

2017 Tesselaar Tulip Festival Stallholder Expression of Interest (EOI)

Stallholders are invited to submit an Expression of Interest (EOI) for interactive/activity stalls, cultural stalls, market stalls, food and beverage providers and food trucks.

Event Details:

When: Thursday 14th September to Tuesday 10th October 2017.

Where: Tesselaar - 375 Monbulk Road, Silvan 3795

Times: 9am – 5pm daily (note – previous years was a 10am start)

All EOI's will be evaluated by the Festival Management Committee using the following criteria:

- Relevance to the event
- Requirements of the event – variety of operators/stallholders including health conscious food options
- Benefit to the community
- Compliance at previous events (if applicable)

Priority is NOT given on a 'first in first served' basis.

Tesselaar reserve the right to refuse any application without explanation.

Stallholder opportunities are limited. Stallholders will be informed of the outcome of their EOI by Friday 31st March 2017. Successful applicants must adhere to the requirements outlined in this document. Please note the full Terms and Conditions will be sent with the booking confirmation to successful applicants.

Please return this completed form to Tesselaar Tulip Festival via:

- Email: promotions@tesselaar.net.au,
- Fax: 03 9737 7798 or
- Mail: Tesselaar Tulip Festival, 357 Monbulk Rd, Silvan VIC 3795

All Enquires: 03 9737 7722

EOI Applications close 5pm Friday 17th March, 2017.

Which stallholder category are you applying for?

Food (ready to eat) Specify: _____

Food Truck Specify: _____

Market Stall / Activity Stall Specify: _____

Alcohol / Liquor Sales Specify: _____

Community / Cultural Specify: _____

Have you been a stallholder at the Tulip Festival in the past?

No Yes Most recent year attended: _____

Vendor Details

Group/Business/Co. Name:			
ABN no.			
Site name (for signage):			
Address:			
Contact Person:			
Phone:		Mobile	
Email:			
Website:			
Facebook:			
Are there any activities/workshops you can run to engage the community?			

Proposed Products and Prices attach an additional list if necessary

Product no.	Proposed items and/or services for sale	Sale price (incl GST)
1		
2		
3		
4		
5		
6		
7		
8		

***** Attach or email (promotions@tesselaar.net.au) pictures of your set up, and/or products/menu.

Stall Requirements

	Yes	No
Do you require access to electricity?		
Does your vehicle make up part of your stall?		
<i>If yes, Size: _____m High x _____m Deep x _____m Long Include a picture if possible.</i>		
Does your stall use LPG Gas?		
<i>How many LPG bottles do you need hooked up to operate? _____</i>		
Do you require additional refrigeration space outside of your stall?		
Do you require additional freezer space outside of your stall?		
Do you have your own 3x3m marquee with weights?		
Do you have your own generator?		

2017 Festival Days

Please indicate which themed days you wish to participate:

Note:

The days are themed (Mon – Thur) and (Fri – Sun).
You cannot apply to trade for part of a theme.

Date	Theme	Tick (✓)
Thur 14 Sept	General	
Fri 15 Sept	Turkish	
Sat 16 Sept	Turkish	
Sun 17 Sept	Turkish	
Mon 18 Sept	Week 1	
Tue 19 Sept	Week 1	
Wed 20 Sept	Week 1	
Thur 21 Sept	Week 1	
Fri 22 Sept	Dutch	
Sat 23 Sept #	Dutch	
Sun 24 Sept #	Dutch	
Mon 25 Sept #	Children's Week 1	
Tue 26 Sept #	Children's Week 1	
Wed 27 Sept #	Children's Week 1	
Thur 28 Sept #	Children's Week 1	
Fri 29 Sept # *	Food, Wine, Jazz	
Sat 30 Sept #	Food, Wine, Jazz	
Sun 1 Oct #	Food, Wine, Jazz	
Mon 2 Oct #	Children's Week 2	
Tue 3 Oct #	Children's Week 2	
Wed 4 Oct #	Children's Week 2	
Thur 5 Oct #	Children's Week 2	
Fri 6 Oct	Irish	
Sat 7 Oct #	Irish	
Sun 8 Oct #	Irish	
Mon 9 Oct	General	
Tues 10 Oct	General	
ALL 27 DAYS	ALL	

* *Public Holiday.*

Food Truck Space Avail

Fee Structure

Market Stalls

3 x 3m marquee
15% of total gross sales (minimum fee \$250)

3 x 6m marquee
25% of total gross sales (minimum fee \$500)

Food Vendors

3 x 3m marquee
15% of total gross sales (minimum fee \$500)

3 x 6m marquee
25% of total gross sales (min fee \$1,000)

Food Trucks

Truck Space
15% of total gross sales (minimum fee \$500)

Community / Cultural

3 x 3m marquee
FOC on approval from Management

3 x 6m marquee
FOC on approval from Management

Other Fees applicable:

Trestle Table Hire \$20 each

On our acceptance and confirmation of your attendance we will invoice you for the applicable minimum fee as a deposit, as outlined above.

Requirements

All vendors/stallholders are required to:

1. Be operational with all vehicles off-site 30 minutes before the event is due to begin (at 8.30am).
2. Finish trading at the closing time of the event (5.00pm), unless advised otherwise by the Festival Manager.
3. Provide their own tested and tagged power leads that are up to 20m long, without extensions.
4. Have public liability insurance.
5. Have the appropriate food registration, fire ban and Streatrader certificates, if applicable.

Terms and Conditions

Tesselaar uses the information provided by you in this EOI for the primary purpose of processing, assessing and determining the occupancy of space at this event. Any information lodged will remain confidential.

By signing, I confirm that I have read this form and accept its terms & conditions. To the best of my knowledge, all the information I have provided is valid and correct.

Signed: _____ (electronic signatures are sufficient)

Date: / /