



PLEASE NOTE: in order to gain approval from the PCEC to sell, sample or cook any edible products while onsite, this form MUST be completed and returned to Exhibitor Services no less than 20 business days prior to the commencement of the Event.

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"/>

The Perth Convention and Exhibition Centre (PCEC) have exclusive catering rights to the sale and distribution of all food and beverage products (pg. 29 Event Manual). Exhibitors are **not permitted** to bring food and beverage into the venue from outside sources to distribute, sell or giveaway without the consent of the PCEC. Exemptions may be granted in relation to events classified as a food and/or beverage event.

REQUEST FOR APPROVAL

Pending the nature of the exhibition, exhibitors or other persons may want to request to distribute, sell or giveaway items of food and beverage not supplied by PCEC to the public or trade exhibition visitors. A request for approval must be made in writing to PCEC by contacting Exhibitor Services on exhibitor@pcec.com.au.

Please be advised that a corkage fee may be applicable.

PACKAGING OF FOOD AND BEVERAGE

If permission is granted by PCEC for a company or exhibitor to sell their products, then the sale item must be packaged to be consumed off site. It is the responsibility of the provider to ensure that all packaging is completely sealed to avoid consumption on site.

PLEASE IDENTIFY THE ACTIVITY YOU WILL BE TAKING PART IN

Cooking
 Selling (corkage fee may apply)
 Sampling (corkage fee may apply)

Please complete the questions below that pertain to your activity

COOKING					
Description of core activities of your company (ie cake making)	<input type="text"/>				
Description of what will be cooked	<input type="text"/>				
Will the cooking be done on site?	<table border="0"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td colspan="2" style="text-align: center;"><small>If no please provide further information</small></td> </tr> </table>	Yes	No	<small>If no please provide further information</small>	
Yes	No				
<small>If no please provide further information</small>					
What method of cooking will be used? (please complete Form 10 – Gas or Form 11 – Fire and Hotwork Request)	<table border="0"> <tr> <td>Electricity</td> <td>Gas</td> </tr> </table>	Electricity	Gas		
Electricity	Gas				



SELLING (Corkage fee may apply)

Description of core activities of your company (ie cake making)	
Description of what will be sold	
How will the food be stored (ie fridge, cooler box)?	
How much food/beverage do you intend on selling each day?	
Description of how items will be packaged and sold (and by whom)	
What measures are in place to prevent consumption on site?	

SAMPLING

Please refer to below guidelines for sampling of food and beverage

Description of core activities of your company (ie cake making)	
Description of what will be sampled	
Description of how sampled items will be packaged and served (and by whom)	
How much food/beverage is being served per day? Sampling: number of portions	
Are the food handlers providing the samples trained in food and hygiene safety?	Yes No
What cleaning provisions will be made when sampling/selling and at the end of each day (Refer to Form 3 - Stand Cleaning):	

SAMPLING FOOD

This form is to be completed and returned to exhibitor@pcec.com.au in regards to a request for food and beverage sampling ([pg. 30 Event Manual](#)). Please ensure the following guidelines are met if permission has been granted to sample food and beverage.

- Sample portions of food must be of bite size only – no greater than 50 grams
- Samples must be given away at no cost
- Non-alcoholic beverage samples must not be larger than 100mls
- Items which are produced by equipment used in the normal conduct of business.
- Items that are related to their normal business operations

SAMPLING BEVERAGES

Exhibitors wanting to serve alcohol samples on stand are required to abide by the Liquor Licensing Act 1998 at all times. Any exhibitor serving alcohol beverage samples will be required under PCEC Certified Liquor License to have the alcohol served by a PCEC RSA certified staff member. This will be at an added cost to the Exhibitor.



LABOUR CHARGES

Additional labour:

- \$43.50per hour week day
- \$46.50per hour Saturday and Sunday
- \$63.50per hour public holiday (please complete **Form 5**)

Please note that sampling of all alcohol must be conducted within the licenced area of the venue.

Further to being able to sample beverages, Exhibitors will be required to have/organise the following within their stand

- Water to be available on your stand
- A PCEC staff member
- Spittoons for waste (Ice buckets can be hired from PCEC)

SAMPLE SIZES

All liquor sampling sizes must not be larger than:

- Wine – 50mls
- Beer – 100mls
- Spirits – 15mls

While client may be granted permission to bring in external consumable products for onsite consumption, permission is dependent on the following conditions:

- a) PCEC is informed in writing prior to the commencement of the show
- b) The exhibitor reviews, completes and signs the following section agreeing to our Corkage charge and Terms & Conditions
- c) The exhibitor provides the venue with Supporting Documents.

SUPPORTING DOCUMENTS

In order to support your application, please provide the following information along with this form:

Risk Assessment

Public Liability Certificate

FOOD BUSINESS NOTIFICATION FORM

In Line with the Food Act 2008, Part 9, Section 107, all Exhibitors with intent to sample, give away or sell food and beverage item within the City of Perth must complete and submit a [Food Business Notification Form](#)

For further details please visit www.perth.wa.gov.au or contact 9461 3218.

I hereby agree that if the Perth Convention and Exhibition Centre grant permission, it will be on the condition that we will be **completely self-sufficient** in the service of our activity. 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 on 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 conditions of Perth Convention and Exhibition Centre and any instruction 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:

Signature of Authorised Company Officer:

Date

Name of Authorised Company Officer:

Signature of Authorised Company Officer:

Date

**FORM
12**

COOKING / SAMPLING / SELLING
EXHIBITOR SERVICE ORDER



PERTH CONVENTION AND
EXHIBITION CENTRE

VENUE USE ONLY

VENUE APPROVAL

Authorised by Date

Signed

VENUE VALIDATION

Authorised by Date

Signed

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