



**PLEASE NOTE: to gain approval from the PCEC to cook and prepare any edible products while onsite, this form MUST be completed and returned to Exhibitor Services no less than 20 business days prior to the commencement of the Event.**

### Contact Details

**\*MANDATORY FIELD – Please note that forms submitted without the mandatory fields completed will not be processed.**

*First name:	<input type="text"/>	*Surname:	<input type="text"/>
*Stand name:	<input type="text"/>	*Stand no:	<input type="text"/>
*Company address:	<input type="text"/>	Suburb:	<input type="text"/> Postcode: <input type="text"/>
Phone:	<input type="text"/>	Email:	<input type="text"/>
*Name of event:	<input type="text"/>	Event dates:	<input type="text"/>

The Perth Convention and Exhibition Centre (PCEC) have exclusive catering rights to the sale and distribution of all food and beverage products (**PCEC Event Manual**).

Exhibitors are **not permitted** to bring food and beverage into the venue from outside sources to distribute, sell or giveaway without the consent of the PCEC. Exemptions may be granted in relation to events classified as a food and/or beverage event.

### Request for Approval for Cooking

Pending the nature of the exhibition, exhibitors or other persons may want to request to cook and prepare items of food not supplied by PCEC to the public or trade exhibition visitors. A request for approval must be made in writing to PCEC by contacting Exhibitor Services on [exhibitor@pcec.com.au](mailto:exhibitor@pcec.com.au).

*Please be advised that a corkage fee may be applicable.*

### COOKING

Why is cooking/preparation an integral part of the stand?	<input type="text"/>	
Description of what will be cooked? List all items to be cooked.	<input type="text"/>	
Will the cooking be done on site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>If no please provide further information</i>
What method of cooking will be used? <i>(please complete Form 10 – Gas or Form 11 – Fire and Hotwork Request)</i>	<input type="checkbox"/> Electricity	<input type="checkbox"/> Gas

### MANDATORY REQUIREMENTS

- It is the responsibility of all the persons conducting the cooking and preparation of food that safe works practices are followed under the health and safety legislation.
- Food safety standards must be adhered to all times, including hygiene and sanitation.
- Refrigeration is required for all perishable ingredients; this is the sole responsibility of the exhibitor.
- No food preparation equipment, including hot surfaces are to be left unattended when in use.
- All sharp implements and naked flames are to be kept out of attendees reach.
- An Allergen management plan needs to be available to correctly inform attendees if they sample food.
- All utensils are to be washed off-site.
- No oils or fats may be poured into the venue's drain system.
- Any food and beverage sampling and giveaways must comply with the event guidelines. Please complete the food and beverage sampling and giveaways form.



- 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. This must be in the booth space and staff that are trained to use. All equipment must be tagged and tested as per AS/NZS 3760 and maintained in working order.
- Equipment must be emptied of fuels and liquids before being moved around site. It is the responsibility of the stall holder to arrange removal of used cooking fuels.
- If your cooking requires gas, canisters, coals, or other hazardous substances please complete [Permit Form 10 – Gas Usage](#).

### Supporting Documents

To support your application, please provide the following information along with this form:

- Risk Assessment
- Public Liability Certificate

### Food Business Notification Form

In line with the Food Act 2008, Part 9, Section 107, all Exhibitors with intent to sample, give away or sell food and beverage item within the City of Perth must complete and submit a [Food Business Notification Form](#).

For further details please visit [www.perth.wa.gov.au](http://www.perth.wa.gov.au) or contact 9461 3218.

I hereby agree that if the Perth Convention and Exhibition Centre grant permission, it will be on the condition that we will be **completely self-sufficient** in the service of our activity. I will indemnify and hold harmless the Perth Convention and Exhibition Centre against any liability, loss, claim or expense arising in connection with any activities or work carried out by or on behalf of  *[insert name of company]*, including any activities or work authorised by Perth Convention and Exhibition Centre. I agree that both my representatives and I will abide by the terms and conditions of Perth Convention and Exhibition Centre and any instruction issued by its officers or employees. I also agree to pay for any damages or charges that may subsequently arise from this permission being granted.

Name of Authorised Company Officer

Signature of Authorised Company Officer

Date

### VENUE USE ONLY

#### Venue Approval

Authorised by

Signed

Date

#### Venue Validation

Authorised by

Signed

Date

Please return this form along with the Payment Form to [exhibitor@pcec.com.au](mailto:exhibitor@pcec.com.au)