**List the details of all vendors providing food, beverage, goods or services to the public at your event.**

**Complete all relevant details prior to submission.**

**BANNED ITEMS:**

* Confetti cannons
* [Balloon releases](https://www.epa.vic.gov.au/report-pollution/report-balloon-releases)
* Sky lantern releases
* Giveaways such as plastic clappers, signs, flags
* [Single use plastic items such as drinking straws, cutlery, plates and plastic bags/show bags](https://www.vic.gov.au/early-childhood-update-december-2022/single-use-plastics-ban)
* Glitter unless proven to be biodegradable and approved by City of Melbourne

**GAS SAFETY REQUIREMENTS**

Event organisers must ensure the [Energy Safe Victoria (ESV) Gas Safety at public events resource](https://www.esv.vic.gov.au/about-us/publications/brochures-and-merchandise/gas-safety-public-events) is shared with all vendors using gas (e.g. mobile catering vehicles, trailers, vans, temporary kitchens, BBQ’s or any other outdoor gas appliance) under the *Occupational Health & Safety Act 2004*. This resource includes the gas safety checklist, the Code of Practice and other resources.

**HEALTH REQUIREMENTS**

1. Event organisers must liaise directly with [Health Services](mailto:hsevents@melbourne.vic.gov.au) prior to the event to meet requirements of the *Food Act 1984*. This is regardless of whether the product is for sale or free. For more information, visit our [website](https://www.melbourne.vic.gov.au/business/permits-and-approvals/hospitality-businesses/pages/temporary-mobile-food-premises.aspx).
2. All events must have adequate “no smoking” signage displayed near food vendors, food stalls and outdoor dining areas as per the *Tobacco Act 1987*. Visit the [tobacco reforms website](https://www2.health.vic.gov.au/public-health/tobacco-reform) for more details and free signage.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Vendor**  **Trading Name** | **Vendor**  **Contact Name** | **Vendor Contact Phone** | **Description of items** | | | [**Foodtrader**](https://foodtrader.vic.gov.au/) **Registration #**  ***(only if providing food or beverages)*** | **Location on site plan** |
| **Goods and Services** | **Food and Beverage** | **Has the vendor been issued with a gas safety checklist?** *(For vendors using LPG gas)* |
| *EXAMPLE – FOOD* | *Bob Smith* | *0412 345 678* | *NA* | *Burgers*  *Chips*  *Soft drinks & water* | ***Yes***  ***No / NA*** | *YARA-0012340-001* | *MF4* |
| *EXAMPLE - MERCH* | *Mandy Smith* | *0412 345 678* | *T-Shirts*  *Branded Caps*  *Magazines* | *NA* | ***Yes***  ***No / NA*** | *NA* | *MF5* |
|  |  |  |  |  | **Yes**  **No / NA** |  |  |
|  |  |  |  |  | **Yes**  **No / NA** |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Vendor**  **Trading Name** | **Vendor**  **Contact Name** | **Vendor Contact Phone** | **Description of items** | | | [**Foodtrader**](https://foodtrader.vic.gov.au/) **Registration #**  ***(only if providing food or beverages)*** | **Location on site plan** |
| **Goods and Services** | **Food and Beverage** | **Has the vendor been issued with a gas safety checklist?** *(For vendors using LPG gas)* |
|  |  |  |  |  | **Yes**  **No / NA** |  |  |
|  |  |  |  |  | **Yes**  **No / NA** |  |  |
|  |  |  |  |  | **Yes**  **No / NA** |  |  |
|  |  |  |  |  | **Yes**  **No / NA** |  |  |
|  |  |  |  |  | **Yes**  **No / NA** |  |  |
|  |  |  |  |  | **Yes**  **No / NA** |  |  |
|  |  |  |  |  | **Yes**  **No / NA** |  |  |
|  |  |  |  |  | **Yes**  **No / NA** |  |  |
|  |  |  |  |  | **Yes**  **No / NA** |  |  |
|  |  |  |  |  | **Yes**  **No / NA** |  |  |
|  |  |  |  |  | **Yes**  **No / NA** |  |  |
|  |  |  |  |  | **Yes**  **No / NA** |  |  |