



**MELBOURNE
MARATHON
FESTIVAL**

2019 TEAM VILLAGE APPLICATION GUIDE

MARQUEES

- The Event Organisers will construct large structures and partition these off
- No private or BYO structures are permitted.
- Tents will be partitioned off in 3m width increments and can be either 3m or 6m deep
- Larger sizes are available by special request
- A fenced off 3m garden area is also included
- Suggested sizes – 3x3m per 20 people
- Waste management facilities provided
- No power provided
- See the map on the final pages for location of Team Marquees in relation to the overall site
- Allocation of sites is at the discretion of IMG

COST

Early Bird Price until July 31st 2019 - \$880 + GST per 3x3m of Tent Area purchased

Price from August 1st 2019 - \$960 + GST per 3x3m of Tent Area purchased
(Prices include all park hire fees)

***Please note that if you are ordering a 3m x 6m, it is a 3m frontage**

FURNITURE

1 Trestle Table and 10 Chairs will be provided for every 3x3m area purchased

For additional furniture or to request a product catalogue please contact Brad Harris (Atmosphere Events - bradh@aevents.com.au - (1300 286 677) **from August 1st.**



CATERING

- The Team Village official caterer is Fabulous Catering.
- Once menus become available, they will be emailed to all teams
- No external catering companies or self catering will be permitted within Team Marquees

SIGNAGE

- 1 x fascia sign will be provided and installed for teams to identify their area
The text on the fascia sign will be taken from the application form.
- A logo on the fascia sign will be permitted as long as it received by the cut off date and in the correct version
- Logos must be emailed through in high resolution **JPEG** or EPS versions, no later than Friday 13th September 2019.
- Additional corporate signage is only permitted **inside** the Team Marquee

SECURITY

- Any items left within the team marquee is done so at the risk of the team.

RULES & REGULATIONS

- Acceptance into the Team Marquee area will be subject to confirmation by IMG.
- Final confirmation of the booking is subject to payment of Team Marquee fees to IMG.
- All rubbish is to be removed from the allocated area and placed in the bins provided, otherwise a cleaning fee of \$100 will be incurred.
- Atmosphere Events 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 venue caterer .
- IMG accepts no responsibility for any items stored in the team marquee. These are left at the team's own risk.
- No power is supplied in the marquee.



PAYMENT DATES AND CONDITIONS

All payments are non-refundable.

Successful applicants will be invoiced for the full fee once accepted
To receive the early bird rate applications must be confirmed and paid for by July 31st.
All other applications and payments must be received by Friday 13th September 2019.

All hirers agree to comply with all the regulations in this document.

LOCATION OF TEAM VILLAGE



