

EXPRESSION OF INTEREST



VENDOR AGREEMENT

EVENT EXPRESSION OF INTEREST TERMS AND CONDITIONS:

- 1) **Power:**
 - (a) Power will be provided to all vendors as part of your upfront site fee cost for Moonee Valley Racecourse.
 - (b) It is the vendors responsibility to meet OHS legislation for the Test and Tagging of all electrical equipment leads.
 - (c) It is the vendor responsibility to ensure that all electrical equipment and power leads has a current Test and Tag of compliance, is in good working order before connection to power
 - (d) All power leads must be covered, tapped or strung overhead where applicable
 - (e) Double adaptors are not permitted and all power boards must be Tested and Tagged as compliant, and have current overload protection.
 - (f) Electrical equipment must comply with relevant Australian standards and regulations.
- 2) **Beverages:**
 - (a) Moonee Valley is Schweppes sponsored you can only sell Schweppes varieties of products at this event.
 - (b) All products must be 600ml bottles only- no cans. AMFVG will not be having drinks available on site to purchase.
 - (c) Prior written approval will be required prior to the event. The vendor is responsible to obtain any written permission
 - (d) The vendor must provide a full and complete list of any intended beverages when applying.
- 3) **Menus and Pricing:**
 - (a) The vendor must provide a full and complete list of any intended menu items including pricing when applying.
 - (b) Once approved, the menu must be displayed on your outlet in clear view for customers.
 - (c) Due to space constraints and the expected high volumes of people, you cannot use A frame menu's or special boards outside your outlet.
- 4) **Fees**
 - (a) All vendors intending to participate in the event will pay to AMFVG a site fee and power fees (if applicable) prior to the event.
 - (b) The vendor invitation and confirmation to attend the event may be based on the payment of any fees or charges prior to the event.
 - (c) All fees and charges are payed on invoice and are due on or before 21 days from the event
- 5) **Cancellation Fee:**
 - (a) A cancellation fee of \$100 + GST will apply up to and including all fees or charges pre payed if you cancel up to including 14 days from the event
- 6) **Cash registers:**
 - (a) The vendor must use a cash register or POS system that accounts for each day's trade and provides a sales reports at the end of each day's trade
 - (b) Cash registers must be placed at the front of your outlet so that there is a clear view of price reading.

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- (c) The vendor must provide to AMFVG a final sales report at the end of each day's trading.
 - (d) The use of Cloud version sales report (such as square) must be by written permission by AMFVG needs to email to info@amfv.com.au at the completion of each trading day
 - (e) If the vendor does not have a cash register, AMFVG will provide a cash register. You must advise AMFVG 14 days prior to the event. AMFVG may issue a fee or charge for any hireage of the cash register
- 7) **Gas and Sullage:**
- (a) The vendor is responsible for removing any gas cylinder / bottles and / or sullage from the event site at the conclusion of the event days trading.
 - (b) No gas cylinders / bottles are to be left on site for collection by gas companies.
 - (c) A sullage spill fee of \$400.00 will be charged for any spillage, overflow or discharge of sullage onsite.
 - (d) All gas bottles and appliances must be securely fixed to inhibit movement, falling or the potential to cause damage
 - (e) A total of two (2) gas bottle only at one time may be kept on site
- 8) **Rubbish:**
- (a) All vendors are to remove any waste and sullage offsite.
 - (b) No waste or sullage facilities will be available.
 - (c) A removal and cleaning charge / cost will be issued to any vendor leaving rubbish, waste, gas cylinders or other at the event at the end of the day's trading or termination of the event.
- 9) **Damage:**
- (a) Any damages to any property, equipment, infrastructure, surfaces, grass or other or surrounding; area of the vendor will incur a charge or fees to the vendor associated with repair and replacement, cleaning and administration.
- 10) **Traffic management:**
- (a) All vendors will follow instruction and directions by AMFVG
 - (b) A 5 km/h applies to all event locations
 - (c) All location are a shared pedestrian and vehicle zone and extreme caution must be applied
 - (d) Prior to entry and or exit each vendor must receive instructions and directions from AMFVG
 - (e) Drive slowly and carefully at all times.
- 11) **Insurance:**
- (a) All vendors must hold and maintain as current their own Product and Public Liability insurance with a minimum of \$20 million, Current Workers compensation insurance.
 - (b) Copies of certificates will be required as part of invitation and confirmation to attend
- 12) **Security:**
- (a) All vendors are fully and totally responsible for the security of their stall, van, equipment and goods during the event
- 13) **Food Safety and Council inspections:**
- (a) City council will be on site doing inspections of all food operators.
The vendor must ensure that the outlet / van is fully compliant with council and Victorian regulations or Act
 - (b) Any vendor's outlet / van that is not compliant may be requested not to trade.
 - (c) All food vendors must be registered under the food act 1984 (Vic) be registered as a street trader.

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14) **Marketing:**

- (a) To promote the event, AMFVG develop a specific marketing campaign. Our in-house team develop the campaign for a broad audience to secure radio, tv, print and online coverage plus direct marketing to the local community. The campaign is promoted via our social channels, media partners and food truck network.

15) **Social media:**

- (a) Successful vendors will be sent the social media poster and social tile prior to the event. Please share on your social channels to promote your attendance.

16) **General:**

- (a) The event is a non-smoking event, no smoking will be permitted on the site of the event
- (b) It is the responsibility of the vendor to ensure the vendors equipment, stall or van is safe at all times.
- (c) Vendors will not assign, share, sublet or transfer all or part of the area, agreement or attendance without the written permission of AMFVG
- (d) All vendors and staff are not permitted to consume any alcoholic beverages whilst on site. Failure to comply may result in fines by council or the event organiser and you may be forced to close your outlet.

17) **Terms & Conditions:**

- (a) By responding to the Expression of Interest you agree to have read and full understand the Terms and Conditions within the Expression of Interest and to abide by them accordingly and understand they form the basis of any participation , you confirm your availability to trade on the nominated days.
- (b) Any participation is based on the Expression of Interest application and invitation to participate and acceptance by AMFVG
- (c) You agree that any breach or failure to abide by any terms and conditions. we reserve the right to immediately stop you the vendor from trading and cancel any remaining days with immediate effect.
- (d) We also reserve the right to cancel the event, reschedule or refuse vendor participation without notice.
- (e) Further terms and conditions may apply and will be given to participating vendors.

Please don't hesitate to contact AMFVG if you have additional questions.

Kind Regards,
AMFVG team