

FOOD AND BEVERAGE SAMPLING REQUEST

The Brisbane Convention and Exhibition Centre (BCEC) has exclusive 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 liquor 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 liquor must supply a current Liquor License 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.

Food sampling requests must be submitted via the Exhibitor Portal **7 days prior** to the bump-in date.

Liquor sampling requests must be submitted via the Exhibitor Portal **35 days prior** to the bump-in date.

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: (packaging, mixers)	
Purpose of sampling and relevance to core business:	
Company holds a current Producers Liquor License and will submit with this form.	
All persons serving liquor hold a current RSA certificate and will display/have available on stand.	

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FOOD (Sample size guidelines: bite size 50g)	
Product detail: (inc. size, packaging)	
Detailed sampling method: (e.g. sliced fruit on toothpick, blended with water)	
Details of on stand refrigeration/storage:	
Purpose of sampling and relevance to core business:	
Where unpackaged food is being distributed and will be cooked or altered on stand, i.e., blended, cut, processed, please check box <input checked="" type="checkbox"/> to confirm the following facilities will be on stand.	<input checked="" type="checkbox"/>
Exhibitor requires a BCC Temporary Food Stall License and will submit a copy with this application.	
Separate, labelled hand and utensil washing facilities	
Liquid soap and towels for hand washing	
Refrigerated display and/or storage cabinet for perishable food	
Sneeze barrier	
Water drainage – stand has access to an appropriate service pit or a waste water container	
Where food is being cooked, a dry chemical fire extinguisher	
A thermometer to check and record the temperature of hot and cold food.	
Eating utensils are biodegradable and not reusable	

ADDITIONAL COMMENTS:

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.

Completed by:	Date:
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