

Catering Guidelines

Melbourne Showgrounds (MS) has the sole catering rights to all food and beverage products.

Catering Suppliers

Melbourne Showgrounds will work with you to ensure the appropriate catering service is delivered for your event. Hirers are not authorised to engage caterers directly. Melbourne Showgrounds has a wide range of catering options available to suit all event styles.

Sponsorship

Any sponsorship agreements which include Food & Beverage products must be approved by Melbourne Showgrounds prior to any agreements being made. Catering site fees may be payable to the venue for any sponsors selling food and beverage items.

For individual event approval and partnership opportunities please contact Melbourne Showgrounds.

Food & Beverage Sampling

The “Food Act 1984” and the “Liquor Control Reform Act 1998” apply to all events held at Melbourne Showgrounds.

No exhibitor shall distribute, sell or give away any item of food or drink to visitors without the prior, written approval of the Melbourne Showgrounds. Generally, MS will not object to the distribution by exhibitors of food items, used as a means of demonstrating any product manufactured or supplied by the exhibitor, forming part of an exhibition. However, the sale of such products is not permitted.

Please submit all applications for sampling to venue@rasv.com.au detailing the item/s, quantities, and relation to the core business.

Food Safety and Sampling

- Any exhibitor wishing to supply food samples must be registered on Streatrader. Create a Business Victoria account and lodge your details: <https://streatrader.health.vic.gov.au>
- The Victorian State Government food and liquor regulations require stands handling and serving food or beverage to have washing facilities on their exhibition stand. The basin must be accessible at all times, be equipped with soap and paper towels, and a bin provided for disposal of used paper towels
- If preparing food samples on-site you need to provide facilities to clean and sanitise food utensils and equipment like cutting boards etc. and for the disposal of waste water
- Food should be served to customers by a member of your staff and disposable gloves, tongs and utensils used to minimise direct handling of food.

- Protective barriers must be provided to minimise the likelihood of contamination by customers and ensure that any food on display is effectively supervised
- Tastings are to be served on clean plates with single serve toothpicks already in the individual food pieces
- Only display small amounts of food. Never allow customers to “double dip” or to touch food with their hands.
- High risk foods must be chilled, keep quantities to a minimum and throw out food that has been out of refrigeration for more than 4 hours.
- Samples must be given away free of cost; Sample portions must be of a tasting style and size only, no larger than 50ml for beverages;
- Such samples must be items that registered exhibitors wholesale in the normal conduct of their business or are produced by equipment used in the normal conduct of their business;

Alcoholic and Non-Alcoholic Beverage Tastings

- All sites intending to sample liquor (including wines, beer, aperitifs and liquors), must obtain a Limited Liquor Licence for the duration of the event. Visit the Victorian Commission for Gambling and Liquor Regulation (VCGLR) website at www.vcglr.vic.gov.au to apply. Late applications may not be accepted by the VCGLR.
- Possession of alcohol outside a licensed area is not permitted;
- Any member of staff distributing liquor for sampling must have completed a “Responsible Service of Alcohol” qualification and monitor how many samples they distribute to the same individual;
- Single-use (disposable) cups/glasses should be used and thrown away after use, they should be stored upside down and covered until required and be handled carefully to minimise the risk of contamination

Displaying Your Limited Liquor Licence

- All exhibition sites intending to sample liquor products must display their Limited Liquor Licence within their stand, visible to the general public. In addition, exhibitors must also display responsible service of alcohol signage available from the (VCGLR);
- Sites who have not obtained a Limited Liquor Licence will not be permitted to trade at the event;
- Representatives from VCGLR will conduct random checks throughout the event. Failure to comply may result in the loss of your Limited Liquor Licence, fines and closure of your stand or event.

Alcohol Consumption or Sales during Move In/ Move Out

As part of MS Occupational Health & Safety Policy, there is to be no sale or consumption of alcohol during move in and out periods of exhibitions. Exhibitors who have consumed alcohol are not permitted to remain onsite for move in and move out.

Major Event Liquor License Applications

All events with an expected patronage over 5,000 intending to serve alcoholic beverages must submit a Major Event Liquor Licence application. These applications must be made a minimum of 90 days and maximum of 120 days prior to your event. For further information regarding Major Event Liquor License applications and assessment of suitability for your event please contact your Event Manager.