

# BEVERAGE 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			

BEVERAGE SAMPLING REQUIREMENTS <i>(Please complete all information below)</i>
Please provide a description of the beverage item/s that you will be sampling.
How do these item/s relate to your core business?
What is the sample size being served (by weight or volume)?
How will these item/s be served? i.e. disposable tasting cups etc. <i>(All serving equipment must be supplied by the exhibitor, however disposable item/s can be ordered through GCCEC)</i>
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
Would you like to receive a quote for ordering a fridge, freezer or consumable item/s i.e. disposable tasting cups etc.? YES NO

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## SAMPLING OF BEVERAGES AT EXHIBITIONS AND EVENTS

### MANDATORY REQUIREMENTS

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

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

Samples must be served in sample serves no greater than:

1. Non - Alcoholic Beverages – 100ml
2. Beer – 50ml
3. Wine – 30ml
4. Spirits – 10ml

Samples are to be offered free of charge.

The Office of Liquor and Gaming Queensland specifically requires the following for the sale and/or sampling of alcohol within an event:

- a. All exhibitors must be the holder of a current Liquor or Wine Producers Licence issued in Queensland or another Australian State or Territory.
- b. All persons selling and/or serving alcohol must hold a current nationally recognised Responsible Service of Alcohol (RSA) Certificate issued in Queensland or another Australian State or Territory.

GCCEC practices and promotes RSA on their premises at all times, and will regularly conduct compliance checks.

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 beverages have 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 sell and/or sample alcohol at an event at least twenty-one (21) days prior to the bump-in of the event, to enable GCCEC to apply to the Chief Executive of Liquor and Gaming for approval.
2. Exhibitors are required to submit a copy of their Liquor or Wine Producers Licence issued in Queensland or another Australian State or Territory to GCCEC at least twenty-one (21) days prior to the bump-in of the event for approval.
3. Exhibitors are required to submit a copy of their current nationally recognised RSA certificates issued in Queensland or another Australian State or Territory to GCCEC for all persons selling and/or serving alcohol at the event at least twenty-one (21) days prior to the bump-in of the event for approval.

### During the Event

1. Exhibitors must comply with RSA guidelines.
2. Exhibitors are required to display a copy of their Liquor or Wine Producers Licence at the stand for the duration of the event.
3. Exhibitors are required to hold a copy of all current nationally recognised RSA Certificates of all persons selling and/or serving alcohol at the stand for the duration of the event.
4. Exhibitors are not permitted to sell alcohol for consumption on GCCEC premises.
5. Exhibitors are required to supply all serving equipment and disposable item/s including disposable tasting cups, etc.
6. Exhibitors are required to supply spittoons to discard of samples and waste accordingly.
7. An ingredient list of all beverage product/s is required to be available at the stand, particularly outlining any allergens.
8. GCCEC will conduct compliance checks regularly during the event.