



F12 FOOD SAMPLING OR SALE OF FOOD FORM

Please complete this form and return it to the Gold Coast Convention and Exhibition Centre
no later than **twenty one (21) days** prior to your event.

Exhibition / Conference Name: _____

Stand Number: _____ Contact Name on Day: _____

Mobile No: _____ Email Address: _____

Company Name: _____

Address: _____

Suburb: _____ Postcode: _____

*** Please complete all information**

Please provide a description on what product you will be sampling?

How does this product relate to your business?

What is the serving size of the samples (by weight or volume)?

Are items individually packaged? YES / NO

How many items will you be sampling per day/ per event?

Will you be selling this product and if so in what quantities?

How will the above items be stored?

Would you like to receive a quote for hiring a fridge, freezer, food warmer or portable hand wash basin? YES / NO

Please ensure you read all links on page 2 of this document and the table of action

PLEASE RETURN FORM TO:
exhibitorservices@gccec.com.au

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Sampling of Food at Exhibition Events

- Sample portions must be of a tasting style and size only
- Samples must be offered free of charge
- Sample must be items that registered exhibitors wholesale in the normal conduct of their business or are produced by equipment used in the normal conduct of their business

To be able to sell or sample food the exhibitor must comply with the QLD Food Act and Gold Coast City Council regulations. Compliance with the act will help you in providing safe food for our customers. The following information will assist you in assuring your application is complete:

1. You may need to apply for a temporary food stall licence.
Refer to the link below for details.
<http://www.lgtoolbox.qld.gov.au/EH%20Document%20Uploads%20-%20Customer/Licensing%20Flow%20Chart.pdf>
2. Further information regarding a temporary food stall licence.
Refer to the link below for details.
<http://www.lgtoolbox.qld.gov.au/EH%20Document%20Uploads%20-%20Customer/Temporary%20Food%20Stall%20-%20Food%20Licence%20Information.pdf>
3. Application form for a temporary food stall licence.
Refer to the link below for details.
http://www.goldcoast.qld.gov.au/documents/fa/fm136_he_temp_food_stalls.pdf
4. Requirements for your temporary food stall.
Refer to the link below for details.
<http://www.lgtoolbox.qld.gov.au/EH%20Document%20Uploads%20-%20Customer/Operator%20Self%20Assessment%20Checklist%20-%20Food%20Temporary.pdf>
5. Checklist for your temporary food stall.
Refer to the link below for details.
<http://www.lgtoolbox.qld.gov.au/EH%20Document%20Uploads%20-%20Customer/Temporary%20Food%20Stall%20Equipment%20Checklist.pdf>

TIMETABLE OF ACTION

Before the Show

- ❖ Exhibition organiser or Exhibitors are required to notify GCCEC at least 21 days prior to bump in of the show, in order for GCCEC to approve your request.
- ❖ A copy of the Exhibitors Temporary Food Stall Licence to be supplied to the GCCEC.

During the Show

- ❖ A copy of the Exhibitors Temporary Food Licence is to be displayed on the stand at all times. No licence, no show.
- ❖ Exhibitors must comply with State food laws, the GCCEC will monitor all food safety activities.

THINGS TO REMEMBER

- ❖ The application form for a temporary food stall licence must be submitted to the Gold Coast City Council a minimum of 14 days prior to the event.
- ❖ All information can be downloaded from the Gold Coast City Council website:
<http://www.lgtoolbox.qld.gov.au/GoldCoastCC/EH/FoodBusinessTemporary/Pages/ToolsandResources.aspx>
- ❖ The GCCEC has fridges, freezers and portable hand wash basins available for hire. Indicate on page 1 if you wish to arrange for a quote