



CORPORATE MARQUEE INFORMATION SHEET

This document outlines all Corporate Marquee information for the 2012 RAC Freeway Bike Hike for Asthma on Sunday 18th March.

If you wish to book a corporate marquee please read through this document then complete a **corporate marquee booking form** and submit it to event organisers by Friday 2nd March: fax 08 9226 1244 or email freewaybikehike@cspports.com.au.

Please note, submitting a corporate marquee booking form does not guarantee you a marquee for this event. If you have been successful in securing a marquee you will be notified by email.

Catering and hire equipment order forms will be available soon.

MARQUEE SIGNAGE

A standard sign will be erected over the doorway of every marquee; this signage is included in the purchase price of your marquee. Please ensure the correct name is used on the booking form.

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

BIKE STORAGE

For an additional \$75 per 30 guests, bike storage out the front of your marquee can be arranged.

N.B - If bike storage space is not purchased, bikes will not be permitted to be stored inside our directly outside of any marquees. Bikes will be required to be placed in the general participants' bike storage area.

CATERING AND EQUIPMENT HIRE

Catering and hire items are NOT included in the cost of the marquee and MUST be arranged through the appointed suppliers.

Order forms will be available shortly.

FOOD AND BEVERAGE NOTES

Catering

All perishable catering items will be delivered to marquees in iced containers.

Self Catering

Self catering is NOT permitted in Corporate Marquees.

Vendors at Finish Precinct

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

Liquor Licence

Our caterers will have a liquor licence in place for all marquees and all alcoholic beverages must be ordered through this supplier.

ACCESS TO LANGLEY PARK - BUMP IN DETAILS

Langley Park will be open for access to marquee holders from 6.00am on Sunday 18 March 2012. No vehicles are permitted on Langley Park at this time - see parking below for more information.

The first participant will not reach Langley Park until 8.15am so there is ample time for marquee holders to set up their allocated space.

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

CLEAN UP - BUMP OUT DETAILS

Packing up and removal of items cannot occur until all participants have left the finish precinct on event day. We estimate this to occur around 12pm, however this is subject to change.

We request all marquee and barbeque areas are left as clean. Bins and plastic bags will be provided to each marquee. Additional rubbish bags can be requested on event day from event staff.

Please note a cleaning fee will apply for any mess left in your marquee area.

PARKING

There will be NO designated parking on Saturday 17 or Sunday 18 March 2012. Marquee holders will not be permitted vehicle access to their marquee past 2pm Saturday 17th March.

No vehicle access will be permitted on Langley Park or the immediate surrounds on event day.

TOILETS

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