

# F10 FOOD SAMPLING FORM

Please complete this form and return it to [exhibitorservices@gccec.com.au](mailto:exhibitorservices@gccec.com.au)  
no later than **forty-two (42) days** prior to your event

Event Name			
Stand Number		Stand Name	
Contact on the Day		Mobile	

## INVOICING DETAILS

Company Name		ABN / ACN	
Address			
Suburb		Post Code	
Name on Invoice		Contact Number	
Email			

## PLEASE COMPLETE ALL INFORMATION

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

How does this product relate to your business?

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

Are items individually wrapped? Yes or No

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

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

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

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

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## SAMPLING OF FOOD AT EXHIBITIONS AND EVENTS

- Sampling portions must be of a tasting size and style only
- Samples must be offered free of charge
- Samples must be items 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 City of Gold Coast 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.  
<http://www.lgtoolbox.qld.gov.au/GoldCoastCC/EH/FoodBusinessFixed/Pages/Do-I-need-a-Licence.aspx>
2. Further information regarding a temporary food stall licence.  
<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.  
[http://www.goldcoast.qld.gov.au/documents/fa/fm136\\_he\\_temp\\_food\\_stalls.pdf](http://www.goldcoast.qld.gov.au/documents/fa/fm136_he_temp_food_stalls.pdf)
4. Requirements for your temporary food stall.  
<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.  
<http://www.lgtoolbox.qld.gov.au/EH%20Document%20Uploads%20-%20Customer/Temporary%20Food%20Stall%20Equipment%20Checklist.pdf>

## TIMETABLE OF ACTION

### Before the Show

Exhibition organisers or exhibitors are required to notify GCCEC at least 42 days prior to bump-in of the show, in the order for the 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.

Exhibitors must comply with State food laws, the GCCEC will monitor food safety activity.

Exhibitors are not permitted to sell liquor for consumption on GCCEC premises.

### Things to Remember

The application form for a temporary food stall licence must be submitted to the City of Gold Coast Council a minimum of 14 days prior to the event.

All information can be downloaded from the City of Gold Coast website:

<http://www.lgtoolbox.qld.gov.au/GoldCoastCC/EH/FoodBusinessTemporary/Pages/ToolsandResources.aspx>

The GCCEC has fridges, freezers and portable hand wash basin available for hire. Indicate on page 1 if you would like a quote.