



Elmore Field Days

Catering Committee

~ Volunteers Working for Our Community ~

2024 Expression of Interest

Applications Close 31st May 2024

Thank you for your enquiry requesting information on food/drink outlets for the Elmore Field Days, to be held Tuesday 1st, Wednesday 2nd and Thursday 3rd October 2024.

To submit an Expression of Interest complete the checklist on Page 3 and email the checklist and all completed items to catering@elmorefielddays.com.au

Tender Process

- Tender – make a formal written offer to be a food vendor at the 2024 Elmore Field Days
- Minimum tender is \$1,485 (including GST) however this is only a MINIMUM
- *Administration Fee: Please refer to the Cancellation Clause on Page 2
- Vendors may tender a monetary amount of their choice above the minimum of \$1,485.00

Tenders will be considered on the following basis;

1. Tender amount
2. Variety of food
3. Size of food vendor (size must include front and back of house)

Proceed to page two for general information

Note

* Completing and lodging an application form DOES NOT GUARANTEE you a catering site, this is an expression of interest only.

* Please make sure power requirements and dimensions are specified

Elmore & District Machinery Field Days Inc

Elmore Field Days Catering Committee (EFDCC) Contact: catering@elmorefielddays.com.au

Applications Close 31st May 2024

2024 Expression of Interest

General Information

Applications

- Application tender closing date is 31st May 2024. Applications received after this date will not be accepted.
- Applications must include ALL documents as listed on the checklist on Page 1.
- Elmore Field Days Catering Committee reserves the right to refuse any tender.
- Applicants will be notified by email of the result.
- All menu prices must include GST.
- Tender price must reflect full tender +GST for the site if tender is successful.

Acceptance

- Successful applicants will receive and be required to complete a Ground Space Contract and Site Safety Plan to secure their site.
- If completed contract WITH ALL FEES are not received in full by the contract due date (31st July 2024) the tender becomes null and void, and the site will be reallocated.
- Successful applicants must lodge statement of Trade with the Shire of Campaspe to notify attendance at the event.

Fees

Minimum Tender Fee	\$1,350
+ GST	\$135
Minimum Tender Total *Includes admin fee	\$1,485
Sale of soft drinks (includes GST)	\$330
Sale of bottled water (includes GST)	\$66
Extra power outlet for cool room (includes GST)	\$99

- All drinks on site are to be Coca Cola Amital products. (Can be changed at the discretion of the EFDCC).
- Vendors on site 5 – no soft drink or water sales.
- Workcover and Environmental Health visit sites regularly.

Power / Gas

- Every appliance intended for use must be listed on the attached form.
- One power outlet is available to each vendor.
- Additional power outlets are available (e.g. Cool room) at \$99 each.
- All power leads MUST BE TESTED & TAGGED. An electrician is available on-site Monday 30th Sept 2024 (a fee applies).

Set Up / Pack Up

- All sites are to be fully set up and **ready for operation by 1.00pm on Monday 30th September 2024.**
- Packing up and vacating sites WILL NOT BE PERMITTED prior to 5.00pm on Thursday 4th October 2024.

Cancellation Clause

****Please note this is an all-weather event therefore any cancellations received up to 21 days prior to the event is non-refundable.**

****Over 21 days prior to the event any cancellations will incur a 25% cancellation fee of your agreed tender amount.**

Catering Committee

~ Volunteers Working for Our Community ~

2024 Expression of Interest

Checklist

Read the General Information provided (Page 2)

Complete the following checklist and email the checklist and all completed items to catering@elmorefielddays.com.au to submit an Expression of Interest

- Expression of Interest Form (Page 4)
- Food Court Selection (Page 5)
- Tender Price including additional costs (Page 5)
- Copy of Streattrader
- Menu WITH PRICES
- Photograph of van or marquee
- List of all appliances intended for use, including whether Gas or Electricity (indicating Amps drawn) and required number of power outlets (1 included with site)
- Copy of Food Handlers Certificate
- Copy of Public Liability Insurance
- Copy of Acceptance of Mobile Food Van Gas Installation (if applicable)
- Copy of Certificate of Renewal of Registration of Food Premises

Please ensure ALL items of the checklist must be emailed in the one email to the

Elmore Field Days Catering Committee: catering@elmorefielddays.com.au

Applications Close 31st May 2024



Elmore Field Days

Catering Committee

~ Volunteers Working for Our Community ~

2024 Expression of Interest

Your Details

Completing and lodging an application form DOES NOT GUARANTEE you a catering site, this is an expression of interest only.

Date	
Company Name	
Trading Name	
Contact Name	
Email Address	
Phone number	
Postal Address	Address:
Website	
Brief description of menu	

Applications Close 31st May 2024

<input type="checkbox"/>	Mobile Food Van	Registration:		Power (Y/N)	<input type="checkbox"/>
<input type="checkbox"/>	Trailer	Registration:		Power (Y/N)	<input type="checkbox"/>
<input type="checkbox"/>	Tent / Marquee	Registration:		Power (Y/N)	<input type="checkbox"/>

Nominate site in order of preference 1, 2, 3; then complete tender amounts in table below.

Food Court	Preferred Site	Dimensions	Sale of Drinks (optional—only as listed)
1	Ice Cream		<input type="checkbox"/> Bottled Water
	Hot Food		<input type="checkbox"/> Soft Drink
2	Donuts/Ice Cream		<input type="checkbox"/> Bottled Water
	Community Catering—Coffee		<input type="checkbox"/> Bottled Water
Ag Pavilion	Coffee Cart		<input type="checkbox"/> Bottled Water
4	Barbeque		<input type="checkbox"/> Soft Drink
	Donuts		<input type="checkbox"/> Bottled Water
	Hot Food / Barbeque x 2		<input type="checkbox"/> Soft Drink
	Ice Cream / Slushies		<input type="checkbox"/> Bottled Water
5	Community Catering—Pavillion		<input type="checkbox"/> Soft Drink & Bottled Water
	Ice Cream/Slushies		-
	Donuts		-
6	Community Catering		Soft Drink & Bottled Water
	Potato Oven		<input type="checkbox"/> Soft Drink
	Ice Cream / Slushies x 1		<input type="checkbox"/> Bottled Water
	Hot Food		<input type="checkbox"/> Bottled Water
	Barbeque x 2		<input type="checkbox"/> Soft Drink
7	Barbeque		Soft Drink
	Hot Food		Soft Drink
	Coffee		- Water
	Ice Cream / Slushies		- Water
	Pizza		- Soft Drink
8	Hot Food x 2		<input type="checkbox"/> Soft Drink
	Ice Cream / Slushies		<input type="checkbox"/> Bottled Water
9	Community Catering		<input type="checkbox"/> Soft Drink & Bottled Water
10	Hot Food		<input type="checkbox"/> Soft Drink
	Ice Cream / Slushies		<input type="checkbox"/> Bottled Water
	Coffee		<input type="checkbox"/> Bottled Water
	Donuts		<input type="checkbox"/> Bottled Water
11	Hot Food/BBQ x 2		<input type="checkbox"/> Soft Drink
	Ice Cream		<input type="checkbox"/> Bottled Water

Tender Price including additional costs

Food varieties at allocated food courts are subject to change by increasing, decreasing or changing the varieties and number of food options offered at the food courts at the discretion of the Elmore Field Days Catering

Option (in order of preference):	Example	1	2	3
Minimum Tender (\$1,350)	\$1,350			
GST on Minimum Tender (\$135)	\$135			
Total Minimum Tender (\$1,485)	\$1,485			
Fee for sale of soft drink (inc GST)	\$330			
Fee for sale of bottled water (inc GST)	\$66			
Fee for extra power outlet (inc GST)	\$99			
Total Tender:				