

EXPRESSION OF INTEREST



Target Australia Family Day Catering

Target Australia are after 5 savoury Food Trucks and 3 Sweet food truck to cater for the family day and information function. Food vendor are required to create a menu with 2 options each. Please keep track of your itemized sales as a sales report will be collected at the end of trade. There will also be food tokens which will be counted by staff.

EVENT INFORMATION

Address: 12-14 Thompson Road North Geelong

Date: Friday, 12 October 2018

Trading Times: 12:00pm – 5:00pm (Major service from 12:00pm – 2:00pm)

Event Requirements: 8 food trucks will be operating (No marquees - 5 providing savoury meals and 3 dessert).

Number of Attendees: 1,000 – 1,500

EXPRESSION OF INTEREST CLOSES: Thursday 27th September 2018.

On the day: Attendees will be selecting meals as they choose. There is no voucher system in place.

Menu requirements to be submitted with application:

Each savoury vendor will need to present a menu to value of \$10.00 including main and a small side

Each sweets vendor will need to present a menu deal to value of \$5.00

The menus will be presented to our client for selections.

This is a NUT FREE EVENT. No nuts are to be included in any menu. Celiac menus are welcomed. Please have "kid friendly" options.

If you are accepted to trade, we remind you that the menu you offer with this application cannot be changed without prior approval.

Number of Meals: Each savoury vendor will need to make available a minimum of 300 meals and each sweet vendor a minimum of 500. However you may prepare as many meals as you wish because your level of revenue will depend on the number of customers you serve and the meals available.

Please note: We do not guarantee any particular levels of sale as attendees are free to choose where to eat.

Staffing: We expect vendors to provide adequate staffing during peak trading periods to avoid unnecessary delay in customer service. Your level of service or efficiency will determine your daily sales; therefore, we suggest you provide sufficient staff to cope with crowds.

Rubbish: There may be limited rubbish facilities. Be prepared to take your rubbish with you on bump out.

Power: No power is provided – Food trucks must use their own generator.

FEE SCHEDULE:

Sales: We will collect an itemized sales report at the completion of the. A staff member will count the physical tokens you have at the end of the day. You will be paid based on the physical serves. Please enter each token in your register so that they can be matched up with your total token count and itemized sales.

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Payment: AMFVG will reimburse each vendor, the exact token value collected, less our fees. Vendors will be paid post event, within 3 days.

Site Fees:

Pro Members: 5% of gross sales/voucher value

Grow Members: 8% of gross sales/ voucher value

Start-Up Members: 12% of gross sales/ voucher value

Information & Operating Guidelines:

- The following Induction forms will be provided to you on the day and they must be completed and handed to the site manager before you begin trading:
 - Induction check lists
 - Gas Compliance Forms

- Sales Report form
This is to be handed to the site manager at the end of trading with your vouchers collected. We may also conduct onsite inspections of your outlet or may have an independent consultant conduct such inspections.

- Drip Trays
Each vendor MUST provide their own drip trays for the duration of set up and services and ensure that no grass or ground is damaged while onsite.

- City of Geelong Health Department will also be conducting onsite inspections.
Any faults or noncompliant materials or appliances will need to be removed; or need to be rectified immediately. If you need any assistance with these matters, please contact us in advance so we can try and help you prior to your trading day.

Food Preparation:

- All staff involved in food preparation must adhere strictly to the City of Melbourne Services Regulations and Guidelines.

Risk, OHS and Compliance:

- AMFVG maintains high levels of site Occupational Health and Safety (OHS). It is also the responsibility of the vendor to operate their outlet in a safe manner and in accordance to *The Occupational Health and Safety Act 2004 (the Act)*.
- The Vendor is expected to understand the hazards and risks associated with their catering activities and have established systems and procedures for managing OHS risks.

- The following certifications must be displayed on outlets where relevant:
 - 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 must be displayed within your outlet.

Power Equipment:

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

Gas:

- Mobile Food Vendors are responsible for checking that all their gas appliances and bottles comply with the relevant government laws and safety procedures.
- Vendors must take gas bottles from the site at the conclusion of the event.

Sullage:

- All vendors are to ensure that their sullage tanks are emptied prior to arriving onsite.
- In the event your tank overflows you will be charged a cleaning fee of \$150.00 and may be

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forced to close down.

Cleaning, Recycling and Waste:

Please be prepared take your rubbish with you.

Other:

- 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.
- 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 with 48 hours' notice.