



FOOD SAMPLING & SALES REQUEST FORM

Please return to:
 PLAYBILL VENUE MANAGEMENT (PVM)
 Email: catering@playbillvenues.com.au
 Phone: 02 9921 5332 Fax: 02 9921 5334

Please note this is a four page form. All pages of this application MUST be completed before the request will be processed.

EVENT: _____

STAND NAME: _____ STAND NUMBER: _____

CONTACT NAME: _____ MOBILE: _____ EMAIL: _____

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____ FACSIMILE: _____

All sampling of food and beverage products must have the prior approval from Playbill Venue Management before the commencement of the event. Sampling guidelines as outlined on pages 3 & 4 of this document must be adhered to.

A fee for the sale of food & beverage products will be applied if such products are for immediate consumption.

Food Related Shows	Cost Per Day
Selling Food & Beverage for Immediate Consumption	\$330.00 per day
Non Food Related Shows	Cost Per Day
Selling Food & Beverage for Immediate Consumption	\$550.00 per day

Details of Intended Sampling:	
Food or Beverage products to be sold or sampled:	
Size of Food or Beverage products to be sold or sampled:	
Type of service method (service tools, containers, cups, tasting spoons etc.)	
Type of cooking method (barbeque, grill, oven etc)*:	

Please circle the service you are providing:

Sampling

Selling

Sampling & Selling

Type	Cost (Inc. GST)	Total Cost
Sampling	Not Applicable*	
Selling for immediate consumption - Food related show	\$330 per day	
Selling for immediate consumption - Non-food related show	\$550 per day	

*Please refer to the sampling guidelines on pages 3 & 4

PAYMENT	Card Type	Visa ____ MasterCard ____ Bank Card ____ AMEX ____ ** Amex ID
	Expiry	_____
	Card Number	_____ / _____ / _____ / _____
	Cardholder name	_____
	Signature	_____

** Processing of AMEX will incur a surcharge of 3%
 Processing of Visa or Mastercard will incur a surcharge of 2%
 If you have not received confirmation of your order 5 days prior to bump in,
 please contact PVM on **(02) 9921 5332**

SAMPLING GUIDELINES

General safety standards that must be adhered to are as follows:

1. Samples
 - a. Maximum weight of food must not exceed 100g. Confectionary and snacks must not exceed 59g, and volume of non- alcoholic beverage provided must not exceed 60ml.
 - b. Containers and implements used to provide food to the Exhibitors, Trade and/or Public will be used only once then disposed of.
 - c. When food or drink samples are given away for promotional purposes, they must be offered in such a manner as to avoid being handled by the public. They should be protected from contamination, eg use of trays with fitted plastic covers. Condiments such as sauce, mustard etc are to be contained in a squeeze type dispenser or in individually sealed packs.
2. Liquor Samples
 - a. PVM is the holder of the On Premises Licence. As a result PVM must be the sole dispenser and seller of alcohol on the Playbill Venue Managed site.
 - b. Please refer to the Alcohol Sampling Application Form for alcohol sampling conditions.
3. General Equipment
 - a. Where eating, drinking and serving utensils and/or vessels are re-used, a double bowl sink will need to be installed.
 This is a NSW Health Regulation. PVM can provide sinks at a cost if required. The use of disposable eating and drinking utensils (eg, paper cups, plastic spoons and glassware) is preferred, and must not be re-used. (PVM does not provide communal washing facilities for exhibitors)
 - b. Hot Water at a temperature of 77 degrees Celsius is to be provided to one of the bowls.
 - c. All equipment is to be washed thoroughly and hygienically after use.
4. Personal Hygiene
 - a. Take every precaution to ensure hands do not touch the food by wearing disposable gloves and/or using clean utensils.
 - b. Always use disinfectant soap and hot water.
 - c. Dry hands thoroughly using an air drier or disposable paper towel.
5. Hot Food Display and Temperature Control
 - a. Temperature must be over 60 degrees Celsius.
 - b. A Bain Marie must not be used for heating food.
 - c. Use an independent thermometer to ensure correct temperature.
 - d. Do not 'Top Up' display food.
 - e. Food must be rotated to ensure freshness.

