliance.
- 3.6 Install a portable extinguisher of class **2A-10BC** near the designed space for the cooking.
- 3.7 A fryer will be authorized under a single closed side tent outside only and you must maintain a clearance from at least 400mm between the fryer and the cooking appliance flames.
- 3.8 Moreover, you must install an approved automatic extinction system above the cooking appliances as for fryers with a total capacity over two (2) frying basket, placed under a marquee.
- 3.9 Appliances using charcoal briquettes must be installed on a noncombustible surface and outdoors. Ashes should be disposed of safely after use.

4. Generalities

- 4.1 No hook can be installed on the sprinkler system, electrical conduit, clocks, statue and lights. No tape will be used for any of the surfaces of the building (floor, wall, etc.)**
- 4.2 Any structure (stage, arch, hanging bridge for lighting, bench, terrace, tent or marquee) must be back up with an engineer certificate on the structure stability the additional load on the structure, it must be sent to us 30 days prior to the Event date.
- 4.3 The top of the flame (from candles or other) must be below 75mm of the incombustible protection which surround it (glass or other) and must be placed or protected in order that the flame doesn't get in touch accidentally with combustible material.

FOOD SAFETY AND HYGIENE IN TEMPORARY FOOD STANDS

I - *OBJECTIVES:*

To ensure the quality and safety of food served in temporary food stands in order to protect public health.

II - *DEFINITIONS:*

Food Stand

A light, open shelter, erected on a public or private site, intended for the preparation, sale, or serving of food.

Temporary

Which carries out its activities for a limited time. For the purpose of this policy, the period is set as the duration of the event.

III - *RULES:*

Construction

The stand must be installed on a site free of any source of pollution or contamination. It must be located on a paved or asphalted surface that is well drained, and must be kept clean. If the stand is set up on grass, it must have a raised floor that covers the full area of the stand.

A stand located outside must be equipped with a roof and walls of approved materials such as wood or canvas in order to protect the interior from dust and rain. The walls and floors must be made of a nonabsorbant material, and must be free of cracks and kept clean.

A cooking appliance may be installed outside the stand but must be covered by a canopy or other device in compliance with the requirements of the Service de sécurité incendie de Montréal.

Water

The stand must have **hot and cold running drinking water** in sufficient quantity for food preparation, for washing equipment and utensils, and for hand washing.

The plumbing must be connected to a waste water disposal or reclamation system

Electricity

Each stand must be connected to a power system or to a no-break generator of **sufficient capacity** for the proper operation of all appliances and equipment.

Food Protection

The surfaces of the materials and equipment (tables, containers, utensils, cutting boards, etc.) that come into contact with the food must be made of smooth, easily washable, non-toxic materials in good condition. These surfaces must be free of loose particles or cracks.

The stand must be equipped with storage racks to hold food recipients so that they do not come into direct contact with the ground or the floor.

In order to protect against the risk of cross-contamination, clean and disinfect the equipment, work surfaces, and utensils that come into contact with raw food of animal origin before using them for the preparation of cooked or ready-to-eat food.

Self-serve foods such as condiments (ketchup, mustard, onions etc.) must be offered in individual sachets or placed in food dispensers that do not allow for reintroduction by the consumer.

Where foodstuffs are not wrapped, their handling by the public must be prevented.

Food Sources

All food served at the stand must come from approved sources (e.g., retailers, restaurants, or distributors). Purchase invoices or other vouchers must be at the disposal of inspection personnel at all times.

These invoices must indicate:

- ▶ the nature and the quantity of products purchased or received;
- ▶ the date of purchase or receipt;
- ▶ the name and address of the supplier.

Holding Temperature

Foods subject to alteration by heat (such as meat, poultry, fish, milk products, seafood, eggs, cut melon, cooked vegetables, prepared (hot) cereal, cooked rice, or dishes cooked using these foods) must, except during the time needed for processing, be kept at a constant internal and surrounding temperature not exceeding ■ **4 °C (40 °F)**.

Perishable food that is transported, sold, or served hot (such as meat, poultry, fish, seafood, eggs, cooked vegetables, prepared (hot) cereal, cooked rice, or dishes cooked using these foods) must be kept at an internal temperature of at least ■ **60 °C (140 °F)**.

The temperature of these foods must be checked using a functioning thermometer that is precise to + -1 °C (2 °F).

The stand must be equipped with mechanical equipment such as refrigerators, freezers, and hot food tables in order to maintain food at the temperatures prescribed above.

All compartments where food subject to deterioration by heat is kept, must be equipped with a functioning thermometer that is precise to + - 1 °C (2 °F).

- **Thawing**

Food subject to deterioration by heat must be thawed:

- ▶ in the refrigerator at or below 4 °C;
- ▶ or combined with a cooking process.

- **Cooking**

During cooking, food must reach the following minimum internal temperatures for at least 15 seconds:

- ▶ 74 °C (165 °F) poultry;
- ▶ 68° C (155 °F) all ground meat except poultry, pork;
- ▶ 63° C (145 °F) beef, veal, lamb, fish, seafood.

- **Cooling**

Cooked food subject to deterioration by heat must be cooled as quickly as possible to a temperature of 4 °C or lower. The internal food temperature must drop from 60 °C (140 °F) to 4 °C (40 °F) in 6 hours or less, including from 60 °C (70 °F) to 21 °C (70 °F) in 2 hours or less.

- Reheating

Food that has already been cooked and cooled, and that must be kept hot, must be reheated to a temperature of 74 °C (165 °F) or higher. Reheating must be completed within 2 hours.

Cleaning and Disinfection

The stand must have a sink for cleaning and disinfecting equipment and utensils. A location reserved for cleaning and disinfection of equipment and utensils may be authorized for use by several stands.

Cleaning and sanitation products and clean cloths must be available in sufficient quantities inside the food stands.

All work surfaces and reusable equipment and utensils must be washed and sanitized every day of operation, or upon contamination, and must be kept clean.

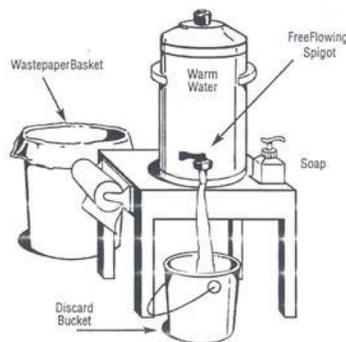
The following stages must be adhered to during cleaning and disinfection:

- ▶ pre-rinse and scour;
- ▶ wash in hot water to which detergent has been added;
- ▶ rinse with hot water;
- ▶ disinfect with a disinfecting solution (for example: 5 mL of bleach per litre of water);
- ▶ air dry.

Personnel

- Hand washing

Each stand where unwrapped food is prepared or handled must be equipped with hot and cold running water, liquid or powdered soap from a dispenser, and individual towels. The stand must at least have a tank with a minimum capacity of 19 litres (5 gallons), a steady flow tap dispensing jets of warm water, a soap dispenser, individual towels, and a receptacle to collect the water.



Food handlers must wash their hands after using tobacco or going to the washroom, before starting work, each time there is a risk of food contamination. Hands must be dried with individual towels that must be disposed of after use.

- Hygiene of personnel

Persons who prepare food products, wash or clean material and equipment must:

- ▶ wear a clean hat or clean hairnet that completely covers the hair;
- ▶ wear a clean beard covering that completely covers the beard;
- ▶ wear clean work clothes;
- ▶ refrain from wearing nail polish, watches, rings, earrings, or other jewellery;
- ▶ abstain from smoking or eating.

- **Health**

Persons must refrain from handling food when they show symptoms of vomiting, diarrhea, fever, jaundice, or a sore throat with fever.

Persons must wear a clean, waterproof bandage on every cut on the hand, and wear a clean waterproof glove over it.

Waste

There must be sufficient quantities of containers for waste disposal. These containers must be air-tight, and clean, and must not be made of cardboard. Waste must be removed as often as necessary.

Permit

Every operator of a stand where food is prepared or kept hot or cold for sale must hold a permit from the Ministère de l'Agriculture, des Pêcheries et de l'Alimentation du Québec. During the event, the permit must be available at all times at the place of operation.

For more information regarding permit costs or to obtain a permit, the stand operator must contact the Division de l'inspection des aliments.



Service des Infrastructures, transport et environnement
Direction de l'environnement
Inspection des aliments

827, boul. Crémazie Est, bureau 301
Montréal (Québec) H2M 2T8
Téléphone : (514) 280-4300
Télécopieur : (514) 280-4318
inspectiondesaliments@ville.montreal.qc.ca

SAFE FOOD HANDLING AND HYGIENE RULES

1. Eliminate any food that is spoiled or contaminated and unfit for human consumption or whose safety (food safety) for human consumption is uncertain.
2. Fix a suitable expiry date on manufactured or packaged products.
3. Carry out an appropriate rotation of food.
4. Maintain equipment containing potentially hazardous foods at a temperature of 4 ° C or less or of 60 ° C or more.
5. Keep potentially hazardous foods served cold at a temperature of 4 ° C or less and those served hot at a temperature of 60 ° C or more.
6. Obtain food exclusively from recognized, approved and safe suppliers. Keep the necessary records and proof of purchase so as to demonstrate the origin of food.
7. Label foods with all the information necessary for their safe consumption. The information must be accurate and complete (common product name, list of ingredients in descending order, conservation mode, shelf life, use, weight, origin, name and address of the responsible party).
8. Perform activities of preparation, conditioning or processing of food products, as well as storage or any other operations so as to prevent the introduction of contaminants of any kind, to ensure product safety and to respect the regulations in force.
9. Thaw potentially hazardous foods according to recognized and safe methods.
10. Cook raw foods of animal or plant origin, at a safe internal cooking temperature and during the appropriate cooking time in order to ensure food safety.
11. Use preparation methods that prevent the survival and proliferation of pathogenic microorganisms and help reduce or eliminate them.
12. Cool potentially hazardous foods from 60 ° C to 4 ° C (internal temperature) in less than 6 hours, which should include cooling from 60 ° C to 21 ° C (internal temperature) in less than 2 hours.
13. Reheat potentially hazardous foods previously cooked and chilled, so that all parts reach a temperature of at least 63°C for 3 minutes (excluding heating in the microwave oven) or 74°C for 15 seconds in less than 2 hours.

14. Clean and sanitize utensils, work equipment and surfaces that come in direct or indirect contact with food using proper cleaning and sanitization products, tools or equipment approved for the food industry. Use accepted cleaning and sanitization methods and required dilutions.
15. Clean and sanitize utensils, equipment and surfaces that come in direct or indirect contact with food, as often as necessary, to prevent contamination. The frequency of cleaning and sanitization activities should be in accordance with the requirements prescribed by regulation and those recognized by the MAPAQ.
16. Wash hands and forearms with warm water and soap after handling raw foods and before handling ready to eat foods or surfaces that come in contact with food, before starting to work and every time there is a risk of contamination, especially after smoking, eating, drinking, and blowing your nose or having gone to the washroom or a contaminated area.
17. Ensure that all premises, areas or vehicles used for food preparation, have a sink with drinkable hot and cold running water, soap dispensers and disposable individual towels for hand washing and hygienic hand drying. The materials required for hand washing should be accessible and functional.
18. Ensure that all staff members engage in proper hygienic conduct agreeing to common sense and appropriate for the food industry. One must refrain from consuming food in product preparation or equipment washing area.
19. Control the access to the food preparation and storage areas. Organize the work of staff so as to minimize travel between different areas (travel from a contaminated area to a food preparation area).
20. Ensure that staff members have the required qualifications legally required for food handling.
21. Ensure that those involved in food preparation and the washing of material and equipment or in any other task related to food handling:
 - do not have an infected wound or sore that is not adequately covered,
 - do not suffer from a disease that can contaminate food or have symptoms such as diarrhea, nausea, vomiting or fever.
22. Ensure that employees involved in food preparation, the washing or cleaning of material and equipment:
 - wear clean clothes used exclusively for work, a clean head covering that completely covers the hair and beard covers, if necessary;
 - wear no jewelry or objects that could fall into food.
23. Keep the establishment and its equipment, utensils and packaging materials used for food preparation, packaging, storage, transportation, labeling and distribution of food clean.
24. Use materials, equipment, utensils and containers that are in good condition, designed, constructed, manufactured, maintained, dismantled, easy to clean and arranged to operate as intended in the food industry.
25. Ensure that all equipment, utensils and containers that come into direct contact with food are made of a material:
 - which cannot be altered by food;
 - that is impermeable and non-absorbent and is free of loose particles, roughening or cracks;
 - that cannot be corroded and that is resistant to washing, cleaning or sanitization.
26. Place garbage waste in clean and closed containers. Maintain a sufficient collection frequency to avoid any overflow.
27. Keep the premises and vehicles clean and properly laid out so as to prevent any physical, chemical or microbiological contamination of food.
28. Keep the premises or vehicles free of insects, vermin and all sorts of unauthorized animals or their excrement.
29. Supply the premises or vehicles with hot and cold running water (at least 60 ° C) in sufficient quantity to perform common tasks. When using water from a well, take the proper measures to ensure that the water is not contaminated.