Elmore Field Days

Catering Committee

~ Volunteers Working for Our Community ~

2026 Expression of Interest

Applications Close 31st May 2026

Thank you for your enquiry requesting information on food/drink outlets for the Elmore Field Days, to be held Tuesday 6th, Wednesday 7th and Thursday 8th October 2026.

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 2026 Elmore Field Days
- Minimum tender is $1,540 (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 $1,540.00

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 otherwise your application will not be considered

Elmore & District Machinery Field Days Inc

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

Applications Close 31st May 2026

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General Information

Applications

- Application tender closing date is 31st May 2026. 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 2026) 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	$1,400
+ GST	$140
Minimum Tender Total *Includes admin fee	**$1,540**
Sale of soft drinks (includes GST)	$124
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 Mon 5th Oct 2026 (a fee applies).

Set Up / Pack Up

- All sites are to be fully set up and **ready for operation by 5:00pm on Monday 5th October 2026**
- Packing up and vacating sites WILL NOT BE PERMITTED prior to 5.00pm on Thu 8th October 2026

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.**

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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 appliable)
- ☐ Copy of Certificate of Renewal of Registration of Food Premises

Please ensure ALL items of the checklist are emailed in the one email (preferably in 1 file) to catering@elmorefielddays.com.au

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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 2026

Food Court Selection

☐	Mobile Food Van	Registration:	Power (Y/N)	☐
☐	Trailer	Registration:	Power (Y/N)	☐
☐	Tent / Marquee	Registration:	Power (Y/N)	☐

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)	
1	Ice Cream			☐ soft drink	☐ bottled water
	Hot Food			☐ soft drink	☐ bottled water
2	Donuts/Ice Cream			☐ soft drink	☐ bottled water
	Community Catering—Coffee			*community catering selling water*	
Ag Pavilion	Coffee Cart			☐ soft drink	☐ bottled water
4	Barbeque			☐ soft drink	☐ bottled water
	Donuts			☐ soft drink	☐ bottled water
	Hot Food / Barbeque x 2			☐ soft drink	☐ bottled water
	Ice Cream / Slushies			☐ soft drink	☐ bottled water
5	Community Catering—Pavillion			*community catering selling soft drink & water*	
	Ice Cream/Slushies				
	Donuts				
6	Ice Cream / Slushies			☐ soft drink	☐ bottled water
	Hot Food/Barbeque x 6			☐ soft drink	☐ bottled water
7	Community Catering			*community catering selling soft drink & water*	
	Hot Food			☐ soft drink	☐ bottled water
	Coffee			☐ soft drink	☐ bottled water
	Ice Cream / Slushies			☐ soft drink	☐ bottled water
	Barbeque/Hot Food			☐ soft drink	☐ bottled water
8	Hot Food			☐ soft drink	☐ bottled water
9	Community Catering			*community catering selling soft drink & water*	
10	Hot Food			☐ soft drink	☐ bottled water
	Ice Cream / Slushies			☐ soft drink	☐ bottled water
	Coffee			☐ soft drink	☐ bottled water
	Donuts			☐ soft drink	☐ bottled water
11	Hot Food/BBQ x 1			☐ soft drink	☐ 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):	Example	1	2	3
Minimum Tender ($1,400)	$1,400			
GST on Minimum Tender ($140)	$140			
Total Minimum Tender ($1,540)	$1,540			
Fee for sale of soft drink (inc GST)	$124			
Fee for sale of bottled water (inc GST)	$66			
Fee for extra power outlet (inc GST)	$99			
Total Tender:				