



Orders will not be processed unless this form is returned with the Payment Form. Please note a 20% surcharge will apply for forms returned less than 5 business days prior to the commencement date.

Contact Details

**MANDATORY FIELD – Please note that forms submitted without the mandatory fields completed will not be processed.*

*First name:	<input type="text"/>	*Surname:	<input type="text"/>
*Stand name:	<input type="text"/>	*Stand no:	<input type="text"/>
*Company address:	<input type="text"/>	Suburb:	<input type="text"/> Postcode: <input type="text"/>
Phone:	<input type="text"/>	Email:	<input type="text"/>
*Name of event:	<input type="text"/>	Event dates:	<input type="text"/>

External Coffee Machines

PCEC are happy to approve client requests for external and/or sponsored coffee machines, providing the external suppliers and exhibitor/ stand builder comply with our OHS Standards and Food Safety management plan.

A corkage fee of \$150 +GST per coffee cart, per day will apply.

All requests must follow the below pre-requisites in order to proceed:

- The client/supplier/exhibitor reviews, completes and signs the following section agreeing to our corkage charge and terms and conditions for supply.
- The supplier/exhibitor provides their Certificate of Registration of a Food Business from relevant council.
- Complete a **Temporary Food Vendor Permit** through the City of Perth.
- Coffee carts and machines comply with the Machine Requirements as specified on page 2.

Event Rate \$150+GST	Number of Days	<input type="text"/>	Sub Total	<input type="text"/>
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I hereby agree that if Perth Convention and Exhibition Centre approve my request for an external coffee cart, it will be on the condition that the supplier will be completely self sufficient in the service of their activity. This includes but is not limited to the provision of:

- Cart infrastructure including set-up and pack down
- Coffee beans and hardware (machine and grinder)
- Condiments (including milk, sugar, and stirrers)
- Cups and lids (which are compliant with WA Plastics Ban)

I will indemnify and hold harmless the Perth Convention and Exhibition Centre against any liability, loss, claim or expense arising in connection with any activities or work carried out by or no behalf of [insert name of company], including any activities or work authorised by Perth Convention and Exhibition Centre. I agree that both my representatives and I will abide by the terms and condition of Perth Convention and Exhibition Centre and any instructions issued by its officers or employees. I also agree to pay for any damages or charges that may subsequently arise from this permission being granted.

Name of Authorised Company Officer	<input type="text"/>	
Signature of Authorised Company Officer	<input type="text"/>	Date <input type="text"/>
Name of Authorised Company Officer	<input type="text"/>	
Signature of Authorised Company Officer	<input type="text"/>	Date <input type="text"/>



Machines Requirements

Type	Requirements and Specification
Power Requirements	<p>Espresso Machine</p> <ul style="list-style-type: none"> • 1 x 20amp for the coffee machine • 1 x 10amp for the grinder • Power for own fridge • 1 x 10amp handwash station
	<p>Coffee Cart</p> <ul style="list-style-type: none"> • 1 x 32amp for the cart • 1 x 10amp for the fridge • 1 x 10amp handwash station
Bench and Storage - Espresso Machine	<p>Exhibitors own bench</p> <ul style="list-style-type: none"> • Height - between 900-950mm from the floor • Length - a minimum 1500mm • Depth - a minimum 800mm • Weight - able to support over espresso machine and grinder (approx 80kg) <p>2 x bench top holes for power, water and wastage of 100mm diameter above the centre of the water and wastage compartment.</p>
	<p>Water and waste storage</p> <ul style="list-style-type: none"> • 2 x separate storage compartments are necessary to physically separate electrical outlets from water and waste. <p>Compartment size</p> <ul style="list-style-type: none"> • Height - a minimum 750mm • Length - a minimum 750mm
Further Information	<ul style="list-style-type: none"> • Storage cups and other consumables can be in the existing 2 compartments as detailed above • A small under-bench fridge is to be provided <u>by the exhibitor</u> for milk storage • Please provide ample space for rubbish disposal/bin • Machines must be set up on or near an electrical pit • Loss or damage to equipment will be charged to your account • External coffee cart equipment must be tested and tagged within date • Mobile handwash station, inclusive of handwash soap and paper towels.

I agree that the above order is true and correct

Signed

Please return this form along with the Payment Form to exhibitor@pcec.com.au