

Catering Application Guide

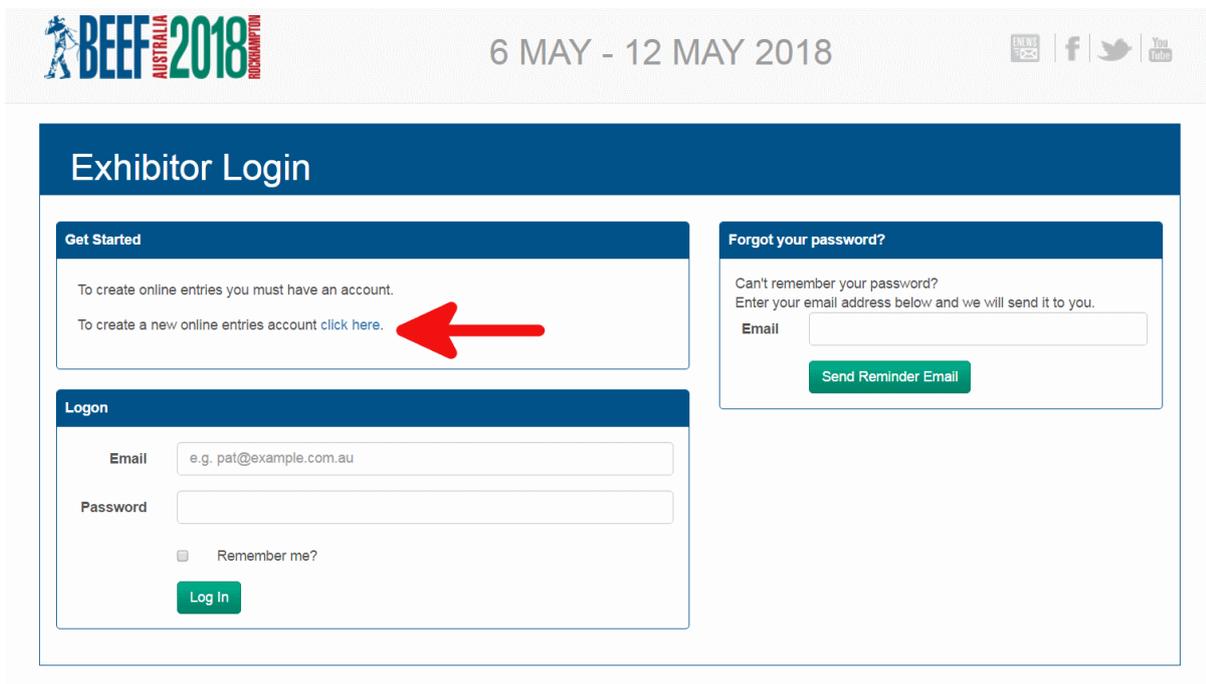
Applications can be submitted online at <https://entries.beefaustralia.com.au>

Please ensure you have read the Beef Australia 2018 Catering Prospectus prior to completing your application.

Step 1

Create an account. This will allow you to log-in to make applications for a catering sites, trade fair sites, enter competitions, make payments toward your site fee, upload any required documents etc.

Select 'Click here' on the 'Get Started' section of the Exhibitor Login page to create your account.



Under the Exhibitor Details section you may select Company, Individual, School or Group from the Exhibitor Type drop down box.

Please ensure you make the correct selection and include the trading or business name of your company. Personal contact details can be entered in the Personal Details section.

Exhibitor

Exhibitor Details

Exhibitor Type

Company Name

Please note that you do not need to complete the PIC No or MN Status under the Additional Exhibitor Details section.

Additional Exhibitor Details

 PIC Number

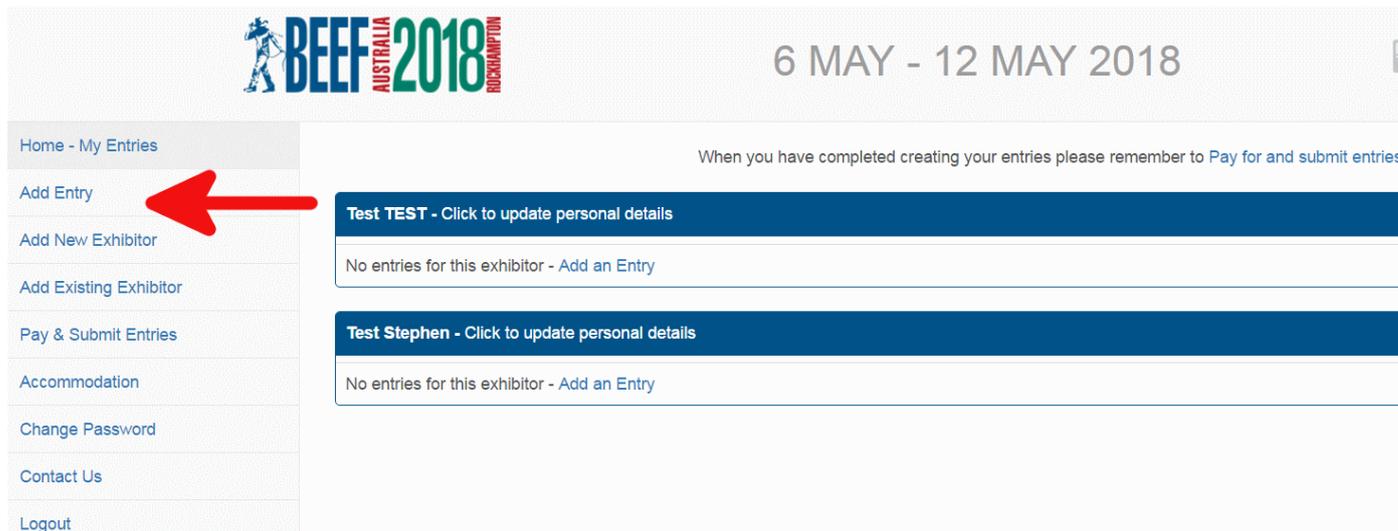
MN Status

Please ensure that you complete the Taxation Details section and include your ABN. Excluding these details may delay your application.

You are not required to complete the Bank Details section however it will allow more efficient processing of any refunds that may be due.

Step 2

Once you have created your account, you can now login to make your catering application by selecting 'Add Entry' from the menu on the left.

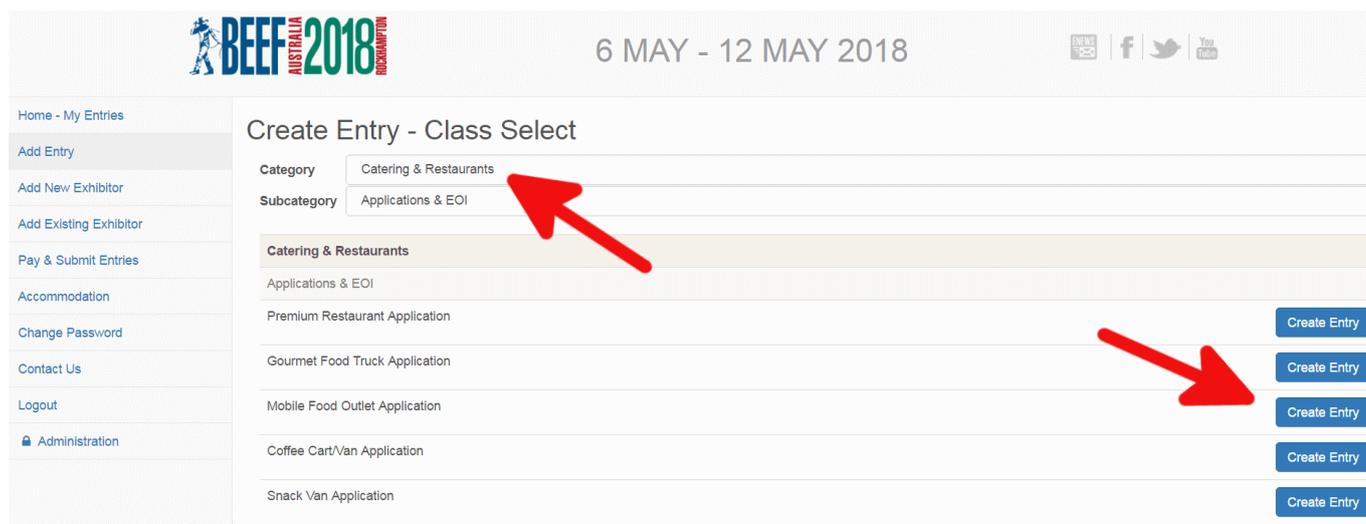


The screenshot shows the top navigation bar with the logo 'BEEF AUSTRALIA 2018 BOCKHAMPTON' and the dates '6 MAY - 12 MAY 2018'. On the left, a vertical menu contains several options: 'Home - My Entries', 'Add Entry', 'Add New Exhibitor', 'Add Existing Exhibitor', 'Pay & Submit Entries', 'Accommodation', 'Change Password', 'Contact Us', and 'Logout'. A red arrow points to the 'Add Entry' option. The main content area displays two sections for exhibitors: 'Test TEST - Click to update personal details' and 'Test Stephen - Click to update personal details', each with a link to 'Add an Entry'. A note at the top right says 'When you have completed creating your entries please remember to Pay for and submit entries'.

Step 3

Select 'Catering & Restaurants' from the Category drop down box under Create Entry – Class Select. The catering and restaurant category list will then be shown.

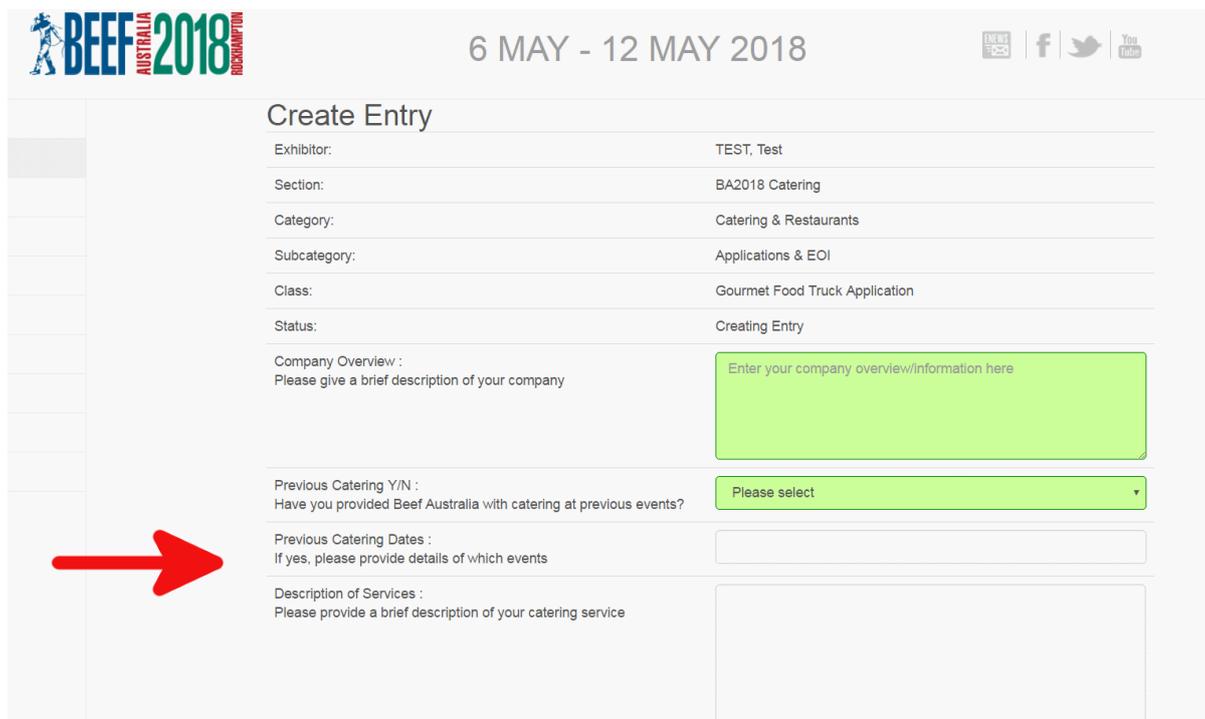
You can now create your application by clicking on the blue 'Create Entry' button beside the category you wish to apply for.



The screenshot shows the 'Create Entry - Class Select' page. The left menu is the same as in Step 2. The main content area has a 'Category' dropdown menu set to 'Catering & Restaurants' and a 'Subcategory' dropdown menu set to 'Applications & EOI'. Below these are several application categories, each with a 'Create Entry' button: 'Applications & EOI', 'Premium Restaurant Application', 'Gourmet Food Truck Application', 'Mobile Food Outlet Application', 'Coffee Cart/Van Application', and 'Snack Van Application'. A red arrow points to the 'Catering & Restaurants' category in the dropdown, and another red arrow points to the 'Create Entry' button for 'Gourmet Food Truck Application'.

Step 4

Now you can answer the catering questions and enter details relevant to your company, catering operations and any other information you think may be relevant to your application.



BEEF AUSTRALIA 2018 ROCKHAMPTON

6 MAY - 12 MAY 2018

Create Entry

Exhibitor: TEST, Test

Section: BA2018 Catering

Category: Catering & Restaurants

Subcategory: Applications & EOI

Class: Gourmet Food Truck Application

Status: Creating Entry

Company Overview :
Please give a brief description of your company

Enter your company overview/information here

Previous Catering Y/N :
Have you provided Beef Australia with catering at previous events?

Please select

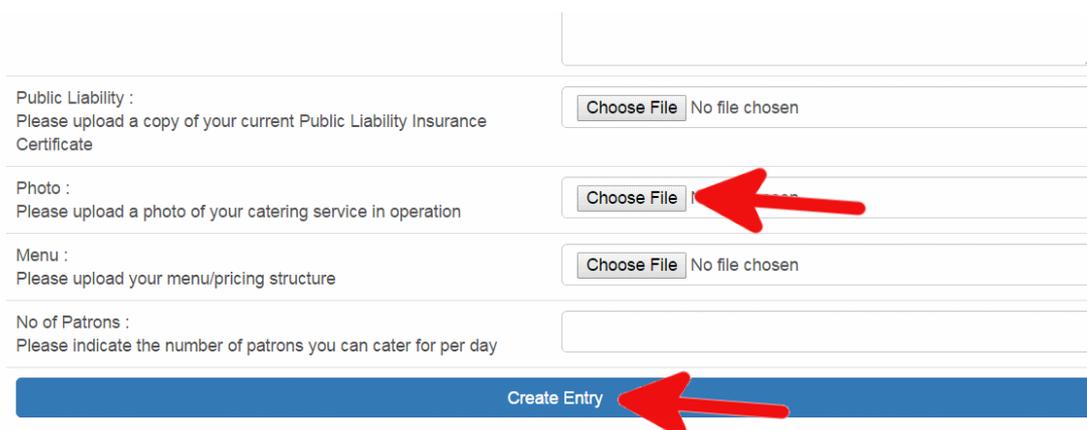
Previous Catering Dates :
If yes, please provide details of which events

Description of Services :
Please provide a brief description of your catering service

Step 5

Upload your Public Liability Insurance Certificate, photos and menu by clicking on the 'Choose File' button beside each request. Don't forget to include the number of patrons you can cater for per day.

Once you have uploaded your documents and entered all your information you can create your application by clicking on the blue 'Create Entry' button at the bottom of the page.



Public Liability :
Please upload a copy of your current Public Liability Insurance Certificate

Choose File No file chosen

Photo :
Please upload a photo of your catering service in operation

Choose File No file chosen

Menu :
Please upload your menu/pricing structure

Choose File No file chosen

No of Patrons :
Please indicate the number of patrons you can cater for per day

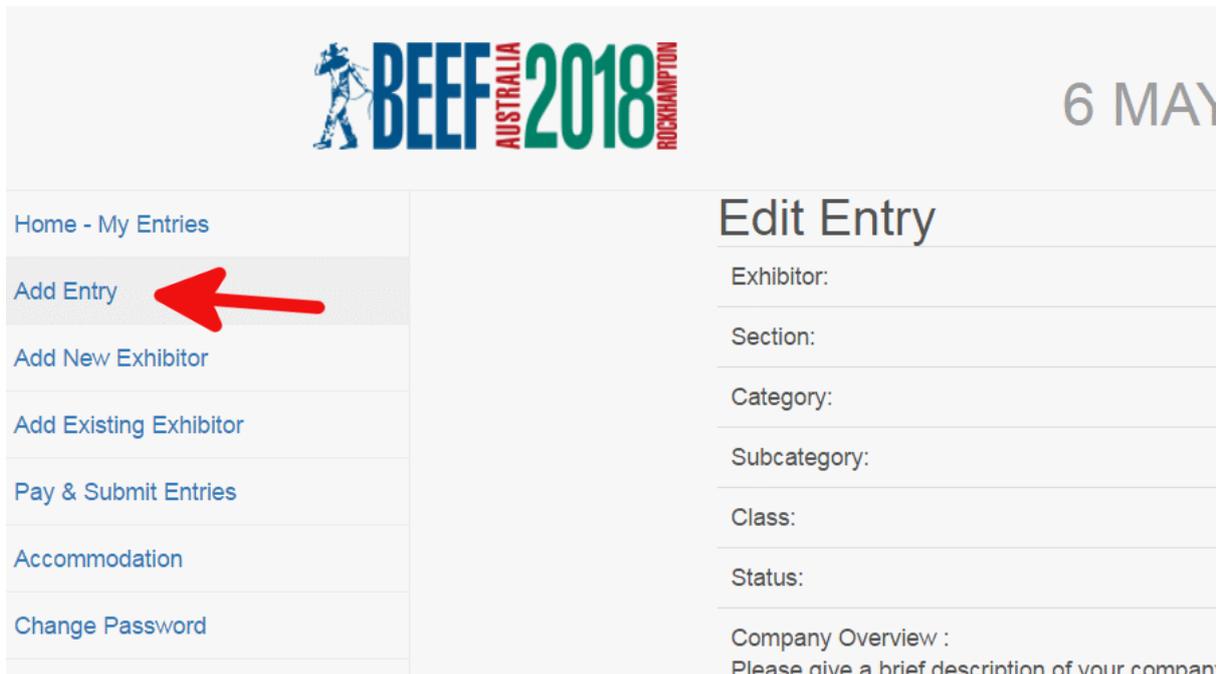
Create Entry

Step 6

Upon successful creation of your application you will see buttons to 'Save Changes' 'Delete' Entry' or 'Create a New BA2018 Catering Entry' at the bottom of the page. If you are not completing any further applications you can submit your application.

Step 7

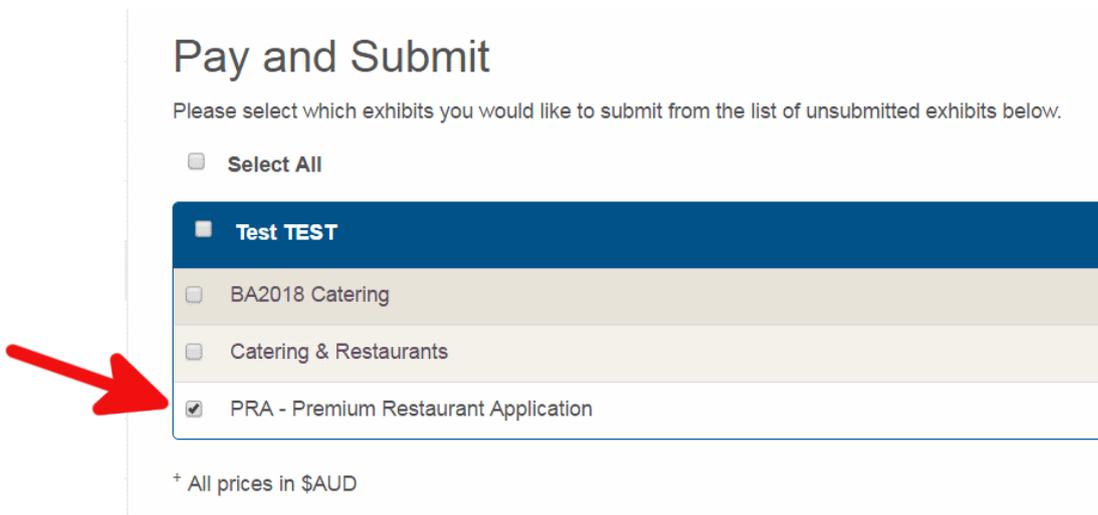
Select 'Pay & Submit Entries' from the menu on the left and follow the prompts to finalise your application. An application fee of \$200 is payable by Credit/Debit card.



The screenshot shows the BEEF AUSTRALIA 2018 website interface. At the top, there is a logo for 'BEEF AUSTRALIA 2018 ROCKHAMPTON' and the date '6 MAY'. On the left, a navigation menu lists several options: 'Home - My Entries', 'Add Entry' (highlighted with a red arrow), 'Add New Exhibitor', 'Add Existing Exhibitor', 'Pay & Submit Entries', 'Accommodation', and 'Change Password'. The main content area is titled 'Edit Entry' and contains several input fields: 'Exhibitor:', 'Section:', 'Category:', 'Subcategory:', 'Class:', and 'Status:'. Below these fields is a section for 'Company Overview' with a prompt: 'Please give a brief description of your company'.

Step 8

Tick the box beside your application category to generate the total payable. You can then tick the box on the bottom left of the page to agree to the terms and conditions and click on the blue 'Continue' button to proceed to the summary page. Here you can view a summary of all your applications should you have more than one.



The screenshot shows the 'Pay and Submit' page. The title is 'Pay and Submit' and the instruction is 'Please select which exhibits you would like to submit from the list of unsubmitted exhibits below.' There is a 'Select All' checkbox. Below it is a list of application categories, each with a checkbox: 'Test TEST' (checked), 'BA2018 Catering', 'Catering & Restaurants', and 'PRA - Premium Restaurant Application' (checked). A red arrow points to the 'PRA - Premium Restaurant Application' checkbox. At the bottom, there is a note: '+ All prices in \$AUD'.

Step 9

Click the blue 'Continue' button to proceed to the payment page and follow the prompts to pay your application fee.

Once you have submitted your application you will receive a confirmation email to the address supplied in your application including a receipt/tax invoice for your payment.