

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

CONTACT DETAILS

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

PURPOSE

Why is cooking/food preparation an integral part of the stand?

**What items will be prepared?
Specify quantities, dates and times.**

**What method of cooking/processing will be used?
LPG or electric?**

*If LPG is being used, please complete the Hazardous Substances/LPG Permit Form.

MANDATORY REQUIREMENTS

- It is the responsibility of all persons conducting a business or undertaking (PCBUs) and their staff 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.
- No food preparation equipment, including hot surfaces are to be left unattended when in use.
- Signage advising person of a hot surface must be displayed adjacent to any cooking surface.
- All sharp implements are to be kept out of reach of attendees at all times.
- Food safety standards must be adhered to at all times, including hygiene, cleans and sanitation.
- No fats or oils may be poured into the venue's drainage system.
- All items used in cooking with fats or oils must be disposable or washed off site.
- All council or other legislative permit requirements are the responsibility of the exhibitor.
- Any sampling must comply with the venue's Event guidelines. Please complete the Food & Beverage Sampling Permit Form.
- All spills are to be cleaned immediately; non-slip flooring must be used in cooking area.
- Naked flames and hot surfaces must be located in such a manner that they are clear of all flammable surfaces and cannot be knocked over or reached by patrons attending the event.
- A powder fire extinguisher ABE type rated 3A-40B minimum 2.5kg, distinguished by a white band around the top of the cylinder and fire blanket, 1.8m x 1.8m must be located at the booth with staff trained in its use. All equipment must be tested and tagged as per AS/NZS 3760 and maintained in good working order.
- If the cooking process involves large amounts of smoke, further information must be supplied to the venue.
- Waste 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.
- The event organiser must be aware of and has approved the food preparation on stand activity.
- If your cooking requires gas, canisters, coals or any other hazardous substances please complete the Hazardous Substances and LPG Permit Form.
- Equipment must be emptied of fuels and liquids before being moved around the site. It is the responsibility of the stall holder to arrange the removal of used cooking fuels.

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

ICC Sydney representatives undertake regular compliance checks and you may be asked to provide evidence in relation to the above requirements. If at any time, an activity or operation is considered non-compliant, unsafe or placing persons or the environment at risk, ICC Sydney representatives have the right to immediately postpone or cancel the activity until the issue is rectified. Understand that at any stage before or after this permit is approved, ICC Sydney may add or remove any restrictions to the use or application of this permit, in its sole and absolute opinion.

I hereby agree to meet the above mentioned requirements.

Signed: _____ **Date:** _____

..... **ICC SYDNEY USE ONLY**

ICC SYDNEY CULINARY AUTHORISATION

**ICC Sydney Culinary
Authorisation:**

Comments:

Signed: _____ **Date:** _____

ICC SYDNEY FLOOR MANAGER VALIDATION

Reviewed by:

Comments:

Signed: _____ **Date:** _____