



**PLEASE NOTE: To gain approval from the PCEC to sell food and beverage 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.**

**If the food is cooked or prepared onsite, then FORM 16 - FOOD COOKING/PREPARATION must also be completed.**

### Contact Details

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

*First name:		*Surname:	
*Stand name:		*Stand no:	
*Company address:		Suburb:	Postcode:
Phone:		Email:	
*Name of event:		Event dates:	

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 PCEC. Exemptions may be granted in relation to events classified as a food and/or beverage event.

### Request for Approval to Sell

Pending the nature of the exhibition, exhibitors or other persons may want to sell 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 will be applicable.*

#### SELLING

Description of core activities of your company (ie cake making)	
Description of what will be sold. Please list all items that will be on offer?	
How much food/beverage do you intend on selling each day?	
How will the food be stored (ie fridge, cooler box)?	
Are the food handlers providing the samples trained in food and hygiene safety?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What cleaning provisions will be made when sampling/selling and at the end of each day ( <i>Refer to Form 3 - Stand Cleaning</i> ):	
Description of how items will be packaged and sold (and by whom)	



## Mandatory requirements

- It is the responsibility of all the persons conducting the selling of food and beverage that all safe works practices are followed under 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 or purchase food or beverage.
- All utensils are to be washed off-site.

## Vendor Classification

Any exhibitor selling food requires all items to be sold listed within this application, any additional lines if not pre-approved will not be allowed.

PCEC has the right to not allow certain food and beverage option if they are deemed to be not suitable within our PCEC venue offering, or in direct competition between PCEC.

Any food truck or food trailer will be automatically classified as a food vendor and additional charges will apply, an application through the venues exhibitor services on [exhibitor@pcec.com.au](mailto:exhibitor@pcec.com.au) is required.

*Note: An exhibitor under section 59A is permitted to sell packaged liquor on the licensed premises of the other licensee for **delivery** to the purchaser, or to premises specified by the purchaser, from the licensed premises of the supplier. **Packaged sales for take away is prohibited.***

## 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 selfsufficient** 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)