FOOD AND BEVERAGE SAMPLING PERMIT FORM

Please complete this form and return **no later than 14 days prior** to the hiring period of the event to:

Exhibitor Services, International Convention Centre Sydney (ICC Sydney)
Phone: +61 2 9215 7373 **Email:** exhibitionservices@iccsydney.com **Email:** cutawayexhibitionservices@iccsydney.com

NOTE: Only electric reheating is permitted at The Cutaway, LPG appliances and naked flames are not permitted.

CONTACT DETAILS

Name:		**Company:**	
Phone:		**Email:**	
Name of event:		**Event dates:**	
Select the venue: ☐ **ICC Sydney** ☐ **The Cutaway**		**Stand name:**	**Stand no:**
Area within venue activity will occur:			

PURPOSE

What food items are being sampled?

What beverage items are being sampled?

What quantity of items will be distributed per day?

Why are these items being sampled and how are they relevant to your business?

What are the grams or ml of the items to be distributed?

Is cooking required for any of the food and beverage being served? If so, please complete Cooking Permit Form.
NOTE: Only electric reheating is permitted at The Cutaway, naked flames are not allowed.

MANDATORY REQUIREMENTS (Please tick the boxes to indicate you have read and understood.)

☐ Food or beverage samples must be directly related to the exhibitor's core business either demonstrating a food product or equipment.

☐ Sample food portions must be served as bite-sized pieces or in maximum 50g portions.

☐ If you are intending to sample beverages, pours are limited to:
- non-alcoholic beverage (100ml or less)
- liquor spirit (20ml or less)
- wine and beer (50ml or less).

☐ All persons serving alcohol samples must hold a current NSW Responsible Service of Alcohol competency card, a copy of which must be supplied to the event organiser and ICC Sydney prior to and upon request during tenancy.

☐ Mandatory Liquor and Gaming NSW signage is to be clearly displayed on each stand serving alcohol along with free water (www.liquorandgaming.nsw.gov.au).

☐ Details of the ingredients in food and beverage products are to be available including the presence of any allergens.

Temporary food stalls need to practice safe food handling and preparation to meet the same food safety requirement as other NSW retail food businesses.

This includes:

- notifying the local council of their business and food activity details
- meeting the requirements of the Food Standards Code

Permit Number*:

☐ City of Sydney safety regulations that cover all distribution of food and beverage products apply to all events held at ICC Sydney.

☐ Businesses may be required to register for a Temporary Foodstall Permit (TFP) with the City of Sydney Council. Please include TFP or reference number provided by the council with your ICC Sydney application. Please visit the council website for further information Register a temporary food stall - City of Sydney (nsw.gov.au)

☐ Washing and kitchen facilities are the responsibility of the exhibitor as there is no access to ICC Sydney back of house areas.

NOTICE: ICC Sydney holds the exclusive liquor licence and is the sole seller of alcohol at the venues. **Third-party sales for on-site consumption or take-away are strictly prohibited**. While orders may be placed for future fulfillment, consumption on-site is not permitted. ICC Sydney reserves the right to enforce its rights for any breach of this condition.

NOTE: per Food Standards ANZ appendix 9:

A 'food business' operation includes the handling of food for sale or the sale of any food, even if it occurs only once.

'Sale' includes any gain to the business from providing the food, not just the direct exchange of money for food.

CONTINUED NEXT PAGE

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PERMIT AGREEMENT (to be completed by person responsible for the work to be performed)

This activity has not been authorised to occur at ICC Sydney venues until written confirmation is provided by ICC Sydney F&B Manager or designate, and in such circumstance, ICC Sydney makes no representation, warranty or guarantee about the safety or legality of the activity or the completeness or accuracy of the information provided within this form, which is at all times the sole responsibility of the person listed in the Contact Details.

ICC Sydney undertakes regular compliance checks and you may be required to provide evidence in relation to those requirements. If at any time, an activity or operation is considered by ICC Sydney to be non-compliant with any legal or regulatory obligation, inconsistent with the information provided on this form, unsafe or placing persons, the venue or the environment at risk, ICC Sydney representatives reserve the right to postpone or cancel the activity in its sole discretion until it is completely satisfied that its concerns are addressed and any issues are rectified.

Any confirmation by ICC Sydney for this activity to occur does not give rise to an acceptance of any liability, loss or damage caused by the activity.

Signed: _____ **Date:** _____

ICC SYDNEY USE ONLY

ICC SYDNEY CULINARY AUTHORISATION

Permit issued by: _____ **Comments:** _____

Signed: _____ **Date:** _____