

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

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

- 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 portions 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 competency card, a copy of which must be supplied to the event organiser and ICC Sydney prior to tenancy.
- Mandatory Liquor and Gaming NSW signage is to be clearly displayed on each stand serving alcohol.
- 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.
- Organisers are required to register their event with the NSW Food Authority. This can be done via their website. Please provide proof of registration to ICC Sydney.

Permit Number: _____

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: _____



FOOD & BEVERAGE SAMPLING PERMIT FORM

..... ICC SYDNEY USE ONLY

ICC SYDNEY CULINARY AUTHORISATION

Permit issued by:

Comments:

Signed: _____ **Date:** _____

ICC SYDNEY FLOOR MANAGER VALIDATION

Reviewed by:

Comments:

Signed: _____ **Date:** _____