

CORPORATE MARQUEE INFORMATION PACK

This document outlines all Corporate Marquee information for the 2010 Rebel Sport City to Surf for Activ.

Once you have read through this document if you wish to book a corporate marquee you must complete a **Corporate Marquee Booking Form** and submit it to event organisers by **fax 08 9226 1244** or email to citytosurf@csports.com.au by **5pm Friday 25 June 2010**.

Please note submitting a Corporate Marquee booking form does not guarantee you a marquee for this event. **Marquees will be allocated July 9th 2010**. If you have been successful in securing a marquee you will be notified on this date and a tax invoice will be issued. Details of your booking along with catering and hire equipment order forms will be forwarded to you with your booking confirmation.

MARQUEE SIGNAGE

A standard sign (30cm x 240cm) will be erected over the doorway of every marquee to enable team members to find the correct marquee; this signage is included in the purchase price of your marquee. Please complete your signage name on the Marquee Booking Form to ensure the correct name is used. Your marquee position will be shown on a City Beach oval layout map which will be forwarded to you in the week leading up to the event.

N.B - Corporate banners and/or company signage is not permitted inside or outside any Corporate marquees.

MARQUEE EXTRA REQUIREMENTS

All catering and hire items must be arranged through the appointed suppliers:

CATERING - Ultimo Catering & Liquor

MARQUEE HIRE ITEMS - Whitford Marquee and Party Hire

2010 Catering and Marquee Price Lists are available at www.perthcitytosurf.com with details of all items you will require to make your marquee a success on the day. For any additional requirements please contact Whitford Marquee & Party Hire direct.

Catering and Marquee Hire Item Booking Forms will be forwarded with booking confirmations and tax invoices. Orders for Catering and Equipment hire must be made direct to the individual suppliers.

N.B – All Corporate Marquees will be equipped with 1 x BBQ included in the hire price.

ACCESS TO CITY BEACH OVAL

The oval and corporate marquees will be open for access to sponsors, marquee holders and the public from 6.00am on Sunday, 29 August 2010.

The first runners will not reach the oval until 8.45am so there is ample time for marquee organisers to set up their marquee areas.

Please note, while security guards are present on City Beach Oval, individual marquees will need to be manned by the bookers staff should security be a concern.

TOILETS

Temporary toilets will be provided for use and easily accessible to marquee guests.

CLEAN UP

As the use of City Beach Oval is kindly provided by the Town of Cambridge, we request all marquee and barbeque areas are left as clean as possible. Bins and plastic bags will be provided to each marquee. Additional rubbish bags can be requested on Event Day from event staff.

FOOD AND BEVERAGE

Catering

This year Ultimo Catering & Liquor have again been appointed catering supplier. A list of catering options is available at www.perthcitytosurf.com. A Catering and Marquee Hire Items Booking Form will be sent through once we have confirmed your marquee booking. All perishable catering items will be delivered to marquees in iced containers. Please note Ultimo will be given contact details of all marquee purchasers to discuss catering options. If you would prefer your contact details are not provided, please advise when you make your marquee booking.

Self Catering

Self Catering is not permitted in Corporate Marquees.

Vendors

Various food vendors will be situated on the oval for participants and spectators to purchase their own food.

Liquor Licence

Our caterers Ultimo Catering & Liquor will have a liquor licence in place for all marquees and all alcoholic beverages must be ordered through Ultimo.

PARKING

There will be no designated parking. All Marquee holders are required to drop off all equipment to City Beach Oval prior to 2pm on Saturday, 28 August 2010.

No access will be permitted by any vehicle to enter City Beach Oval or the immediate surrounds on event day.