



AMFVG
SUPPORTING
THE FOOD TRUCK
INDUSTRY
www.amfvg.com.au



Expression of Interest - Information & Operating Guide

Event: The Food Truck Park - Preston

Venue: 518 High Street, Preston VIC

Event Details:

The Food Truck Park™ will take place on 3000 square meter of land and will provide an indoor/outdoor seating area, activities centre, plus an onsite car park for customers.

Please select the days that you would like to participate on, on the online application form; you can select to operate on as many days as you wish for either lunch and/or dinner.

Site Fee:

AMFVG Members: 12% of daily gross sales.
Non AMFVG Members: 15% of daily gross sales

We do not in any way warrant that a participating vendor will have a particular level of sales or profitability. Vendors trade at their own risk.

Cancellation Fee:

A late cancellation fee of \$100 + GST per day of trade will apply if you cancel within 14 days of an event. If cancellation occurs within 7 days of an event, a cancellation fee of \$180 + GST will be charged. If cancellation occurs on the day of trade (including no-show), a cancellation fee of \$250 + GST will be charged. This is for logistic reasons which including time to replace you with another vendor, minimum time for Streatrader application and marketing campaign.

Trading Conditions

The Food Truck Park- Trading Times:

Friday: 5:00pm – 10:00pm
Saturday: 12:00pm - 10:00pm
Sunday: 12:00pm - 9:00pm

Mobile Food Vendors must operate during event times specified (at minimum) unless otherwise agreed to with AMFVG. On occasion, The Food Truck Park™ may operate on non-trading days for corporate functions and special events.

Mobile Food Vendors:

The expectation is that The Food Truck Park™ will have a minimum of 6 outlets onsite with the provision to adding further outlets as necessary without prior notice, our rotating policy also applies to this venue.



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Menus and Pricing:

- A full menu of items to be sold at the event (including a price list) will be required.
- Once approved, the menu must be displayed on your outlet in clear view for customers.
- Menu items sold via external delivery services (UberEats, Deliveroo, Menu Log etc) will be included in total gross sales.

Exclusive Product Rights:

The Food Truck Park™ is a Schweppes sponsored site and all beverages will be sold by The Food Truck Park only. No vendor drink sales are applicable at Preston. Those selling beverages will be asked to remove from their outlet.

Elgas is our *recommended supplier* of gas bottles with leading member prices. Ask us for a credit application today info@amfvg.com.au. Please note: recommended only, not mandatory.

At our discretion we may add, change or delete sponsorship arrangements without prior notice.

Power:

The Food Truck Park™ has limited power however we can provide power at a cost of \$25.00 plus GST per lead if required, additional cost apply if you require 3 phase power. Or alternatively you can use your own generator to power your outlet.

Cash registers:

- Cash registers must be placed at the front of your outlet so that there is a clear view of price reading.
- We will require a final **sales report** at the end of each nights trading.
- Cloud version of sales report need to email to info@amfvg.com.au at the completion of each trading day
- **If you don't have a cash register** you will need to advise AMFVG ASAP, so alternative arrangements can be made.

Food Vouchers:

For those vendors who have not traded at Village Cinema Coburg Drive In before please be advised that AMFVG may invite the following to join us at the event:

- Print Media
- Social media
- TV Presenters
- Radio Personal
- Food bloggers
- Other event organisers and a section of the food truck industry participants to this event.

Please note that this is to promote your business, the food truck industry and the event for all vendors to benefit.

AMFVG will reimburse you, this will be deducted from the fees that you need to pay us.



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Fee Payment:

AMFVG will invoice you for all fees and these are payable within 3 days of receiving our invoice or we may request payment be made at the completion of the each event.

Bump-In

Friday: 3:30pm
Saturday and Sunday: 10:30am

Bump-Out:

Friday and Saturday: 10:30pm
Sunday: 9:30pm

Marketing:

Will design and produce all marketing including posting. The e-poster will be provided to you to promote you and the event. To promote yourselves, we suggest you also post the poster on your social channels.

We will also pay for all advertising costs to promote you and the event via our social channels, blogger, newspapers and any other media will feel is appropriate.

Mobile Food Vendor Operating Guidelines:

All staff, contractors and service providers working with any Mobile Food Vendor must be advised of the following operating guidelines:

Mobile Food Vendor:

- The Mobile Food Vendor must supply all items including but not limited to equipment and staffing, as necessary to facilitate their outlet.
- No infrastructure, such as tables and chairs, are allowed as part of the catering operation without prior approval by AMFVG.
- Mobile Food Vendors must operate only within the space allocated by AMFVG.

Food preparation:

- The Mobile Food Vendor shall comply with the requirements of the Food Act 1984
And the Food Standards Australia New Zealand (FSANZ) Food Safety Standard.
(Food Premises and Equipment and all other relevant Acts and Laws.)

Risk, OHS and Compliance:

- Mobile Food Vendors must adhere to the safety and risk policies and procedures set out by the event's Risk and Safety Manager. The Mobile Food Vendor is expected to understand the hazards and risks associated with their catering activities, and have established systems and procedures for managing OHS risks.
- Mobile Food Vendors (if requested) must attend an on-site catering briefing and adhere to the event site rules. Further information will be supplied to successful applicants.
- All Mobile Food Vendors will be required to complete a site induction pre-check list prior to the event commencing.

The following certifications must be displayed on catering outlets where relevant:



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- Mobile Catering Vehicles Compliance Plate as issued by the Office of Gas and Safety
- A valid Certificate of Electrical Compliance, completed by a licensed electrician.
- Food Safety Supervisor Certificate

Power Equipment:

- Mobile Food Vendors must ensure that their power leads are tested and tagged by a licensed electrician and secured in a safe and appropriate manner. Electrical equipment must comply with relevant Australian standards and regulations.

Gas and Sullage:

- Mobile Food Vendors are responsible for removing any gas bottles and / or sullage from the event site at the conclusion of the event. No bottles are to be left on site for collection by gas companies.
- A sullage spill fee of \$200.0 will be charged for any spillage, overflow or discharge of sullage onsite.

Cleaning, Recycling and Waste:

- Mobile Food Vendors must make appropriate use of the recycling, waste and compostable streams if available at the event
- Mobile Food Vendors are responsible for making sure that each of their areas are kept clean, tidy and free of rubbish – this includes condiment areas where applicable. Cartons and packaging must be flattened and kept within the compound area or removed to main rubbish containers for recycling. All catering areas must be kept clean and tidy at all times.

AMFVG -Membership Fee:

- AMFVG only allocates work to members therefore in order to accept this job and if you are not currently a member, you can **sign up** and [Become a Member](#). See www.amfvg.com.au for more details.
- You can complete the online application form at www.amfvg.com.au/online-member-agreement-form/. If your application is successful you acknowledge that you will also become a member of AMFVG.

Terms & Conditions:

Successfully Mobile Food Vendors will be invited to participate at the event by email and by accepting and confirming your availability to trade on the nominated day(s), you also agree to and acknowledge the terms and conditions set out in this document.

If a vendor fails to comply with any of the terms and conditions communicated in this document, we reserve the right to immediately stop the vendor from trading and cancel any remaining days with immediate effect. We also reserve the right to reschedule or cancel vendor participation without notice.

Further Terms & Conditions will be made available to successful applicants.

We thank you for your participation and should you require any further details you can contact us on info@amfvg.com.au or phone 1300 162 636.