

# [NON-FOOD SHOW] EXTERNAL F&B VENDOR PERMIT

[AP-016]

This permit is required for all events that have not been contracted as a food show, but event organisers request to engage F&B vendors from an external source. Please complete and submit this permit application to your dedicated Experience Manager no later than 21 days prior to event move-in day. **PLEASE SUBMIT ONE CONSOLIDATED FORM FOR EACH EVENT.**

**All application forms are to be completed by the signatory of the licensing agreement. To change authorised personnel for submissions, please complete AP-001 Change in Authorised Personnel Permit.**

## Mandatory Requirements

- The applicant must obtain prior approval via this permit from Suntec Singapore before any activity can take place.
- This permit is required for all non-food show events engaging external F&B.
- For food items that constitute sampling or giveaways, please use **AP-015 [Non-Food Show] F&B Sampling & Giveaways Permit.**
- Event organiser has the responsibility to ensure that WSH legislation and SWP are followed to ensure, as far as reasonably practicable, the health and safety of all persons that may be affected by the activity.
- No food preparation equipment, including hot surfaces, is to be left unattended when in use.
- Signage has to be clearly positioned next to any cooking surface, providing warning of hot surfaces.
- All sharp items are to be stored safely, and when in use, kept at a distance from guests.
- For health reasons, safety standards in reference to hygiene, cleanliness and sanitation must be followed at all times.
- Fats and oils must be disposed off site by a specialist contractor.
- All supporting documents as listed in this form must be submitted to Suntec Singapore.
- Non-slip mats should be provided within cooking areas and any spillage must be cleaned immediately.
- Only induction and deep-oil fryers are permitted forms of cooking in Suntec Singapore. No 'open -flame' cooking is allowed, including the use of liquid gases or cartridge types.
- The use of induction hot plate, solid fuel burners used to warm food that has been prepared/cooked is permitted.
- Caterers are required to provide signage on F&B stations, stating the company's name and contact details and to clearly identify that the food is not from Suntec Singapore's in-house facilities.
- For demonstration areas, the event organiser must maintain a safety clearance of 3 metres from the guests.
- Two 4.5kg ABC type fire extinguishers must be visibly displayed for emergency use.
- Combustible materials are to be kept to a minimum and away from heat sources.
- Smoke-generating devices are to be controlled such that they do not activate the smoke detector.
- The event organiser must undertake manpower, logistics, distribution and waste management. Suntec Singapore will not assist with such logistical matters.
- Contractors must comply with all safety guidelines.
- Suntec Singapore reserves the right to decline vendor requests and revoke permits if deemed necessary.
- Corkage and cakeage are subject to 10% service charge and prevailing government taxes. All remaining items are only subject to prevailing government taxes.
- To find out the rates for each item, please refer to Annex A.

## Contact Details

Licensee/Authorised Party's Name:


Contact Number:


Event Name:


Event Location  
(Hall/Room Number):


Licensing Agreement Number:

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## Supporting Documents Required

The following documents are required to be submitted as part of this permit:

- Singapore Food Agency (SFA) food handling licence (per person)
- Singapore Food Agency (SFA) "A Grade" shop\*/manufacturing licence or import licence
- General liability insurance (with a minimum coverage of \$1,000,000 per claim)

\*For more information on "A Grade" approved vendors, click [here](#).

## Purpose

Event organisers who wish to obtain approval for an exception and allow external vendors to cater within their event, must complete and submit the following table. Catering charges are applicable.

Booth Number or Room Location	Start Date & Time	End Date & Time	F&B Items (Per Day)	F&B Quantity (Per Day)	For Sale of Items, Please State Price
	:	:			
	:	:			
	:	:			
	:	:			
	:	:			
	:	:			
	:	:			
	:	:			
	:	:			
	:	:			

(Supplementary list can be attached if required)

## Declaration

I, the applicant, hereby acknowledge and agree to the technical and mandatory requirements set out by Suntec Singapore:

Signature & Company Stamp

Date:

**For Internal Processing Only**

Reasons for rejection:

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EM's Signature:

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Catering Charge (where applicable)

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## Annex A – Beverage Charges

Item	Unit of Measurement	Price
Coffee & Tea Service (Automated Machine - Single Serve)	Per machine per day	\$350
Coffee & Tea Service (Barista)	Per machine per day	\$1,000
Coffee & Tea (Canister)	Per canister per serving	\$200
Tea / Coffee (Bags / Sachets)	Per 100 per serving	\$50
Corkage (Wine & Champagne – up to 750ml)	Per unit	\$35
Corkage (Hard Liquor & Spirits – up to 750ml)	Per unit	\$35
Corkage (Bottles - up to 330ml)	Per unit	\$5
Corkage (Beer Barrel)	Per barrel	\$300
All Other Non-Alcoholic Beverages (up to 250ml)	Per unit	\$2
All Other Non-Alcoholic Beverages (up to 500ml)	Per unit	\$3
All Other Non-Alcoholic Beverages (up to 1L)	Per unit	\$5

## Annex A – Culinary Charges

Item	Unit of Measurement	Price
Pre-Packed (Non-Saleable) Food Items (up to 100g)	Per item	\$2
Pre-Packed (Non-Saleable) Food Items (up to 200g)	Per item	\$3
Pre-Packed (Non-Saleable) Food Items (more than 200g)	Per item	\$5
Live Food Station (Non-Saleable) (i.e. Pop-Corn/ Candy Floss/ Ice-Cream/ Churros/ Kachang Puteh)	Per station per day	\$800
Live Food Station (Saleable Items) (i.e. Pop-Corn/ Candy Floss/ Ice-Cream/ Churros/ Salad Bar)	Per station per day	\$1,000
F&B Pop-Up Café – Sales Kiosk (Saleable Items)	Per kiosk per day	\$1,500

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## Annex A – Catering Service Charge

Item	Unit of Measurement	Price
Coffee/Tea Break (Maximum 3 Snacks/Person)	Per person per serving	\$20
Lunch Buffet (Maximum 12 Dishes)	Per person per serving	\$45
Lunch (3-Course)	Per person per serving	\$60
Lunch (Additional Courses)	Per person per serving	\$10
Bento Lunch (up to 1 Meat, 2 Vegetables, 1 Starch, 1 Drink)	Per person per serving	\$30
Dinner Buffet (Maximum 14 Dishes)	Per person per serving	\$55
Dinner (3-Course)	Per person per serving	\$70
Dinner (Additional Courses)	Per person per serving	\$10
Bento Dinner (up to 2 Meat, 2 Vegetables, 1 Starch, 1 Drink)	Per person per serving	\$35
Cakeage (includes crockery & cutlery, napkins, portioning and service)	Per kg	\$20
Artists and Working Crew Hospitality Suite Catering	Per event per day	\$1,000
Level 4 & Level 6 Concerts – External F&B Cover Charge	Per person <sup>^</sup>	\$2

*For any undeclared items, the Centre will impose a surcharge of 20% on top of the external catering price listed.*

*Suntec Singapore reserves the right to decline any external catering brought into the Centre.*

*For items not listed, or for quantities in excess of the above, customised pricing will be provided on a case-by-case basis. Pricing is valid until 31 December 2019.*

<sup>^</sup> Based on contracted ticket sales