

# Food and Beverage Information

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The Adelaide Showground (AS) contracts O'Brien Group Australia (OBGA) to manage and provide catering options at all events. OBGA are responsible for retail outlets, corporate functions, subcontractor management and all aspects of food and beverage.

Any food and/or beverage activities within an event must be approved by the AS and OBGA. The following information outlines the food and beverage options/conditions to comply while at AS.

## Catering Options

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There are many options for your organisation to provide food and beverage for your staff and guests during the event

- **Café Account Cards**
- **Vouchers**
- **Corporate Functions**

### Café Account Cards

Café Account Cards operate similar to credit cards and may be used to purchase food and beverages at OBGA outlets.

These cards have no limit and are the responsibility of the card holder to manage.

At the end of the event the total of purchases will be invoiced and charged to the credit card details supplied.

Cards must be returned to OBGA at the end of your event. Failure to do so will incur a \$10.00 lost card fee.

### Pre-paid Vouchers

Pre-paid vouchers may be purchased prior to the event for use at OBGA outlets and are a great option for staff or guests.

These are available in a range of denominations.

### Corporate Functions

OBGA offer a range of corporate functions and specialised catering options including exhibitor meal drops.

To arrange any of the above, please speak to your Event Planner who will put you in touch with OBGA.

# Food & Beverage Policy

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## 1. Nominated Suppliers

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Please advise if you have food and/or beverage sponsors or exhibitors intending to sell at your event as this will require approval.

**Coca-Cola** - Supply rights for all non-alcoholic beverage including carbonated drinks, juice, water, iced tea and energy drinks.

**Villis** - Supply rights for all pies, pasties and cakes (baked goods).

**Fleurieu Milk Company** - Supply rights for all milk including flavoured.

There is no nominated beer, wine or spirits supplier.

## 2. Onsite Consumption

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Pre event, a maximum of **two** food businesses/exhibitors can occupy nine (9) square metres each, to provide food for **onsite consumption**. They need to comply with the following:

1. Approved items only - Protein Balls, Chocolate Bars, Fudge, Nougat, Potato Chips, Popcorn (pre-packaged), Liquorice, Toffee, Lollies & Small Goods
2. None of the following activities are permitted whilst onsite: cooking, heating, cooling, making or mixing
3. Must be a registered food business, and comply within all statutory laws
4. Adhere to quality catering standards including appropriate signage and staff presentation

## 3. Sampling of Food & Beverage Items

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Food and beverage samples are permitted at events, providing the following conditions are met:

- Exhibitors must obtain permission (via the application form below)
- Exhibitors must comply with Food Safety Act, Food Safety Regulations and Unley Council Environmental Health guidelines including, but not limited to:
  - Safe and controlled storage
  - Clean and sanitised work spaces
  - Temperature monitoring
  - Hand and equipment washing facilities
  - Appropriate service equipment
- Sample must be consumed while at the approved exhibitor's site, and any waste generated is the responsibility of this exhibitor.
- Samples must be limited to the following portion sizes:
  - Food Product - no more than 50g or 20% of the full product size
  - Beverage - no more than 50ml or if beer and wine no more than 30ml
- Spirits and liqueur samples are not permitted unless in exceptional circumstances, and a Liquor Licence must be obtained and adhered to.
- Samples must be offered **free of charge**

# Food & Beverage Policy

## 4. Offsite Consumption

Food and beverage **sales** are restricted for **offsite consumption** and only permitted under the following conditions:

- Exhibitors must obtain permission (via the application form below)
- Exhibitors must comply with Food Safety Act, Food Safety Regulations and Unley Council Environmental Health guidelines including, but not limited to:
  - Safe and controlled storage
  - Clean and sanitised work spaces
  - Temperature monitoring
  - Hand and equipment washing facilities
  - Appropriate service equipment
- Liquor may only be sold at room temperature, in sealed containers. A Limited Liquor Licence must be obtained and adhered to <http://www.cbs.sa.gov.au/liquor-and-gambling-licenses/>
- Items must be pre-packaged for offsite consumption and limited to the below:

Protein Balls / Mini Cupcakes / Mini Lamingtons / Mini Cheesecakes / Mini Donuts / Biscuits or Similar	Min. 6 pack
Cupcakes / Donuts / Slices / Lamingtons / Chocolate Bars / Fudge / Nougat or Similar	Min. 4 pack
Cakes / Cheesecakes or Similar	Min. whole cake, no less than 400g
Chips / Rice Chips / Crackers or Similar	Min. 170g or min. 4 pack if less than 170g each
Popcorn	Min. 150g bag or min. 4 pack if less than 150g each
Toffee / Lollies / Liquorice	Min. 180g bag / box
Yoghurt / Icecream / Gelati	Min. 500g tub
Cheese	Min. 125g block
Bread	Min. 450g whole loaf or min. 4 pack if less than 450g each
Beverage (non-alcoholic)	Min. 1L bottle or minimum 6 pack of bottles if less than 1Litre each
Milk (including flavoured)	Min. 1L

Please note the list above only covers commonly offered product's and does not cover all items. If the product is not itemised above please contact the Event Planner for confirmation and assistance.

## Prohibited Items

Any items due to the nature of their product requires consumption within a short time frame where stability / viability of the product is compromised eg. products that require constant refrigeration.

# Food & Beverage Application

Event Name: \_\_\_\_\_ Event Date/s: \_\_\_\_\_

Stand Name: \_\_\_\_\_ Site No: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_ ABN: \_\_\_\_\_

Email Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

FBN & Council: \_\_\_\_\_

Based on the above information, are you intending to:

**1. Sample food and/or beverage?**

If yes please submit a list of items you intend to sample for approval.

Y  N

**2. Sale of food and/or beverage for offsite consumption?**

If yes please submit a list of items you intend to sell for approval.

Y  N

**3. Sale of food and/or beverage for onsite consumption?**

If yes please submit a list of items you intend to sell for approval.

Y  N

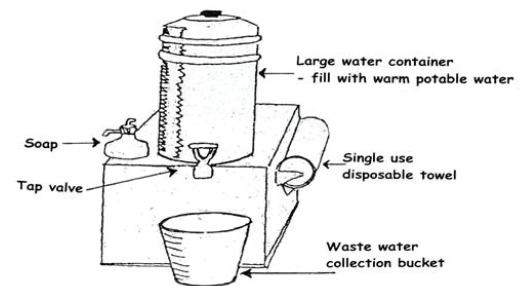
Product Description	Unit Size	Total Package Size	Sample / Offsite / Onsite

# Food & Beverage Application

Hand washing facilities are required. If permanent hand washing facilities are not available, the requirements of the Food Safety Standards must still be met. The minimum responsibility of the applicant is a container of warm water with a tap or valve, and a collection bucket for wastewater, along with soap and single use paper towels in areas where food handlers work (example below).

Any applicant only selling pre-packaged food, may be exempt from the hand washing facility requirement. However, safe food handling practices still need to be adhered to.

Food Safety Checklist	Yes / No
Safe food storage practices?	
Separation of raw/cooked foods?	
Protection from contamination?	
Temperature Control?	
Sound unspoiled food being provided?	
Protection during preparation?	
Bare hand contact with food minimised?	
Chemical use, safe storage?	
Clean person and habits?	
Clean attire?	
No smoking in food areas?	
Protective clothing?	
Adequate methods of cleaning premises and equipment?	
Appropriate condition of food and non-food contact surfaces?	
Are all the food contact surfaces sanitised?	



If you answered "NO" to any item above, your temporary food premises will not be permitted to operate at the AS.

It is the exhibitors responsibility to advise The Unley Council Environmental Health Section that they will be conducting food activities during the event. Enquiries in regards to the Food Safety Act or guideline information should be directed to (08) 8372 5111.

## Declaration

I, \_\_\_\_\_ hereby declare that I have read and understood and Food & Beverage Policy is true for the proposed operation of the intended food and beverage activities.

In signing this Application I also consent to the disclosure, to the relevant departments of the Royal Agricultural & Horticultural Society of South Australia and also O'Brien Group Australia, of all information contained within this application. Should this application be successful this consent extends to the necessary auditing of the Food Outlet Operation for the purpose of Permitted Use and Food Safety and any other relevant laws.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Please return this form to the Event Planner at least 2 weeks prior to bump in of the event.**