

# Food and beverage sampling/selling request

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 sprits 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

CONTACT NAME	POSITION	
COMPANY	ABN/ACN	
ADDRESS		
SUBURB	POSTCODE	STATE
TELEPHONE	MOBILE	
EMAIL		

## EVENT DETAILS

EVENT NAME	EVENT DATES
STAND NAME	STAND NUMBER

## SAMPLING REQUEST

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

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 Melbourne City Council.
- Need to have washing facilities on your stand to comply with the Victorian State Government food and liquor regulations

## USEFUL CONTACTS

Melbourne city council: 1300 085 767 or visit [streatrader.health.vic.gov.au](http://streatrader.health.vic.gov.au)

## 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: <https://www.vcglr.vic.gov.au/home/liquor>.

## 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](#).

I have read and understand the terms and conditions.