

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

EXHIBITOR CONTACT DETAILS

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

CONTRACTOR CONTACT DETAILS

Contact:	Company:
Phone:	Email:
Name of event:	TFP Permit #:

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

External suppliers such as coffee carts, gelato carts, juice bars etc. will be charged a daily fee as ICC Sydney have the sole catering rights for the sales and/or distribution of any article of food or drink for consumption onsite. External suppliers are permitted under specific circumstances but are not permitted to provide catering services for delegates in lieu of ICC Sydney services, only in supplement of.

Specify product that is supplied:

It is the responsibility of all persons conducting a business or undertaking (PCBUs) and their staff/contractors to ensure that Workplace Health and Safety (WHS) legislation and safe work practices are followed to ensure, as far as reasonably practicable, the health and safety of all persons that may be affected by the activity.

City of Sydney safety regulations that cover all distribution of food and beverage products apply to all events held at ICC Sydney. All council or other legislative permit requirements are the responsibility of the exhibitor.

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 \(nsw.gov.au\)](https://www.cityofsydney.nsw.gov.au/food-stall)

Temporary food stalls need to practice safe food handling and preparation to meet the same food safety requirement as other retail food businesses. This includes meeting the requirements of the Food Standards Code:

Food safety standards must be adhered to at all times, including hygiene, cleaning and sanitation. Washing facilities are the responsibility of the exhibitor as there is no access to ICC Sydney back of house areas.

There is no access to back of house areas such as kitchens or kiosks for external parties to fill water containers, dispose of wet waste or clean equipment. Labour recoveries will be applicable if ICC Sydney team members need to assist.

Advance notice is required, and services cannot be guaranteed, subject to event space in use and activity within the buildings.

All spills are to be cleaned immediately; non-slip flooring must be used in preparation area to be provided by client/supplier.

Extra cleaning charges incurred through spillage, or the removal of food or wet waste will be the responsibility of the exhibitor.

Appropriate waste stream bins must be provided and emptied regularly. The venue can provide waste solutions for food preparation activities on stand. Please contact the event planner for more information.

Due to location of service pits, access may not be available to water or drainage at all stands. It is the exhibitor's responsibility to ensure that the stand has access to suitable services.

It is the exhibitor's responsibility to arrange power supply with their stand builder. If you need assistance to connect your equipment to our power supply, charges apply. Contact your [event planner](#) for more information.

Prior to use at the venue, please ensure that all electrical equipment has been tested and tagged in accordance with the NSW Work Health and Safety Regulations and Australian Standards. For events where no electrical contractor has been appointed, ICC Sydney may disapprove the untagged equipment or conduct the inspection on the client's behalf. Charges will apply.

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 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: