



FOOD NOTIFICATION PROCESS

As of 1 July 2017, the following process will be implemented for submitting exhibitor/caterer Food Notification Forms

Exhibitor submits Food Notification Form in full with associated paperwork and payable fees to the Event Organiser.

Food Notification Form can be found at
www.claremontshowground.com.au/eventtoolkit

Event Organiser collates all Food Notification Forms and processes payments for associated fees.

Event Organiser submits collated Food Notification Forms to Claremont Showground via mail, courier or email no later than 21 days prior to the commencement of the event.

Submissions must be accompanied with the Food Notification Cover Document, which can be found at
www.claremontshowground.com.au/eventtoolkit

If submitting via email; all documents must be collated into one PDF
(www.pdfmerge.com.au)

Submissions will be checked for accuracy by Claremont Showground and submitted to the Town of Claremont on behalf of the Organiser.

Claremont Showground will invoice the Event Organiser for the total value of the associated fees, which are payable within 7 days.

A permit will be issued to the Exhibitors once the submission is approved by Town of Claremont