



SURFMOOT TENDER INFORMATION

Tenders for Surfmoot 2010 will close at the October meeting.

At Surfmoot, crews are given the opportunity to tender for and then sell items at the event.

Previous items sold by crews include:

- stickers
- hats
- underwear
- can slings
- plastic yard glasses

These items can be sold by the crew directly or in conjunction with the Cas Terras Van. This list is not exhaustive so if you or your crew feels that you can sell another/different item at Surfmoot, put in a tender.

***Please note ***

Tenders for merchandise that competes directly with official Surfmoot Merchandise will not be accepted e.g. Stubby Holders, T-shirts, etc

Tenders are also open for running the bar & selling ice.

Running the bar or selling ice can be a great fundraiser for a crew/sub-committee with a good profit/return for your effort.

If you feel that you've got what it takes to run the bar, sell ice or organise selected merchandise, fill out a tender application form and bring it along to the October meeting with all the required information.

Before you come to the meeting, please read the information below for your responsibilities as a tenderer at Surfmoot.

HOW TO APPLY

- Let the Committee know (email:tenders@surfmoot.com) or contact the Chairman-Cam Adamson (0400 067 458) or Vice-Chairman-Laura Watling (0407 211 574) what you would like to tender for by the **16th October 2009**.
- Attend the **October** meeting on the **21st (7:45pm @ Victorian Rover Centre, Highland Ave, Mt Waverley)** and bring along a completed copy of the tender application form, a proposal/outline of your tender & any relevant documentation.

TENDER INFORMATION AND REQUIREMENTS:

- Tenders fall into 3 categories:
 - Bar
 - Ice
 - Miscellaneous (hats, can slings, stickers, snow cones, etc).
- All tenders must be presented on **Wednesday 21st Oct, 2009**, for judging of who is successful.
- Parties must nominate & supply the details of at least one contact responsible for the tender.
- The goods and/or services must be available for the entirety of Surfmoot.
- Items to be sold must be at a competitive price. A list of items to be sold, quantity, sell price and expected profit, must be presented with tender documents.
- The successful tenderer must provide a compulsory and non redeemable contribution of \$130 for the bar (full page), or \$65 for the ice and miscellaneous tenders (½ page) for program advertisement. Within 2 months of the awarding of the successful tender a copy of the advert that the tenderer is wishing to place in the program must be given to the program co-ordinator. This applies for each tender awarded.
- The tender documents must also include the method of selling and the expected number of Rovers that will provide the goods and/or service.
- All parties must be prepared to comply with the relevant health, hygiene and safety regulations (including obtaining certificates, training, and maintaining professional conduct). All relevant certificates must be presented to the committee within 2 months of the awarding of the tender.
- Parties must notify the Committee before Surfmoot, of any changes to pricing, etc. These must be made in writing and presented to the Surfmoot committee at the next meeting.
- A financial statement must subsequently be provided by the 2010 AGM. This should include: the items/quantities sold, sell price and profit, problems encountered/resolved and recommendations for next year.
- The committee reserves the right to contact the party at any time, to request further information, or cancel the tender if they feel the tender or Rover behaviour on the weekend, does not maintain the main ideals of 'Rovering'.
- The committee reserves the right to approach an individual/crew to provide the product/service should it deem all tenders to be unsatisfactory. Alternatively, the committee may choose to provide the product/service themselves

By putting in a tender for Surfmoot you and your group agree to the above mentioned terms and conditions of this document.



SURFMOOT 2010 TENDER APPLICATION FORM

Crew/Group/Sub-Committee/etc Name:			
Contact Details:			
Name:			
Phone:			
Email:			
Postal:			
Category of Tender (please circle):			
<ul style="list-style-type: none"> • Bar • Ice • Miscellaneous (e.g. Merchandise) 			
If Miscellaneous, item proposing to sell:			
Training and Certificates relevant to tender:			
Method of Selling (please circle):			
<ul style="list-style-type: none"> • Cas Van • Both 		<ul style="list-style-type: none"> • Self • Other 	

Approved By:			
	Signature	Full Name	Date