FOOD AND BEVERAGE SUPPLY REQUEST

The Brisbane Convention and Exhibition Centre (BCEC) has exclusive rights for the sale and/or distribution of food and drink on premises. Exhibitors wishing to provide external food or drink products to patrons must obtain prior written approval from the event organiser and BCEC. **External supply fees may apply**.

Exhibitors are responsible for complying with all legislative requirements and council regulations. Those cooking or altering a product on stand may require a Temporary Food Stall License and should register with Brisbane City Council by phone 133 263 or website. External supply arrangements must be fully self-sufficient in regard to transport, storage, refrigeration, waste removal and service.

Food or beverage external supply requests must be submitted **7 days prior** to the bump-in date.

Any submissions received after the due date cannot be guaranteed consideration.

BILLING & CONTACT DETAILS	
Event Name:	
Stand Name:	
Stand Number:	
Requester's Company Name:	
Onsite Contact Name:	
Position/Title:	
Contact Number:	
Email Address:	

EXTERNAL SUPPLY REQUESTS	
Products to be Supplies (incl. size in ml/g)	
External Equipment (if applicable)	
Cost for guests to purchase (or you can provide the full menu):	
Products/Services Delivery Date & Time:	
Daily Operational Date & Times:	
Products/Services Removal Date & Time:	
Additional Information / Requirements:	

FOOD SAFETY	
Are the food unpackaged or will be processed (e.g. cooked, blended, cut, etc) on stand?	Yes / No
Where unpackaged food will be handled on the stand (e.g. cooked, blended, cut, or otherwise processed), please indicate below ☒ to confirm that the following facilities will be provided on-site, where applicable.	
Brisbane City Council Temporary Food Stall Licence will be submitted with this application (please contact the Council if you are unsure whether a licence is required – see details above).	
Dedicated refrigeration or storage space on stand	
Separate, clearly labelled handwashing and utensil washing facilities	

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Liquid soap and towels for hand washing	
Refrigerated display and / or storage cabinet for perishable food	
Sneeze Barrier	
Access to water & waste connection services, or a wastewater container	
Dry chemical fire extinguisher (where cooking is conducted on the stand)	
Thermometer to monitor and record hot and cold food temperatures	
Biodegradable, single-use eating utensils	

External supply arrangements must be fully self-sufficient in regard to transport, storage, refrigeration, waste removal and service.

By completing this form, you have agreed that:

- I have read and understood my obligations as an external supplier of food and beverage.
- I agree to be fully self-sufficient in this endeavour.
- I have informed the event organiser of this activation.

Completed By:		**Date:**	