

# FOOD AND BEVERAGE SAMPLING

Please download and complete and return **no later than 14 days prior** to the hiring period of the event. Email complete form to your Event Planner.

For assistance please contact: [support@nzicc.co.nz](mailto:support@nzicc.co.nz)

## CONTACT DETAILS

**Contact Name:**

**Phone Number:**

**Company Name:**

**Email Address:**

**Name of Event:**

**Event Date:**

**Company  
Address:**

**Stand Name:**

**Stand Number:**

## PURPOSE

**What food items are being  
sampled?**

**What beverage items are being  
sampled?**

**What quantity of items will be  
distributed per day?**

**Why are these items being sampled  
and how are they relevant to your  
business?**

**What are the sample sizes of the  
items to be distributed?**

**Is cooking required for any of the  
food or beverage being served? If  
so, please complete Cooking Permit  
Form.**

## MANDATORY SAFETY REQUIREMENTS

All persons conducting a business or undertaking (PCBUs), along with their staff, are responsible for ensuring that the Health and Safety at Work Act 2015, relevant legislation, procedures, and safe work practices are followed, so far as is reasonably practicable, to safeguard the health and safety of all people.

**Please tick the relevant boxes to confirm these requirements will be met:**

- |   |  |
|---|--|
| <p><input type="checkbox"/> Food or beverage samples must be directly related to the exhibitor's core business and served as bite-size pieces or in maximum 50-gram portions.</p>   | <p><input type="checkbox"/> Auckland council food safety regulations that cover all distribution of food and beverage products apply to all events held at NZICC.</p>  |
| <p><input type="checkbox"/> Mandatory Responsible Drinking signage is to be clearly displayed on each stand serving alcohol along with free water.</p>  | <p><input type="checkbox"/> Details of the ingredients in food and beverage products must be available including the presence of any allergens.</p>  |
| <p><input type="checkbox"/> All persons serving alcohol samples must hold a current Responsible Service of Liquor License, a copy of which must be supplied to the event organizer and NZICC prior to and upon request during tenancy.</p>  | <p><input type="checkbox"/> Packaging and utensils must meet relevant food-grade standards. If you are intending to sample beverages, pours are limited to: – non-alcoholic beverage (100ml or less) – liquor spirit (20ml or less) – wine and beer (50ml or less).</p>  |
| <p><input type="checkbox"/> Businesses may be required to register for a Temporary Foodstall Permit (TFP) with the Auckland Council. Please include the reference number provided by the council with your application. Please visit the council website for further information.</p>   | <p><input type="checkbox"/> If you are working with any potentially hazardous foods — such as dairy, meat, or seafood — strict temperature controls and handling procedures must be followed. NZICC may stop or refuse to allow your food service if proper safety practices are not in place and followed at all times.</p> |
| <p><input type="checkbox"/> Temporary food stalls need to practice safe food handling and preparation to meet the same food safety requirement as other retail food businesses.<br/>This includes:</p> <ul style="list-style-type: none"> <li>• Notifying the local council of their business and food activity details</li> <li>• Meeting the requirements of the Food Standards Code</li> </ul> |  |

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NZICC holds the exclusive liquor licence and is the sole seller of alcohol at the venue. Third-party sales for on-site consumption or take-away are strictly prohibited. While orders may be placed for future fulfillment, consumption on-site is not permitted. NZICC reserves the right to enforce its rights for any breach of this condition.

Food Standards ANZ appendix 9: A 'food business' operation includes the handling of food for sale or the sale of any food, even if it occurs only once. 'Sale' includes any gain to the business from providing the food, not just the direct exchange of money for food.

## REQUIRED DOCUMENTATION

These documents, and any other documents as requested, must be provided to NZICC with this completed application form.

**Please tick the boxes to indicate you have provided the following information:**

- Copy of Duty Manager's Licence and Special Licence for Events granted by Auckland Council (if selling alcohol).
- Cooking application form completed (if applicable).

## TERMS AND CONDITIONS (To be completed by the person responsible for the work to be performed)

Activities at the New Zealand International Convention Centre (NZICC) will only be permitted once formal written approval has been provided by NZICC. Until approval is confirmed in writing, NZICC accepts no responsibility for the accuracy of the information supplied in this form and makes no assurances as to the safety or legality of the proposed activity. Responsibility for both the activity and the information provided rests entirely with the contact person named on this form.

As part of its duty of care, NZICC carries out regular compliance checks and may request supporting evidence at any time. If the activity is found to breach legal or regulatory obligations, differ from the details provided, create safety concerns, or pose a risk to people, the venue, or the environment, NZICC reserves the right to delay or cancel the activity at its discretion until any concerns have been fully addressed.

Approval granted by NZICC does not imply acceptance of liability for any injury, damage, or loss that may result from the activity.

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## ACKNOWLEDGMENT AND INDEMNITY

- I/We acknowledge that we will be providing food/beverage for the Event and that the food/beverage will be served to Event attendees for consumption.
- I/We acknowledge that the NZICC will have no part at all in the preparation of the food/beverage and that NZICC is not responsible for the safe preparation, transport, storage and service of the food/beverage.
- Accordingly, I/we indemnify NZICC against all costs, losses, liabilities (including legal and other professional expenses on a full indemnity basis), claims, demands, damages, fines and penalties suffered or incurred by NZICC, including any consequential or indirect losses, economic losses or loss of profits arising directly or indirectly out of or in connection with any proceedings or complaint or other action, which may arise in connection with the service and/or consumption of the food/beverage.

## DECLARATION

- I declare that I have read and understood this application and have completed this form to the best of my knowledge.

**Name:**

**Date:**

**Signed:**

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## AUTHORISATION (NZICC use only)

**Authorised by:**

**Signed:**

**Comments:**

**Date:**