

Venue Services | Sydney Showground

t (02) 9704 1265 e [venueservices@sydneyshowground.com.au](mailto:venueservices@sydneyshowground.com.au)

## Selling Guidelines

### Food & Beverage Selling

Sydney Showground is the sole provider of food and beverage.

No other supplier or caterer will be allowed to supply or cater food and beverage unless pre-approved by Sydney Showground.

All exhibitors wishing to sample or sell food or beverage products on-stand must complete the following forms.

All application will be reviewed By Sydney Showground, associated fees and charges must be paid prior to commencement of event.

The sale and processing of alcohol sales is strictly prohibited onsite at Sydney Showground.

### Selling Guidelines

Selling for immediate consumption is determined based on the type of exhibition/show.

A food related show is determined when food is a primary component of the exhibition and makes up more than 80% of the show content, this is determined by Sydney Showground. A non-food related show is determined when food is a minor component or non-relative to the exhibition/ show.

Selling for Immediate Consumption is classified by but not limited to

- Products that can be opened and consumed onsite at the event  
muesli bars, canned beverages, coffee, baked goods, cooked pies, ready-made meals etc.
- Single served packaged goods.

Selling Not for Immediate Consumption is classified by (but not limited to):

- Products that require additional preparation
- Example: raw meats, uncooked pasta, frozen meals etc.
- Items that are packaged in bulk.

Please see over page for sections:

- Section III: Selling of Food & Beverage for Immediate Consumption
- Section IV: Selling of Food & Beverage Not for Immediate Consumption

All sampling and selling of food and beverage products must have the prior approval from Sydney Showground before the commencement of the event.

Preparation, distribution, sampling and disposal of food and beverage products and by-products must comply with the general standards of health, safety, sanitation and any other specific requirements of NSW Environmental Health Department, NSW Food Authority and Sydney Showground.

# FORM C4b: Guidelines for Selling Food & Beverage



## 1. General Equipment

Where eating, drinking, and serving utensils and/or vessels are re-used, a double bowl sink will be required. Associated cost apply.

## 2. Waste Disposal

Waste must be stored and/or disposed in properly sealed containers and/or bags.  
Emptied Regularly

## 3. Storage

When storing and displaying of potentially hazardous foods, do so under temperature control. Temperature control means maintaining cold food at a temperature of 5°C or below or hotfood at 60°C or above.  
Frozen food at a temperature of -18°C or below.

## 4. Temporary Food License

Paramatta Council food safety regulations apply to all events at Sydney Showground. You will be required to register for a temporary food and beverage outlet from Parramatta Council.  
Temporary food and beverage outlet application must be supplied with your selling application.  
<https://www.cityofparramatta.nsw.gov.au/sites/council/files/2021-03/Temporary-Food-Outlet-registration-form.pdf>

Lodge completed form to

- Email: [council@cityofparramatta.nsw.gov.au](mailto:council@cityofparramatta.nsw.gov.au)
- In Person: Phive Library – Customer Service at PHIVE Building – 5 Parramatta Sq Parramatta, Monday to Thursday, 9am – 8pm and Friday to Sunday, 9am – 5pm

### After you submit

When you have completed and submitted the temporary food stall application, you will receive a confirmation email with your individual temporary food premises licence number, or TF Number, for example TF/##/2023. Your licence number is now permanent.  
You must keep a record of the confirmation email with your number when you are trading at any event or market within the City of Parramatta local government area. Event organisers will request your licence number to help them register their event with City of Parramatta Council.

Please visit Council website for further information

<https://www.cityofparramatta.nsw.gov.au/>

**DISCLAIMER:** The information contained in this Form is gathered for the purpose of providing information to you. The information is a compilation of information provided by third parties and the RAS does not warrant its accuracy and advises that any such information may be subject to change or amendment occurring at any time and thereby making the information incorrect. Subject to the RAS' legal obligations and responsibilities. If you require confirmation of any information, please telephone the RAS coordinator responsible for the particular information or the RAS switchboard on (02) 9704 1111.

# FORM C4b: Application for Selling Food & Beverage



## Section III: Selling For Immediate Consumption

Please return this form along with the Exhibitor Account Form to Venue Services, no less than 5 business days prior to move-in of the event.

*Late fees may apply to services requested outside this time.*

Event Details			
Event Name:		Event Date:	
Stand Name:		Stand Number:	
Account Details			
Company:		Phone:	
First Name:		Surname:	

Details of Intended Selling:			
Food or Beverage products to be sold:			
Size of the Food or Beverage Product being sold:			
Method of packaging/presentation:			
Quantity being sold			
Type of cooking method (if applicable):			
Type	Stand Size	Cost (Inc. GST)	Total Cost
Selling for immediate consumption		\$650.00 per day	
<b>Total Quantity:</b>		<b>Total Cost:</b>	<b>\$</b>

*\* The use of cooking appliances onsite will require approval and may incur a cost at the discretion of Sydney Showground.*

Please acknowledge your acceptance of the conditions (as outlined on Pages 1 - 3 by completing the information below and returning this form to Venue Services. These conditions will form part of the Event Licence. The RAS also reserves the right to amend these conditions to ensure absolute compliance with its ON-PREMISE licence.

I, \_\_\_\_\_ of \_\_\_\_\_  
 (print name) (Company Name)

Hereby acknowledge and accept the terms and conditions outlined on Pages 1 - 3.

Signed by:	
Position:	
Date:	

# FORM C4b: Application for Selling Food & Beverage



## Section IV: Selling Not for Immediate Consumption

Please return this form along with the Exhibitor Account Form to Venue Services, no less than 5 business days prior to move-in of the event.

Late fees may apply to services requested outside this time.

Event Details			
Event Name:		Event Date:	
Stand Name:		Stand Number:	
Account Details			
Company:		Phone:	
First Name:		Surname:	

Details of Intended Selling:			
Food or Beverage item to be sold:			
Size of the Food or Beverage item being sold:			
Method of packaging/presentation:			
Quantity be sold			
Type of cooking method (if applicable):			
Type	Stand Size	Cost (Inc. GST)	Total Cost
Selling not for immediate consumption		\$350.00 per day	
<b>Total Quantity:</b>		<b>Total Cost:</b>	<b>\$</b>

\* The use of cooking appliances onsite will require approval and may incur a cost at the discretion of Sydney Showground.

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