



Royal Agricultural Society of NSW

Prospectus

Catering - 2020 Sydney Royal Easter Show

3 to 14 April 2020
Sydney Showground
Sydney Olympic Park
www.eastershow.com.au





Be a part of Australia's largest ticketed event

The Royal Agricultural Society of NSW (RAS) is inviting applications from businesses to provide catering services at the 2020 Sydney Royal Easter Show, held at Sydney Showground, Sydney Olympic Park 3-14 April 2020.

First held in 1823, the Sydney Royal Easter Show is Australia's largest annual ticketed event, attracting over 850,000 attendees on average. Revenue generated by it allows the not-for-profit RAS to invest in agricultural programs, competitions, education, youth, and rural NSW. Support for these activities promotes agricultural excellence and keeps our rural communities strong, your involvement with the Show plays an integral role in this.

The Show is a celebration of Australian culture, from our rural traditions to our modern day lifestyles, providing unique experiences for everyone. Every Easter, the country and city join together at Sydney Showground, Sydney Olympic Park, for 12 days of agricultural competitions, animal experiences, live entertainment, carnival fun, shopping and much more. The food and beverage offer is a critical part of the event experience with operators required to cater for a diverse crowd looking for everything from dagwood dogs, chips on a stick and fresh lemonade to fresh scones and Sydney Royal medal winning wine, prawns and oysters.

If you are interested in securing space for your business, I encourage you to act now by completing the application form and returning it by Friday 27 September 2019.

BACKGROUND

The 2020 Sydney Royal Easter Show (SRES) will be held over 12 days from Friday 3 April to Tuesday 14 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 2019 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 27 September 2019**. 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.

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 2019 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 are likely to incur a 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 a backup battery, customer facing display approved by the RAS, and the ability to time/date stamp each transaction on the journal. The cash register equipment must be pre-programmed with all products. Cash registers with 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 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. 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:

| COPY REQUIRED 3RD FEBRUARY 2020 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• 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 |
| <ul style="list-style-type: none">• 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 |

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

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 non-alcoholic ready-to-drink beverages (NARTD Beverages), which is supplied by Coca Cola Amatil (Australia) Pty Limited.

Below is a list of the NARTD Beverage product types and sizes which may be supplied at the SRES.

- PET (Polyethylene terephthalate) recyclable Coca-Cola 390ml and 600ml
- Mount Franklin 600ml
- Powerade 350ml
- Deep Spring
- Goulburn Valley Fruit Juice

Please include in your submission details of the range and pricing for NARTD Beverages that you propose to supply from each outlet.

Licensees may source products externally, however for ease of resupply during the SRES Coca Cola Amatil provide a daily resupply service across the Showground, these details will be made available to you before the Show.

The RAS has an official preferred supplier of ice cream and ice cream confectionary, being Streets Ice cream (Unilever Australia Limited). Please include in your submission details of any ice cream 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..

Licence Fee

The Licence Fee is calculated as 22% of Gross Sales Revenue or the minimum Licence Fee, whichever is greater.

The minimum Licence Fee is 75% of the estimated 22% 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 2020 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 22% 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.

2020 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 five 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/or loose change 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. Finally, we strongly encourage all operators to have EFTPOS and credit card facilities available at all times.

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

- ✓ Provide a detailed menu and price list for each outlet Attached []
- ✓ Do you intend to present a novelty food item?
If yes, please attach detail and image.

- ✓ Catering units presented to a high standard is expected. Provide photos of each outlet Attached []
- ✓ Staff presentation is to be of a high standard and a uniform is required. Provide photos of staff uniform Attached []
- ✓ The operators ability to provide seating and shelter may determines the location allocated. Are you able to provide these items? Please state the number of tables, seats, umbrellas etc. and attach photos.

Step 3. VALUE MESSAGES AND PROMOTIONS

1. The RAS has 12,000 members. A 5% discount must be extended to all RAS members.

Do you have any additional promotion for RAS members?

2. The 2020 Show will feature a loose change menu that promotes items under \$5.

Please describe menu item:

3. The 2020 Show will introduce an 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

1. Provide contact details of your Food Safety Supervisor.

Name

Position

Mobile

2. Does your business comply with the ANZFA Food Standards Code? YES/NO
3. Does your business currently operate with a Food Safety Plan? YES/NO
4. Does your company operate with a current Risk Management Safety System which is compliant with AS/NZS ISO 31000:2009? YES/NO
5. Do you have documented training records in the safe use of chemicals? YES/NO
6. Is all your electrical equipment tested/tagged in accordance with AS 3760:2010? YES/NO
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
8. Does your business have any recent or current fines or court matters relating to food safety, chemicals or WHS? YES/NO

Step 5. HAVE YOU ANY PREVIOUS EXPERIENCE?

List of current catering contracts or recent events. (not required for 2019 SRES Licensees).

Finalising your application

- All questions of selection criteria answered
- Menu and price list attached
- Photo of each catering unit proposed attached
- Photo of staff in uniform attached

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 of applicant

Date

Applications should be returned by Friday 27 September 2019 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.

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