

EXHIBITOR REQUIREMENTS

- To gain approval from the Royal International Convention Centre (RICC) to offer food sampling at the event, this form MUST be completed and return to exhibitorrequests@rna.org.au no less than 21 days prior to the commencement of the event.
- All items being sampled MUST be directly related to the exhibitors core business
- No guarantee of approval to sample is provided for last minute requests or late forms

EXHIBITOR AND STAND DETAILS

EVENT NAME					
EVENT DATES					
COMPANY NAME		STAND NO.			
CONTACT NAME		MOBILE			
ADDRESS		MOVE IN	00 / 00 / 00	TIME	
		MOVE OUT	00 / 00 / 00	TIME	
EMAIL					

MANDATORY SUPPORTING DOCUMENTATION

- Copy of current Temporary Food Business Licence. A copy is to be displayed on your stand at all times

Dependent on what you will be sampling, under the current Queensland Food Act 2006, a Temporary Food Business Licence will likely be necessary.

The following links will be helpful to determine if this is a requirement for you to offer sampling.

<https://www.brisbane.qld.gov.au/laws-and-permits/laws-and-permits-for-businesses/food-business-licence/licences-for-temporary-food-stalls>
<https://www.brisbane.qld.gov.au/laws-and-permits/laws-and-permits-for-businesses/food-business-licence/food-safety>

Should you need to seek clarity, please liaise direct with the Brisbane City Council via the following email.

environmentalhealth@brisbane.qld.gov.au

If the Brisbane City Council confirms that you do not require a Temporary Food Business Licence or are exempt, please send through a copy of their confirmation email for our records

- Copy of RNA's Online Induction Completion Certificate

MANDATORY REQUIREMENTS

- It is the responsibility of all persons conducting the sampling to ensure all safe work practices are followed under health and safety legislation
- Food safety standard must be adhered to all times, including hygiene and sanitation
- Ensure all perishable ingredients are stored correctly and refrigerated
- No food preparation equipment, including hot surfaces, naked flame or sharp implements are left unattended
- An allergen management plan needs to be available to correctly inform attendees if they sample
- Sampling must be conducted in such a way as to minimize any possibility of contamination

EXHIBITOR REQUIREMENTS (CONTINUED)

FOOD SAMPLING

Description of core activities of your company

Description of what will be sampled. Please list all items (even if only lollies or similar confectionary items)

How will be food be stored (ie fridge, cooler box)?

Are the food handlers providing the samples trained in food and hygiene safety?

What cleaning provisions will be made when sampling

Please provide details of any proposed equipment

Note – gas is not permitted in inside any buildings at the Royal International Convention Centre and Brisbane Showgrounds. All electrical equipment must be test and tagged.

EXHIBITOR ACKNOWLEDGEMENT

I hereby request approval to conduct food sampling as noted within this document. In so doing I agree to comply with all requirements under the Queensland Food Act 2006, our Temporary Food Business Licence and/or requirements as outlined by the Brisbane City Council.

The following documentation is attached for review

- ☐ Temporary Food Business Licence
- ☐ Exemption notice from Brisbane City Council
- ☐ RNA Online Induction Completion Certificate

NAME

SIGNATURE

DATE

00 / 00 / 00

VENUE APPROVAL

The RNA reserves the right to

- inspect at any time to ensure sampling complies with all requirements under the Queensland Food Act 2006
- request to sight temperature logs of any food items that are brought to the venue
- remove food sampling privileges or cancel activity without notice

NAME OF AUTHORISED OFFICER

EVENT #

SIGNATURE OF AUTHORISED OFFICER

DATE

00 / 00 / 00