



**MELBOURNE
ROYAL**
AUSTRALIAN INTERNATIONAL
COFFEE AWARDS



2022 Entry Booklet

The Australian International Coffee Awards celebrates and promotes coffee roasting excellence in Australia and internationally.

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Judged by a discerning panel of accredited experts and leading Australian coffee roasters, the awards provide coffee roasters with opportunities to benchmark their product, receive industry recognition, and promote the quality of their product to retailers and consumers alike.



Melbourne Royal thanks the following partners and supporters for their involvement.

Major Partners



Industry Partner



Trophy Sponsors



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General information

2022 Calendar of important dates

Entries open	Tuesday 21 June
Entries close	Friday 15 July
Delivery dates	Monday 18 July – Friday 29 July
Judging dates	Monday 8 – Wednesday 10 August
Results announced	Saturday 1 October

Introduction

The Melbourne Royal Australian International Coffee Awards is Australia's leading international coffee roasting competition, annually attracting a diverse range of beans and cold brews from around the world.

Established in 2013, the Awards present producers, large and small, with the opportunity to benchmark their products, establish their credentials in the Australian and international coffee industry and provides differentiation in the market for award-winners.

In 2022 the Awards offer 12 major trophies, including the coveted Champion Australian Roaster, Champion International Roaster and Best Direct Trade or Microlot trophies.

Judging will take place over three days in August at Melbourne Showgrounds in Ascot Vale, Victoria, Australia.

The results will be announced at the Awards Presentation on Saturday 1 October, International Coffee Day, in the MasterChef Pavilion at Melbourne Showgrounds.

Why you should enter

The Melbourne Royal Australian International Coffee Awards offer exhibitors an unparalleled opportunity to benchmark their coffee against industry standards and rank in excellence in the global coffee market. Award-winners can establish and leverage their brand.

In reporting results to exhibitors, exhibit scores are represented on distribution graphs (where there is sufficient data to do so) enabling exhibitors to see how their products rank against those of their peers, in Australia and abroad.

Medal-winning exhibitors will be provided with a Marketing & PR Tool Kit to assist with promoting their win and marketing their coffee with a seal of quality.

COVID-19

As COVID-19 continues to impact events, Melbourne Royal has adapted the approach to conducting the Awards and is confident that judging can be delivered in a COVID-Safe way. With the health and safety of all involved remaining the highest priority, Melbourne Royal will continue to follow and respect all government regulations and advice regarding mass gatherings and social distancing, and judging will be conducted in accordance to a strict COVID-safe plan.

Please see the FAQs via the website [here](#).

What you should know when entering

- The Australian International Coffee Awards is a credible and impartial competition conducted by one of Australia's most highly esteemed royal agricultural societies, Melbourne Royal, the organisation responsible for the Melbourne Royal Wine Awards, the Australian Distilled Spirits Awards, Australian Food Awards and the Australian International Beer Awards.
- The judging panel boasts some of the world's most highly respected roasters, baristas, writers and educators.
- Entries are blind tasted and judged on their own merits against a set of criteria (see 'Scoring & Medals' for details).
- Entries are allocated a tasting order number, separate from the catalogue (exhibit) number, to ensure the anonymity of the exhibit and to protect the integrity of the judging process.
- Entries are audited to ensure compliance with labelling and other regulatory requirements and commercial availability. Entries not complying with these requirements will be disqualified.

Entry eligibility

- Entries must be commercially available in Australia or overseas in the precise composition and in the same packaging, including labels, in which it is submitted for judging. Coffee and Cold Brews packaged especially for the competition that are not ordinarily available will not be accepted. Exhibitors may be required to verify commercial availability by providing the details of at least one stockist or outlet.
- A coffee can be entered into multiple categories where there is a different brew type (Espresso, Milk or Alternative Milk, or Pour Over or Immersion).
- Exhibitors must state where the coffee/s are from, type of coffee (single or blend), country of origin of the bean, composition of blend (where appropriate) and who has roasted the coffee (company or contract roaster).
- Entrants are responsible for all transportation fees and for ensuring the prompt and safe delivery of their entries.

How to enter

There are three simple steps to enter the Awards:

1. Read through the competition Entry Booklet (this document) and the categories you can enter product into;
2. Complete the online entry process at www.melbourneroyal.com.au/coffee
3. Upon receiving confirmation of your entries and product delivery instructions, submit your exhibits to Australian International Coffee Awards for judging.

PLEASE NOTE: Exhibitors are responsible for entering the correct product class and should check their entry acknowledgement email carefully to ensure all details are correct. Organisers will not transfer products between classes unless discussed with the exhibitor.

To enter, please visit the [Australian International Coffee Awards home page](#), click **Enter Competition** and our online entry wizard will guide you through the steps to complete your entries.

For additional information on the online entry process, please refer to the [Help with Entries](#) and [FAQs](#) pages.

How we use your coffee

In addition to samples being used for judging, they are used to verify that products entered are commercially available and comply with labelling and other regulatory requirements. Samples are also used for promotional purposes including at VIP and media tastings, and in displays of trophy and medal-winning product. Exhibit stock remaining after the Australian International Coffee Awards judging has been completed will remain the property of Melbourne Royal.

What our trophy winners say

Having an objective, blind assessment of our coffees is invaluable. When that assessment returns with a big win, as we have had, then even better! We are so proud of winning the overall top honour for 2020. This is verification that our quality is leading the industry and all our stakeholders benefit from this serious win.

Campos Coffee, New South Wales

Champion Australian Roaster 2020
Best Direct Trade or Microlot Coffee 2020
Best Filter Coffee 2020

Coffee Tech Limited is an international award-winning coffee company based in Auckland, New Zealand. We cooperate with many coffee farms of different origins and international green bean traders to carefully select the best coffee in the world. We can see the exposure coffee farmers are receiving from Coffee Tech's Australian International Coffee Awards wins, with more consumers asking about the coffee's origin and purchasing the winning products.

Coffee Tech Limited, New Zealand

Champion International Roaster 2019
Best Direct Trade or Microlot Coffee 2019
Best Espresso 2019
Best Dairy Milk Based Coffee 2019
Best Soy Based Coffee 2019

The Australian International Coffee Awards is a fantastic opportunity to gauge the quality of our coffee against some of the best roasters in Australia as well as overseas. Winning two trophies in 2016 gives us strong credibility with our customers – both current and future.

Bellissimo Coffee, Queensland

Best Direct Trade or Microlot Coffee 2016/2017
Best Milk Based Coffee 2017
Best Cold Brew Coffee 2016/2017

We deem the Australian International Coffee Awards to be one of the most prestigious global coffee awards, boasting both a large number of entries and a panel of international judges. Winning Champion International Roaster in 2015 and 2016 has raised the overall profile of Tanamera Coffee.

Tanamera Coffee, Indonesia

Champion International Roaster, 2015/2016
Best Filter Coffee 2016

New in 2022

Separation of Filter trophy into four new trophies

This year, the Filter Category has been reworked to acknowledge its growth and will see not one, but four trophies awarded:

- Best Pour Over, Blend Trophy
- Best Pour Over, Single Origin Trophy
- Best Immersion, Blend Trophy
- Best Immersion, Single Origin Trophy

For a complete list of Classes, please refer to [‘Categories Classes & Specifications.’](#)

The following changes to the Awards were announced in 2021 and have been carried over to this year’s program as new initiatives with COVID-19 having impacted Melbourne Royal’s ability to deliver the program last year.

Separation of Espresso trophies

The Best Espresso Trophy has been split to recognise both single origin and blend espressos –

- Best Espresso, Blend Trophy
- Best Espresso, Single Origin Trophy

Introduction of Best Alternative Milk trophy

The Best Soy Based Coffee Trophy has been expanded to include additional alternative milks and renamed ‘Best Alternative Milk Coffee’. Exhibitors will be able to choose between soy, almond and oat as their preferred option for having their coffee brewed with. This will need to be chosen on entering and a coffee may only be entered once with one option in the Alternative Milk category.

Cold Brew update

In 2022 Cold Brew coffees may only contain water and/or milk as additional additives, no other flavourings, sugar or other additives are allowed.

Category	Classes
Espresso	ESP001 – Espresso, Blend
	ESP002 – Espresso, Single Origin
Milk Coffee	CPC001 – Cappuccino, Dairy Milk
	CPC002 – Cappuccino, Alternative Milk
Pour Over Coffee	FTR001 – Pour Over, Blend
	FTR002 – Pour Over, Single Origin
Immersion Coffee	FTR003 – Immersion, Blend
	FTR004 – Immersion, Single Origin
Cold Brew Coffee	CBR001 – Cold Brew

Events

Trophy Presentation – Saturday 1 October, International Coffee Day

Melbourne Royal invites you to celebrate excellence in the global coffee industry at this year's Australian International Coffee Awards Trophy Presentation on Saturday 1 October, International Coffee Day, in the MasterChef Pavilion at Melbourne Showgrounds, Ascot Vale, Victoria, Australia.

For all ticketing and event enquiries, please email events@melbourneroyal.com.au or call the Melbourne Royal office on +61 03 9281 7444.

Connect with us

Stay up to date with the latest developments and engage with Melbourne Royal and the Australian International Coffee Awards on Instagram, Facebook and LinkedIn:

Instagram @Melbourne.Royal

Facebook @Melbourne.Royal

LinkedIn @Melbourne Royal®

Trophies and *eligibility*

Best in Class trophies

An exhibit must be awarded a Gold Medal to be eligible for a Best in Class Trophy.

Trophy	Eligible Class
Best Espresso – Blend	ESP001
Best Espresso – Single Origin	ESP002
Best Dairy Milk Coffee	CPC001
Best Alternative Milk Coffee	CPC002
Best Pour Over Coffee – Blend	FTR001
Best Pour Over Coffee – Single Origin	FTR002
Best Immersion Coffee – Blend	FTR003
Best Immersion Coffee – Single Origin	FTR004
Best Cold Brew Coffee	CBR001

Best Direct Trade or Microlot Coffee

Eligible Classes: ESP002, CPC001, CPC002, FTR002, FTR004, CBR001

Awarded to the highest scoring Direct Trade or Microlot coffee entered into the competition.

To be eligible for these trophies the winning entry must satisfy the requirements to be entered as a Direct Trade or Microlot coffee at point of entry and awarded at least one gold medal.

Major Trophies

Champion Australian Roaster Trophy

Awarded to the Australian roaster with the highest average score, which will be calculated on the basis of the roaster's three top scoring exhibits.

To be eligible for the trophy a roaster must have roasted their exhibit in Australia on their own premises and been awarded at least one gold medal.

Coffee that has been contract roasted by a third party will not be considered for this award.

Champion International Roaster Trophy

Awarded to the international roaster with the highest average score, which will be calculated on the basis of the roaster's three top scoring exhibits.

To be eligible for the trophy a roaster must have roasted their exhibit in a country other than Australia on their own premises and been awarded at least one gold medal.

Coffee that has been contract roasted by a third party will not be considered for this award.



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Exhibit requirements

Following are the minimum quantities required to be submitted for judging – remembering that an exhibit may only be entered if it is commercially available in the precise composition and in the same packaging, including labels, in which it is sent for judging. Exhibits entered not meeting these criteria will not be judged.

Class	Minimum quantity required for judging
Coffee Beans	Minimum quantity required for judging <ul style="list-style-type: none">• 3 x 500gm packs or equivalent as follows:<ul style="list-style-type: none">– 1 x roasted coffee in commercially branded pack, plus– 2 x roasted coffee in unbranded pack(s)
Cold Brew	6 x 500ml bottles or equivalent in commercially branded bottles Exhibits must be commercially available in the precise composition, including labels, in which it is sent for judging. Cans, PET containers, and cork or crown-sealed bottles are acceptable. Flip-top (or swing-top) bottles will not be accepted unless sealed with a tamper evident label. Cold brews that are packaged especially for the competition that are not ordinarily available in packed form will not be accepted.

In addition to samples being used for judging, they are used to verify that products entered are commercially available and comply with labelling and other regulatory requirements. Samples are also used for promotional purposes including at VIP and media tastings, and in displays of trophy and medal-winning product. Exhibit stock remaining after Australian International Coffee Awards judging has been completed will remain the property of Melbourne Royal.

Melbourne Royal will not be liable for any other costs or loss incurred by the Exhibitor due to COVID-19 or pandemic related event cancellation such as costs associated with the delivery, collection and return shipping of any exhibitor product entered in the Australian International Coffee Awards.

Contract roasting

Exhibitors must declare their entry has been produced by a contract roaster. The contact details for the contract roaster must be provided during the online entry process.

A contract roasted coffee can be entered into the competition and will be eligible for to win class trophies only. Exhibitors are not eligible for Champion Australian or International Roaster awards for coffee that is contract roasted for them.

Third party manufacturing

To be eligible for an Australian International Coffee Awards trophy, the exhibit can be submitted by either the roaster or retailer who has had a product roasted under contract by a third party. The contract roaster must be listed as part of the entry process.

Entry instructions for entering product produced under contract

Exhibitor entering product which has been contract roasted for them

If you are the brand retailer (e.g., supermarket chain, coffee chain outlet or franchise) entering coffee that has been produced under contract by another roaster, you must ensure that you create an account in your name. You will need to acknowledge who your contract roaster is on your class entry form by providing the name and contact details.

Contract roaster entering product which you have produced under contract for another company

A contract roaster entering a coffee that has been produced for another company needs to establish the account in their company name and complete the 'Exhibited on behalf of' field. You will need to provide detailed contract information of the company on whose behalf you have produced the coffee.

Entry fees and *payment*

Entry fee	\$160 AUD (incl. GST)
Late fee	An additional \$15 AUD (Incl. GST)

Closing date

Entries close Friday 15 July 2022. Entries received after this time will be processed at the discretion of Melbourne Royal and attract an AUD\$15 per entry late fee.

Payment

Entries and full payment must be received by Melbourne Royal no later than Friday 15 July. Entries received after the closing date will not be guaranteed admission to the competition. Entries will not be accepted until the entry fee is received in full. Visa, MasterCard, Australian cheques and money orders are all accepted, Amex is not. Please make Australian cheques and money orders payable to The Royal Agricultural Society of Victoria Ltd. Online entries will not be validated until payment is received. Entry fees must be paid in Australian dollars, including any bank fees, and are non-refundable.

Electronic Funds Transfer (EFT)

Please enter the exhibitor name in the reference field and make payment to:

Company: RASV Ltd

Company Address: Epsom Road,
Ascot Vale VIC 3032, Australia

Bank Account: 03-769-4755

Swift code: NATAAU3303M

Beneficiary Bank: National Australia Bank Limited

Beneficiary Bank Address: Level 28,
500 Bourke St, Melbourne VIC 3000, Australia

Categories, classes and specifications

Specifications – Equipment

Category	Classes	Specification
Espresso	ESP001 – Espresso, Blend ESP002 – Espresso, Single Origin	A 40 to 45 gm beverage extracted for between 25 -30 seconds from a double 20 gm Pullman Filtration 876 basket dosed and packed to 21 grams.
Milk Coffee	CPC001 – Cappuccino, Dairy Milk CPC002 – Cappuccino, Alternative Milk	A 160 ml beverage prepared with a single espresso shot and 1.5 cm textured milk no chocolate. Full cream milk supplied by the Riverina Fresh will be used for the milk-based coffees and either soy, almond or oat drink for the alternative based coffee supplied the Alternative Milk Co.
Pour Over Coffee	FTR001 – Pour Over, Blend FTR002 – Pour Over, Single Origin	15 gm of coffee per 250 ml of water preheated to 94 degrees Celsius. The coffee will be soaked and 30 seconds will be allowed for the coffee bed swelling to stop before pouring remaining water. The total brew time will be two and half minutes.
Immersion Coffee	FTR003 – Immersion, Blend FTR004 – Immersion, Single Origin	15 gm of coffee per 250 ml of water preheated to 94 degrees Celsius, brewed for three minutes. The coffee will be soaked with 50 ml of water for 15 seconds. Will wait 15 seconds before pouring the remaining 200 ml of water over 15 seconds in a steady circular motion. The coffee will be decanted after two and half minutes.
Cold Brew Coffee	CBR001 – Cold Brew	The cold brew will be served in an XL5 glass with ice and no other additions.

Filtered water will be used to brew the coffees.

Exhibitors are responsible for entering the correct product class and should check their entry acknowledgement email carefully to ensure all details are correct. The Awards will not transfer products between classes unless discussed with the exhibitor.

A coffee can be entered into multiple categories where there is a different brew type (Espresso, Milk or Alternative Milk, or Pour Over or Immersion).

Entries will be brewed on the following machines generously supplied by Xtracted Espresso Solutions:

- Coffee Machines – Synesso S200
- Grinders – Compak PK 100 LAB

The brewing temperature will be set to 93.5C at the group head. 0.6mm restrictors will be used with a flow rate of 85 ml in 10 secs.

Vessels / Cups

d'ANCÁP 80cc Torino Espresso cups and the d'ANCÁP 160cc Torino cappuccino cups will be used during the competition.

Immersion Coffee

A Clever Coffee Dripper and bleached paper filter will be used to produce the immersion coffee.

Pour Over Coffee

A Hario V60 pour over cone and bleached paper filter will be used to produce the pour over coffee.

Specifications – Terminology

Direct Trade

Direct Trade coffees and coffees where the roaster has directly sourced the coffee from a coffee farm, estate, mill or cooperative. These are coffees where the roaster has a direct relationship with the coffee producer in terms of sourcing, processing payment and in the setting of quality standards for the green bean. Coffees purchased from a green bean broker are not eligible to be considered as direct trade coffees. Microlot coffees which are purchased as a result of a direct trade relationship must be entered as a direct trade coffee. Exhibitors will need to provide detailed evidence of the direct trade relationship with the coffee farm, estate, mill or cooperative.

Microlot

Microlot coffees are small lots of superior quality green beans that can be traced to a particular provenance. That is a coffee from a particular farm, mill, estate or cooperative which has been separated during an assessment of superior quality on the basis of location, production method, processing method, coffee variety or lots.

Typically their volumes are relatively small and they represent a small proportion of the producer's total production.

Only coffees bought from a broker as microlot are eligible to be entered as microlot coffees. Microlot coffees which are purchased as a result of a direct trade relationship must be entered as a direct trade coffee. Exhibitors will need to provide evidence that the coffee satisfies the criteria for a microlot coffee.

Cold Brew

Cold brew coffee is a general term which covers bottled coffees which have been produced using the drip or steeping methods and cold water. The coffee may be still or carbonated or nitrogenated. It can only include added water or milk. They must not include the use of other ingredients (e.g. sugar, cream, spices, alcohol). Cold brew concentrates can be entered into the competition. Concentrates must not include the use of other ingredients (e.g., sugar, cream, milk, spices, alcohol).

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Judging

Judging process

All entries are blind tasted. To ensure the integrity of the judging process, each product entry is allocated a tasting order number that is not released and is separate to the exhibit catalogue number.

Judging of the 2022 Australian International Coffee Awards will take place at Melbourne Showgrounds, Ascot Vale, Victoria, Australia – Monday 8 August through Wednesday 10 August. Judging is closed to exhibitors, trade and the public.

Entries will be allocated a tasting order number, separate from the catalogue (exhibit) number, to ensure the anonymity of the exhibit and to retain the integrity of the judging process. Additionally, exhibits will be judged 'blind'. Exhibits are judged according to Class (style) and are critically and quantitatively evaluated for their commercial excellence, quality attributes and trueness to type. Exhibits are not judged or ranked against each other but are assessed on their own merits.

Attribute scores for each exhibit will be awarded, checked, and entered by the judging panel. Classes will be judged for bronze, silver, and gold medals. The process for determining the trophy winner of each category requires an additional level of scrutiny. The gold medal coffees from each category will be individually and independently reassessed and ranked using the borda count method – only gold medal-awarded exhibits are eligible for trophies. To illustrate the ranking, if there are four (4) gold medal Cappuccino exhibits, those four exhibits will be reassessed and ranked from highest (best) to lowest with three (3) being the highest, two (2), one (1), and zero (0), with the highest scoring exhibit (in this example, the exhibit ranked three [3]) winning the Best Cappuccino trophy. If there are five (5) gold medal Cappuccino entries, the rank is from four (4) to zero (0), and so on.

Awards may be withheld or restricted in any Class where exhibits are considered unworthy or if insufficient entries are available. The Competition Manager shall have the power to reallocate, dismiss or disqualify as being ineligible for judging, any exhibit that, in their opinion, does not comply with the regulations in every respect, and such reallocation, dismissal or disqualification shall be accepted as final.

The above instructions do not in any way limit or restrict any of the powers, discretions, rights, and duties conferred upon the judges by the regulations or Melbourne Royal's powers under the regulations.

2022 Judging panel

Judges are selected for their industry knowledge and expertise. Each judging panel will consist of not less than two judges and an associate judge (where appropriate).

Head Judge

Melissa Caia brings more than 15 years' industry experience and is the specialist barista trainer at the Coffee Academy at William Angliss Institute. Currently involved in national and state barista championships and various coffee events, Melissa enjoys sharing her skills, knowledge and experience mentoring future judges and coffee professionals each day. In her capacity as Head Judge, Melissa will oversee judging to ensure the quality and integrity of the Awards is maintained.

Head Barista

Adam Metelmann has been Head Barista with the Awards for four years and is an all-round coffee guy. With over 18 years industry experience and three-time ASCA Regional Barista Champion, Adam will oversee a team of trained barista's ensuring all the exhibits are handled and stored to optimum conditions and will work in conjunction with Melissa Caia to ensure the smooth flow of the judging process.

Scoring and *medals*

Judging criteria

Entries will be assessed against the following criteria:

Espresso and Cold Brew Coffee	Total points
Taste Balance	36
After Taste	12
Tactile Balance	12
Maximum total	60

Milk and Alternative Milk Coffee	Total points
Cut Through	12
After Taste	12
Flavour (balance of rich sweet milk and espresso)	36
Maximum total	60

Pour Over and Immersion Coffee	Total points
Aroma	6
Flavour	12
After Taste	6
Acidity	6
Body	6
Balance	12
Overall	12
Maximum total	60

In this first round of tasting each judge applies the class criteria using a point system that totals 60 points. The exhibit is scored according to the panel's average calculated from the individual assessments. Medals are awarded on this final score as follows:

Gold	54+ points	A Gold Medal Exhibit is an <i>outstanding</i> coffee or cold brew.
Silver	49 – 53 points	A Silver Medal Exhibit is an <i>excellent</i> coffee or cold brew.
Bronze	44 – 48 points	A Bronze Medal Exhibit is a <i>very good</i> coffee or cold brew.

Submissions

Submitting your entries

Once payment has been received and your entries have been verified as correctly entered and accepted for entry into the Awards you will receive, by email from coffee@melbourneroyal.com.au, an exhibitor entry confirmation containing your labels in PDF format and instructions on how and where to submit your entries. Please contact the Competition Manager if you do not receive this email.

Labelling of exhibits

In addition to bearing commercial labels, all exhibits must bear Australian International Coffee Awards-issued labels.

Competition labels will be included in the exhibitor entry confirmation email in PDF format (as an attachment) that will be sent once your entries have been validated and payment received in full.

Competition labels show the:

- (a) Name and year of the competition;
- (b) Class number;
- (c) Competition Barcode;
- (d) Catalogue (Exhibit) number;
- (e) Class name;
- (f) Exhibitor name;
- (g) Entry name; and the
- (h) Hellmann Registration Number (HRN) – a three-digit code used by Hellmann (see below).

Exhibitors are required to print the labels in the precise format they are sent, preserving size, font, etc., and securely attach them to each item submitted for entry.

Hellmann Registration Number

All paid for and confirmed entries will be issued with a Hellmann Registration Number (HRN) whether or not the exhibitor intends to use the freight forwarding services of the 2022 Awards logistics partner Hellmann Worldwide Logistics Pty Ltd (Hellmann) to deliver their entries to the Awards. The HRN will be used by the Awards and Hellmann to track your entries during transit should you choose to engage their service.

At no time will the Exhibit number or the HRN be referred to during judging.

Addressing deliveries

Packages must be clearly labelled to ensure your delivery can be easily identified. All packages must display on the outer carton both the three-digit Hellmann Registration Number (HRN) and the Catalogue (Exhibit) Number as shown on your entry confirmation and labels.

Please address deliveries being sent to the 2022 Australian International Coffee Awards to:

Australian International Coffee Awards
C/- Hellmann Worldwide Logistics Pty Ltd
57-73 Lambeck Drive
Tullamarine VIC 3043
AUSTRALIA

Delivery of exhibits

The Australian International Coffee Awards have once again partnered with Hellmann Worldwide Logistics for logistics services for 2022. From Monday 18 until Friday 29 July, Hellmann in Melbourne, Australia will take receipt of your exhibits at their Tullamarine depot for ambient or cold storage and on forwarding to the judging site. It is therefore important to co-ordinate the dispatch of your coffee to ensure their arrival during this 11 day window.

When shipping your coffee, please include the following information on your package:

“Roasted Coffee. Sample Materials. Not For Resale”.

Also include a pro forma invoice with a nominal value of \$1 AUD for each exhibit you enter and the statement **“For tasting purposes only, not for resale”.**

Exhibits must not be sent directly to the Awards.

Options for submitting your exhibits to the Awards

International exhibitors		Australian exhibitors
<p>All Exhibits must be sent IWCO Terms Delivered Duty Paid (DDP) – i.e., international exhibitors must pay all costs associated with transporting their coffee. This includes paying for shipping costs, export and import duties, insurance and any other expenses incurred during shipping.</p>		<p>Please arrange delivery ensuring your coffees are received by Hellmann in Tullamarine by the deadline of Friday 29 July.</p>
<p>Option 1 Hellmann Worldwide Logistics (Hellmann) Hellmann offer a range of international door-to-door freight forwarding services from your country of origin to the Australian International Coffee Awards venue in Melbourne. A list of Hellmann depots including country specific contact details is included in this Entry Booklet (see next page). Please contact your local depot for an indication of their service charges and freight forwarding deadlines as relates to your region.</p>	<p>Option 2 Alternate carrier You are welcome to arrange alternative delivery of your exhibits to the Hellmann depot in Melbourne. All customs clearance charges remain the responsibility of the exhibitor and must be paid before you send your Australian International Coffee Awards samples. The Australian International Coffee Awards will not pay outstanding customs clearance fees. IWCO Terms Delivered Duty Paid (DDP)</p>	
<p>Please contact Luke Cooke at Hellmann in Melbourne to discuss these options on +61 (0)407 505 360 or by email: luke.cooke@hellmann.com</p>		
<p>Please note that all deliveries must be cleared through Melbourne Customs, where applicable, and arrive at Hellmann’s Tullamarine depot in Melbourne between Monday 18 July and Friday 29 July 2022. Please enquire with Hellmann about your customs payment options when arranging for delivery of your 2022 Australian International Coffee Awards Exhibits.</p>		

Please note

Melbourne Royal (the Australian International Coffee Awards) will not be responsible for any costs relating to duties, or any costs associated with the return of coffee, or for lost or misplaced coffee that were not clearly labelled upon receiving.

Exhibitors will be advised prior to the commencement of judging if exhibits have not been received. Please clearly label the outside of your samples to ensure your delivery can be easily identified.

Under no circumstances will the event organisers or any of their officers or employees or partners be responsible for the late, missed or non-delivery of any exhibit(s). Special consideration might be given to delivery of exhibits delayed by, for instance, customs clearance where all reasonable steps have been taken by the exhibitor to meet Australian Customs requirements.

International depot contacts



As a specialist in the freight forwarding of perishable goods, Hellmann Worldwide Logistics can offer appropriate services at competitive rates for shipment of your samples from your region to Australian International Coffee Awards judging in Melbourne, Australia. Please contact the Hellmann depot in your region to enquire about, and to arrange freight forwarding services from your region. If the country you are shipping from is **not listed below**, please contact Luke Cooke for freight forwarding contact information for your region.

Country	Main Contact	Email Address	Telephone Number
Argentina	Pablo Rosales	Pablo.rosales@hellmann.com	54 11 5552 2000
Australia	Luke Cooke	luke.cooke@hellmann.com	0407 505 360
Austria	Robert Pätzold	robert.paetzold@hellmann.com	43 1 7007 36895
Belgium	Leah Philippon	bru-air-export@be.hellmann.net	32 2 254 29 11
Brazil	Camila Atoguia	catoguia@br.hellmann.net	55 11 2445 5130
Cambodia	TK Siang	tksiang@hellmann.com	855 85 777 873
Canada	Alwyn Lobo	alwyn.lobo@hellmann.com	+1 905 565 3343
Chile	Alejandro Munoz	alejandro.munoz@hellmann.com	56 2 2715 6202
China – Beijing	Grace Liang	Grace.Liang@hellmann.com	86 10 6947 9346
China – Guangzhou	Flora Wang	Flora.Wang@hellmann.com	86 20 2833 0218
China – Qingdao	Sophie Su	Sophie.Su@hellmann.com	86 532 66 77 968
China – Shanghai	Tracy Yang	tracy.yang@hellmann.com	86 21 2610 0386
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Czech Republic	Marek Sedlacek	Tomas.Heller@hellmann.com	420 222 245 967
Denmark	Susanne Bay	sbay@straitair.com	45 86 20 82 10
El Salvador	Mónica Cañas	monica.canas@transmaressal.com	503 2206 5446
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Proud equipment sponsors of the 2022
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about us.

xtracted espresso solutions is a family owned and operated business with over 20 years experience importing coffee equipment

coffee equipment is our passion and we pride ourselves on our knowledge, service and quality products. we are very proud of the relationships we have built with international manufactures over the years. these relationships allow us the exclusivity of being the australian independent importers of synesso coffee machines and compak coffee grinders

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26 wallace street
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Results

The results of the 2022 Australian International Coffee Awards will be announced at the Awards Presentation on Saturday 1 October and will, after this event, be made available online via the Australian International Coffee Awards website, www.melbourneroyal.com.au/coffee, and the Melbourne Royal mobile site, m.melbourneroyal.com.au. Trophy winners will be announced live via the Melbourne Royal Instagram account, @Melbourne Royal.

Results will be emailed to exhibitors from coffee@melbourneroyal.com.au following the Trophy Presentation. Where medals have been awarded, exhibitor results emails will include links to downloadable digital medal artwork as well as a link to a Marketing & PR Tool Kit.

Trophies and medal Certificates will be posted in the weeks following the announcement of the winners.

Contacts

Competition

For all general and competition enquiries relating to the 2022 Australian International Coffee Awards please contact:

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Competition Managers Melbourne Royal/
Australian International Coffee Awards
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Media

For all media enquiries relating to the 2022 Australian International Coffee Awards please contact:

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Awards presentation

For all enquiries relating to the 2022 Australian International Coffee Awards Presentation please contact:

Events Team, Melbourne Royal
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E events@melbourneroyal.com.au

Sponsorship opportunities

For all enquiries relating to sponsorship please contact:

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Special Regulations & Conditions of Entry

2022 Australian International Coffee Awards

Introduction

1. The Regulations appearing in this entry booklet form part of The Royal Agricultural Society of Victoria Limited's (RASV) General Regulations for all Competitions (General Regulations). In the event of any inconsistency between the General Regulations and these Regulations, the General Regulations shall prevail to the extent of the inconsistency unless the General Regulations provide otherwise.
2. The following Regulations and any other conditions, rules or guidelines, which may be expressed to apply in respect of either judging or the awarding of prizes in the Australian International Coffee Awards – shall be read subject to General Regulation 10 and shall in no way be construed as limiting the discretion of judges to award prizes as and when they think fit.

Labelling of Exhibits

3. Labelling of Exhibits – all Exhibits must bear labels. Exhibitors will be emailed official labels which show:
 - a) the year of the competition;
 - b) class name;
 - c) class number;
 - d) Exhibit number; and
 - e) RASV allocated barcode.RASV will email all Exhibitors the required labels, along with the entry confirmation letter. Australian Food Standards
4. All Exhibits must comply with the requirements of the Australian Food Standards Codes for both product and packaging.

Entries

5. Only commercial roasters and coffee brand owners are eligible to enter Exhibits into the awards.

Entries must be made on the official Online Entry Form and must be submitted by the Closing Date and be accompanied by the applicable entry fee for each Exhibit.

Exhibitors must state on the online entry form:

 - a) the class;
 - b) the product's commercial brand name;

- c) particulars of Exhibit;
- d) ingredients; and
- e) any other information required on the entry online form.

Each Exhibitor must certify that each Exhibit entered is representative of a commercially available product – refer to the category requirements for specific information. RASV will set an annual schedule for the entry requirements and the entry fees which will apply to each Australian international Coffee Awards program.

Product samples – Exhibits

6. Exhibit
 - a) An Exhibit can be entered into multiple sections of Australian international Coffee Awards where the class involves different brewing methods and/or styles of coffees. For the alternative milk coffee section a coffee may only enter once with one of either soy, almond or oat as an option.
 - b) Where an Exhibit is entered into multiple classes, the exhibitor must pay an entry fee for each class it is entered into.
 - c) An Exhibitor can enter as many entries as they like into a class provided each Exhibit is a different product.
 - d) Exhibits must be submitted in the form specified in the category regulations.
 - e) Exhibitors can only enter products which they have manufactured, had manufactured or processed under contract or processed for sale.
 - f) A brand owner who has had a product produced under contract by another coffee roaster may also enter an Exhibit but only if the producer of the contracted product is listed.
7. All Exhibits become the property of RASV. Without prejudice to the General Regulations, RASV accepts no responsibility for the loss or damage to any Exhibit, whether occurring before, during or after Australian International Coffee Awards.

Inspection of Exhibits

8. RASV may nominate a person or persons to inspect and/or analyse any Exhibit to verify that it meets the relevant conditions for the class in which it was exhibited, and that the product held by the Exhibitor represents the Exhibit provided for judging. The Exhibitor must permit the nominated person or persons to take samples of the product if so requested. Any inspection and/or analysis is to be conducted within four weeks of the announcement of the Awards.
- The nominated person or persons appointed to carry out the inspection and/or analysis must make a written report to RASV. Should the inspection and/or analysis prove that the Exhibit for that class is incorrect; all awards for that Exhibit shall be forfeited.

Access to Exhibits

9. Except for the Chief Stewards or their nominee/s, no person will be permitted access to the Exhibits until after the judging is completed.

Compliance of Exhibits

10. An Exhibitor may only enter Exhibits which:
- comply in all respects with the criteria established by the RASV for entry in the relevant class;
 - are the bona fide property of the Exhibitor; and
 - represent the product listed on the entry form.

Judging

11. How judging is conducted
All entries will be blind tasted and judged against a specified set of criteria.
12. Interference by Exhibitor
An Exhibitor, their invitees or agents, must not consult, influence or interfere with a Judge or attempt to consult, influence or interfere with a Judge or do any other thing which may interfere with the Judge's freedom of choice or judgement.
13. Disqualification of Exhibit
The Head Judge, in consultation with RASV, will have the power to disqualify or dismiss, as being ineligible for judging, any Exhibit which, in their opinion, does not comply with the Regulations in every respect, and such disqualification will be final.

14. Forfeiture of award if disqualified Where an Exhibit or an Exhibitor is disqualified and their prize is forfeited, RASV may (but are not obliged to) promote the Exhibit next in order to that prize, whether the Exhibit was awarded a prize or a reserve number. Exhibits next in order, whether awarded a prize or reserve number, may also be promoted to the prize next in order.

Head Judge

15. RASV will appoint a Head Judge on an annual basis. The Head Judge will be responsible for working with the event manager to appoint Judges to the judging panel and to ensure the judging panel conducts itself in a professional, ethical and efficient manner during Australian international Coffee Awards judging.
16. All decisions of RASV and the judges as to the application of the Regulations, or any decisions made under the Regulations, will be final and binding on all Exhibitors, save RASV may in its absolute discretion elect to review and alter any decision made by it or the Judges under the Regulations at any time. This includes without limitation, the conferring of awards or decisions of the Judges. RASV may in its absolute discretion take all such actions or steps it considers appropriate in respect of the Regulations including without limitation, revoking awards and suspending or prohibiting persons from future entry in any Event.
17. Protests may only be made by Exhibitors with Exhibits in the class to which a protest relates.

Feedback and Results

18. Feedback
Exhibitors will receive feedback from the Judges on the product that they entered into the competition.
The Judges' feedback to an Exhibitor will remain commercial-in-confidence and will not be shared with any other Exhibitors.
19. Results
Class results will be made available within two weeks of the completion of judging.

Awards

20. Gold, Silver and Bronze Certificates will be issued to those Exhibits attaining the requisite points.
Trophies and Certificates will be awarded to the company named and product specified on the Online Entry Form.

Trophy and Medal winners in Australian international Coffee Awards are required to supply, at their own expense, product to be used at the Awards Presentation Function. Trophies may be presented at the official Australian international Coffee Awards Trophy Presentation event.

RASV will determine the medal ranges for gold, silver and bronze medals and judging criteria for on Australian international Coffee Awards an annual basis. RASV will determine what trophies are awarded and what eligibility requirements will apply to them on an annual basis.

Trophies

21. Eligibility – Champion Roaster Trophies

The Champion Australian Roaster Trophy will be awarded to the Australian roaster with the highest average score for the three top scoring Exhibits they have entered into the competition.

To be eligible for the trophy, the Exhibitor must have:

- a) roasted the Exhibit in Australia;
- b) roasted the Exhibit on their own premises (coffee that has been contract roasted by a third party will not be eligible for this award);
- c) entered a minimum of three Exhibits; and
- d) Be awarded at least one gold medal.

The highest average score will be calculated on the basis of the Exhibitor's three top scoring Exhibits.

The Champion International Roaster Trophy will be awarded to the international roaster with the highest average score for the three top scoring Exhibits they have entered into the competition.

To be eligible for the trophy, the Exhibitor must have:

- a) roasted their coffee in a country other than Australia
- b) roasted the coffee on their own premises (coffee that has been contract roasted by a third party will not be considered for this award);
- c) entered a minimum of three Exhibits; and
- d) Be awarded at least one gold medal. The highest average score will be calculated on the basis of the Exhibitor's three top scoring Exhibits.

The Best Direct Trade or Microlot Coffee Trophy will be awarded to the highest score Direct Trade or Microlot coffee entered into the competition.

To be eligible for the trophy, the Exhibitor must have:

- a) Satisfy the requirements to be entered as a Direct Trade or Microlot coffee entered into the competition; and

- b) Be awarded a gold medal.

The Best in Class Trophy. An Exhibit must be awarded a gold medal to be eligible for a Best in Class Trophy.

- a) Trophies will be awarded based on the Borda Count Method;

- b) The final decision will be made by the Head Judge; and

- c) If a Gold medal is not awarded in any one class then the trophy will not be awarded.

Advertising and Ownership of Awards

22. Approval to use Trademark

Exhibitors awarded a Trophy or Certificate must seek approval from to RASV to use the Australian international Coffee Awards graphic trademark. Such approval and its terms are to be at the absolute discretion of RASV.

23. Exhibitor advertising

No Exhibitor shall advertise or allow to be advertised by any means whatsoever, whether by broadcasting, pictorially, or in writing, the fact that any Exhibit has won any award unless such advertisement shows clearly:

- a) the year of award;
- b) the description of class;
- c) the name under which the Exhibit was entered; and
- d) in the case of on-packaging advertising, the same name and relevant information under which the Exhibit was entered.

Medal and trophy artwork shall only be featured on a product that has been entered into Australian international Coffee Awards and awarded a medal and/or trophy. The medal artwork shall show the year of the award.

Medal style guidelines will be emailed with results and must be adhered to.

24. Ownership of Awards

The Exhibitor acknowledges that all awards are owned by RASV and that the Exhibitor may not promote the winning of any award or any association with an award or the Event, other than in accordance with the Regulations. RASV may take any action considered necessary in respect of any advertising that does not comply with the Regulations, including without limitation, revoking any award.

General Regulations for All Competitions

1. DEFINITIONS AND INTERPRETATION

1.1 Definitions

The following definitions apply unless the context requires otherwise.

Agent includes any person, agent, association or corporation engaged by or on behalf of the Exhibitor and any person acting or purporting to act on the Exhibitor's behalf (including any person who is an invitee of the Exhibitor and regardless of whether the person is remunerated or not).

Assistant Chief Steward means the person occupying or acting in the position of Assistant Chief Steward of a section.

Body includes any society, organisation or body within or outside Australia having similar objects to Melbourne Royal and, without limitation, includes:

- Royal Agricultural Society of the Northern Territory Inc;
- Royal National Agricultural & Industrial Association of Queensland;
- Royal Agricultural & Horticultural Society of South Australia;
- Royal Agricultural Society of NSW;
- Royal Agricultural Society of Tasmania;
- Royal National Capital Agricultural Society;
- Royal Agricultural Society of WA; and
- any breed association or society recognised by Melbourne Royal.

Business Day means a week day on which banks in Melbourne are open for business.

Chief Executive Officer means a person occupying or acting in the position of Chief Executive Officer of Melbourne Royal.

Chief Steward means the person occupying or acting in the position of Chief Steward of a section.

Closing Date means the date and time set out in the Relevant Schedule after which entries for the Event will not be accepted by Melbourne Royal.

Drug has the meaning set out in the Relevant Schedule.

Event includes competition and class and without limitation includes any event listed in a Schedule. Event also includes the period of bump-in and bump-out for the Event and the period of the Event competition.

Entry Form means an entry form (or online equivalent) supplied by Melbourne Royal for an Event.

Event Participant includes judges, stewards, contractors, spectators, Exhibitors and all persons present at the Venue during the Event.

Exhibit means the animal, person or item entered into an Event by an Exhibitor.

Exhibitor means the owner of the Exhibit, and if the owner is less than 18 years of age, the parent or guardian of the owner who signs the Entry Form.

Inspector means a person described as such in the Regulations.

Judge means a person appointed by Melbourne Royal to judge an Event.

Motor Vehicle includes a truck, trailer, horse float and stock transporter but does not include a caravan.

Melbourne Royal means Melbourne Royal (ACN 006 728 785).

Regulations means:

- (a) Melbourne Royal's General Regulations For All Competitions;
- (b) the rules, regulations and conditions of entry set out in the Relevant Schedule; and
- (c) the rules, regulations and conditions of entry set out on the Entry Form for the Event.

Relevant Schedule means the Schedule which applies to the particular Event in which the Exhibitor has submitted or proposes to submit an entry in accordance with these Regulations.

Review Committee means a committee appointed under Regulation 12.4.

Schedule means a Schedule of events and prizes issued by Melbourne Royal and without limitation, a reference to a Schedule includes a reference to the rules, regulations and conditions set out in the Schedule.

Show means the Melbourne Royal Show.

Showgrounds means the Melbourne Showgrounds, Epsom Road, Ascot Vale, Victoria and includes without limitation all areas owned, used, rented or leased by Melbourne Royal.

Steward means a person occupying or acting in the position of steward.

Venue means the site or location at which the Event is held.

Veterinary Surgeon means a veterinary surgeon appointed by Melbourne Royal.

1.2 Interpretation

Headings are for convenience only and do not affect interpretation. The following rules apply unless the context requires otherwise.

- (a) The singular includes the plural and conversely.
- (b) A gender includes all genders.
- (c) If a word or phrase is defined, its other grammatical forms have a corresponding meaning.
- (d) A reference to a person, corporation, trust, partnership, unincorporated body or other entity includes any of them.
- (e) A reference to a Regulation is a reference to a Regulation of these Regulations.
- (f) A reference to a Regulation, rule or condition of entry is to the regulation, rule or condition of entry as amended, varied, supplemented, novated or replaced, except to the extent prohibited by these Regulations.
- (g) A reference to a right or obligation of any two or more persons confers that right, or imposes that obligation, as the case may be, jointly and severally.

In the event of an inconsistency between the Regulations and a Schedule, the Regulations prevail to the extent of the inconsistency unless otherwise provided.

1.3 Exemptions

Melbourne Royal may, by notice in writing, exempt an Exhibit or an Exhibitor from one or more of the obligations or requirements contained in these Regulations.

1.4 Consents or Approvals

Where the doing of any act, matter or thing under these Regulations is dependent upon the consent or approval of a person or is within the discretion of a person, the consent or approval may be given or discretion may be exercised conditionally or unconditionally or withheld by the person in its absolute discretion and without giving or assigning any reason for it.

2. ENTRIES

2.1 Requirements for entering an Event

An entry to an Event must be:

- (a) submitted on an Entry Form;

- (b) acknowledged by a physical signature or electronic authorisation by the Exhibitor or, if the Exhibitor is less than 18 years of age, acknowledged by the Exhibitor's parent or guardian;
- (c) fully paid for as set out in the Relevant Schedule;
- (d) submitted before the Closing Date to Melbourne Royal's Registered Office or electronic service; and
- (e) Any Exhibit entered into an Event must be disease free and in good health and condition.

2.2 Warranty

The Exhibitor represents and warrants to Melbourne Royal that the information set out on the Entry Form is complete, accurate and not misleading in any way.

2.3 Rules and Regulations

An entry is subject to the:

- (a) Regulations; and
- (b) Relevant Schedule.

2.4 Entries subject to Rules and Regulations

Upon submission of an entry in accordance with Regulation 2, the Exhibitor agrees to be bound by the rules, regulations and conditions referred to in Regulation 2.2 and to ensure that each Agent of the Exhibitor complies with those rules, regulations and conditions. An act or omission of an Agent of an Exhibitor may be deemed by Melbourne Royal to be the act or omission of the Exhibitor.

2.5 Altered Entries

Subject to the discretion of Melbourne Royal an entry may not be altered after the Closing Date.

2.6 Number of Entries

Melbourne Royal may restrict the number of entries in any Event.

2.7 Limit on entry into multiple Ordinary Classes

Subject to the Relevant Schedule, an Exhibit must not be entered in more than one Ordinary Class. Should any Exhibit be sought to be entered in more than one Ordinary Class, the Exhibit will only compete in the Ordinary Class in which the Exhibit's or the Exhibitor's name first appears in Melbourne Royal's Catalogue unless Melbourne Royal otherwise directs. For the purposes of this Regulation, Sweepstakes, Special Classes, Trophy Classes and Championships are not an Ordinary Class. 'Ordinary Class', 'Sweepstakes', 'Special Class', 'Trophy Class' and 'Championship' have the meaning given in the Relevant Schedule.

3. ENTRY AND NOMINATION FEES

- 3.1 The entry fee and, if applicable, the nomination fee, become the property of Melbourne Royal on receipt by Melbourne Royal and, without limitation, the entry fee and, if applicable, nomination fee paid in respect of an entry which is withdrawn, or which does not satisfy the requirements for entry or conditions of eligibility will not be refunded.
- 3.2 In the event that the Melbourne Royal Show or a competition/awards program is cancelled due to COVID-19 health regulations or if state borders restrictions are enforced and the Exhibitor is unable attend the Show, Melbourne Royal will provide a full refund on entry fees, pre-purchased onsite accommodation fees (lockers and camping), showgrounds parking fees, showgrounds stabling/bedding fees and pre-ordered catalogues. Melbourne Royal will not be liable for any other costs incurred. Melbourne Royal will provide a pro-rata refund of fees in the event that Show days are cancelled due to COVID-19.

4. DOCUMENTS FOR PRESENTATION WHILST AT THE SHOWGROUNDS

Animal Registration papers, AAR microchip papers, show-jumping performance cards and birth certificates, or certified photocopies thereof, are not required to be submitted to Melbourne Royal or to accompany an Application for Entry. Such documentation will be required to be on hand whilst the Exhibitor and the Exhibits are on the Showground (if the Application for Entry specifies such documentation is required) and must be produced upon request for perusal by the Chief Steward or other Melbourne Royal authorised person. Failure to produce such documents if requested will result in the Exhibit being ineligible for the Event.

5. OWNERSHIP OF EXHIBITS

- 5.1 **Ownership on entry**
At the time Melbourne Royal receives the Entry Form for entry to an Event; the Exhibit entered into that Event by the Exhibitor must be the property of the Exhibitor or held by the Exhibitor under a written lease in existence at that time.

5.2 Ownership on judging

At the time of judging an Event, each Exhibit entered into that Event by an Exhibitor must be the property of the Exhibitor or be held by the Exhibitor under a written lease in existence at that time. An Exhibit which is not the property of the Exhibitor or held by the Exhibitor under a written lease in existence at the time of judging will be ineligible for the Event.

5.3 Ineligibility for Event

An Exhibit which is not the property of the Exhibitor or held by the Exhibitor under a written lease in existence both at the time Melbourne Royal receives the Entry Form and at the time of judging will be ineligible for the Event.

6. EXHIBITION OF EXHIBITS

6.1 Grounds for not exhibiting an animal

The Exhibitor must not withdraw an Exhibit from an Event, and an Exhibit must be exhibited, unless a certificate signed by a veterinary surgeon is lodged with Melbourne Royal certifying that the Exhibit is unable to compete for one or more of the following reasons:

- (a) the Exhibit, being an animal, has died;
- (b) the Exhibit, being an animal, is unfit to be exhibited due to injury or disease;
- (c) the Exhibit is ineligible for the Event; or
- (d) some other cause Melbourne Royal considers reasonable.

6.2 Time for withdrawing an animal Exhibit

A certificate given under Regulation 6 must be given to Melbourne Royal:

- (a) before the date for admission of the Exhibit to the Showgrounds (as set out in the Relevant Schedule), if the cause for withdrawal of the Exhibit occurs or arises before that date; or
- (b) otherwise, as soon as possible after the cause for withdrawal of the Exhibit occurs or arises.

6.3 Training or preparing Exhibits or Exhibitors

Exhibitors must not enter into an Event that is to be judged by a person who has trained or prepared the Exhibitor or Exhibit within six months of the date of the Event.

7. EXHIBIT TICKET

Subject to the Relevant Schedule, Melbourne Royal will issue an exhibit ticket for an Exhibit unless it otherwise determines. The Exhibitor or an Agent must produce the exhibit ticket upon a request from Melbourne Royal or a Steward.

8. CONDUCT OF EXHIBITORS AND AGENTS

8.1 Compliance with rules and regulations

Where an Exhibit and/or Exhibitor and/or an Agent fail to comply with any of the Regulations, Melbourne Royal may impose one or more of the following penalties on the Exhibit or Exhibitor or both of them:

- (d) disqualification;
- (e) suspension;
- (f) a fine;
- (g) order the Exhibit or the Exhibitor, his or her family, invitees and Agents be removed from the Showgrounds; or
- (h) any other penalty.

Without limiting the above, Melbourne Royal may forfeit an award, and upon forfeiture, the Exhibitor must return any ribbon, money, prize card or other evidence of that award to Melbourne Royal within seven days after receiving notification of the forfeiture. Nothing in this Regulation limits Regulation 8.10.

8.2 Compliance with directions

- (a) The Exhibitor and/or Agent must fully comply with the directions and requests of Melbourne Royal. Without limitation, directions and requests of Melbourne Royal may apply to the Exhibit, the Exhibitor, the Agent, the conditions of the Event, the conduct of the Exhibitor, the conduct of the Event, the conduct of the Agent, the decision of the Judge, or the award of prizes.
- (b) Without limiting Regulation 8.2, upon a request from Melbourne Royal, an Exhibitor and/or Agent must make a statutory declaration in the form and with respect to matters Melbourne Royal in its discretion requires.
- (c) Without limiting Regulation 8.2, upon a request from Melbourne Royal, an Exhibitor and/or Agent must submit his or her Exhibit for inspection by a Veterinary Surgeon.

8.3 Statements

The Exhibitor and/or Agent must not make a statement regarding an Exhibit, which in the opinion of Melbourne Royal, is fraudulent, false, erroneous, misleading or deceptive or likely to mislead or deceive.

8.4 Tampering

An Exhibit must not be or have been tampered with or otherwise improperly dealt with by an Exhibitor.

8.5 Unacceptable Behaviour

Melbourne Royal is committed to providing a fair and equitable Venue for all participants, free from all forms of harassment, bullying and violence. The following behaviours will not be tolerated and may result in the event participant/Exhibitor being removed from the competition Venue and/or disqualified from the competition and formal procedures initiated:

- (a) violence;
- (b) bullying;
- (c) harassment;
- (d) sexual harassment;
- (e) unlawful discrimination;
- (f) victimisation.

Persons breaching acceptable standards of behaviour may be banned from entering future Melbourne Royal Events and/or the Venue.

8.6 Animals and livestock

Unless Melbourne Royal gives prior written approval, pets, animals or livestock other than Exhibits must not be brought onto or permitted to enter or remain on the Showgrounds.

8.7 Mutual Recognition

Melbourne Royal may recognise, act upon and enforce any penalty imposed by a Body on an Exhibit or Exhibitor or Agent at any time.

8.8 Further Proceedings

Melbourne Royal may conduct further proceedings in relation to any matter concerning an Exhibitor, an Exhibit, an Agent, a potential Exhibitor, or a potential Exhibit, and impose any suspension, fine, disqualification, withdrawal or forfeiture of an award, handicap, reprimand, warning or any other penalty, irrespective of whether a Body has already imposed a penalty on the Exhibitor or the Exhibit or Agent, or on the potential Exhibitor or the potential Exhibit.

8.9 Reciprocal Arrangements

Melbourne Royal may enter into reciprocal arrangements with a Body in relation to any matter concerning an Exhibit, an Exhibitor, an Agent, a potential Exhibit or a potential Exhibitor.

8.10 Smoking

Melbourne Showgrounds is a completely smoke-free venue (effective 1 September 2016). Exhibitors, staff, patrons and contractors wanting to smoke will need to exit the venue to do so.

9. POWERS OF MELBOURNE ROYAL IN RESPECT TO CONTROL OF THE EVENT

9.1 Power to refuse to accept an Entry, Exhibit or Exhibitor

Melbourne Royal may refuse to accept an entry for an Event, an Exhibit or an Exhibitor or any of them.

9.2 Power to cancel or alter

Melbourne Royal may:

- (a) alter the Closing Date for an Event, or the Closing Date for receipt of any particular entry;
- (b) remove any Exhibit from the Showgrounds or cause any Exhibit to be removed from the Showgrounds;
- (c) amend an entry for an Event to, without limitation, substitute an alternate competition or class for the competition or class in which the Exhibit is or was entered;
- (d) alter the conditions of any Event;
- (e) refuse to display an Exhibit;
- (f) rule that an Exhibit or Exhibitor may not compete or is ineligible to compete;
- (g) alter the date, time or place on or at which any Event is scheduled to take place or to be judged;
- (h) alter the Judge scheduled to judge any Event; or
- (i) cancel any Event.

The rights set out above apply notwithstanding:

- (a) Melbourne Royal's acceptance of an entry for an Event;
- (b) inclusion of an entry for an Event in the Event Catalogue;
- (c) the issue of an exhibit ticket to an Exhibitor or in respect of an Exhibit or an Event; or
- (d) the issue of any other document to an Exhibitor or in respect of an Exhibit or an Event.

10. ILLNESS OF AN ANIMAL

10.1 Animal Health Status

If the Exhibitor or any Agent of the Exhibitor detects or suspects any illness amongst any of their Exhibits whilst the Exhibits are at the Showgrounds, the Exhibitor must:

- (a) report this fact immediately to the representative of Melbourne Royal responsible for the applicable livestock section (the Superintendent);
- (b) ensure that the Exhibit(s) concerned is/ are contained within the space allocated by Melbourne Royal for the Exhibit(s), unless advised otherwise by the Superintendent or a member of Melbourne Royal veterinary panel on duty; and

- (c) where feasible to do so, contain soiled bedding from the Exhibit(s) concerned within the space allocated by Melbourne Royal for the Exhibit(s).

The Exhibitor may engage or consult a private veterinary surgeon in respect to the illness only after the above action has been taken and only after first consulting with a member of Melbourne Royal veterinary panel on duty.

10.2 Treatment upon illness or injury

If an Exhibit is ill or injured, a Veterinary Surgeon may in his or her discretion attend to or treat the Exhibit. The Veterinary Surgeon may do so even in the absence of authority from the Exhibitor, or contrary to that authority.

10.3 Destruction or Removal

Where, in the opinion of a Veterinary Surgeon, an Exhibit should be destroyed or removed from the Showgrounds:

- (d) the Veterinary Surgeon or any other person approved by Melbourne Royal may destroy or remove the Exhibit from the Showgrounds, or both; or
- (e) Melbourne Royal may require the Exhibitor to immediately destroy or remove the Exhibit from the Showgrounds or both.

All costs and expenses incurred by Melbourne Royal pursuant to this Regulation must be reimbursed by the Exhibitor to Melbourne Royal. Nothing in this Regulation limits Regulation O.

10.4 Necropsy

If an Exhibit dies while at an Event, Melbourne Royal may require that a necropsy be conducted on the animal. The Exhibitor must allow for the immediate release of the body to Melbourne Royal if requested by Melbourne Royal.

10.5 Veterinary Surgeons

Where an Exhibitor wishes to engage or consult a veterinary surgeon who is not appointed by Melbourne Royal, the Exhibitor must first inform the representative of Melbourne Royal responsible for the applicable livestock section. A Veterinary Surgeon, a Judge and Melbourne Royal itself is not required to have regard to or to consider any opinion of a veterinary surgeon so engaged or consulted by the Exhibitor, and a decision of a Veterinary Surgeon, a Judge or Melbourne Royal is final regardless of whether or not the Exhibitor has engaged or consulted a veterinary surgeon not appointed by Melbourne Royal.

11. JUDGING

11.1 Interference

The Exhibitor and Agents of the Exhibitor must not consult, influence or interfere with a Judge or attempt to consult, influence or interfere with a Judge or do any other thing which may influence or interfere with the Judge's freedom of choice or judgment unless it is expressly authorised by the Relevant Schedule.

Unless with the permission of Melbourne Royal, no Exhibitor or Agent of an Exhibitor may occupy the position of Judge or become in any way identified with the judging or handling of Exhibits in any class in which that person or that person's employers, family members or associates are interested. This does not apply to Stewards.

11.2 Indications of Ownership

The Exhibitor, any Agent of the Exhibitor and the Exhibit must not be equipped with or wear or display anything indicating the ownership of the Exhibit before or during judgment of the Exhibit unless it is expressly authorised by the Relevant Schedule.

11.3 Decision

Except as otherwise expressly provided in the Regulations, the decision of a Judge as to the merits of the Exhibit and the Exhibitor or either of them will be final, and the Exhibitor may not protest or appeal the decision.

11.4 Prizes

Subject to the Relevant Schedule, a Judge may in his or her opinion:

- (a) award a second or third prize in place of a first prize;
- (b) withhold a prize where a prize should not be awarded;
- (c) where there is a tie for any placing in an Event, award subsequent placings so that the next placing will be the number of Exhibits already placed plus one (for example, if two Exhibits tie for first place, award a third for the next placing);
- (d) where all the prizes offered in an Event have been awarded and a further Exhibit is of sufficient merit to deserve a prize make a reserve number of the further Exhibit; or
- (e) give commendations where they are deserved.
- (f) award an Exhibitor more than one prize in any class where more than one entry is permitted.

11.5 Disqualifications

Where an Exhibit or an Exhibitor is disqualified and the applicable award is forfeited, Melbourne Royal may (but is not obliged to) promote the Exhibit next in order to that prize, whether the Exhibit next in order was awarded a prize or a reserve number. Exhibits next in order, whether awarded a prize or reserve number, may also be promoted to the prize next in order.

11.6 Prize Cards

The Exhibitor must ensure that prize cards awarded for an Exhibit are displayed with the Exhibit while it is on exhibition.

11.7 Judging/Stewarding Covid Health Regulations

Melbourne Royal will not reimburse any costs (accommodation, meals, loss of income etc) incurred by judges, stewards or other event participants due to enforced COVID-19 isolation and/or quarantine.

Please note, some judging positions may need to be changed without notification to Exhibitors. Melbourne Royal retains the right to fill a judging position at its own discretion in the event a judge is unable to participate for any reason, including COVID-19 or any travel related restrictions.

12. PROTESTS AND APPEALS

12.1 Restricted to Class

Protests and appeals may only be made by Exhibitors with Exhibits in the class to which the protest relates.

12.2 Protest to Stewards

The Exhibitor may protest to the Chief Steward of the relevant section in relation to conduct, judging or any other matter relating to an Event. A protest must be made in accordance with the procedures set out in the Relevant Schedule and be received by the Chief Steward within 24 hours after the conclusion of the applicable Event.

12.3 Appeal

The Exhibitor may appeal against:

- (a) a decision made by Melbourne Royal pursuant to Regulations; or
- (b) a decision of the Chief Steward or if the Chief Steward delegates the person to make the decision to the Assistant Chief Steward, the decision of the Assistant Chief Steward in relation to a protest under Regulation 12.

12.4 Form of Appeal

To be an appeal for the purpose of Regulation 12.2 an appeal made by the Exhibitor must be:

- (a) in writing setting out in reasonable detail the grounds for the appeal;
- (b) addressed to:
The Chief Executive Officer
Melbourne Royal Limited
Melbourne Showgrounds
Epsom Road, Ascot Vale, Victoria, 3032;
- (c) accompanied by a deposit of \$200.00 (or such other amount as is notified from time to time by Melbourne Royal for the purpose of this Regulation 12.3(c)); and
- (d) received by the Chief Executive Officer by 5 p.m. on the Business Day which is 10 Business Days after the day on which the decision the subject of the appeal was made.

12.5 Review Committee

If an appeal is made in accordance with Regulation 12.3, the Chief Executive Officer must appoint a Review Committee comprised of three people, being persons who were not part of, and who are independent of, the committee or personnel who made the decision the subject of the appeal.

Within a reasonable time after receipt by the Chief Executive Officer of an appeal complying with Regulation 12.3, the Review Committee will meet to consider the appeal.

12.6 Proceedings of the Review Committee

In considering an appeal, the Review Committee must:

- (a) give due consideration to the grounds of appeal submitted by the Exhibitor, and to any other evidence submitted by the Exhibitor;
- (b) give the Exhibitor an opportunity to make oral representations to the Review Committee; and
- (c) in its discretion, call for and hear expert opinion.

12.7 Notification of Review Committee's decision

The Chief Executive Officer will notify the Exhibitor of the Review Committee's decision within 48 hours after that decision is notified by the Review Committee to the Chief Executive Officer. The decision of the Review Committee is final and the Exhibitor will not have any right of appeal in respect of the Review Committee's decision.

12.8 Forfeiture of deposit

Where an appeal is upheld by the Review Committee, the deposit referred to in Regulation 12.3 will be refunded to the Exhibitor when or within a reasonable time after the decision of the Review Committee is notified by the Chief Executive Officer to the Exhibitor. Where an appeal is not upheld by the Review Committee, the deposit referred to in Regulation 12.3 will be retained by Melbourne Royal.

13. ACCOMMODATION

13.1 No obligation to provide Exhibit space or accommodation

- (a) Melbourne Royal is not obliged to provide space for an Exhibit or accommodation for an Exhibitor or any Agent of an Exhibitor. For the purposes of these Regulations, "accommodation" includes provision of a space for a person to sleep.
- (b) Where Melbourne Royal, in its discretion, allocates space for an Exhibit or accommodation for an Exhibitor or any Agent of an Exhibitor, only the allocated areas may be used, and only for the purpose designated by Melbourne Royal.

13.2 Personal effects

Melbourne Royal has no responsibility or liability for any loss or damage:

- (a) suffered by an Exhibitor or any Agent of an Exhibitor using space provided for an Exhibit or accommodation for an Exhibitor or any Agent of an Exhibitor; or
- (b) caused to personal belongings, equipment or property which is brought onto the Showgrounds by an Exhibitor or any Agent of an Exhibitor.

14. FIRE REGULATIONS

14.1 Flames

The Exhibitor and any Agent of the Exhibitor must not smoke, cook, or heat water by any means whatsoever or use any device involving naked flame in or near any animal pavilion, stall, pen or locker.

14.2 Electrical Interference

The Exhibitor and any Agent of the Exhibitor must not:

- (a) subject to Regulation 14.2, use mains powered electrical devices in or near any animal pavilion, stall, pen or locker or any Exhibit.
- (b) alter or interfere with any electrical wiring, switch, plug or socket whatsoever on the Showgrounds.

14.3 Exceptions

Nothing in Regulation 14(a) prohibits the use of main powered electrical appliances which are, in the opinion of Melbourne Royal, essential to animal care, or the use of a light-bulb in a locker if the light-bulb is fitted in the socket provided.

15. VEHICLE PARKING

15.1 Loading and Unloading

With the prior consent of Melbourne Royal, Motor Vehicles of an Exhibitor or an Agent of an Exhibitor may enter the Showgrounds or any area under Melbourne Royal control, for the purpose of loading or unloading only. Motor Vehicles must not remain on the Showgrounds, or any area under Melbourne Royal control, and must be removed immediately upon completion of loading or unloading.

15.2 Caravans

Caravans of an Exhibitor or an Agent of an Exhibitor must not enter or remain on the Showgrounds, or any area under Melbourne Royal control, for any purpose, unless in accordance with the prior written consent of Melbourne Royal.

15.3 Tow Away

Any Motor Vehicle or Caravan entering or remaining on the Showgrounds, or any area under Melbourne Royal control, in contravention of the Regulations or of any other parking rules or restrictions, may be removed from the Showgrounds, or any area under Melbourne Royal control, by Melbourne Royal and stored. Any costs incurred by Melbourne Royal pursuant to this Regulation must be paid by the Exhibitor.

16. LIABILITY AND INDEMNITY

16.1 Release

Entry to, remaining on and using the Showgrounds or any part of them by an Exhibitor is entirely at the risk of the Exhibitor and, to the maximum extent permitted by law, the Exhibitor releases Melbourne Royal (which term includes in this clause Melbourne Royal's officers, employees, members, contractors and agents), from all claims, demands and liabilities of every kind resulting from any accident, damage, injury or illness occurring at the Showgrounds and, without limitation, the Exhibitor acknowledges and agrees:

- (a) Melbourne Royal has no responsibility or liability for any loss, damage, injury or illness to or caused by any Exhibit;
- (b) Melbourne Royal has no responsibility or liability for any loss, damage, injury or illness to or caused by any Exhibitor or any Agent;
- (c) Melbourne Royal has no responsibility or liability for any loss or damage to a Motor Vehicle or any of its contents whilst it is on the Showgrounds or in any car park under Melbourne Royal's control; and
- (d) without limiting Regulations 16(a) and 16(b) above, Melbourne Royal has no responsibility or liability for any loss, damage, injury or illness resulting from the sale, treatment, failure to treat, destruction, disposal or other dealing with any Exhibit, or for any loss, damage or injury to any personal belongings, equipment or property brought onto the Showgrounds by any person.

16.2 Indemnity

To the maximum extent permitted by law, the Exhibitor indemnifies and keeps indemnified Melbourne Royal and its officers, employees, members, contractors and agents from and against all actions, claims, demands, losses, damages, costs, expenses and liabilities including without limitation, consequential loss and loss of profits for which Melbourne Royal is or may be or become liable in respect of or arising from:

- (a) loss, damage, injury or illness to any person in connection with the Exhibit or the relevant Event;
- (b) without limiting Regulation 16(a), loss, damage, injury or illness to any other Exhibit or Exhibitor, or any Agent of any other Exhibitor, or to the property of Melbourne Royal, or its members, or to the general public, or any member of the general public, caused or contributed to or by any act or omission of an Exhibit of the Exhibitor or by the Exhibitor or any Agent of the Exhibitor;

- and
- (c) without limiting Regulation 16(a), loss, damage, injury or illness to the Exhibit, or to the Exhibitor or any Agent of any other Exhibitor caused or contributed to by an act or omission of an Exhibit or by the transportation, feeding, housing or exhibiting of an Exhibit.

16.3 Removal from Showgrounds

Without prejudice to any other provision in these Regulations, where Melbourne Royal, its officers, employees, members, contractors or agents removes an Exhibit, or causes an Exhibit to be removed from the Showgrounds, the Exhibit is removed or caused to be removed entirely at the risk of the Exhibitor. The person or persons removing the Exhibit will be deemed to be the agent of the Exhibitor, and his or her acts and omissions will be deemed to be the acts and omissions of the Exhibitor.

17. ANIMAL OWNER'S LIABILITY INSURANCE

Melbourne Royal may arrange owner's liability insurance cover for Exhibitors of Exhibits that are animals, and, if Melbourne Royal does so, the Exhibitor is bound by the terms and conditions of this insurance and by applicable duties of an insured under the Insurance Contracts Act (1984). Details of owner's liability insurance cover arranged by Melbourne Royal are set out in the Relevant Schedule.

18. INFORMATION HANDLING

Melbourne Royal is bound by the National Privacy Principles of the *Privacy Act 1988 (Cth)* and other applicable laws governing privacy.

18.1 Collection of Personal Information

- (a) Melbourne Royal may collect, hold and use personal information about Exhibitors, their family members, invitees or Agents.
- (b) The types of information that may be collected include names and contact details, credit card details, qualifications, results of the Exhibitor's entry into the relevant Event and any reprimand, fine, disqualification, withdrawal of an award or penalty imposed on the Exhibitor in connection with entry of the Exhibit in the relevant Event. Information may also be collected from other Bodies relating to the Exhibitor's entry into events held by that Body including, without limitation, reprimands, fines, disqualifications, withdrawals of awards or penalties imposed.

- (c) Personal information is collected for the purpose of administration of Events and the Show, as well as related purposes including, without limitation, promoting the Events and the Show, maintenance of records of information relevant to qualifications for future events, maintenance of health and safety records in relation to Events, applicable insurance cover for Events and making claims under Melbourne Royal's insurance for incidents which involve an Exhibitor and occur during an Event.
- (d) Personal information may also be used for the purpose of informing Exhibitors about other events and services. Melbourne Royal may send an Exhibitor publications and information about other events and services unless the exhibitor indicates to Melbourne Royal that the Exhibitor does not want to receive such publications or information.

18.2 Sharing of Personal Information

- (a) Melbourne Royal may share information which has been collected by Melbourne Royal under Regulation O with other organisations and service providers to assist in administering the Events and the Show, including co-sponsors of Events and health service providers, indemnity or insurance providers or other Bodies, or any entity that may subsequently administer the Event.
- (b) Melbourne Royal may also publish winners details on its websites or publications or disclose information about an Exhibitor to the media for the purpose of publishing articles on the Exhibitor's participation in the Event, unless the Exhibitor has requested that the Exhibitor's personal information not be published or disclosed for these purposes.
- (c) Melbourne Royal may also disclose information if otherwise required or authorised by law.

19. COVID SAFE SHOW

Melbourne Royal will work closely with DHHS to ensure that the Melbourne Royal Show is compliant with all COVID Safe requirements as directed by Government and to optimise the safety for all patrons, Exhibitors, staff and competitors. To keep up to date on the most current plans to keep Melbourne Showgrounds COVID Safe, visit our COVID Safe FAQ page.

www.melbourneshowgrounds.com/organisers/covid-19-safety/



**MELBOURNE
ROYAL**
AUSTRALIAN
INTERNATIONAL
COFFEE AWARDS

2022 Entry Booklet

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Melbourne Showgrounds

Epsom Road, Ascot Vale VIC 3032

www.melbourneroyal.com.au

Office Bearers

as at 20/11/2021

Patron

Her Excellency the Hon Linda Dessau AC
– Governor of Victoria

Board of Directors

MJ (Matthew) Coleman (President)

CGV (Catherine) Ainsworth

D (Darrin) Grimsey

NE (Noelene) King OAM

PJB (Jason) Ronald OAM

P (Peter) Hertan

R (Robert) Millar

T (Tina) Savona

K (Kate) Fraser

K (Kate) O'Sullivan

Chief Executive Officer

Brad Jenkins

Company Secretary

Darryl Ferris

Advisory Group Members

Melissa Caia

Adam Metelmann

Dean Slade

Georgia Major

Competition Administrators

Damian Nieuwesteeg

Jane Wong

Oskar Long

Lily Cumper

Email: coffee@melbourneroyal.com.au





MELBOURNE
ROYAL



For more than 170 years, Melbourne Royal has been inspiring excellence in agriculture and food production.

In this pursuit of excellence, Melbourne Royal, on behalf of the Australian food and beverage industries, conducts a range of world-class food programs and events recognising premium products in food and beverage.

These awards include:

- Melbourne Royal Australian International Coffee Awards
- Melbourne Royal Wine Awards
- Melbourne Royal Australian Food Awards
- Melbourne Royal Australian International Beer Awards
- Melbourne Royal Australian Distilled Spirits Awards

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