



Please complete and return this form no later than 14 days prior to the commencement of the event. Please note a 20% surcharge will apply for forms returned less than 5 business days prior to the commencement date. Permits will not be processed unless returned with the Payment Form, and all mandatory requirements have been provided.

Forms submitted without mandatory fields (*) completed will not be processed.

Please return completed forms to:

PCEC Exhibitor Services

Email: exhibitor@pcec.com.au

Contact Details

*First Name:		*Surname:	
*Stand Name:		*Stand Number:	
*Company Address:		Suburb/Postcode:	
*Phone:		*Email Address:	
*Event Name:		*Event Dates:	

Perth Convention and Exhibition Centre (PCEC) is 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.

An External Supply Charge of \$495 (including GST) per coffee machine, per day will apply.

Machine Details

Quantity of Machines	External Supply Charge Per Day	Number of Days	Total Charge
	\$495		\$ 0

Mandatory Documentation & Requirements

Please attach the following documents to this application. All documents must be provided for this form to be processed:

- ☐ Certificate of Registration of a Food Business from relevant council has been attached to this request
- ☐ Food Safety Supervisor certificate for onsite representative
- ☐ Approval from City of Perth for either [Temporary Food Vendor Permit](#) or Notification Approval
- ☐ Copy of suppliers Public Liability Insurance for a minimum of \$10 million.



Please complete the below to confirm acceptance of the mandatory requirements:

- ☐ Food Safety Standards must be adhered to at all times, including hygiene, cleaning and sanitation. The provider acknowledges that there is no access provided to PCEC back of house spaces. Provider must be fully self-sufficient with regards to water supply, refrigeration/storage, washing facilities and waste disposal.
- ☐ Handwashing facilities are a requirement for all food vendors within the City of Perth and it is the responsibility of the provider. Appropriate hand washing facilities must include running water, liquid soap & paper towels, and must be located within 5 metres of the service area.
- ☐ All potentially hazardous food, including milk, must be transported and stored under refrigeration at or below 5c. It is the responsibility of the external supplier or exhibitor to provide appropriate refrigeration equipment.
- ☐ It is the client/supplier/exhibitor responsibility to arrange power supply and any distribution boards with their stand builder or event organiser. PCEC's standard connections are a 32amp 5-pin socket. If you need assistance to connect your equipment to our power supply, charges will apply. Contact your event planner for more information.
- ☐ Prior to use at the venue, all electrical equipment must be test and tagged in accordance with the WA Work Health & Safety Regulations and Australian Standards. For events where no electrical contractor has been appointed, PCEC will disapprove any outdated/untagged equipment.
- ☐ All cups, lids and stirrers provided must be compliant with the WA Plastics ban [Banned Items](#) | [WA Plastics Ban](#). PCEC may provide compliant cups and lids at a cost if suppliers cups are non-compliant.

Supplier Acknowledgement

I hereby agree that should 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, and complies with all requirements listed in this permit.

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 _____ 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.

Signed:

Date:

Venue Approval

Signed:

Date: