

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

Exhibitor Services, International Convention Centre Sydney (ICC Sydney)

Phone: +61 2 9215 7373 **Email:** exhibitionservices@iccsydney.com

CONTACT DETAILS

Name:	Company:
Phone:	Email:
Name of event:	Event dates:
Location of event:	Stand name: Stand no:

PURPOSE

What food or beverage items are being sampled?

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

What quantity of items will be distributed per day?

What are the sample sizes 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.

MANDATORY REQUIREMENTS

(Please tick to indicate that you have read and understood.)

Items to be sampled must be directly related to the exhibitor's core business and served as bite-size pieces or in maximum 50gm portions.

Beverage 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.

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

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

Businesses are required to register for a Temporary Foodstall Permit (TFP) from the City of Sydney Council which must be provided with your ICC Sydney application. Please visit the council website for further information [Register a temporary food stall - City of Sydney \(nsw.gov.au\)](http://www.cityofsydney.nsw.gov.au/register-a-temporary-food-stall)

Permit Number*:

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
- appointing a certified Food Safety Supervisor
- meeting the requirements of the Food Standards Code
- [Standard 3.2.2 - Food Safety Practices and General Requirements](#)
- [Standard 3.2.2A - Food Safety Management Tools \(from 8 December 2023\)](#)
- [Standard 3.2.3 - Food Premises and Equipment](#)
- [Part 1.2 - Labelling and other information requirements](#)

NOTE: as per Food Standards ANZ appendix 9: Temporary and mobile food premises

[A Guide to the Food Safety Standards \(Third Edition, November 2016\) \(foodstandards.gov.au\)](http://www.foodstandards.gov.au/guides-to-standards/food-safety-standards-third-edition-november-2016)

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.

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FOOD AND BEVERAGE SAMPLING PERMIT FORM

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 until written confirmation of its approval 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 approval 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:** _____

ICC SYDNEY FLOOR MANAGER VALIDATION

Reviewed by:

Comments:

Signed: _____ **Date:** _____