

EXHIBITOR FOOD AND BEVERAGE SAMPLING/SELLING REQUEST

The Melbourne Convention and Exhibition Centre (MCEC) have sole catering rights for the sales and/or distribution of any article of food or drink for consumption onsite. Use of any external food and beverage provision including sampling must be approved by both the event organiser and MCEC in writing prior to the event, and external supply charges may be applicable. Clients without prior approval will be unable to provide food or beverage onsite.

To request approval please complete this form and return no later than 7 business days prior to your event to exservices@mcec.com.au. Any request received after this due date will be assessed on an individual basis as we may not be able to guarantee approval.

Event details

Event name:	
Event dates:	
Stand name:	Stand number:

Contact details

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

Bill to (if different to above)

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

Please complete the following details for consideration:

What product will you be providing for sampling?	
Why are these items being sampled and how are they relevant to your core business?	
What is the serving size of samples to be distributed (g/ml)?	
Will you be selling any products onsite?	
If so, what products will you be selling?	
How do these products relate to your core business?	
What quantities and portions will you be selling? <i>E.g.: individual items, packs of ten, 300g sealed bags</i>	
Are the products sold designed to be consumed onsite?	
Quantity of items that will be distributed per day/per event?	

Our Exhibitor Services team will respond via email to advise if this request has been approved and to notify of any applicable charges.

The following guidelines apply for the distribution of sample servings of food and beverage:

- Sample portions must be of tasting style and size only, no larger than 50g or 50ml
- Samples must be directly related to the exhibitors core business either demonstrating a food product or equipment
- Alcohol sampling portions must be no more than 10ml for sprits and 30ml for wine, beer and cider
- Samples must be offered free of charge
- It is the responsibility of the exhibitor to be fully self-sufficient in terms of storage and service equipment specific to their food and/or beverage sampling
- Extra cleaning charges incurred through spillage or the removal of food or wet waste will be the responsibility of the Exhibitor

TERMS AND CONDITIONS

- Cancellations to this request must be submitted in writing 72 hours prior to the event commencing otherwise there will be no refund provided.
- External catering must be approved by the event organiser prior to seeking approval from Melbourne Convention and Exhibition Centre
- *Stand Incentive Catering:* MCEC offer a large selection of stand catering options detailed in our [Stand Catering Guide](#). For exhibitors that are non-food related who are offering a food/beverage item on their stand that is either in conflict with MCEC's own food/beverage offering or if their giveaways do not meet the above sampling guidelines an External Supply Charge may apply. Approval will need to be sought by completing this form and submitting to exservices@mcec.com.au
- *Alcohol:* In addition to the above Sampling guidelines, any person serving alcoholic beverages must hold a current Victorian Responsible Service of Alcohol Certificate that has been provided to MCEC Exhibitor Services prior to the event. Exhibitors may require a Temporary Limited Liquor Licence to provide alcoholic samples. If you are unsure as to whether you need a Temporary Limited Licence, please contact the VCGLR on 1300 182 457 or email contact@vcglr.vic.gov.au
- *Food regulations:* Once permission has been granted exhibitors must comply with legislative requirements, registering as a Temporary Food Premises with Melbourne City Council by phone 1300 085 767 or visit <http://streetrader.health.vic.gov.au/>
All exhibitors supplying and displaying food as part of their exhibit will be responsible for complying with relevant standards. Further information is available from <http://www.foodstandards.gov.au>
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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 website 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: _____