

Food and beverage sampling approval form

Complete this form and return no later than seven days prior to your event to:

Email: exservices@mcec.com.au or Fax: +613 9235 8121

Contact details

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

Event details

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

What product will you be providing for sampling?	
How does this product relate to your core business?	
What is the serving size of samples you will be distributing (by weight or volume)?	
How many items will you be sampling per day/per event?	
Will you be selling this product, and if so in what quantities?	

Terms and conditions

- Food and beverage sampling must be approved by the event organiser prior to seeking approval from Melbourne Convention and Exhibition Centre (MCEC).
- Sample portions must be of a tasting style and size only – no larger than 50g or 50ml.
- Samples must be offered free of charge.
- Samples must be items that registered exhibitors wholesale in the normal conduct of their business or are produced by equipment used in the normal conduct of their business.
- 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.
- Exhibitors must obtain a Limited Liquor Licence from the Office of Director of Liquor Licensing in Victoria if they wish to provide alcoholic samples call 1300 650 367 or vcglr.vic.gov.au.
- Any person serving alcoholic beverages must hold a current Victorian Responsible Service of Alcohol certificate that has been provided to MCEC Exhibitor Services.
- 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.
- 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: _____