

## FOOD SAFETY COMPLIANCE FACT SHEET

### FoodTrader & Statement of Trade

All exhibitors sampling and/or selling food/beverage must be registered on **FoodTrader** and obtain a **Statement of Trade** to attend the Melbourne Royal Show.

Exhibitors will not be permitted to sample or sell any food or beverage without a Statement of Trade. Exhibitors with multiple sites must obtain a Statement of Trade for each site.

#### Key Dates:

**5<sup>th</sup> September** – Applications submitted after this date may not be approved in time for the Show.

**19<sup>th</sup> September** – **Statement of Trade** must be emailed to [sales@melbourneroyal.com.au](mailto:sales@melbourneroyal.com.au)

#### FoodTrader & Statement of Trade Application Guide

- Go to [FoodTrader](http://www.foodtrader.vic.gov.au) ([www.foodtrader.vic.gov.au](http://www.foodtrader.vic.gov.au)) select 'log in' and sign on for a free Business Victoria Account. – If you previously held a Streatrader registration, the same log on details can be used. If you have difficulties logging on or have forgotten your email/ password, please contact the Department of Health on [foodtradersupport@health.vic.gov.au](mailto:foodtradersupport@health.vic.gov.au) or 1300 151 886 (lines open 9am to 5pm, Monday to Friday).
- Once your FoodTrader account has been approved and your registration becomes active, you will then be able to log into your account and lodge a Statement of Trade to attend the Melbourne Royal Show.
- Currently, you cannot search the FoodTrader system for events, so you will need to free type the details into the system. Please ensure that you select **City of Melbourne** as the Council where the Showgrounds event will be held. **Not Moonee Valley City Council.**  
  
Please use the below event details when submitting your statement of trade:
  - Event Name:** Melbourne Royal Show 2025
  - Event Location:** Melbourne Showgrounds
  - Street Address:** 300 Epsom Road, Flemington, 3031
  - Suburb / Council:** Flemington, Melbourne City Council, 3031, VIC
  - Date Range:** Trading starts – 25<sup>th</sup> September 2025, Trading ends – 5<sup>th</sup> October 2025. Select days of the week trading – **select all.**
- Scroll to the top and click – **Submit Application to Council**

To obtain approval, your application must be completed in full and with the relevant fee (if applicable) and then submitted to council. You should allow **15 working days** for the registration and notification to be processed

**Please Note** - Any interstate or overseas business that will be cooking, selling food / drink related items will need to apply via FoodTrader and list the Melbourne Showgrounds as the Principal Premises. This will then ensure your application will be allocated to City of Melbourne Council to assess/ process. If this relates to your business, you can contact the team via: Health and Wellbeing - 03 9658 9058 | [health@melbourne.vic.gov.au](mailto:health@melbourne.vic.gov.au).

**Please note:** Depending on your classification rating, you may be required to provide additional facilities to your stand in order to meet food safety compliance requirements. Permission may not be granted for certain cooking or food preparation activities at your stall. **SEE APPENDIX A: EXAMPLE STATEMENT OF TRADE**

### Cleaning & Sanitising

All equipment, utensils and surfaces that come into contact with food during Melbourne Royal Show must be cleaned and sanitised with a food grade sanitiser before any food preparation. Food contact surfaces and equipment should be cleaned and sanitised after every use and/or at least every four hours.

The Gourmet Pantry & Cellar will have a communal back of house area that will be supplied with hot and cold water to facilitate this process during show.

Each site must provide your own cleaning materials, equipment and food grade sanitiser for use on site and in the back of house.

### Hand Wash Facilities

As a food handler you are required by law to wash your hands with warm running water and liquid hand soap and dry them thoroughly before handling any exposed food e.g. cutting cheese, portioning samples for display and tasting etc.

Each food stand has been allocated a stand-alone hand wash unit. The unit must be operational and accessible at all times. Each exhibitor is to maintain the unit (empty and refill) and required to provide their own soap and paper towels (can be emptied into bin in BOH area).

Non-rinse hand sanitiser gels may be used, and appropriate food handling gloves worn but they **do not** replace the need for the above hand washing facilities.

Please see - [https://www.youtube.com/watch?v=DA\\_f0\\_6bljE](https://www.youtube.com/watch?v=DA_f0_6bljE) to view an information video on how to use and maintain your hand wash unit.

### Exceptions

Exhibitor's sampling of wine/beverages that involve pouring into and sampling from a disposable cup only require hand sanitiser gel for hygiene. If other food (e.g., cheese) is offered with the tasting then hand wash facilities **will** be required and will be provided by Melbourne Royal. Please advise Melbourne Royal if you plan to serve food with your wine/beverage samples.

### Food Preparation Activities

It is preferred that sampling items are pre prepared in advance and brought to the site, ready to distribute to avoid the need for having to prepare any foods on site. However, we understand that at times you may need to prepare additional sampling foods if levels run low. As advised, there will be a communal back of house area which will include access to hot and cold water, liquid hand soap, paper towels and bins.

Minimal food preparation activities **only**, may be undertaken in the designated communal back of house food preparation area, and not at your stand.

### Flooring

Any exhibitor providing food or beverage samples must hire a Floor Mat through Melbourne Royal. The floor area must be maintained by each stallholder to a clean standard for the duration of show. Please ensure this is left in your stall, if it has been removed or damaged there will be a \$250 replacement fee.

### Food Safety Program Records & Thermometer

If you are storing foods that require temperature control or heating foods for sampling, you are required to ensure that those food are being provided in a safe and suitable manner. It is recommended that you maintain temperatures records of the foods/ fridges/ freezers/ hot holding units etc. during show. Please refer to your food safety program records and ensure you have plenty of copies to manage these processes during the show.

## Food Tastings

- Food must be served to customers by a member of staff.
- Ensure that the food display is effectively supervised so that any food that is contaminated or likely to have been contaminated is immediately removed from display.
- Provide protective barriers that minimise the likelihood of contamination by customers.
- Supervise the food to ensure that customers do not contaminate by re-dipping spoons or other items.
- Display small quantities, so that food samples have less time to become contaminated.
- Provide single serves of your product. Use disposable cups, spoons, toothpicks or other implements to minimise the amount of handling by the customer.
- Use disposable gloves, tongs and utensils to minimise the contact of bare hands with food.
- Separate foods should be handled with separate utensils i.e. tongs.
- Provide litter containers so that customers can dispose of single use items, leaving the area clean and tidy.
- If required, keep the food samples hot (above 60oC) or cold (below 5oC). Some samples may be able to be kept without temperature control, provided that time and temperatures are carefully monitored.

### **All food on display must be protected from contamination by:**

- Wrapping or packaging the food
- Display in an enclosed cabinet or other facility that protects the food

### **Selling of pre-packaged food**

If you are selling pre-packaged food, the label must meet the requirements of the Food Standards Australia New Zealand (FSANZ) Food Standards Code. Information that must be included:

- Prescribed name of product
- Percentage labelling
- Name and address in Australia where the food was packaged or prepared
- Ingredient Listing
- Nutritional Panel Information
- Date marking- a best before or use by date
- Any directions for use or storage
- Country of origin

For further information refer to the FSANZ website [www.foodstandards.gov.au](http://www.foodstandards.gov.au)

### **Mandatory warning and advisory statements and declarations on allergens**

If you do not sell packaged food at your premises, you are still required to have onsite the same information to provide to the purchaser on request. You must have this information available for all staff to access, so that all requests can be answered accurately.



#### Alcoholic and Non-Alcoholic Beverage Tastings:

- Serve beverages when customers are present.
- Keep corks tightly bound on bottles when not in use.
- Single-use (disposable) cups/glasses should be used and thrown away after use.
- Single-use (disposable) cups/glasses should be stored upside down and covered until required and be handled carefully to minimise the risk of contamination.
- Sampling of spirits will only be served in containers filled to 15ml capacity
- Sampling of wine, beer & ciders will be served in containers filled to 60ml capacity

#### Any questions or concerns regarding above?

If you have any questions or concerns regarding the information provided above, please feel free to make contact with [sales@melbourneroyal.com.au](mailto:sales@melbourneroyal.com.au).



[APPENDIX A: EXAMPLE STATEMENT OF TRADE](#)

## Statement of Trade

**REGISTRATION #:** MELB-1043771-001

TRADING NAME: City of Melbourne Test  
PROPRIETOR: City of Melbourne Test account  
PREMISES TYPE: Market stall  
CLASSIFICATION: Class 4

**TRADING DETAILS:**

Lodged to Melbourne City Council on: 17/07/2023

COUNCIL TRADING IN: Melbourne City Council  
EVENT NAME: Melbourne Royal Show 2023  
LOCATION/VENUE: Melbourne Showgrounds  
ADDRESS: 300 EPSOM ROAD FLEMINGTON VIC 3031

TRADING DATE(S):

Between 21/09/2023 and 01/10/2023 on Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday

