

exhibitor catering

Understanding that great food and service are part of every successful event, the Sydney Convention and Exhibition Centre is pleased to offer a variety of on-stand catering options to exhibitors, providing the opportunity to entertain and impress guests on your stand.

breakfast^{*}

showcase breakfast package

\$28.10 per person

A delicious breakfast on the go, the **showcase stand-up breakfast package** offers your guests a balanced way to start the day complete with coffee and tea. Please note that a minimum of 10 guests is required to host a stand-up breakfast on-stand.

individual bottle of juice
assorted kelloggs® breakfast cereal selection served with milk
seasonal fresh cut fruit, honey and yoghurt
low-gi grain loaf, danish pastry and butter brioche
unsalted butter and preserves
baked gypsy ham and brie croissant
coffee and tea

additional breakfast package items

Add an extra option to our showcase breakfast package or order as individual platters for a great start to the day. Choose from:

fresh baked croissant and danish pastry	\$3.00
raspberry, banana or chocolate chip muffin	\$3.40
assorted kelloggs® breakfast cereal selection served with milk	\$3.20
muesli, yoghurt and berry cup	\$3.50
original bircher muesli with blueberries and hazelnuts	\$3.50
toasted raisin loaf and whipped butter	\$3.50
banana bread with preserves or fresh ricotta	\$4.50
fresh tomato and bacon quiche	\$4.50
baked gypsy ham and brie croissant	\$7.00
egg and bacon turkish roll	\$7.50

* Prices quoted per serving per person.

Platters consist of 10 portions.

Service of the breakfast package will depend on the amount of space available on-stand and the location of the stand within the exhibition floor plan.

coffee and hot water stations

Please select your coffee and tea requirements from the options below. Each option includes delivery to the stand, set-up and removal of equipment. A member of staff will also visit the stand twice per day to replenish supplies.

Note: Each urn requires 10 amp power which is included in the hire fee and will be installed by the Centre during move-in.

fresh percolated coffee station

Includes supply of sugar, fresh full cream, skim and soy milk and one (1) urn of coffee.

small urn with disposable cups	\$89.00 per urn	50 cups
small urn with china cups	\$146.50 per urn	50 cups
large urn with disposable cups	\$178.00 per urn	100 cups
large urn with china cups	\$293.00 per urn	100 cups

instant coffee/tea station (hot water)

Includes supply of a selection of teas, instant and decaf coffee, sugar, fresh full cream, skim and soy milk and one (1) urn of hot water.

small urn with disposable cups	\$89.00 per urn	50 cups
small urn with china cups	\$146.50 per urn	50 cups
large urn with disposable cups	\$178.00 per urn	100 cups
large urn with china cups	\$293.00 per urn	100 cups

espresso package options

For an espresso coffee served from your stand, the Centre can supply all your equipment and staffing requirements with the 'espresso 1' package. Alternatively, the 'espresso 2' package allows you to provide your own equipment and staff.

espresso 1

Client Supplies	Centre Supplies	Cost
N/A	Machine Coffee Teabags Milk Sugar Cups Staff	Daily rental charge depending on choice of machine. (Rental rates are listed below.) \$295.00 installation charge, includes water connection fee \$2.90 per china cup \$2.00 per disposable cup Applicable staff rates based on a minimum 4 hour shift.*

espresso 2

Client Supplies	Centre Supplies	Cost
Machine Coffee Teabags Milk Sugar Cups Staff	N/A	\$285 external supply charge per day applies Water connection fee applies (client to arrange through Exhibitor Services on 9282 5499)

*Please note: Wait staff rates are listed in the **important information** section of this document.

espresso machine hire

Type of Machine	Output	Dimension (mm) Width x Depth x Height	Weight (Empty)	Power Requirements	Water	Installation Charge	Daily Rental
Two Group Espresso	100 - 130	770 x 570 x 500	77.5kg	Single phase 20 amp	½" Stopcock	\$295	\$185
Three Group Espresso	100 - 150	970 x 570 x 500	85.5kg	Single Phase 20 amp	½" Stopcock	\$295	\$250
Fully Automatic	80 - 120	700 x 580 x 850 inc. milk container	90.0kg	Single Phase 20 amp	½" Stopcock	\$295	\$235
Coffee Grinder	N/A	260 x 400 x 500	10kg	Single Phase 10 amp	N/A	N/A	N/A

- Machines will be installed from 1700 hours on the last move-in day of the event and, at the latest, 2 hours prior to the commencement of the event. If the machine needs to be installed prior to this time an additional day hire will apply.
- When the Centre supplies Two and Three Group machines without Centre staff to operate, the machines must be returned in the same clean condition as when they are installed. If a machine is not returned in a clean condition, an additional day's rental will be charged to cover cleaning.
- All Two and Three Group machines are supplied with a separate coffee grinder.
- Your stand must include an appropriate bench for the espresso machine. The bench must be able to support the weight of the machine, with minimum dimensions of: 1200mm width x 610mm depth x 1000mm height.
- Space must be left beneath the bench for a drainage bottle (20 litre water bottle).

all day express menu*

biscuit selection

shortbread cookies	per kilo \$52.00
	each \$1.70
gluten-free classic biscotti	per kilo \$72.00
	each \$2.00
native rainforest oatmeal and tropical fruit anzacs	per kilo \$72.00
	each \$2.00
native lime macadamia nut shortbreads	per kilo \$72.00
	each \$2.00
cornflake and mixed fruit florentines	per kilo \$72.00
	each \$2.00
large single wrapped pecan, sultana and oat biscuit	\$3.20
large single wrapped white chocolate, apricot and coconut biscuit	\$3.20

sweet temptations

assorted mini chocolate bars (20 gram)	per kilo \$34.30
raspberry, banana or chocolate chip muffin	\$3.40
bag of nuts and fruits (60 gram)	\$3.50
gluten-free raspberry slice	\$3.40
vegan apple and cinnamon muffin	\$3.40
raspberry, banana or chocolate muffin	\$3.40
fancy cup cakes	\$4.40
raspberry brownie	\$5.30
orange and almond mandorla	\$5.30
white chocolate brownie	\$5.30
portuguese custard tartlet	\$5.30

fresh fruit selection

seasonal fruit in bowls – apple, pear, banana or mandarin	\$2.30
poached pears with cinnamon and raisins	\$3.30
fresh cut seasonal fruits with berries	\$4.10
strawberries with whipped cream	\$4.10
fresh fruit skewers with bitter chocolate ganache	\$6.90

* Prices quoted per piece unless otherwise indicated.

All platters consist of 10 portions.

The Centre reserves the right to substitute ingredients according to seasonal availability.

sandwiches

finger sandwiches - choose four fillings: smoked salmon and crème fraîche turkey and cranberry relish spicy salami and tomato chutney gypsy ham and cheese cucumber and cream cheese egg and mustard cress	\$64.50 per platter
assorted country-style sandwiches	\$6.90
turkish bread with roasted vegetables and baba ganoush	\$6.90
baguette roll, roast beef, gherkins, tomato onion relish	\$6.90
wholegrain bread, smoked chicken, mustard cress and french mustard aioli	\$6.90
pide filled with tandoori chicken and cucumber yoghurt	\$6.90
damper bun with avocado, semi-dried tomato and cress salad	\$6.90
low-gi classic sandwich bread filled with pesto chicken and rocket	\$6.90
tortilla wrap with avocado, spicy salami and chutney	\$6.10
lavosh wrap with grated vegetables, baba ganoush and ricotta	\$6.10
mixed sandwiches and wraps	\$66.50 per platter

hot items

swiss cheese quiche	\$4.60
crisp vegetarian spring roll	\$3.10
thai chicken sausage roll	\$6.10
beef pie	\$7.10
salt and pepper-crusting calamari with sauce rémoulade	\$7.10
potato wedges with sweet chilli sauce and sour cream	\$5.80
vegetarian samosa and tzatziki	\$6.00
toasted ham and cheese sandwich with grain mustard aioli	\$7.10

sizzling barbecue packages[^] (choose maximum 2 items)

Sizzling barbecue packages include a dedicated Centre Chef for a maximum of 2 hours; barbecue and set-up; service and cutlery; and condiments and bread. Please note that a minimum of 100 guests is required to host a sizzling barbecue package on your stand.

mini steak sandwiches with condiments	\$8.00
chicken satay skewers	\$8.00
lamb satay skewers	\$8.00
veal and beef sausage with condiments	\$8.00
kransky sausage and onion	\$8.00
bacon, egg, chipolatas and tomato	\$8.00

[^] Please note there is a minimum space requirement for setting up a barbecue on your stand, and a copy of your stand plan will be required to confirm the proposed location for the barbecue. Please refer to the On-stand Function Coordinator for further details.

late afternoon menu suggestions*

variety of marinated olives and pita bread	\$58.80 per platter
turkish white eggplant dip, traditional pita	\$48.90 per platter
corn chips and spicy tomato salsa	\$48.90 per platter
yeast-free italian-style crispbread with smoked salmon dip	\$48.90 per platter
roasted pepper, pumpkin, beetroot and carrot dips with ciabatta	\$48.90 per platter
steamed asparagus with garlic aioli	\$48.90 per platter
baba ganoush with garlic feta and turkish bread	\$48.90 per platter
salted mixed nuts	\$20.30 per kilo
japanese seaweed rice crackers	\$3.70 per bag

cheese selection*

exhibitor platter	\$130 per platter
<p>heidi tilsit, lactos brie, country cheddar, marinated feta, grapes and water crackers</p>	
celebration platter	\$166 per platter
<p>tasmanian brie, milawa blue, jacks reserve cheddar, goats cheese, glacé fruit and italian lavosh</p>	
gourmet platter	\$203 per platter
<p>pont-l'évêque washed rind, jannei goats cheese log, maffra cheddar, tarago triple cream, quince paste, dried figs with walnut bread</p>	

* All platters consist of 10 portions.
The Centre reserves the right to substitute ingredients according to seasonal availability.

special treats

juice and smoothie bar

The set-up includes a juice bar, juice machine and blender, disposable cups and straws. The package price includes a dedicated bartender. The Centre can arrange a second bartender for an additional cost. Please note that a 10% surcharge applies on Sundays and public holidays. Minimum order requirements apply – please refer to the On-stand Function Coordinator for details.

choose two flavours:

pine mint split
watermelon and passionfruit juice
mango frappé
banana smoothie
strawberry smoothie

four-hour package	\$1,265
six-hour package	\$1,530
eight-hour package	\$1,785

gelato cart

A dedicated staff member will serve a delicious range of gelato from an old-fashioned ice cream cart at your stand, with cups, spoons and napkins provided.

choose up to six flavours:

vanilla bean
strawberry
rum and raisin
panna cotta
banana
white chocolate
chocolate
lemon sorbet
orange sorbet
macadamia
mango sorbet
strawberry sorbet
raspberry sorbet

all-inclusive package (includes 300 servings) from \$1,400 per day

Alternatively, a self-service option is available:

self-service – gelato \$89.40 per 5 litres
gelato display freezer hire \$100 per day

ice creams

frosty fruit	\$2.60
dixie cup	\$3.00
mini gelatino cones	\$3.00
snack-sized drumstick	\$3.00
drumstick	\$4.00
heaven on a stick	\$4.00
freezer hire	from \$56.20

Please note: minimum order requirements apply – please consult the On-stand Functions Coordinator for further details.

chocolate fountain

Price includes daily set-up, supply of dark, milk or white dipping chocolate, marshmallows, skewers and napkins.

regular fountain (760 mm high, approximately 400 serves)	from \$1,150
deluxe fountain (1,000 mm high, approximately 800 serves)	from \$1,450
extreme fountain (1,300 mm high, approximately 1,200 serves)	from \$1,700

popcorn

popcorn warmer (includes serving bags)	\$100 per day
popcorn	\$43.70 per kilo

on-stand hospitality beverage options

Entertain guests on-stand with classic Australian wines, chilled bottled beer and a range of juice and soft drink options. On-stand hospitality pricing includes the delivery of beverages and glassware to your exhibition stand.

Please note that NSW Responsible Service of Alcohol (RSA) certification is required for any person serving liquor at events. RSA certified waiter service can be supplied for an additional charge. (Please refer to the On-stand Functions Coordinator for further details.)

sparkling wine by the bottle

yellowglen piccolo 200ml (south eastern australia)	\$8.50
tyrrell's premier brut (hunter valley, nsw)	\$27.90
bimbadgen ridge sparkling semillon (yenda, nsw)	\$31.50
taltarni brut taché (rosé) (pyrenees, vic)	\$46.80

white wine by the bottle

tyrrell's glenbawn semillon (hunter valley, nsw)	\$27.90
deakin estate sauvignon blanc (red cliffs, vic)	\$30.60
wild oats pinot grigio (mclaren vale, sa / orange and mudgee, nsw)	\$38.70
tyrrell's moon mountain chardonnay (hunter valley, nsw)	\$44.10

red wine by the bottle

tyrrell's glenbawn shiraz cabernet (hunter valley, nsw)	\$27.90
tamar ridge devil's corner pinot noir (west tamar, tas)	\$36.50
tar and roses shiraz (heathcote, vic)	\$39.60
borambola moonlight cabernet sauvignon (gundagai, nsw)	\$42.10

beer by the bottle

tooheys new (nsw)	\$5.90
tooheys extra dry (nsw)	\$6.60
crown lager (vic)	\$7.10
heineken (holland)	\$7.70
hahn premium light (nsw)	\$5.00

frozen cocktails / mocktails

A frozen margarita machine will be installed on your stand with a supply of disposable cups. You may choose to serve either alcoholic or non-alcoholic varieties.

choose up to two cocktail flavours:

strawberry daiquiri
mango daiquiri
pina colada
midori splice
cosmopolitan
margarita
flying razzberry
caipiroska

machine hire	\$132.00 per day
alcoholic cocktail mix	\$156.00 per 5 litres
non-alcoholic cocktail mix	\$78.00 per 5 litres

juice, water and soft drinks

orange, apple, apple and blackcurrant or pineapple juice	2 litre bottle \$30.60
organic fruit juice – orange or cloudy apple	2 litre bottle \$35.10
orange, apple, apple and blackcurrant or pineapple juice	6 x 250ml bottles \$24.30
nudie® juice – orange mango and pineapple flavour	6 x 250 ml bottles \$29.70
organic juice – orange or cloudy apple	6 x 250 ml bottles \$29.70
still mineral water	6 x 600ml bottles \$20.50
sparkling mineral water	6 x 315ml bottles \$20.50
pepsi, pepsi max, solo or lemonade	6 x 375ml cans \$20.50
red bull energy drink	6 x 250ml cans \$29.70

important information regarding on-stand hospitality beverage service

NSW Responsible Service of Alcohol (RSA) certification is required for exhibitors serving liquor at their events. Copies of RSA certificates must be supplied to the Centre 3 days prior to the commencement of the event. The Centre will maintain a register of these certificates for the event, and conditions apply.

In addition, an *Agency Deed for the Service of Liquor Form* must be completed and signed by the exhibitor, and authorised by the Centre, when alcohol is being served by the exhibitor or their representative. This is a compulsory requirement and has the effect of making the exhibitor an agent of the Licensee.

By law it is an offence to serve alcohol to any person who is under 18 years of age. No patron under 18 years old will be served liquor, under any circumstances. Children under 18 years are allowed in all areas of the Centre, however in any area where alcohol is served, they must be in the immediate presence of a responsible adult such as their parent or guardian.

important information

exhibitor catering

Please note the following important information with regard to exhibitor catering:

- The type of menu available for an on-stand event may be restricted by the structure or location of the stand. Please discuss your requirements in detail with the Centre's On-stand Functions Coordinator who will advise on restrictions. Depending on the type of event, there may also be servery and space requirements which need to be incorporated into the stand structure.
- If the On-stand Catering Order is received by the Centre after the due date (ie, less than 14 days prior to the move-in of the event), a 20% surcharge will apply on all staffing rates and food and beverage items.
- For all menu and beverage options, one staff member will deliver and clear the items. Please see the staffing rates below if additional service by Centre staff is required.
- A dedicated staff member on your stand will be required for some events, based on the number of guests and the type of event. The Centre will determine if this will be necessary. Additional charges will apply for dedicated staff (please see the rates outlined below).

wait staff rates

Monday to Friday	\$36.60 per hour (minimum 4 hours)
Saturday	\$45.00 per hour (minimum 4 hours)
Sunday	\$54.80 per hour (minimum 4 hours)
Public holidays	\$68.80 per hour (minimum 4 hours)

responsible service of alcohol requirements

By law, NSW Responsible Service of Alcohol (RSA) certification is required for any person serving liquor at an event. One or more NSW RSA Certified Waiters can be supplied by the Centre for an additional charge.

If an exhibitor chooses to use their own waiters, NSW RSA certification for each waiter will be required. Copies of NSW RSA certificates must be supplied to the Centre three (3) working days prior to the commencement of the event. The Centre will maintain a register of these certificates for the event.

In addition, an *Agency Deed for the Service of Liquor Form* must be completed and signed by the exhibitor, and authorised by the Centre, when alcohol is being served by the exhibitor or their representative. This is a compulsory requirement and has the effect of making the exhibitor an agent of the Licensee.

confirmation of numbers

For all on-stand catering events, the Centre must be advised of the approximate number of guests one (1) week prior to the event.

Final guaranteed numbers are required by 10:00am, three (3) working days prior to the start of the event. To ensure the best catering for your event, please note the following deadlines:

If an event falls on:	Guaranteed minimum number of guests are due:
Monday	Previous Wednesday by 10:00am
Tuesday	Previous Thursday by 10:00am
Wednesday	Previous Friday by 10:00am
Thursday	Previous Monday by 10:00am
Friday	Previous Tuesday by 10:00am
Saturday	Previous Wednesday by 10:00am
Sunday	Previous Wednesday by 10:00am

If guest numbers decrease between the due date for final guaranteed numbers and the commencement of the event, there will be no reduction in charges.

The following schedule outlines the timeframe for any increase in final numbers:

If the event falls on:	No increases in guest numbers to be made after:
Monday	Previous Friday by 10:00am
Tuesday	Previous Monday by 10:00am
Wednesday	Previous Tuesday by 10:00am
Thursday	Previous Wednesday by 10:00am
Friday	Previous Thursday by 10:00am
Saturday	Previous Friday by 10:00am
Sunday	Previous Friday by 10:00am

Where possible, increases to guest numbers in the time between the due date for final guaranteed numbers and the deadline for an increase in numbers will be accommodated. However, a surcharge of 20% on all Food and Beverage will be incurred on the increased number of guests advised. While every effort will be made to ensure that the requested products and services are delivered, this will be subject to their availability.

function details

All function details, final items and quantities etc, should be arranged with the On-stand Functions Coordinator approximately fourteen (14) days prior to the date of the function. These details will be entered into an Event Order, duplicate copies of which will be forwarded promptly to the client for approval and payment (the Security Deposit).

payment requirements

Total payment of the Security Deposit must be made prior to the commencement of the event. The deposit can be made by cheque, credit card (by completing a credit card form), bank transfer or in person at Exhibitor Services, located at the southern end of the Promenade, on the ground floor of Convention Centre Parkside.

Please contact the Centre's On-stand Functions Coordinator for further information.

dietary requirements

The Centre can provide vegetarian, vegan, low-lactose, gluten-free, diabetic and low-carbohydrate meals for catering events. If meals of this type are required, the Centre must be informed 3 business days prior to the event taking place. Please note that any other meal requirements, eg, kosher or halal, carry additional charges.

points to note

- The Sydney Convention and Exhibition Centre's catering policy does not allow for food and beverage to be brought onto the premises.
- All food and beverage ordered by a client remains the property of the Sydney Convention and Exhibition Centre and cannot be removed from the premises without prior approval.
- Under the NSW Liquor Administration Act, the Centre's liquor licence requires all liquor to be provided by the Sydney Convention and Exhibition Centre, unless special sponsorship approvals have been granted to the client.
- Menu prices are effective 1 January 2010 and are valid until 31 December 2010. However within this period, Sydney Convention and Exhibition Centre management reserves the right to change prices. Please refer to your Event Manager or the On-stand Functions Coordinator to confirm current pricing.
- All prices quoted are in Australian dollars and are Goods and Services Tax (GST) inclusive.
- The Sydney Convention and Exhibition Centre reserves the right to substitute ingredients according to seasonal availability.