



MARQUEE INFORMATION PACK | CORPORATE TEAMS

**RUN  
MELBOURNE**  
JULY 28TH 2019

 **SOLE MOTIVE**

## CORPORATE MARQUEE PACKAGES

Those teams who wish to enhance their Run Melbourne experience can purchase a marquee package. Having a marquee at Run Melbourne gives your team a central meeting point in the event village and the opportunity to provide your team members

with the support they need for a great, fun event.

If you wish to have catering at your marquee this must be arranged separately through one of the Federation Square businesses listed in this brochure.



# MARQUEE LOCATIONS - TEAM HUB

Teams can nominate their preferred location within the Team Hub in Fed Square.  
Allocation will be based on a first in, first served basis.

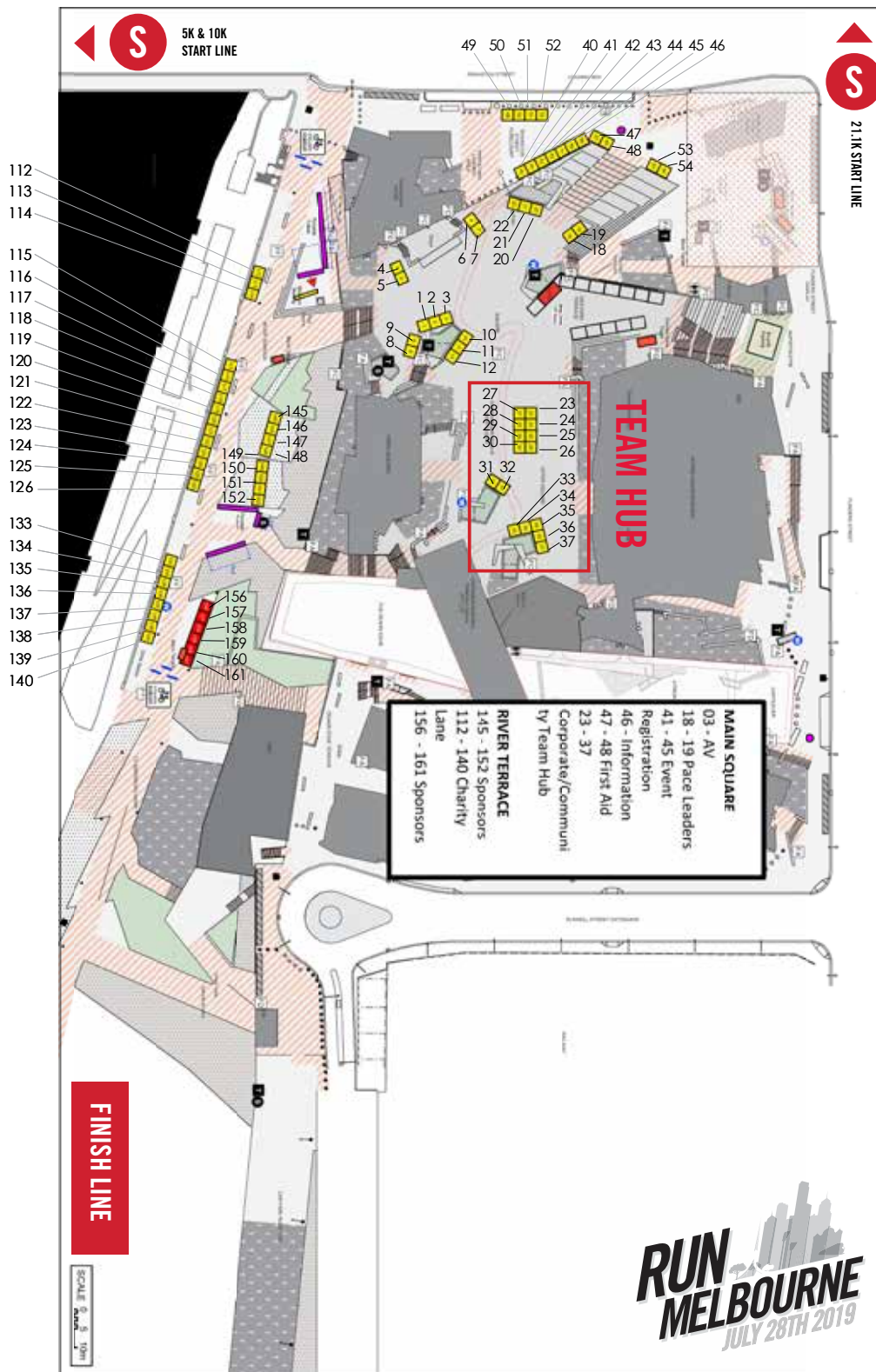
Yes, please book a marquee:

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)

**CHOCOLATE BUDDHA**

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

**PETER ROWLAND CATERING / ACMI**

Contact: Marilla Gair  
Phone: 03 9825 0002  
Email: [marilla.gair@peterrowland.com.au](mailto:marilla.gair@peterrowland.com.au)



## MARQUEE & EQUIPMENT HIRE

TYPE	SIZE	COST	INCLUSION	QUANTITY
PACKAGE 1	Suitable for 12 people standing at any one time. 3m x 3m marquee	\$1365	<b>INCLUDES</b> marquee, marquee sign, waste removal	<input type="checkbox"/>
PACKAGE 2	Suitable for 24 people standing at any one time. 6m x 3m marquee	\$2015	<b>INCLUDES</b> marquee, marquee sign, waste removal	<input type="checkbox"/>
SILVER	Suitable for 24 people standing at any one time.  6m x 3m marquee	\$2730	<b>INCLUDES</b> marquee, marquee sign, 2 trestle tables 2 table cloths, 6 chairs, team trophy, free race pack postage*, waste removal	<input type="checkbox"/>
PLATINUM	Suitable for 36 people standing at any one time.  9m x 3m marquee	\$3990	<b>INCLUDES</b> marquee, marquee sign, 4 trestle tables, 4 table cloths, 12 chairs, team trophy, free race pack postage*, 1 x 12months Runner's World subscription, bottled water, fruit, waste removal	<input type="checkbox"/>

\* SILVER and PLATINUM free race pack postage only available for bulk pay-later teams.

No discounts are offered if you are providing your own marquee. Larger sizes are available by request. Additional \$650 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	<input type="checkbox"/>
CAFE TABLES	\$30 each	<input type="checkbox"/>
TABLE CLOTHS FOR TRESTLE TABLES	\$30 each	<input type="checkbox"/>
CHAIRS	\$10 each	<input type="checkbox"/>

\*All prices exclude GST

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

**TOTAL \$**

**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.



## ORDER DETAILS

This order is to be emailed by 5.00pm, Friday, 28th June 2019 to **Lynn Denblyden - 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.

COMPANY 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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### 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.