



FOOD & BEVERAGE SAMPLING FORM

PLEASE RETURN COMPLETED FORM TO CATERING@PLAYBILLVENUES.COM.AU 2 WEEKS PRIOR TO EVENT

CONTACT DETAILS					
NAME		COMPANY			
PHONE		EMAIL ADDRESS			
EVENT NAME		EVENT DATES			
VENUE		STAND NAME		STAND NUMBER	
TFP REGISTRATION*					

SAMPLING DETAILS	
WHAT FOOD OR BEVEAGE ITEM IS BEING SAMPLED?	
HOW DOES THE FOOD BEING SAMPLED RELATE TO YOUR BUSINESS?	
SIZE OF FOOD OR BEVERAGE SAMPLES	
HOW ARE SAMPLES BEING DISTRIBUTED? I.E. TOOTHPICKS, SAMPLE CUPS, SPOONS	
HOW WILL THIS PRODUCT BE DISPLAYED OR STORED? I.E. ON ICE, REFRIGERATOR, BAIN MARIE	
WILL THERE BE HANDWASH FACILITIES ON YOUR STAND?	
DO YOU INTEND TO SELL PRODUCT?	

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SAMPLING GUIDELINES	
COOKING & PREPARATION	<ul style="list-style-type: none"> A cooking application must be submitted along with this form if you will be cooking or preparing food on your stand.
FOOD SAMPLES	<ul style="list-style-type: none"> Samples must not exceed 60g
BEVERAGE SAMPLES – NON ALCOHOLIC	<ul style="list-style-type: none"> Samples must not exceed 60ml
SELLING OF PRODUCT	<ul style="list-style-type: none"> Selling of food for immediate consumption at events is prohibited without prior approval from the venue. Approval for sale of food or beverage at events attracts a fee of \$330/day for food & beverage related exhibitions, and \$550/day for events that are not of a food and beverage nature.
FOOD SAFETY REQUIREMENTS*	<ul style="list-style-type: none"> All exhibitors sampling food must register with the City Of Sydney as a temporary food premises. There is no fee to register if food is being sampled. Please see this link to obtain a copy of the required registration form. Upon submission, you will receive a TFP Registration number which must be listed on this form. <i>PLEASE NOTE on the application form that the event is occurring on private land so that you are not requested to pay</i> Samples must be provided on or in single use containers/utensils i.e. toothpicks, plastic sample cups. Samples must be offered in such a manner tso as to avoid being handles by the public. Methods may include trays with fitted plastic covers, Perspex guards or otherwise. Sauces or condiments should be served with squeeze bottles or single use sachets. You may be required to have on your stand a hand wash facility or wash up area. If you are unsure whether this is required, please contact catering@playbillvenues.com.au when submitting this form.
<p>I agree that I have read, understand and will follow the above conditions regarding the sampling of food & beverage at the above listed event. If approved, I understand that if the conditions above are not followed on the event period, the venue reserves the right to revoke permission until it is satisfied that the above conditions are being followed.</p>	
NAME: _____	SIGNATURE: _____
OFFICE USE ONLY	
VENUE APPROVED _____	TFE REG. #: _____