



CAIRNS
CONVENTION
CENTRE
PASSION IS IN OUR NATURE

EXHIBITOR PLANNING & SERVICES GUIDE

2022



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ABOUT THE BUILDING

CONTACT DETAILS

Cairns Convention Centre
Cnr Wharf & Sheridan Streets,
CAIRNS QLD 4870 AUSTRALIA

PO Box 8084
CAIRNS QLD 4870 AUSTRALIA

T: +61 7 4042 4200

E: events@cairnsconvention.com.au

W: www.cairnsconvention.com.au

ACCESS

Room	Dimensions	Capacity
Auditorium	5m wide / 4.2m high	
Arena	8m wide / 4.1m high	
Mezzanine Lift (Lift 4&5)	2m deep / 1.75 wide / 2m high	Capacity 1564 kgs
Loading Dock	5.8m wide x 4.2m high (32m long)	

LOADING DOCK

For freight delivery and exhibition builds access is to and from the loading dock is via ramps and is on the flat. Please note that all vehicles are required to unload and move into the car park or on street parking.

For oversized items, exhibitors must advise Event Planner a minimum of four (4) weeks prior to the event to coordinate access via the loading dock.

PARKING

Cairns Convention Centre has a car park underneath the Centre. Access to the Centre's car park is via Sheridan Street. The car park is open to the public when not being used exclusively for events. It is operated by way of a ticket operated boom gate, with a per exit fee of \$7.00.

Hours of Operation

Non-Event Days Monday to Friday: 7am to 6pm (Excluding public holidays)

Event Days Carpark will be open for patrons during events

Parking Rates (GST inc.) Per Same Day Exit \$7.00

Vehicles not to be left over night
Lost Ticket \$30.00
24hr Period \$30.00

Conditions of Entry

Please read the following conditions of entry of Carpark before proceeding to park your vehicle. You accept these conditions by entering the carpark.

1. Vehicles parked at sole risk of owner/customer.
2. Out liability for loss or damage to vehicle, accessories, attachments, and contents or for injuries or death suffered by any person is excluded for liability that we cannot exclude because of law.
3. Vehicles must not be left overnight. We may move or drive a vehicle at your own expense, if at our discretion, the vehicle is parked in the wrong place, causes an obstruction, constitutes a safety hazard or nuisance or an emergency occurs.
4. Owner/customer shall indemnify us from and against any loss or damage arising directly or indirectly from use of the carpark by the customer.
5. We can in our absolute discretion, ask you to leave the carpark.

In these conditions: "we/us/our" means ASM Global (Cairns) Pty Ltd as agent for the Queensland State Government.

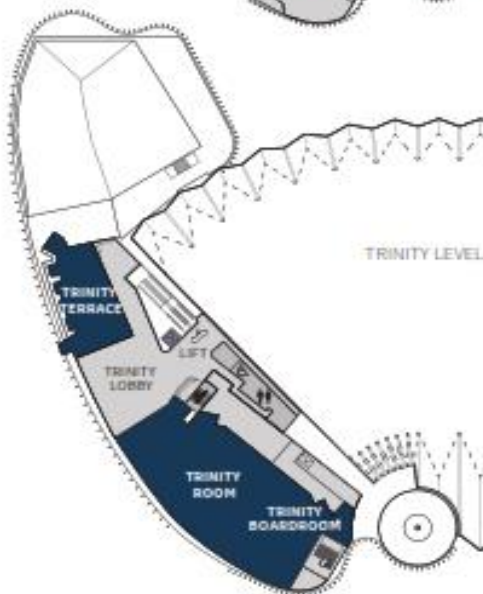
PLAN OF THE CENTRE



GROUND LEVEL



MEZZANINE LEVEL



TRINITY LEVEL

LEGEND	
	W/F AMENITY
	ACCESSIBLE AMENITY W/ HOIST
	ACCESSIBLE AMENITY
	INFANTS ROOM
	ESCALATOR

EXHIBITORS & BOOTHS

CEILING HEIGHTS

Ceiling heights vary throughout the Centre's exhibition areas. If any part of the booth/display exceeds 3 metres, please contact the Events Department at events@cairnsconvention.com.au to ensure the ceiling height is adequate.

EGRESS & PUBLIC AISLE WAYS

All trade floor plans are approved in accordance with the Queensland Fire Service Act. As such, exhibitors are not permitted at any time to obstruct or allow the obstruction of any aisles and emergency exits, emergency lighting, fire extinguishing equipment and fire alarms, nor suspend or allow any items to be suspended from them. Any encroachment into public aisle ways from an assigned booth area is strictly prohibited.

FLOOR LOADING

Throughout the building there are restrictions on weights. All dimensions, weights and details of heavy equipment to be displayed are to be advised in writing to the Event Department for approval by the Facilities Manager.

ELECTRICAL EQUIPMENT

All portable electrical equipment used by contractors/exhibitors must comply with current Workplace Health and Safety Regulations and Advisory Standards. Centre Management, in line with these regulations and standards, reserves the right to refuse any equipment used by contractors/exhibitors or clients. Points to note:

- Electrical equipment and leads must have a current test and tag
or
- Be connected to a tested and tagged Type II RCD (Residual Current Device) Australian Standard compliant.
- Damaged / faulty equipment will not be permitted to be used in the Centre.
- Frayed electrical cables and leads will not be permitted to be used at the Centre.
- Use of double adaptors is not permitted.

FIRE RETARDANT DISPLAY MATERIAL

All flammable display materials (e.g., hay bales, signage etc) used in a booth or display must be made of flame retardant materials or treated for fire retardation.

NAKED FLAME / CANDLES / OIL BURNERS

The Cairns Convention Centre does not allow naked flame or burners in the venue.

DISPLAY VEHICLES / MACHINERY

All vehicle and Machinery displays within the Centre must seek approval from Centre Management.

Please contact the Event Services Department on events@cairnsconvention.com.au

- For reasons of safety:
 - No cleaning of vehicles is to be done onsite e.g., polishing or tyre shining;
 - Fuel tanks are to be locked and sealed with a fuel cap;
 - Fuel should be kept at a minimum and not exceed one third of the tank.
- All vehicle displays on terrazzo areas must be protected e.g., carpet tiles under all tyres.
- Drip trays must be used with all vehicle displays, exhibitor to supply.
- A spare set of keys for each vehicle must be left with the Centre at all times

YOU WILL NEED APPROVAL FOR:

- Animals
- Motor vehicles
- Heavy equipment that is load bearing
- Cooking
- Bringing in food and beverage
- Food and beverage sampling
- Trade promotion lottery
- Pyrotechnics
- LPG Gas cylinders
- Liquids / fuels

CLEANING

Cleaning of all exhibition sites and stands is the responsibility of the exhibitor. The Cairns Convention Centre can provide a cleaning service that includes vacuuming, mopping and dusting. See 'Order form' for pricing and booking.

RIGGING & BANNERS

As ceiling heights vary in the Auditorium and Arena from 10 metres to 18 metres, all rigging must be performed by qualified and licensed riggers. Rigging will only be provided and performed with written prior notice. The Centre has inhouse riggers who will be happy to provide a quotation for this service.

WASTE & WATER

Only certain floor pits have access to water and waste. These services are strictly only provided with prior notice. Charges will apply, please consult with your booth builder.

ENVIRONMENTAL SUSTAINABILITY

When hosting your event in Tropical North Queensland we ask you to consider our beautiful natural environment with two world heritage listed sites at our door. The Great Barrier Reef and Wet Tropics Rainforest are home millions of unique ecosystems and it is important to preserve the environment around them and reduce unnecessary waste.

Cairns Convention Centre encourages exhibitors to think sustainably about the products that you bring into the exhibition and how they impact our unique environment.

We encourage you to use recyclable materials where possible and reduce the number of materials that you bring and please note the following:

- Foam and Plastic wrap – we have no facilities in Cairns for recycling these products so encourage you not to bring or to take back with you.
- Please let us know if you have displays that you do not wish to take back with you and instead of going to landfill, we will look to re-purpose or donate.
- There will be charges for excessive rubbish.
- Please make an effort to sort your waste into the labelled bins provided.
- Bring a refillable water bottle with you.

Thank you for working with us to protect our natural environment.



WORKPLACE HEALTH & SAFETY

HIGH VISIBILITY VESTS / SAFETY VESTS

It is a mandatory requirement that all venue staff, contractors, exhibitors and organiser staff wear high visibility shirts or vests meeting AS/NZS 4602 to minimise risks associated with plant and vehicle movement within the Centre and its loading docks during bump in and bump out of events.

High visibility clothing must be worn at all times during bump in and out. Anyone not wearing high visibility shirts/clothing will be asked to leave the room and will not be permitted in bump in/out areas or the loading dock until such time as they are wearing the correct clothing.

High visibility vests are available for purchase at a cost of \$12.00 per vest. Vests can be pre-ordered via the [Exhibitor Equipment Order Form](#) attached or purchased during bump in/out at the Centre.

Please contact the event department for further information on events@cairnsconvention.com.au.

FOOTWEAR

Appropriate footwear must be worn at all times during bump in and bump out of events. No open-toe footwear i.e., sandals, thongs and the like are permitted during these times.

CHILDREN ON SITE DURING BUMP IN & BUMP OUT

Any person under the age of 15 years is not permitted in any exhibition area loading dock during bump in and bump out times.

REPORTING ALL INCIDENTS

During your time on site any incidents such as injury, damage to property and equipment must be immediately reported to a CCC staff member.

EMERGENCY EVACUATION PROCEDURES

ALARM SYSTEM

The Alarm System at the Cairns Convention Centre emits two types of signals:

ALERT SIGNAL

- This is an intermittent tone (beep sound) which will be audible throughout the building and indicating that an alarm has been activated. All staff to be on stand-by and clients should advise their guests to remain where seated until notified by an announcement or by the evacuation alarm.
- The following announcement will be made *“Your attention please – our early warning alarm system has been activated. The source is currently being investigated. We will advise you further. Thank you”*.
- Upon discovering that the alarm was a false alarm and evacuation is not required a further announcement will be made *“Your attention please. The source of our early warning alarm has been located, rectified and cleared. No further action is required. Thank you”*.
- Please note that when an alert signal is activated the air-conditioning in the building will cease to function and some extraction fans may be activated. Once the alarm system has been cleared, previous settings for air-conditioning will be restored.
- Please note that control of the PA will be over-riden by the Early Warning System PA. This function will be restored once all systems have been cleared and re-set.

EVACUATION SIGNAL

- This alarm is a loud, undulating intermittent (whoop) tone indicating that the premises are to be evacuated by patrons, performers and Centre staff.
- Upon hearing this alarm, all patrons are to make their way to the nearest exit and are to exit the building in an orderly manner.
- Centre ushers and staff will assist in directing patrons to the nearest exit. Once all patrons have left the premises staff will leave via the closest exit.
- Patrons and staff are to proceed to the assembly area.
- Should the area be plunged into darkness the ushers and ticket collectors are to stand beside the exits, crack their clyume sticks and hold these in the air so that patrons can see where the closest exits are.
- Elderly and disabled patrons are to exit with the assistance of Centre staff.
- Once areas have been evacuated all doors to be closed as staff exit the building.

PLANNING YOUR FREIGHT & DELIVERIES

DELIVERIES

Please advise your courier that deliveries can only be made during regular business hours (Monday – Friday, 09:00 – 17:00). Should deliveries and pickups be required outside these hours, arrangements can only be made with prior notice. Please advise the event department on events@cairnsconvention.com.au.

The loading dock is located along the Sheridan Street side of the building and access is via security gates which all have intercoms.

HANDLING EQUIPMENT

Please advise the Centre if any of your deliveries (via couriers or other transport) will require the use of a forklift. Applicable charges may apply.

If you require any specific storage (i.e., cold/hazardous material) please note on the [Freight Forwarding Notification form](#).

FREIGHT STORAGE

The Centre is happy to provide storage of freight up to two weeks prior to the event and only 72 hours after your event.

Where possible and dependant on the size, this is provided on a complimentary basis.

Please complete the [Freight Forwarding Notification form](#) and attach the included [label](#) completed to each item.

FREIGHT COLLECTIONS / RETURNS

Where possible it is recommended that you make arrangements for goods to be collected at the conclusion of the event.

It is the responsibility of the exhibitor to make all arrangements and contact with your courier company and that all paperwork is completed by the exhibitor.

Our staff internal 'Outgoing Freight' Document will be delivered to your stand on the day of bump out. Please complete this and leave it with your sealed and labelled items for collection by your courier.

Please note the Centre cannot sign any consignment notes on your behalf including the dangerous goods declaration.

Courier companies **will not** collect goods unless there is a completed and **signed consignment note** attached to your freight. **Our Centre Staff can't sign any consignment notes on your behalf.**

The Cairns Convention Centre accepts no responsibility for freight left without completed consignment notes or incorrectly completed consignment notes. Freight that has not been collected within 14 days will be disposed of.

YOUR CHECKLIST before you leave the Centre – have you:

- Labelled your freight correctly (return address, contact name, phone number, item numbers, i.e., 1 of 5)
- Attached your con-note/s & signed your Declaration of Dangerous Goods supplied by your courier
- Contacted your freight company to collect your goods
- Completed the Cairns Convention Centre 'Outgoing Freight' document (green form) and left it with your goods for collection.

ON SITE DELIVERY

Please note the Centre provides delivery of received goods to your booth. This service is provided on a complimentary basis.

This applies only to goods not requiring a forklift or specialized lifting equipment.

Notice of storage requirements is preferred and can be included in your [Freight Forwarding Notification form](#).

ABOUT CATERING

FOOD & BEVERAGE POLICY

The Cairns Convention Centre is ISO 22000 and complies with all mandatory food safety standards as detailed in Food Standards Code of FSANZ (Food Standards Australia and New Zealand).

The Cairns Convention Centre has exclusive rights for the sale and distribution of all food and beverage. No exhibitor or person shall distribute, sell or give away any item of food or drink to visitors without the prior written approval of the Cairns Convention Centre. Generally Cairns Convention Centre management will not object to the distribution of food or beverage used as a means of demonstrating any product by an exhibitor forming part of an exhibition. Sale of food and beverage products is not permitted.

As a rule, guidelines for the distribution of sample food or beverages are as follows:

- All exhibitors wishing to distribute food or beverage must hold the appropriate permit from the Cairns Regional Council and or Liquor Licensing.
- Food licences must comply with the Cairns Convention Centre Food Safety Program.
- Liquor licences must be in line with the Liquor Act 1992.
- Samples must be given away free of cost.
- Sample portions must be of tasting style and size only (30ml).
- Sneeze guards are required for finished food sample items.
- Eating and drinking utensils must be disposable (i.e., disposable plates, wine taste cups, cutlery) and must not be re-used.
- Promotional food and drink samples to be given away must be protected from contamination with plastic covers and any condiments offered should be portion control – one use only.
- Cooking or food sample preparation and any equipment to be used on the premises must have written approval of the Cairns Convention Centre 10 business days prior to the event. Please note some equipment is available for hire from the Centre.

Written applications for third-party catering, food & beverage sampling or food preparation & cooking need to be made using the applicable application form below.

- [Third-Party Catering Application](#)
- [Food & Beverage Sampling Application](#)
- [Food Preparation & Cooking Application](#)

All applications must include copies of the appropriate permits and licences. Completed applications must be return to events@cairnsconvention.com.au no later than 10 days prior to the bump in of the event.

STAND CATERING

For any instances where the above guidelines are not able to be met, or if exhibitors would like to have snacks and confectionery available for delegates at your stand, the Centre is able to provide for you.

Please complete the attached [Exhibitor Snacks & Confectionery form](#) and return to the Events Department on events@cairnsconvention.com.au no later than 10 days prior to the bump in of the event.

RESPONSIBLE SERVICE OF ALCOHOL (RSA)

All alcohol services at the Cairns Convention Centre will be in strict compliance with the Centre's alcohol policy which is in line with Queensland liquor licensing laws.

Exhibitor Order & Payment Form

Mandatory: This form must be received by the Cairns Convention Centre with payment two (2) weeks prior to the commencement of the Event/Exhibition. **Please complete and return this form with your order to the Cairns Convention Centre Event Services Department.**

Location Address:

Cairns Convention Centre
Cnr Wharf & Sheridan Street
Cairns Qld 4870
Australia

Mail Box Postal Address:

Cairns Convention Centre
PO Box 8084
Cairns Qld 4870
Australia

P: +61 7 4042 4200

E: events@cairnsconvention.com.au

EVENT DETAILS

Event Name:

Date(s):

To

EXHIBITOR / COMPANY DETAILS

Stand Name:

Stand #:

Company:

Address:

Contact Name:

Email:

Telephone:

Mobile:

CHARGE SUMMARY DETAILS

ITEMS	DESCRIPTION (If Applicable)	AMOUNT
Audio Visual Equipment		\$
Banners		\$
Business Support Services		\$
Cleaning		\$
Communications		\$
Computer Equipment		\$
Catering – Food		\$
Catering – Beverages		\$
Handling Equipment		\$
High Visibility Vest		\$
Water & Waste		\$
Other		\$

CREDIT CARD DETAILS

PLEASE NOTE: The following credit card charges are applicable. We do not accept Diners Club.

Mastercard 1.5%

American Express 1.65%

Visa 1.5%

Card Holders Name: _____

Card Number: _____

Expiry Date: _____

Amount to be debited: \$ _____

Card Holders Signature: _____

Conditions:

- This form must be received by the Cairns Convention Centre with payment two (2) weeks prior to the commencement of the Event/Exhibition. All orders will be processed once payment and forms have been received. A Tax Invoice will be supplied once payment has been received.

Should you have any questions regarding payment please call the Cairns Convention Centre Finance Department on +61 7 4042 4200 (option 3) during business hours or alternatively after hours, during events our Duty Manager may be available on 0474 420 956.

VENUE USE ONLY

Reviewed By:		Signature:	
Comments:		Date:	

Exhibitor Snacks & Confectionery Order Form

Mandatory: This form must be received by the Cairns Convention Centre with payment two (2) weeks prior to the commencement of the Event/Exhibition. **Please complete and return this form to the Cairns Convention Centre Event Services Department.**

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P: +61 7 4042 4200

E: events@cairnsconvention.com.au

EVENT DETAILS

Event Name:	
Date(s):	To

EXHIBITOR / COMPANY DETAILS

Stand Name:	Stand #:
Company:	
Address:	
Contact Name:	
Email:	
Telephone:	Mobile:

Snacks

ITEMS	UNIT	MIN ORDER	TOTAL	PRICE	QTY	AMOUNT
Fruit Bowl (Apple, Banana, Pear, Mandarin)	1	1 Unit	20 pcs	\$20.00		\$
Red Rock Deli Selection (4 Flavour)	10x28g	6 unit	60 Packet	\$60.00		\$
JC Pop Fiction Cheddar	13g	30 Unit	-	\$30.00		\$
JC Pop Fiction Sea Salt	13g	30 Unit	-	\$30.00		\$
Crispy Fruit Freeze Dried Apple or Strawberry	10g	12 Unit	-	\$24.00		\$
Crispy Fruit Freeze Dried Strawberry	10g	12 Unit	-	\$24.00		\$
JC's Rosemary & Garlic Chickpea Mix	35g	18 Unit	-	\$50.00		\$
JC's Healthy Mix	45g	18 Unit	-	\$54.00		\$
JC's Energy Mix	45g	18 Unit	-	\$54.00		\$
Carman's Salted Caramel & Coconut Bliss Balls	80g/8pcs	8 Unit	64 pcs	\$44.00		\$
TOTAL						\$

Confectionery						
ITEMS	UNIT	MIN ORDER	TOTAL	PRICE	QTY	AMOUNT
Allen's Minties	1kg	1 Unit	320+ pcs	\$22.00		\$
Allen's Milko Sticks	0.800kg	1 Unit	80+ pcs	\$22.00		\$
Allen's Sherbies	0.850kg	1 Unit	110+ pcs	\$22.00		\$
Allen's Mixed Chews	0.830kg	1 Unit	-	\$22.00		\$
Mentos Pillow Pack Spearmint	0.540kg	1 Unit	200 pcs	\$15.00		\$
Mentos Pillow Pack Peppermint	0.540kg	1 Unit	200 pcs	\$15.00		\$
Mentos Pillow Pack Fruit	0.540kg	1 Unit	200 pcs	\$15.00		\$
Kit Kat Mini	17g	72 Unit	72 pcs	\$32.00		\$
Kinder Bueno Mini	108g/20pcs	12 Unit	120 pcs	\$78.00		\$
Bounty Fun Size	164g/16pcs	12 Unit	192 pcs	\$102.00		\$
Dairy Milk Sharepack	144g/12pcs	14 Unit	168 pcs	\$112.00		\$
Toblerone Mini Pouch	120g/15pcs	8 Unit	120 pcs	\$70.00		\$
Celebration	320g/40pcs	6 Unit	240 pcs	\$99.00		\$
Ferrero Rocher	200g/16pcs	5 Unit	80 pcs	\$100.00		\$
Lindt Assorted Bag	125g/12pcs	8 Unit	96 pcs	\$96.00		\$
TOTAL						\$

CREDIT CARD DETAILS

PLEASE NOTE: The following credit card charges are applicable. We do not accept Diners Club.

Mastercard 1.5%

American Express 1.65%

Visa 1.5%

Card Holders Name: _____

Card Number: _____

Expiry Date: _____

Amount to be debited: \$ _____

Card Holders Signature: _____

Conditions:

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Should you have any questions regarding payment please call the Cairns Convention Centre Finance Department on +61 7 4042 4200 (option 3) during business hours or alternatively after hours, during events our Duty Manager may be available on 0474 420 956.

VENUE USE ONLY

Reviewed By:		Signature:	
Comments:		Date:	



Exhibitor Equipment Order Form

Mandatory: This form must be received by the Cairns Convention Centre with payment two (2) weeks prior to the commencement of the Event/Exhibition. **Please complete and return this form to the Cairns Convention Centre Event Services Department.**

Location Address:

Cairns Convention Centre
Cnr Wharf & Sheridan Street
Cairns Qld 4870
Australia

Mail Box Postal Address:

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PO Box 8084
Cairns Qld 4870
Australia

P: +61 7 4042 4200

E: events@cairnsconvention.com.au

EVENT DETAILS

Event Name:	
Date(s):	To

EXHIBITOR / COMPANY DETAILS

Stand Name:	Stand #:
Company:	
Address:	
Contact Name:	
Email:	
Telephone:	Mobile:

Audio Visual

ITEMS	4-7 DAYS	PER DAY	QTY	AMOUNT
42 Inch LCD Flat Screen	\$352.00	\$88.00		\$
50 Inch LCD Flat Screen (inc. 2m stand)	\$792.00	\$198.00		\$
65 Inch LCD Flat Screen	\$1,060.00	\$265.00		\$
70 Inch LCD Flat Screen	\$1,320.00	\$330.00		\$
LCD Stand: Tabletop	FOC	FOC		\$
LCD Stand: Trolley Stand (1m-1.5m)	\$66.00	\$16.50		\$
LCD Stand: J Brackets	\$88.00	\$22.00		\$
LCD Stand: Baseplate & Truss (2m)	\$220.00	\$55.00		\$
TOTAL				\$

Communications

ITEMS	\$ PER DAY	# DAYS	AMOUNT
Cabled Internet - Single Line 50mbps	\$75.00		\$
Wireless 100mbps	\$100.00		\$
Wireless 200mbps	\$200.00		\$
Wireless 300mbps	\$300.00		\$
Wireless 400mbps	\$400.00		\$
Wireless 500mbps	\$500.00		\$
TOTAL			\$



IT Equipment			
ITEMS	\$ PER DAY	QTY	AMOUNT
Desktop PC - Min 4GB Ram 250GB HDD, Keyboard, Mouse, 24 Inch LCD & All Cabling	\$110.00		\$
Notebook	POA		\$
24 Inch LCD (Flat Screen)	\$44.00		\$
Laser Printer - Black & White (Including First Cartridge) Paper on Consumption	\$200.00		\$
16 Port Switch	\$22.00		\$
Labour Charge - for Set Up & Installation (if applicable) Per Hour	\$120.00		\$
TOTAL			\$

Other			
ITEMS	\$ PER DAY	QTY	AMOUNT
Hi Vis Vest	\$12.00		\$
Forklift Hire (Per Hour) Including Driver	\$143.00		\$
Forklift Hire (Per Day) No Driver	\$540.00		\$
Water & Waste	POA		\$
Administration - Printing	POA		\$
Booth Cleaning (Per Sq Metre) Per Day	\$8.00		\$
TOTAL			\$

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Mastercard 1.5%

American Express 1.65%

Visa 1.5%

Card Holders Name: _____

Card Number: _____

Expiry Date: _____

Amount to be debited: \$ _____

Card Holders Signature: _____

Conditions:

- This form must be received by the Cairns Convention Centre with payment two (2) weeks prior to the commencement of the Event/Exhibition. All orders will be processed once payment and forms have been received. A Tax Invoice will be supplied once payment has been received.

Should you have any questions regarding payment please call the Cairns Convention Centre Finance Department on +61 7 4042 4200 (option 3) during business hours or alternatively after hours, during events our Duty Manager may be available on 0474 420 956.

VENUE USE ONLY

Reviewed By:		Signature:	
Comments:		Date:	

Third-Party Catering Application

All third-party catering within the Centre must seek approval from Centre Management **no later than 10 days prior** to the bump in of the event. **Please return this form to the Event Department:**

Cairns Convention Centre
PO Box 8084
Cairns Qld 4870
Australia

P: +61 7 4042 4200

E: events@cairnsconvention.com.au

EVENT DETAILS

Name:	
Date(s):	To

EXHIBITOR DETAILS

Stand Name:	Stand #:
Company:	
Contact Name:	
Email:	
Telephone:	

PURPOSE & SCOPE OF CATERING

[applies for relevant food/beverage sampling & third-party catering requests]

Back of House Catering
[artists and crew only]:

Temporary Food Stall
[food truck, pop up etc.]:

Business Meeting/Event
[attendees only]:

Mandatory Requirements:

- The FOOD ACT 2006 food safety regulations that cover all distribution of food & beverage products, apply to all events held at Cairns Convention Centre.
- Third-Party catering providers must provide proof of a current food business licence under the Cairns Regional Council & appropriate insurance.
- Pop-Ups & food trucks are required to register for a [Cairns Regional Council Temporary Food Business Licence](#) which must be provided with your Cairns Convention Centre application. Please visit the Cairns Regional Council website for further information.
- Food safety standards must be adhered to, including hygiene, temperature control, cleaning & sanitation.
- For on-site cooking not using the Cairns Convention Centre facilities, an Application for Food Preparation/Cooking must also be submitted with this application.



- Details of the ingredients in food & beverage products shall be available including the presence of any allergens.
- All persons preparing or serving food must be competent in food handling and food safety practices.
- All persons serving alcohol samples must hold a current Responsible Service of Alcohol (RSA), a copy of which must be supplied to the event organiser and Cairns Convention Centre prior to tenancy.
- Mandatory RSA signage shall be clearly displayed at each location / stand serving alcohol.
- It is the responsibility of all persons conducting a business or undertaking (PCBU) and their staff to ensure that Workplace Health and Safety (WHS) legislation and safe work practices are followed to ensure, as far as reasonably practicable, the health and safety of all persons that may be affected by the activity.

Permit Agreement

[to be completed by the person responsible for the work to be performed]

This activity has not been authorised to occur at the Cairns Convention Centre until written confirmation of its approval is provided by the Cairns Convention Centre, and in such circumstance, the Cairns Convention Centre makes no representation, warranty or guarantee about the safety or legality of the activity or the completeness or accuracy of the information provided within this form, which is at all times the sole responsibility of the person listed in the Contact Details.

The Cairns Convention Centre undertakes regular compliance checks, and you may be required to provide evidence in relation to those requirements. If at any time, an activity or operation is considered by the Cairns Convention Centre to be non-compliant with any legal or regulatory obligation, inconsistent with the information provided on this form, unsafe or placing persons, the venue or the environment at risk, the Cairns Convention Centre representative’s reserve the right to postpone or cancel the activity in its sole discretion until it is completely satisfied that its concerns are addressed and any issues are rectified.

Any approval by the Cairns Convention Centre for this activity to occur does not give rise to an acceptance of any liability, loss, or damage caused by the activity.

Full Name: _____

Signature: _____

Date: _____

VENUE USE ONLY

Authorization:	Culinary Services	Event Services	Facilities Management
Permit Issued By:		N/A	N/A
Reviewed By:			
Comments:			
Signature:			
Date:			

PERMIT NUMBER:

Food & Beverage Sampling Application

All third-party catering within the Centre must seek approval from Centre Management **no later than 10 days prior** to the bump in of the event. **Please return this form to the Event Department:**

Cairns Convention Centre
PO Box 8084
Cairns Qld 4870
Australia

P: +61 7 4042 4200

E: events@cairnsconvention.com.au

EVENT DETAILS

Event Name:

Date(s):

To

EXHIBITOR DETAILS

Stand Name:

Stand #:

Company:

Contact Name:

Email:

Telephone:

PURPOSE & SCOPE OF SAMPLING

[applies for relevant food/beverage sampling & third-party catering requests]

Food or beverage items for sampling:

Reason for sampling & relevance to your business:

Quantity of items for distribution per day:

Samples sizes of items for distribution:

Is cooking required for any items for sampling?

YES

NO

If YES, please complete a Food Preparation/Cooking Request Application.

Mandatory Requirements:

- Items to be sampled must be directly related to the exhibitor's core business & served as bite-size pieces or in maximum 50g portions.
- Beverage portions are limited to:
 - non-alcoholic beverage (100ml or less)
 - liquor spirit (20ml or less)
 - wine & beer (50ml or less).

- All persons serving alcohol samples must hold a current Responsible Service of Alcohol (RSA), a copy of which must be supplied to the event organiser & Cairns Convention Centre prior to tenancy.
- Mandatory RSA signage shall be clearly displayed at each location / stand serving alcohol.
- Food safety standards must be adhered to, including hygiene, temperature control, cleaning, & sanitation.
- Details of the ingredients in food & beverage products shall be available including the presence of any allergens.
- The FOOD ACT 2006 food safety regulations that cover all distribution of food & beverage products, apply to all events held at Cairns Convention Centre
- Businesses are required to register for a [Cairns Regional Council Temporary Food Business Licence](#) which must be provided with your Cairns Convention Centre application. Please visit the Cairns Regional Council website for further information.
- It is the responsibility of all persons conducting a business or undertaking (PCBU) & their staff to ensure that Workplace Health & Safety (WHS) legislation & safe work practices are followed to ensure, as far as reasonably practicable, the health & safety of all persons that may be affected by the activity.

Permit Agreement

[to be completed by the person responsible for the work to be performed]

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Full Name: _____

Signature: _____

Date: _____

VENUE USE ONLY

Authorization:	Culinary Services	Event Services
Permit Issued By:		N/A
Reviewed By:		
Comments:		
Signature:		
Date:		

PERMIT NUMBER:

Food Preparation & Cooking Application

All third-party catering within the Centre must seek approval from Centre Management **no later than 10 days prior** to the bump in of the event. **Please return this form to the Event Department:**

Cairns Convention Centre
PO Box 8084
Cairns Qld 4870
Australia

P: +61 7 4042 4200

E: events@cairnsconvention.com.au

EVENT DETAILS

Name:	
Date(s):	To

EXHIBITOR DETAILS

Stand Name:	Stand #:
Company:	
Contact Name:	
Email:	
Telephone:	

PURPOSE & SCOPE OF CATERING

[applies for relevant food/beverage sampling & third-party catering requests]

Why is food preparation/cooking an integral part of food/beverage sampling?	
What items will be prepared for food/beverage sampling?	
What method of cooking will be used? LPG or electric?	

Mandatory Requirements:

- Food safety standards must be adhered to, including hygiene, temperature control, cleaning & sanitation.
- It is the responsibility of all persons conducting a business or undertaking (PCBU) & their staff to ensure that Workplace Health & Safety (WHS) legislation & safe work practices are followed to ensure, as far as reasonably practicable, the health & safety of all persons that may be affected by the activity.
- No food preparation equipment, including hot surfaces, shall be left unattended when in use.
- Signage advising persons of a hot surface must be displayed adjacent to any cooking surface.
- All sharp implements shall be always kept out of reach of attendees.
- Naked flames & hot surfaces must be located so that they are clear of all flammable surfaces & cannot be knocked over or reached by event participants or attendees.
- Electrical equipment must be tested & tagged as per AS/NZS 3760 & maintained in good working order.



- Where cooking requires gas, canisters, coals, or other hazardous substances, prior approval from the Operations Director is required.
- If the cooking process involves large amounts of smoke, please supply further information.
- Equipment must be disconnected from its fuel source at the end of each day and the fuel source must be stored in a location and method approved by the Cairns Convention Centre overnight.
- Equipment must be emptied of fuels & liquids before being moved around the site. The Client/Event Organiser is responsible for arranging the removal of used cooking fuels.
- No fats or oils are permitted to be poured into the venue's drainage system.
- All items used in cooking with fats or oils must be disposable or washed off-site.

Permit Agreement

[to be completed by the person responsible for the work to be performed]

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Full Name: _____

Signature: _____

Date: _____

VENUE USE ONLY

Authorization:	Culinary Services	Event Services	Facilities Management
Permit Issued By:		N/A	N/A
Reviewed By:			
Comments:			
Signature:			
Date:			

PERMIT NUMBER:

Freight Forwarding Notification

Mandatory: It is essential that exhibitors and freight forwarding requirements are notified to the Centre two (2) weeks prior to the event. **Please complete and return this form to the Cairns Convention Centre Events Department.**

Location Address:

Cairns Convention Centre
Cnr Wharf & Sheridan Street
Cairns Qld 4870
Australia

Mail Box Postal Address:

Cairns Convention Centre
PO Box 8084
Cairns Qld 4870
Australia

P: +61 7 4042 4200

E: events@cairnsconvention.com.au

EVENT DETAILS

Event Name:	
Date(s):	To

EXHIBITOR / COMPANY DETAILS

Stand Name:	Stand #:
Company:	
Contact Name:	
Email:	
Telephone:	Mobile:

FREIGHT SENDER'S DETAILS

Company:	
Contact Name:	
Email:	
Telephone:	Mobile:

FREIGHT COMPANY DETAILS

Freight Company:	
Telephone:	
Consignment Number:	
Estimated Delivery Date:	

ON SITE RECIPIENT CONTACT DETAILS

Contact Name:	
Email:	Mobile:

DESCRIPTION OF FREIGHT			
Goods are:			
Special Instructions: [please detail e.g., hazardous materials, requires refrigeration etc.]			
Approx. cubic measurements:		H:	W: L: D:
Is a forklift required to move?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
ITEMS	TOTAL QUANTITY	DESCRIPTION (If Applicable)	
Banners			
Boxes			
Pallets			
Other [Description Required]			

Conditions:

- It is essential that exhibitors and freight forwarding requirements are notified to the Centre two (2) weeks prior to the event.
- The Cairns Convention Centre does not accept responsibility for the safety of any items delivered or dispatched to the site in the absence of the Exhibitor, his Agent or Contractor.
- Deliveries can only be accepted Monday to Friday 9:00am to 5:00pm. For deliveries outside these hours, please contact the Event Planner as labour charges may apply.
- Exhibitors should ensure airway bill numbers/consignment numbers are carried with them at all times. This enables goods and equipment to be readily traced at customs and freight forwarding companies.
- All goods must be removed/dispatched within 72 hours of conclusion of the event. The Centre reserves the right to dispose of any goods after fourteen (14) days.
- **All material dispatched to the Cairns Convention Centre must be clearly marked with the following information as a minimum. Detailed and preferred address label attached for your convenience.**
 - **Event Name**
 - **Company Name**
 - **Stand Number**
 - **Event Dates**
 - **Company Contact Person on Site**
 - **(or Room Name)**

Should you have any questions regarding freight please call the Cairns Convention Centre Events Department on +61 7 40424200 (option 2) during business hours or alternatively after hours, during events our Duty Manager may be available on 0474 420 956.

VENUE USE ONLY

Reviewed By:		Signature:	
Comments:		Date:	

TO: CAIRNS CONVENTION CENTRE

Corner of Wharf & Sheridan Streets
CAIRNS QLD 4870
AUSTRALIA



**CAIRNS
CONVENTION
CENTRE**
PASSION IS IN OUR NATURE

EVENT NAME:			
EVENT DATE/S:			
COMPANY NAME:		EXHIBITION STAND #:	
COMPANY CONTACT: [ON SITE AT EVENT]		CONTACT MOBILE:	
		CONTACT EMAIL:	
ITEM NUMBER: [e.g., 1 of 2]	OF	CONSIGNMENT NOTE #:	
DELIVER TO: [Please circle]	Exhibition	Satchel Packing	Organisers Office

By signing for delivery of this shipment CCC does not take any responsibility for the condition of the goods or quantity received. All responsibility remains with the sender.
Goods to be delivered during business hours (09:00-17:00, Monday-Friday). Please call CCC Events Department on +61 7 4042 4200 on arrival at the Centre.