



CATERING PROSPECTUS

22 MARCH - 2 APRIL 2024

AUSTRALIA'S LARGEST ANNUAL TICKETED EVENT



Be part of the biggest Show in town!

The Royal Agricultural Society of NSW (RAS) is encouraging businesses interested in providing food and beverage experiences at the 2024 Sydney Royal Easter Show to throw their hat in the ring by completing an application form. This is your chance to come and meet your next 800,000 customers! The food experience at the Show is just as important as our 15,000 animals, showbags and thrilling carnival rides. We are focused on elevating the food experience, offering value and promoting new and innovative food items.

First held in 1823, the Sydney Royal Easter Show is Australia's largest annual ticketed event. 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 and regional NSW.

The Show is only possible through the commitment of a diverse stakeholder group, dedicated staff and a small army of volunteers who come together to deliver this Hallmark event. The 2024 Show will operate 22 March - 2 April and will be jam packed with 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 Friday 8 September at 5pm.

BACKGROUND

The 2024 Sydney Royal Easter Show (SRES) will be held over 12 days from Friday 22 March to Tuesday 2 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 allocation will vary according to outlet frontage, depth and height and will be determined by the RAS. All outlets will require quality scrimming approved by the SRES 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 2024 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 **Friday 8 September 2023 by 5pm**. Please return to:

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

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 directions.
- 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. Fall protection for working at heights and SWMS for all high risk work is mandatory.
- 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 and consult with others involved 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 Safety Manager. Advice and information can be obtained from both SafeWork NSW and the RAS Safety Manager.
- **All catering outlets will be inspected for gas compliance to AS/NZS 5601.1 2022 Gas Installations General Installations, AS/NZS 5601.2 2020 LP Gas installations in caravans and boats for non-propulsive purposes and AS/NZS 1596 2014 the storage and handling of LP Gas. All compliance plates must be complete and legible. Quick connection devices are NOT an approved joining method within a gas installation and will NOT be accepted. Multilayer gas pipe can no longer be installed above ground externally.**
- Sleeping on the Showground 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 2024 SRES Licence and the SRES Event Manual. Outlets and all internal equipment must arrive clean. Washing down outlets, equipment, exhaust filters and the like following bump in is not permitted.

TICKETS & PASSES

Staff admission passes are payable by the Licensee at \$10.00 per person. If additional staff passes are required during the event, Licensees must submit a copy of their staff roster to verify this.

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 & 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 & 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 & 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.

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 and Coca-Cola for carbonated beverages, water and juice.

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 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 ticketed 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:

- The Gross Sales Revenue is estimated by the RAS;
- 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;
- 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;
- No entry is permitted to 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 actual 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 2024 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.

SPECIAL CATERING CONDITIONS

Catering licensees must have the following in place and upload to the exhibitor portal by 31 January 2024:

- 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 www.apra.gov.au;
- Valid Workers Compensation insurance complying with relevant legislation;
- Risk Assessment conducted in accordance with AS/NZS ISO 31000:2009.

Available to view onsite at any time

- Staff training plan and manual;
- Work, Health & Safety Policy;
- Safe Systems of Work;
- Emergency procedures;
- Chemical management procedures, relevant Material Safety Data Sheets and staff training record in the safe use of these chemicals;
- Harassment Policy and Equal Employment Opportunity Policy; and
- High risk work licences



CATERING APPLICATION FORM

CONTACT INFORMATION

Full Name

Company ABN

Street Address

Postal Address
TICK IF SAME

Mobile Number E-Mail

SELECTION CRITERIA

An selection group 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 - OUTLET SPECIFICATIONS

Name of outlet	Food Type	Outlet Dimensions	Back of house Dimensions	Does the outlet provide food items for special dietary requirements?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

STEP 2 - TELL US ABOUT YOUR MENU AND PRESENTATION

2.1 Provide a complete menu, photos in color of all food items and price list for each outlet. Highlight dietary provisions on menu items. This list will be used during the Show for audit purposes.

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.

DESCRIBE



CATERING APPLICATION FORM

STEP 3 - VALUE MESSAGES AND PROMOTIONS

3.1 RAS Members Discount

The RAS has 12,000 members. A 10% discount must be extended to all RAS Members on presentation of card.

3.2 RAS Foundation AG Bag

The RASF AG Bag raises funds each year to support community projects in rural and regional NSW. This year, a select number of discount coupons will be available in the bag which will be strictly limited to 4000. This is your opportunity to drive direct traffic to your outlet via a special discount offer.

OUTLET	OFFER	\$ VALUE
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

3.3 \$15 Meal Deals or Value Offer

The 2024 Show will focus strongly on value message around food and beverage outlets. Please describe meal deals or value offers as part of your application.

OUTLET	MEAL DEAL OR VALUE OFFER
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

STEP 4 - PROVIDE DETAILS OF YOUR RISK MANAGEMENT

- 4.1 Who is your Food Safety Supervisor?
- 4.2 Does your business comply with the ANZFA Food Standards Code?
- 4.3 Does your business currently operate with a food safety plan?
- 4.4 Does your compan operate with a current Risk Management Safety System compliant with AS/NZS ISO 31000:2009?
- 4.5 Do you have documented training records in the safe use of chemicals?
- 4.6 Is all the electrical equipment tested/tagged in accordance with AS3760:2010?
- 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?
- 4.8 Does your business have any recent or current fines or court matters relating to food safety, chemicals or WHS?



CATERING APPLICATION FORM

STEP 5 - PAYMENTS. POINT OF SALE AND EFTPOS

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?

6.1 List your current catering contracts or recent events. (not required for 2023 SRES Licensees).

LIST

STEP 7 - ENVIRONMENTAL

7.1 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 was prohibited on 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 all food items, price list attached, dietary compliance against menu items
- 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.

NAME OF APPLICANT

SIGNATURE

DATE

Applications are due on Friday 8 September by 5pm. Hardcopy only, no emails

Work with us !

Applications via post only. Due Friday 8 September by 5pm

Shane McGrath

Senior Manager - Operations and Product Development



Locked Bag 4317 SYDNEY OLYMPIC PARK NSW 2127

1 Showground Road SYDNEY OLYMPIC PARK NSW 2127



smcgrath@rasnsw.com.au



02 97041149 or 0417230577



www.eastershow.com.au

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.

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

R HEAD