

## **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: \_\_\_\_\_

**Information Privacy Act 2000** – Information collected on this form will only be used for the completion of this enquiry.

The Melbourne Convention and Exhibition Trust (MCET) Privacy Policy is available from our web site [www.mcec.com.au](http://www.mcec.com.au) , Reception or Customer Service.

Advised of MCET Privacy Policy:  Yes  No

I hereby give my consent to use and disclose information on this form in accordance with the advised Use and Disclosure Statement. I have been advised of the MCET Privacy Policy and how to obtain a copy of the policy.

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