

# FOOD AND BEVERAGE SAMPLING REQUEST



The Brisbane Convention and Exhibition Centre (BCEC) has sole catering rights for the sale and/or distribution of food and drink on premises. Exhibitors wishing to provide samples of external food or drink products to patrons must demonstrate the product is related to their core business, and obtain prior written approval from the event organiser and BCEC. External supply fees may apply. Any product offered for sale must not be intended for onsite consumption.

Exhibitors are responsible for complying with all legislative requirements and council regulations. Those cooking or altering a product on stand may require a Temporary Food Stall License and should register with Brisbane City Council by phone 133 263 or [website](#). Exhibitors sampling alcohol must supply a current Qld Liquor Licence and hold a current QLD RSA certificate. External supply arrangements must be fully self-sufficient in regards to transport, storage, refrigeration, waste removal and service.

Completed requests should be submitted to BCEC seven (7) days prior to the event via the Exhibitor Ordering Portal. Any submissions received after the due date cannot be guaranteed consideration.

EVENT DETAILS	
Event name:	
Event dates:	
Stand name:	Stand number:
CONTACT DETAILS	
Company name:	ABN:
Onsite contact:	Position:
Mobile:	Email:
Address:	
BILL TO (if different to above)	
Company name:	ABN:
Contact person:	Position:
Telephone:	Email:
Address:	

BEVERAGE (Sample size guidelines: Beer, cider, non-alcoholic 50ml; Wine 30ml; Liquor 10ml) * Beverages blended on stand e.g. smoothies are classed as food.	
Product detail (inc. size):	
Detailed sampling method (e.g. packaging, mixers):	
Purpose of sampling and relevance to core business:	
Company holds a current QLD Liquor License and will submit with this form.	
All persons serving liquor hold a current QLD Responsible Service of Alcohol (RSA) certificate, which will be submitted with this form.	

FOOD (Sample size guideline: bite size 50g)	
Product details (inc. size, packaging):	
Detailed method of sampling (e.g. sliced fruit on toothpick, blended with cream):	
Details of on-stand refrigeration/storage:	
Purpose of sampling and relevance to core business:	
Exhibitor requires a BCC Temporary Food Stall License and will submit with this form.	
Where unpackaged food is being distributed and will be cooked or altered on stand, i.e., blending, cutting, handling, processing, please tick ✓ to confirm the following on stand facilities will be available:	
<input type="checkbox"/>	Separate, labelled hand and utensil washing facilities fitted with taps.
<input type="checkbox"/>	Liquid soap and towels for hand washing.
<input type="checkbox"/>	Stall covers, e.g., structure with roof and 3 sides.
<input type="checkbox"/>	Refrigerated display and/or storage cabinet for perishable food.
<input type="checkbox"/>	Sneeze barrier.
<input type="checkbox"/>	Washable impervious floor, table and counter tops – easy to clean.
<input type="checkbox"/>	Water drainage - stand is located with access to an appropriate service pit or waste water to be in a separate, labelled container.
<input type="checkbox"/>	Where food is being cooked, a dry chemical fire extinguisher will be placed on stand.
<input type="checkbox"/>	Thermometer, to check and record the temperature of hot and cold food.
<input type="checkbox"/>	Eating utensils are biodegradable and not reusable.

<b>ADDITIONAL COMMENTS</b>

I have read and understood my obligations as an external supplier of food and beverage. I agree to be fully self-sufficient in this endeavour.

Print Name:

Date:

Signature: