



**PLEASE NOTE: to gain approval from the PCEC to sample and giveaway 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.**

**If the food is cooked or prepared onsite, then FORM 16 - FOOD COOKING/PREPARATION must also be completed.**

**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 (**PCEC 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 PCEC. Exemptions may be granted in relation to events classified as a food and/or beverage event.

**Request for Approval for sampling**

Pending the nature of the exhibition, exhibitors or other persons may want to request to cook and prepare items of food 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](mailto:exhibitor@pcec.com.au).

*Please be advised that a corkage fee may be applicable.*

**SAMPLING / GIVEAWAY**

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



## Mandatory Requirements

- It is the responsibility of all the persons conducting the sampling of food and beverage that all safe works practices are followed under health and safety legislation.
- Food safety standards must be adhered to all times, including hygiene and sanitation.
- Refrigeration is required for all perishable ingredients; this is the sole responsibility of the exhibitor.
- No food preparation equipment, including hot surfaces are to be left unattended when in use.
- All sharp implements and naked flames are to be kept out of attendees reach.
- An Allergen management plan needs to be available to correctly inform attendees if they sample food.
- All utensils are to be washed off-site.

## Sampling Food

This form is to be completed and returned to [exhibitor@pcec.com.au](mailto:exhibitor@pcec.com.au) in regards to a request for food and beverage sampling (PCEC 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
- 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 provide a copy of their liquor licence and Responsible Services of Alcohol certificate

All liquor sampling sizes must not be larger than:

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

Should an exhibitor not hold a liquor licence and Responsible Services of Alcohol certificate, the serving of alcohol beverage samples will only be permitted under PCEC Certified Liquor License when served by a PCEC RSA certified staff member. This will be at an added cost to the Exhibitor.

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

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

*Note: An exhibitor under section 59A is permitted to sell packaged liquor on the licensed premises of the other licensee for **delivery** to the purchaser, or to premises specified by the purchaser, from the licensed premises of the supplier. **Packaged sales for take away is prohibited.***

## Labour Charges

**Additional labour:**

- \$52.00 per hour weekday (0700 – 1900)
- \$56.00 per hour weekday (1900 – 0000)
- \$58.00 per hour weekday (0000 – 0700)



- \$63.00 per hour Saturday
- \$73.00 per hour Sunday
- \$94.00 per hour public holiday (please complete Form 5)

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

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

**Supporting Documents**

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](http://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.

**VENUE USE ONLY**

**Venue Approval**

Authorised by

Signed  Date

**Venue Validation**

Authorised by

Signed  Date

Name of Authorised Company Officer

Signature of Authorised Company Officer  Date

Please return this form along with the Payment Form to [exhibitor@pcec.com.au](mailto:exhibitor@pcec.com.au)