

# FOOD SAMPLING REQUEST FORM

Please complete this form and return it to [exhibitorservices@gccec.com.au](mailto:exhibitorservices@gccec.com.au) no later than **twenty-one (21) days** prior to your event.  
*Requests presented after this point may incur a late fee.*

## EVENT DETAILS

Event Name			
Stand Name		Stand Number	
Contact on the Day		Mobile	

## INVOICING DETAILS

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

## FOOD SAMPLING REQUIREMENTS *(Please complete all information below)*

Please provide a description of the food item/s you will be sampling, including basic ingredients.

How do these item/s relate to your core business?

What is the sample size being served (by weight or volume)?

Are item/s individually wrapped? YES      NO

How will these item/s be served? i.e. platters, disposable boxes, toothpicks, disposable spoons etc.  
 (All serving equipment, utensils and gloves must be supplied by the exhibitor, however disposable item/s can be ordered through GCCEC).

How many item/s will you be sampling per day?

Will you be selling these item/s and if so in what quantities? YES      NO

Is preparation/cooking required for any of the item/s being served? YES      NO  
 If yes, please complete the Cooking Request Form and submit for approval. Ask your Event Planner for details.

Would you like to receive a quote for ordering a fridge, freezer, portable hand wash basin or consumable item/s i.e. toothpicks, disposable boxes etc.? YES      NO

GCCEC has Chefs available to prepare and cook food item/s either at the stand or back of house in one of our fully equipped kitchens and also has Event Assistants available to serve the food item/s to guests at your stand. Ask your Event Planner for details.

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## SAMPLING OF FOOD AT EXHIBITIONS AND EVENTS

### MANDATORY REQUIREMENTS

All requests are subject to approval by GCCEC and will be confirmed with written communication.

Item/s being sampled and/or sold must be related to the exhibitor's core business.

Samples must be served in bite size portions or no greater than 50 gram serves.

Samples are to be offered free of charge.

In order to sample and/or sell food at an event, the exhibitor must comply with the Food Act 2006, Australian New Zealand Food Standards Code and City of Gold Coast Council guidelines. Compliance with these standards is mandatory in providing safe food for our guests and must be adhered to at all times. The following information will assist you in assuring your food sampling request is complete:

1. Additional information relating to food safety can be downloaded from the City of Gold Coast website: <https://www.lgtoolbox.qld.gov.au/cityofgoldcoast/topics/food>
2. You may be required to apply for a Food Business Temporary Premises Licence issued by the City of Gold Coast Council: [https://www.goldcoast.qld.gov.au/documents/fa/fm136\\_he\\_temp\\_food\\_stalls.pdf](https://www.goldcoast.qld.gov.au/documents/fa/fm136_he_temp_food_stalls.pdf)

GCCEC practices and promotes safe food guidelines at all times, and will regularly conduct compliance checks of individual exhibitors.

GCCEC has the right to postpone or terminate the activity or operation without warning if it is deemed to be non-compliant and/or unsafe.

**Please note: The above conditions only apply to events where food has been approved to be sampled and/or sold by both the event organiser and GCCEC.**

## TIMETABLE OF ACTION

### Before the Event

1. Exhibitors are required to notify GCCEC of their intentions to sample and/or sell food at an event at least twenty-one (21) days prior to the bump-in of the event, to enable GCCEC to approve the request. This will allow time for the exhibitor to apply for a Food Business Temporary Premises Licence if required.
2. If cooking is required, exhibitors must complete a Cooking Request Form and submit for approval. Ask your Event Planner for details.
3. If a Food Business Temporary Premises Licence issued by the City of Gold Coast Council is required, exhibitors must submit a copy of this licence to GCCEC prior to the commencement of the event.

### During the Event

1. Exhibitors must comply with the Food Act 2006, Australian New Zealand Food Standards Code and the City of Gold Coast Council guidelines at all times during an event.
2. Exhibitors are required to display a copy of their Food Business Temporary Premises Licence issued by the City of Gold Coast Council at their stand for the duration of the event.
3. Exhibitors are required to supply all serving equipment, utensils and disposable item/s including serving platters and gloves etc.
4. An ingredient list of all food item/s is required to be available at the stand, particularly outlining any allergens.
5. GCCEC will conduct compliance checks regularly during the event.