



ELMORE FIELD DAYS

Catering Committee

~ Volunteers Working for Our Community ~

2019 Expression of Interest

APPLICATIONS CLOSE 20TH APRIL 2019

Thank you for your enquiry requesting information on food/drink outlets for the Elmore Field Days, to be held on Tuesday 1st, Wednesday 2nd, & Thursday 3rd October 2019.

To express your interest in tendering, please complete the application online and upload with attachments

APPLICATIONS MUST BE MADE ONLINE

2019 Catering Vendors Expression of Interest Form can be found at:

www.elmorefielddays.com.au

NOTE:

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

Elmore & District Machinery Field Days Inc. Reg A1863

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

APPLICATIONS CLOSE

20th April 2019

CHECK LIST

Read the General Information provided (Page 2)

Complete the following online:

- Expression of Interest Form
- Food Court selection
- Tender price including additional costs

Attach the following documentation online:

- Copy of Streatrader
- 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 only)
- 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

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GENERAL INFORMATION

APPLICATIONS

- Application tender closing date is 20th April 2019. 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 payment +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 (25th May 2019) 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	\$1,200.00 + GST
ADDITIONAL FEES:	
Sale of soft drinks	\$330.00
Sale of bottled water	\$66.00
Extra power outlet for cool room	\$90.00

- All drinks on site are to be COCA COLA AMITAL products.
- Coffee carts and ice cream vendors to sell only water.
- 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 \$90 each.
- All power leads MUST BE TESTED & TAGGED. An electrician is available on-site Monday 30th September (a fee applies).
- Spare gas bottles will be available should they be needed.

SET UP / PACK UP

- All sites are to be fully set up and ready for operation by 1.00pm on Monday 30th September.
- Packing up and vacating sites WILL NOT BE PERMITTED prior to 5.00pm on Thursday 3rd October.

APPLICATIONS CLOSE

20th April 2019

Please select three (3) preferred site options: **SELECTIONS MUST BE APPLICABLE TO YOUR PRODUCT**

<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:	_____	POWER (Y/N)	<input type="checkbox"/>

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

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 Committee.

Option (in order of preference):	1	2	3
Tender (min. \$1,200 +GST)	\$	\$	\$
Fee for Sale of Soft Drinks	\$	\$	\$
Fee for Sale of Bottled Water	\$	\$	\$
Fee for Extra Power Outlet	\$	\$	\$
TOTAL TENDER:	\$	\$	\$