

## Planning your external coffee cart

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

### Before you get started

If you wish to distribute beverages or food at your stand using 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.
- Will be charged a fee of \$375 per day as MCEC has sole catering rights and can provide coffee cart packages.

### Who is your supplier?

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Name

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How many days will you supply coffee?

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### 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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## Useful contacts

*City of Melbourne*

1300 085 767 or visit

[streatrader.health.vic.gov.au](http://streatrader.health.vic.gov.au)

## Terms and conditions

- Submit your order no later than 7 days prior to your event.
- Upon receipt, a service order confirmation will be sent to you by email.
- Cancellation communicated less than 72 hours prior to the event will not be refunded.
- Extra cleaning charges incurred through spillage or the removal of food or wet waste will be your responsibility.
- 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.

## 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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