



MARQUEE INFORMATION PACK | CHARITY TEAMS

**RUN  
MELBOURNE**  
JULY 28TH 2019

 **SOLE MOTIVE**

## MARQUEE PACKAGES

Those teams that wish to enhance their Run Melbourne experience can purchase one of our marquee packages.

Having a marquee at Run Melbourne gives your team a central meeting point in the event village at Federation Square and the opportunity to provide the support your runners need so they can focus on the

run and the good times. This is a great way to raise awareness for your cause and attract participants to raise further funds. Please note that if you wish to have catering at your charity marquee this must be arranged separately through one of the Federation Square businesses listed in this brochure.



\* Please note: this marquee space is to be used as a meeting point and for promotion of the charity only. Under no circumstances can corporate partners be promoted or displayed.

\*\* Should a charity wish to hand out marketing collateral and merchandise from its marquee, prior approval from Sole Motive needs to be sought to ensure there are not any clashes with sponsors. Limited food may be handed out because of food safety regulations. Please contact Lynn Denblyden on [Lynn@solemotive.com](mailto:Lynn@solemotive.com) to discuss this prior to the event.

# MARQUEE LOCATIONS

Teams can nominate their preferred location within the Charity Lane in River Terrace. However, allocation will be based on a first in, first served basis.

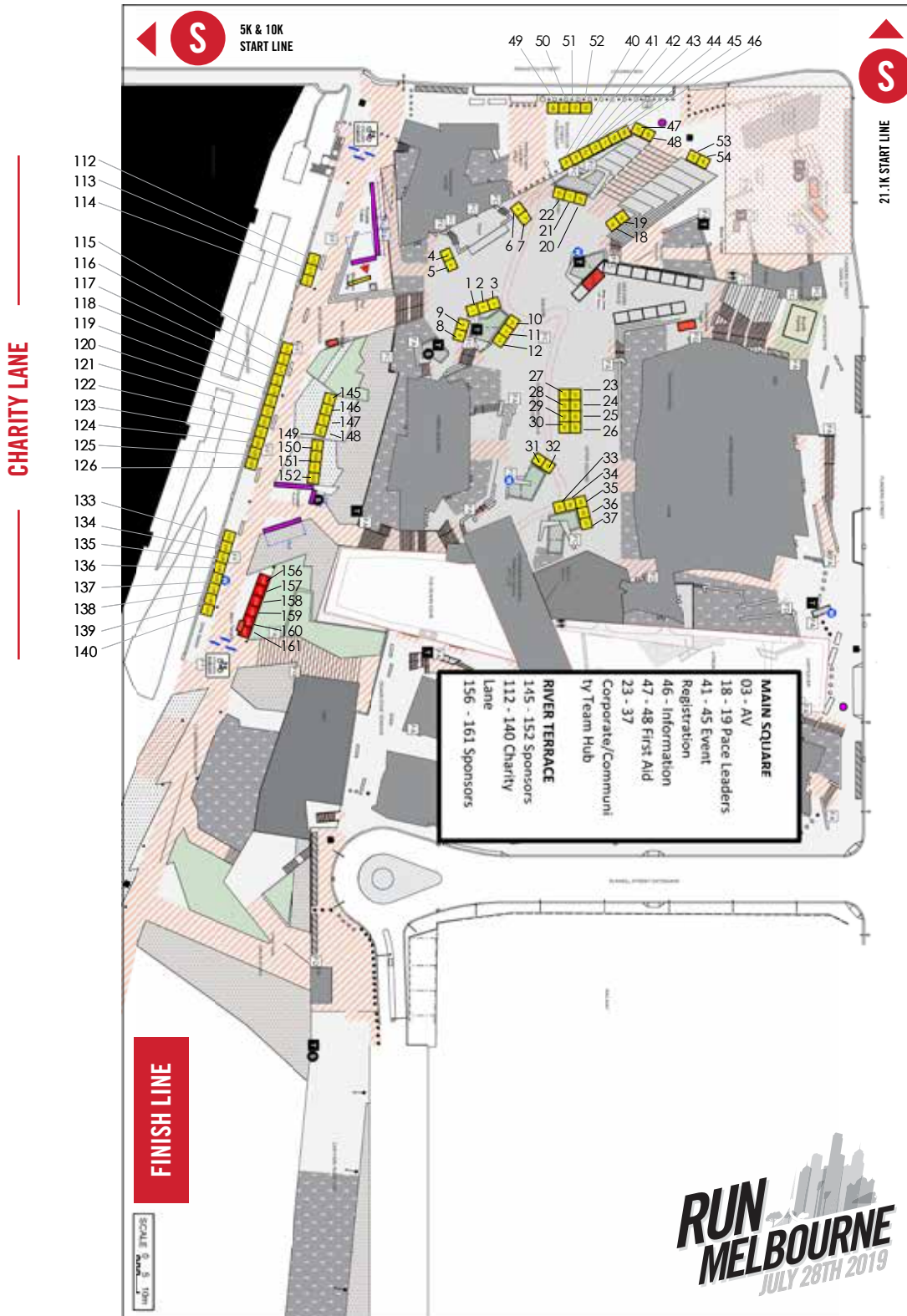
Yes, please book a marquee:

First preference: number(s) \_\_\_\_\_

Second preference: number(s) \_\_\_\_\_

Third preference: number(s) \_\_\_\_\_

Each Marquee number represents a 3mx3m marquee. If you require a 6mx3m marquee please write 2 consecutive numbers next to each preference listed above. If you require a larger marquee, please write multiple consecutive numbers.



## CATERING

Please note that if you wish to have catering at your marquee this must be arranged separately through one of the below Federation Square businesses.

### VENUES

### CONTACT DETAILS

EPICURE CATERING / ZINC

Contact: Jenny Stanton  
Phone: 03 9229 6311  
Email: [jenny.stanton@zincfedsq.com.au](mailto:jenny.stanton@zincfedsq.com.au)

CATERING DELUXE / BEER DELUXE

Contact: Stewart Luk  
Venue Manager  
Phone: 03 9810 0093  
Email: [Stewart.luk@BeerDeluxe.com.au](mailto:Stewart.luk@BeerDeluxe.com.au)

TIME OUT CAFE

Contact: Michele Hiscox  
Phone: 03 9671 3855  
Email: [info@timeoutmelbourne.com.au](mailto:info@timeoutmelbourne.com.au)

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Contact: Michele Hiscox  
Phone: 03 9671 3855  
Email: [info@timeoutmelbourne.com.au](mailto:info@timeoutmelbourne.com.au)

CHOCOLATE BUDDHA

Contact: Angela Mathioudakis  
Phone: 0409 419 713  
Email: [angela@chocolatebuddha.com.au](mailto:angela@chocolatebuddha.com.au)

PETER ROWLAND CATERING / ACMI

Contact: Caroline Parkinson  
Phone: 03 8663 2537  
Email: [caroline.parkinson@peterrowland.com.au](mailto:caroline.parkinson@peterrowland.com.au)



## GET INVOLVED

As a charity, there are lots of great ways to promote your cause and generate interest from participants and the public. These include:

- Training run charity of the week
- Charity branded drink stations

This expression of interest form will help us to assess your plans for Run Melbourne in 2019 and work out which charities will be best suited to the various opportunities.



### TRAINING RUNS

Each Tuesday evening, for the 10 weeks leading up to the event, we will select a 'Charity of the week' to attend the training run at Federation Square and set up a stand. This is a great activation event with a focus on exposure.

If you are interested in activating at a Run Melbourne training run, please tick this box to find out more.

### CHARITY BRANDED DRINK STATION

Run Melbourne has dedicated areas on the course where charities can cheer participants on and hand out cups of water. Again, this provides an opportunity for further exposure with costumes, charity branded T-shirts and branding of the area with table cloths, signage etc.

If you are interested in activating at a Run Melbourne drink station, please tick this box to find out more.

**DO YOU HAVE ANY OTHER IDEAS FOR HOW YOU WOULD LIKE TO BE INVOLVED IN RUN MELBOURNE**

## ORDER DETAILS

This order is to be emailed by 5.00pm, Friday, 28th June 2019 to **Lynn Denblyden - [lynn@solemotive.com](mailto:lynn@solemotive.com)**. Forms submitted AFTER this date will incur a 20% surcharge fee on the order. A tax invoice will be issued on receipt of the signed form.

I understand that to confirm my booking a payment in full will be required within 14 days of the invoice being issued. I understand that a \$100 administration fee will be charged if my company decides to cancel the above order before Friday, 5th July 2019. No refunds will be issued after this date for any equipment hire or catering services.

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CHARITY NAME:

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CONTACT NAME:

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CONTACT NUMBER:

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EMAIL:

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DATE:

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BUSINESS ADDRESS:

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PHONE:

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### RULES & REGULATIONS

- Acceptance into the marquee area will be subject to confirmation by Sole Motive.
- Final confirmation of the booking is subject to payment of marquee and equipment fees to Sole Motive.
- Quality Event Hire are the exclusive event hire company. No other hire companies will be permitted to enter the designated area.
- No commercial catering is allowed – except orders placed through the official Federation Square caterers.
- Sole Motive accepts no responsibility for any items stored in the team marquee. These are left at the team's own risk.
- No power is supplied. If a team requires power, Sole Motive can arrange this for an additional charge.



## MARQUEE & EQUIPMENT HIRE

TYPE	SIZE	COST	INCLUSION	QUANTITY
PACKAGE 1	Suitable for 12 people standing at any one time. 3m x 3m marquee	\$1100	Includes marquee hire, marquee weights, marquee sign and waste removal	<input type="text"/>
PACKAGE 2	Suitable for 24 people standing at any one time. 6m x 3m marquee	\$1560	Includes marquee hire, marquee weights, marquee sign and waste removal	<input type="text"/>

**TOTAL \$**

No discounts are offered if you are providing your own marquee. Larger sizes are available by request. Additional \$350 per 3m x 3m marquee area. Your marquee will be set up for you.  
1 x corflute sign (1800mm x 900mm) will be provided and installed above your marquee. Please email your logo in a vector graphic. If you do not have a vector graphic, please email a high resolution jpg. or png.

ADDITIONAL ITEMS		
Item	Price	Quantity
TRESTLE TABLES	\$30 each + GST	<input type="text"/>
CAFE TABLES	\$30 each + GST	<input type="text"/>
TABLE CLOTHS FOR TRESTLE TABLES	\$30 each + GST	<input type="text"/>
CHAIRS	\$10 each + GST	<input type="text"/>

**TOTAL \$**

\*All prices exclude GST

\*\* Lost or damaged items will incur an additional charge post event.

**SET UP/PACKDOWN INFORMATION:** Will be provided via email closer to the event. You will have the option to set up the interior of your marquee either the day before the event or on the event morning.

**SECURITY:** Will be patrolling the event site over night and during the event, however any items left unattended in marquees are done so at the risk of the team.

