

## **EXTERNAL COFFEE CART APPROVAL FORM**

Please complete and return this form no later than 7 business days prior to your event to [exservices@mcec.com.au](mailto:exservices@mcec.com.au). All external coffee carts must be approved by the Event Organiser prior to seeking approval from Melbourne Convention and Exhibition Centre.

As the MCEC has sole catering rights a fee of \$360.00 per day will apply.

### ***Event details:***

Event Name:	
Event Dates:	
Stand Name:	Stand Number:

### ***Contact details***

Contact name:			
Position:			
Company:		ABN/ACN:	
Address:	Suburb:		
	State:	Postcode:	
Telephone:		Fax:	
Email: <i>(Required for payment)</i>		Mobile:	

### ***Bill to (if different to above)***

Contact Name:			
Position:			
Company:		ABN / ACN:	
Address:	Suburb:		
	Postcode:	State:	
Telephone:		Mobile:	
Email: <i>(required for payment)</i>			

### COFFEE CART DETAILS

Name of Coffee Supplier	
How many coffees will you be distributing per day?	
Will you be selling this product, and if so in what quantities?	

HOURS OF OPERATION		
Day:	Date:	Hours:
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

## TERMS AND CONDITIONS

- Cancellations to service requests must be submitted in writing 72 hours prior to the event commencing otherwise there will be no refund provided.
- Extra cleaning charges incurred through spillage or the removal of food or wet waste will be the responsibility of the exhibitor.
- All exhibitors wishing to distribute food or beverage must register a temporary food premises with the Melbourne City Council. Please refer to the Melbourne City Council website for further details [melbourne.vic.gov.au](http://melbourne.vic.gov.au).
- Food or beverage stands must be registered as a Temporary Food Premises with the Melbourne City Council call 1300 085 767 or visit [streatrader.health.vic.gov.au](http://streatrader.health.vic.gov.au).
- The Victorian State Government food and liquor regulations require stands handling and serving food or beverage to have washing facilities. Click [here](#) to complete the utilities order form.

I have read and understand the terms and conditions.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### ***Privacy Collection Statement***

The Melbourne Convention and Exhibition Trust (MCET) operates the Melbourne Convention and Exhibition Centre (MCEC) on behalf of the State Government of Victoria. MCET is collecting your personal information for the purposes of completing the enquiry above. MCET will use the personal information for the primary purpose or a directly related purpose. You understand that the personal information provided is for the purpose of this enquiry and shall otherwise remain private within MCET unless disclosure is required by law. You may apply to MCET for access to and/or amendment of the information. Request for access to and/or amendment of the information should be made to MCET's Privacy Officer ([privacy@mcec.com.au](mailto:privacy@mcec.com.au)). Our Privacy Policy is available by clicking [here](#).