

## Food and beverage sampling/selling request

Please complete and  
return this form to  
[exservices@mcec.com.au](mailto:exservices@mcec.com.au)

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 your  
core business either demonstrating a food  
product or equipment
- Alcohol sampling portions must be no more  
than 10ml for spirits and 30ml for wine,  
beer and cider
- Samples must be offered free of charge
- It is your responsibility to be fully self-  
sufficient in terms of storage and service  
equipment specific to your food and/or  
beverage sampling
- You will be charged for extra cleaning  
in case of spillage or for the removal of  
food or wet waste incurred at your stand.

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.

### Contact details

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Contact name

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Position

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Company

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ABN/ACN

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Address

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Suburb

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Postcode

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State

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Telephone

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Mobile

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Email

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### Event details

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Event name

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Event dates

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Stand name

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Stand number

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## Sampling request

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What product will you be providing for sampling?

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Why are these items being sampled and how are they relevant to your core business?

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What is the serving size of samples to be distributed (g/ml)?

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## Selling request

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What products will you be selling?

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How do these products relate to your core business?

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What quantities and portions will you be selling? e.g.: *Individual items, packs of ten, 300g sealed bags*

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Are the products sold designed to be consumed onsite?

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Estimation of the quantity of items that will be distributed per day/per event?

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Will any equipment be used to prepare these samples onsite? Please specify.

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

### What you need to know

If you wish to distribute beverage or food at your stand from an external supplier, you:

- Need to register a temporary food and beverage premises with the City of Melbourne.
- Need to have washing facilities on your stand to comply with the Victorian State Government food and liquor regulations.

### Selling alcohol for offsite consumption/takeaway sales

- Sponsor must apply for a takeaway license for takeaway sale.
- Both you and the sponsor must show how you'll prevent onsite alcohol consumption—consider stand-based sales with pickup after the show.
- An easier option is having exhibitors complete sales onsite and deliver goods directly to customers, avoiding takeaway license issues.

## Good-bye single-use plastic

MCEC is going green with the Victorian Government's ban on single-use plastics. That means no more plastic drink stirrers, cutlery (knives, forks, spoons, chopsticks, sporks, and food picks), plastic plates, foodware, or cups at allowed at our events.

### 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.
- 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. The Victorian Liquor Control Reform Act 1998 covers the liquor licensing requirements for beverage samples. For one-off or short-term events where the serving of alcoholic samples is proposed, a limited licence may be required. For more information please visit: [vcglr.vic.gov.au/home/liquor](http://vcglr.vic.gov.au/home/liquor).
- Please refer to [MCEC's VenueSafe Plan](#) to understand your safety obligations in relation to the use of this service and / or its delivery to your customers.

## Useful contacts

*FoodTrader*

[foodtrader.vic.gov.au](http://foodtrader.vic.gov.au)

### 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 [here](#).

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I agree to MCEC's privacy collection statement and Terms and Conditions

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