



**2023**  
**CATERING**  
**PROSPECTUS**

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**6 - 17 APRIL 2023**

**AUSTRALIA'S LARGEST ANNUAL TICKETED EVENT**



Royal Agricultural Society of NSW

## CATERING

### Be part of the biggest Show in town!

The Royal Agricultural Society of NSW (RAS) is encouraging businesses interested in providing food and beverage at the 2023 Sydney Royal Easter Show to throw their hat in the ring by completing an application form and detailing their experience. As much a part of a day at the Show as farmyard nursery visits and thrilling carnival rides, the unique food experience is high on the agenda for every visitor!

First held in 1823, the Sydney Royal Easter Show is Australia's largest annual ticketed event attracting over 850,000 guests on average. Revenue generated at the Show and through Sydney Showground, our venue management division, allows the RAS to invest in agricultural programs, competitions, education initiatives and rural NSW.

With the assistance of a diverse group of stakeholders, dedicated

staff and a fleet of volunteers the 2023 Sydney Royal Easter Show (Thursday 6 April – Monday 17 April) is 12 days of agricultural competitions, animal experiences, live entertainment, shopping, carnival fun and so much more.

If you are interested in securing space for your business, act now by completing an application form, addressing the selection criteria and returning your proposal by 12 September 2022.



# BACKGROUND

The 2023 Sydney Royal Easter Show (SRES) will be held over 12 days from Thursday 6 April to Monday 17 April.

Catering outlets will operate in numerous outdoor locations around Sydney Showground. Licensees are required to provide their own mobile unit(s), as no fixed sites are available at Sydney Showground.

Sites will vary according to outlet frontage, depth and height and will be determined by the RAS. All outlets will require quality scrimming for back-of-house areas. Licensees are required to supply chairs, tables and umbrellas where space is available.

Applications must include a detailed proposal covering the assessment criteria. Please ensure all information is enclosed, as incomplete applications will not be considered. The RAS will advise successful applicants in writing of the outcome of their application and confirm site allocation.

The decision of the RAS is final. The RAS does not provide any exclusivity.

This prospectus is not a contractual agreement binding on the RAS. Successful applicants will be contracted by entering into a 2023 SRES Licence. Full details of the SRES Licence will be made available to successful applicants, however, the site will not be confirmed until the terms and conditions of the Licence are agreed and the non-refundable first instalment payment is received.

Catering applications must be received by **Monday 12 September 2022**. Please return to:

Attn: Shane McGrath

Senior Manager – SRES Operations and Product Development

Royal Agricultural Society of NSW

Locked Bag 4317

SYDNEY OLYMPIC PARK NSW 2127

# SITE & OPERATIONAL REQUIREMENTS

## Work Health & Safety (WHS)

- The Licensee is required to comply with Work, Health and Safety (WHS) laws and have in place their own WHS policy and safe systems of work for their activities. All participants must consult, cooperate and participate with the RAS WHS program and comply with all reasonable direction.
- All catering outlets must be erected in compliance with Disabled Access Requirements. Accordingly, every site must be equipped with facilities permitting accessibility by wheelchairs and other disabled facilities.
- All staff erecting or dismantling stands and staff operating outside SRES trading hours must wear appropriate personal protection equipment. At these times, staff must also keep unauthorised people away from the work area.
- **High visibility clothing and closed toe shoes are mandatory during high risk work, bump-in and bump-out and will be strictly enforced across the site. Working at heights SWMS are mandatory for all high risk construction work.**
- All statutory requirements must be met, including adherence to the Work Health and Safety Act and Regulations (WHS Act), Codes of Practice, Environmental Protection Authority (EPA) Act and the requirements of the Sydney Olympic Park Authority (SOPA).
- The Licensee must understand their obligations as a 'Person Conducting a Business or Undertaking' under the WHS Act, to identify the potential hazards of the work and activities within the Space, to assess the risks involved to anyone including staff, visitors or contractors and to develop controls to eliminate or minimise the risks.
- The Licensee as occupier of the licenced space is responsible for completing all risk assessments and provide evidence of safe systems of work.
- SafeWork NSW Inspectors will be on site during bump-in, operational periods and bump-out, as well as the Department of Fair Trading and RAS Work Health and Safety Coordinator. Advice and information can be obtained from both SafeWork NSW and the RAS Safety Manager.
- Sleeping on the Showground is not permitted.
- Washing down outlets following bump in is not permitted.

## Services

Site services such as electricity, water, waste and gas can be provided by the RAS. The cost of those services is in addition to the Licence Fee. Charges for connection and equipment usage will be invoiced to the Licensee and payment of those costs is required prior to the commencement of the SRES.

Operators must adhere to terms and conditions contained in the 2023 SRES Licence and the SRES Event Manual.

## Tickets and Passes

Some admission passes are included as part of the Licence Fee payable by the Licensee. If additional staff admission passes are required during the event, Licensees must submit a copy of their staff roster to verify this. Please note additional passes will incur at \$10.00 fee.

## Award Wages

Staff of the Licensee must be employed under the terms and conditions of the applicable Award for their activity and industry or another appropriate industrial instrument such as a registered enterprise agreement.

## Reporting and Auditing

The Licensee must utilise cash register equipment that incorporates;

- Customer facing display
- Backup battery
- Ability to time/date stamp each transaction on the journal.
- Pre-programmed with all products. (Numeric key pads only will not be accepted)

Licensees are required to submit RAS Daily Gross Sales Reports, with register Z-reads and EFTPOS totals attached, to the RAS by 10am the day following each day's trading. Licensees must keep accurate records, have a skimming procedure in place and comply with RAS procedures in relation to auditing which includes the ability to issue a compliant tax invoice upon request. The RAS will have the right to audit records in connection with the SRES. During any audit, Licensees will need to be able to print a cumulative total from any EFTPOS terminal.

## EFTPOS and Credit Card Facilities

All catering outlets must utilise EFTPOS/Credit Card facilities. A minimum of one terminal is to be provided for outlets containing two cash registers and two terminals for three or more registers.

## Environmental

A condition of operation at Sydney Showground is the use of environmentally safe packaging and compliance with Plastics and Circular Economy Act 2021. This legislation prohibits the supply of lightweight plastic bags, single use plastic straws, cutlery, stirrers, plates and bowls. All products must be capable of being served in approved and tested paper or recycled packaging.

To ensure that this condition is met, all packaging utilised must be in accordance with environmentally safe packaging approved by the RAS. Any product brought into Sydney Showground in a pre-packaged container must meet waste minimisation criteria.

Under environmental and Sydney Olympic Park Authority (SOPA) legislation (including the Environmental Protection Authority (EPA) Act, the Sydney Olympic Park Act & Regulations and the RAS Environmental Management Plan) Licensees at a minimum, are:

- Prohibited from using toxic substances or materials in packaging;
- Prohibited from disposal of waste into the stormwater system;
- Required to participate in SRES waste avoidance and minimisation by sorting waste at the source into waste streams suitable for recycling, along with educating staff to do likewise;
- Required to comply with RAS instructions in relation to the environment including noise control;
- The RAS will provide Licensees with environmental guidelines specific to the SRES;
- Licensees are responsible for any music licences if required by APRA AMCOS or any other relevant authority;
- Required to use recycled paper or recyclable food trays and packaging;
- Prohibited from using non-recyclable packaging;
- Required to properly dispose of all oil and other kitchen waste.

## Access and Parking

A bump-in, bump-out and delivery pass system will be implemented. Access to Sydney Showground will be limited, and all vehicles must display a valid pass in order to gain access to the Showground. Licensees are encouraged to utilise the extensive public transport system operating during the SRES.

Illegal parking is subject to infringement. Parking on-site during the SRES is not permitted.

## Special Catering Conditions

Catering Licensees must have the following in place and available for inspection:

<b>COPY REQUIRED 1 FEBRUARY 2023</b>
<ul style="list-style-type: none"><li>• Valid Public and Products Liability Insurance Policy noting the Royal Agricultural Society of NSW as a named interested party to the amount of \$20 million AUD on any one claim. The insurance company must be an APRA approved insurer, see <a href="http://www.apra.gov.au">www.apra.gov.au</a>;</li><li>• Valid Workers Compensation insurance complying with relevant legislation;</li><li>• Risk Assessment conducted in accordance with AS/NZS ISO 31000:2009.</li></ul>
<b>AVAILABLE TO VIEW ONSITE AT ANY TIME</b>
<ul style="list-style-type: none"><li>• Staff training plan and manual;</li><li>• Work, Health &amp; Safety Policy;</li><li>• Safe Systems of Work;</li><li>• Emergency procedures;</li><li>• Chemical management procedures, relevant Material Safety Data Sheets and staff training record in the safe use of these chemicals;</li><li>• Harassment Policy and Equal Employment Opportunity Policy; and</li><li>• High risk work licences</li></ul>

Licensees may be required to attend a pre SRES briefing as requested by the RAS and have a duty to consult with the RAS regarding any health and safety issues.

Licensees must adhere to the terms contained in the SRES Event Manual available at [www.eastershow.com.au](http://www.eastershow.com.au)

## Food Safety

Licensee's must comply with all laws and meet the statutory requirements of all relevant legislation including the Australia New Zealand Food Standards Code (FSANZ) and with the Food Act 2003 (NSW) and Food Regulation 2015 (NSW).

Licensees should refer to the ANZFA Food Standards Code for:

- Food Safety Standards (Chapter 3; Sections 3.1 and 3.2).
- Food Standards Code Amendment Food Labelling.
- Food Vending Machines.
- Temporary Food Premises.
- The Construction and Fit Out of Food Premises.
- Food Business Notification registration.

The local authority for Sydney Showground is Parramatta Council. Parramatta Council charges each catering site an inspection fee for the period of the SRES. Each site is inspected on a daily basis and Parramatta Council is responsible for ensuring that all sites meet operating standards through the period.

## Preferred Suppliers

The RAS has an official preferred supplier of white and flavoured milk which is Riverina Fresh. Please include in your submission details of any milk you propose to sell.

Following this application the RAS may have entered, or may enter, into arrangements with third parties concerning the sale or supply of certain preferred products on the Showground. RAS reserves the right to prohibit the Licensee from selling or supplying any particular product.

## Supporting First Nations

The Royal Agricultural Society of NSW respectfully acknowledges the Elders past and present of the Burrumattagal people, part of the Eora Nation, as the Traditional Custodians of the land we now work on and use every day for our business and is committed to creating opportunities for Aboriginal people, Aboriginal owned business and Aboriginal communities.

This commitment aligns with the societies Reconciliation Action Plan to improve outcomes for Aboriginal people across all sectors of the community. The Sydney Royal Easter Show encourages applications from Aboriginal business and seeks to enable and grow them at Australia's largest annual event.

An Aboriginal business is one that has at least 50% Aboriginal ownership and that is recognised through an appropriate organisation, such as Supply Nation or NSW Indigenous Chamber of Commerce. These organisations maintain lists of Aboriginal businesses that are audited and undergo quality assurance.

If you operate an Aboriginal business, we would encourage you to make us aware and complete an application.

## Licence Fee

The Licence Fee is calculated as 23% of Gross Sales Revenue or the minimum Licence Fee, whichever is greater.

The minimum Licence Fee is 75% of the estimated 23% of Gross Sales Revenue and is assessed and payable as follows:

- (i) The Gross Sales Revenue is estimated by the RAS;
- (ii) The non-refundable minimum Licence Fee is paid in advance to the RAS and will be due by the date as noted on the invoice;
- (iii) The RAS is able to convert the minimum Licence Fee to form part of the Licence Fee on the last day of the SRES or at its discretion;
- (iv) **No entry is permitted to the Sydney Showground unless all documentation and payment has been received by the RAS and all accreditation allocated.**

## Invoicing

At its discretion, to cover the potential of the Licence Fee being above the minimum Licence Fee, the RAS will issue a second invoice to the Licensee. This second invoice will be issued on Day 5 of the 2023 SRES and payment for the invoice must be received by RAS by Day 7 of the SRES. Licensees who fail to settle the invoice in full by Day 7 may not be permitted to trade in subsequent Show days until full payment has been received by RAS.

At the conclusion of the SRES, if the RAS is holding payments that exceed 23% Gross Sales Revenue and the minimum Licence Fee has been met, a refund will be made to the Licensee within seven business days after the last day of the SRES

# 2023 CATERING APPLICATION FORM

## CONTACT DETAILS

Title	First Name	Surname			
Company Name	Trading As		ABN		
Street Address	Suburb	State	Postcode		
Postal Address					
Telephone	Mobile	Email			

Selection Criteria: An advisory committee will review each of the seven steps when considering your application. Incomplete applications will not be accepted. The RAS will be rewarding applications that provide new and innovative food concepts, novelty food items and demonstrate a strong point of difference. Children's menus, healthy alternatives and meal deals that provide increased value for money are also highly desirable qualities.

### Step 1. PROVIDE YOUR OUTLET SPECIFICATIONS

Name of outlet	Food type	Outlet dimensions (m)		Back of house dimensions (m)		Does the outlet provide for special dietary requirements? Eg. Halal, gluten free, etc.
		frontage	depth	frontage	depth	

### Step 2. TELL US ABOUT YOUR MENU AND PRESENTATION

- 2.1 Provide a detailed menu, photos of key food items and price list for each outlet. **Highlight dietary provisions on menu items** Attach
- 2.2 Do you intend to present a novelty food item? If yes, please attach detail and image. Yes/No
- 2.3 Catering units presented to a high standard is expected. Provide photos of each outlet Attach
- 2.4 Staff presentation is to be of a high standard and a uniform is required. Provide photos of staff uniform Attach
- 2.5 Your ability to provide seating and umbrellas may determine the location allocated. Are you able to provide these items? Please state the number of tables, chairs, umbrellas and attach photos. Yes/No Describe



### Step 3. VALUE MESSAGES AND PROMOTIONS

3.1 The RAS has 12,000 members. A 5% discount must be extended to all RAS members. Do you have any additional promotions or discount arrangements for RAS members?

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3.2. The 2023 Show include additional value message around \$10 meal deals. Please describe any offers below:

OUTLET	\$10 MEAL DEAL DESCRIPTION

### Step 4. PROVIDE DETAILS OF YOUR RISK MANAGEMENT

4.1 Provide contact details of your Food Safety Supervisor.

Name

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Position

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Mobile

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4.2 Does your business comply with the ANZFA Food Standards Code? YES/NO

4.3 Does your business currently operate with a Food Safety Plan? YES/NO

4.4 Does your company operate with a current Risk Management Safety System which is compliant with AS/NZS ISO 31000:2009? YES/NO

4.5 Do you have documented training records in the safe use of chemicals? YES/NO

4.6 Is all your electrical equipment tested/tagged in accordance with AS 3760:2010? YES/NO

4.7 Does your catering outlet have appropriate fire extinguishers and/or fire blankets that have been tested in accordance with AS 1851:2005 along with required statutory signage? YES/NO

4.8 Does your business have any recent or current fines or court matters relating to food safety, chemicals or WHS? YES/NO

### Step 5. PAYMENTS – POINT OF SALE AND EFTPOS FACILITIES

5.1 The cash register(s) in your outlet(s) must have a customer facing display, back up battery, ability to time/date stamp each transaction on the journal and be preprogrammed with all products. **\*INCLUDE PHOTO OF POS SYSTEM** Attach

5.2 Confirm EFTPOS facilities will be available at each register YES/NO

### Step 6. DO YOU HAVE ANY PREVIOUS EXPERIENCE?

List your current catering contracts or recent events. (not required for 2022 SRES Licensees).

List

### Step 7. PLASTICS AND CIRCULAR ECONOMY ACT 2021

The NSW Government has established a legislative framework to tackle harmful and problematic plastics through the setting of design standards. The legislation will prohibit the supply of lightweight plastic bags from 1 June 2022. The supply of other items will be prohibited from 1 November 2022, including single-use plastic straws, cutlery, stirrers, cotton buds, plates and bowls, and expanded polystyrene food service items. Does your food packaging comply with this Act?

YES/NO

#### Finalising your application

- All questions of selection criteria answered
- Menu, photos of key food items, price list attached, dietary compliance against menu item
- Photo of each catering unit proposed attached
- Photo of staff in uniform attached
- Photo of point of sale system

#### CONDITIONS

- All submissions must be legible and should not be faxed or emailed.
- Please ensure all information is enclosed in the application. Incomplete applications will not be considered for site allocation.
- This document does not constitute an offer but is issued only to solicit proposals.
- The RAS reserves the right to reject any proposals and its decision will be final.
- The RAS is not required to enter into any correspondence regarding reasons for non-acceptance of any application.
- By executing and lodging this application, the applicant is deemed to consent to the RAS conducting a credit reference check on the applicant and the RAS reserves the right to decline the application if it deems that the reference check is not acceptable.
- The RAS does not provide exclusivity.

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Name of applicant

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Signature of applicant

Date

Applications should be returned by Monday 12 September 2022 to:

Attn: Shane McGrath  
Senior Manager – SRES Operations and Product Development  
Royal Agricultural Society of NSW  
Locked Bag 4317  
SYDNEY OLYMPIC PARK NSW 2127

**Privacy Act Statement** Information provided by you pursuant to this Prospectus is used by the RAS for the primary purpose of processing, assessing and determining the occupancy of space at Sydney Showground for the Sydney Royal Easter Show. Information will be held securely by RAS. The RAS may make information available to Operational Service Providers or such other persons the RAS deems helpful in enabling the successful applicant to adhere to the Sydney Royal Easter Show Licence and perform the Permitted Use and could be made available to third parties for the purpose of promoting the RAS or SRES Exhibitions, or as otherwise required by law. Information may also be retained long-term in the RAS Heritage Centre. A copy of the Privacy Policy is available at [www.eastershow.com.au](http://www.eastershow.com.au).

**Right of Access to Information:** Applicants have the right of access to and alteration of personal information containing themselves in accordance with Privacy Laws. This may be done by contacting RES Exhibitions, or by contacting the RAS Privacy Officer on 02 9704 1111 or in writing to the RAS, Locked Bag 4317, Sydney Olympic Park NSW 2127. Should there be any complaints in relation to any of the RAS' processes and policies, the complainant should contact the RAS directly on 02 9704 1111. All complaints will be dealt in accordance with the RAS Complaints Handling Procedure.

**Disclaimer:** The information contained in this Prospectus is gathered for the purpose of providing information to our Applicants. The information is a compilation of information provided by third parties and the RAS does not warrant its accuracy and advises that any such information may be subject to change or amendment occurring at any time and thereby making the information incorrect. If you require confirmation of any information please telephone the RAS coordinator responsible for the particular information or the RAS switchboard on 02 9704 1111