

**A.** 31 Constitution Ave, Canberra ACT  
**T.** +61 2 6276 5200  
**E.** [nccc.sales@ihg.com](mailto:nccc.sales@ihg.com)  
[nccc.com.au](http://nccc.com.au)



## Food and beverage Sampling Request

NCCC has sole catering rights for the sales and/ or distribution of any article of food or drink consumption onsite. Use of any external food and beverage provision including sampling must be approved by both the event organizer and the NCCC in writing prior to the event, and external charges may be applicable. Clients without prior approval will be unable to provide food or beverage onsite.

The following guidelines apply for the distribution of sample servings of food and beverage;

- Alcohol sampling portions must be no more than 10ml for spirits and 30ml for wine, beer and cider.
- Samples must be offered free of charge.
- It is your responsibility to be fully self-sufficient in terms of storage and service equipment specific to your food and/ or beverage sampling.
- You will be charged for extra cleaning in case of spillage or for the removal of food or wet waste incurred at your stand.

As of 1st July 2021, the ACT commenced a ban on the sale and supply of selected single-use plastic products which includes single-use plastic cutlery, single-use plastic drink stirrers and expanded polystyrene takeaway containers. It is important that food vendors/vans (including those based outside of the ACT) adhere. Online resources are available with information on key details and prohibited and alternative items. For more information please refer to [Single-use plastics - City Services \(act.gov.au\)](http://Single-use plastics - City Services (act.gov.au))

**Please fill out the contact details and attached Food indemnity form below and return to;**  
**National Convention Centre Canberra**  
**31 Constitution Avenue, Canberra ACT 2601**  
**Email: [nccc.exhibitor@ihg.com](mailto:nccc.exhibitor@ihg.com)**

### Contact details

Exhibition/Conference Name: \_\_\_\_\_  
Event Date: \_\_\_\_\_ Stand Number: \_\_\_\_\_  
Contact Name on Day: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ ABN: \_\_\_\_\_  
Email: \_\_\_\_\_

Our Exhibitor Services team will respond via email to advise if this request has been approved and to notify of any applicable charges.



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## Food brought into the convention centre by customers - indemnity form

To: The Intercontinental Hotels Group - NCCC

From: \_\_\_\_\_ (Customer)

I confirm that I shall be bringing \_\_\_\_\_ (type of food and/or drink) into \_\_\_\_\_

National Convention Centre Canberra On \_\_\_\_\_ for the \_\_\_\_\_ ("Function")

My guests will then be able to consume the food.

In consideration of your making this facility available to me, I hereby undertake to you that I will on your behalf and on behalf of all my guests and those for whom I am responsible:

- Ensure that all applicable licensing laws are complied with and, in particular, but without limitation, ensure that no sales of liquor are made on the Premises
- Observe and comply with all legal requirements relating to food and its preparation, hygiene and safety, together with any other requirements affecting catering premises and/or premises for the preparation of food (whether statutory or otherwise)
- Indemnify you from and against all claims, losses, liabilities, damages, costs, charges, fines, penalties and expenses suffered by or incurred by you, as a result of, or consequent upon
  - death of or injury to persons, or loss of or damage to property resulting from the function, and;
  - my failure to comply or procure compliance with any of the above undertakings, and;
- Ensure that I have valid Public/Third Party insurance cover with reputable insurers in an amount of at least one million pounds (or local equivalent) to meet all and any legal liabilities that I may incur to you or to third parties by reason of providing catering services in connection with the Function and I will on your request produce a copy of such Policy and evidence to show that it is in full force and effect.

Signed: \_\_\_\_\_ Signed by Company: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

