

**FORM F  
APPLICATION FOR FOOD & BEVERAGE SAMPLING  
EXHIBITOR SERVICES**



**All application forms must be received no less than 14 days prior to bump in of the event. Late fees may apply to services requested within this time.**

Please return this form to:  
Darwin Convention Centre  
GPO Box 735  
DARWIN NT 0801

Fax: +61 8 8923 9199

Email: [exhibitor@darwinconvention.com.au](mailto:exhibitor@darwinconvention.com.au)

**Any queries should be directed to the Events Assistant on 08 8923 9000.**

Upon receipt of you request, a member of the Events department will contact you to confirm your requirements.

**EXHIBITOR SERVICES ORDER FORM IS ATTACHED / HAS BEEN SUBMITTED (please tick)**  
**No services will be provided until payment is received**

**EVENT DETAILS**

<b>EVENT NAME:</b>			
<b>BOOTH NAME:</b>			
<b>BOOTH NUMBER:</b>		<b>EVENT DATE(S)</b>	

What food or beverage items are being sampled?
How does this product relate to your core business?
Proposed method of distribution
Proposed method of storage
Is cooking required for any of the food and beverage being served?

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Liquor License requirements vary significantly between States and Territories in Australia. It is important that both event organisers and individual exhibitors are aware of the specific requirements in regard to sale and sampling under the Northern Territory Liquor Act

To be able to sell or sample wine or liquor within Darwin Convention Centre, the Exhibitor must be a holder of a liquor license of the types as follows:

- Northern Territory Producer / Wholesaler License
- Northern Territory / Interstate Liquor License

Generally the Darwin Convention Centre will have no objection to the provision by exhibitors of foodstuffs; however, the sale of such products will not be permitted.

**Samples to be given away free of cost to the visitor must be:**

- Items which exhibitors or registered members of the association sell wholesale in the normal conduct of business or
- Items which are produced by equipment used in the normal conduct of their business portions are to be of normal tasting size only
- Samples must be offered in such a manner as to avoid being handled by the public, e.g. they must be apportioned with toothpicks inserted.

**Mandatory requirements:**

- Items to be sampled must be directly related to the exhibitor's core business and served as bite-size pieces or maximum 50gm portions
- Non-alcoholic beverage (100ml or less)
- Liquor spirit (30ml or less)
- Wine and beer (50ml or less).

**Event organisers must provide to the Darwin Convention Centre at least 28 days prior to the commencement date of the exhibition:**

- Notification of the exhibitors who intend to sell, supply or sample liquor
- Provide copies of the Northern Territory or interstate wine or liquor licenses of these exhibitors
- Provide copies of the exhibitors Responsible Service of Alcohol (RSA) certificate for staff who will be providing samples or selling liquor

**During the exhibition:**

- A copy of the exhibitor's Liquor Permit must be displayed on the exhibitor's stand
- A copy of the exhibitor's RSA certificate must be displayed on the exhibitor's stand and the practices prescribed under RSA are complied with
- Any person serving alcoholic beverages must hold a current NT Responsible Service of Alcohol certificate that has been provided to Darwin Convention Centre Exhibitor Services.

\*RSA staff can be hired through the Darwin Convention Centre, please contact the events department for a quote.

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I hereby agree that if Darwin Convention Centre grants permission, I will indemnify and hold harmless the Darwin Convention Centre against any liability, loss, claim or expense arising in connection with any activities or work carried out by or on behalf of

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**(insert name of your company)**

including any activities or work authorized by the Darwin Convention Centre. I also agree that both my representatives and I will abide by the terms and conditions of the Darwin Convention Centre and any instruction issued by its officers or employees. I also agree to pay for any damages or charges that may subsequently arise from this permission being granted.

Signature of Authorised Company Officer:

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Name of Officer: *(please print clearly)*

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Date:

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Signature of Witness:

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Name of Witness: *(please print clearly)*

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Date:

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