

# EXHIBITOR REQUIREMENTS

Please complete and return this form a minimum of twenty one (21) days prior to [exhibitorrequests@ma.org.au](mailto:exhibitorrequests@ma.org.au)

## EXHIBITOR AND STAND DETAILS

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

## ACCOUNT REQUEST

I would like to set up an account at the food and beverage outlet  Yes  No

I would like to set a dollar limit on my account  Yes  No Limit \$

The following persons are authorized to charge to this account

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

# EXHIBITOR REQUIREMENTS (CONTINUED)

Please complete and return this form a minimum of twenty one (21) days prior to [exhibitorrequests@rna.org.au](mailto:exhibitorrequests@rna.org.au)

## BEVERAGE SAMPLING

I would like to offer beverage sampling from my stand

Yes

No

Please provide a description of your proposed beverage sampling

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The Office of Liquor and Gaming Queensland specifically requires the following for the sampling of alcohol. To be able to sample alcohol within an event at the Royal International Convention Centre and the Brisbane Showgrounds –

- All exhibitors must be a holder of a current Liquor or Wine Licence in Queensland or another Australian State or Territory
- All exhibitors and their staff must hold a current Responsible Service of Alcohol Certificate (RSA) issued in Queensland or another Australian State or Territory.

Provisions of samples in these circumstances must be free of charge and no more than –

Beer – 50 ml

Wine – 30 ml

Spirits – 10ml

Non-alcoholic - 50 ml

- A copy of the exhibitors Liquor Wine Licence in Queensland or another State or Territory to be supplied to the RNA a minimum of fourteen (14) days prior to your event
- A copy of the exhibitors Responsible Service of Alcohol Certificate to be supplied to the RNA fourteen (14) days prior to the event
- Exhibitors must comply with Responsible Service of Alcohol guidelines
- Plastic sampling size cups to be 50ml or less in size
- Covered spittoons for any sampling or tasting

Would you like to discuss beverage sampling in more detail with a representative from our food and beverage team

Yes

No

## EXHIBITOR REQUIREMENTS (CONTINUED)

Please complete and return this form a minimum of twenty one (21) days prior to [exhibitorrequests@ma.org.au](mailto:exhibitorrequests@ma.org.au)

FOOD SAMPLING			
I would like to offer food sampling from my stand	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
Would you like to discuss food sampling in more detail with a representative from our food and beverage team	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
Please provide supplier details			
Supplier contact name	Supplier contact number (mobile and landline)		
Are there any special requirements for the handling/storage of products you intend sampling			
Please provide a description of your proposed food sampling (even if only lollies or similar confectionary items)			
Please provide details of any proposed equipment for food sampling.			
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.			

To be able to serve sample food from a temporary stall/stand, the exhibitor must comply with the current Qld Food Act (Link below) <https://www.health.qld.gov.au/public-health/industry-environment/food-safety/regulation/act-standards/default.asp>

Compliance with the act will help you in providing safe food for your customers. The following information will assist you in assuring your application is complete.

The Temporary food stall license, structure and operation guide can be downloaded from the Brisbane City Council website via the following link [Tools and Resources](#).

Please remember –

- Exhibitors must assume all responsibility for all food sampling product, packaging and ingredients they bring on site
- Exhibitors must comply with Current State food legislation
- Sampling must be conducted in such a way as to minimize any possibility of contamination
- All food products must be clearly labeled and dated
- All food items to have an ingredients list prominently displayed to ensure correct information can be given to people with allergies/dietary requirements.
- High risk items will need to be assessed by the RNA
- A copy of the exhibitors Temporary Food License is to be displayed at all times.
- When transporting food all precautions must be taken to ensure that all safe food-handling practices are followed in accordance to food safety legislation.
- The RNA reserves the right to inspect any food vehicle that supplies food to our sites to ensure the vehicle is clean, pest and rodent free, temperature controlled and suitable for the purpose of transporting food products
- The RNA reserves the right to ask to sight temperature logs of any food items that are brought to the venue
- The RNA reserves the right to remove food sampling privileges or cancel activity without notice