

Coffee Cart – Terms & Conditions

The following Terms & Conditions apply to all **Coffee Cart Vendors** participating in the SWS Stud Merino Breeders (SWSSMB) Field Day. Submission of an application form constitutes acceptance of these conditions.

Coffee carts are invited to provide **coffee and beverages only**, with limited pre-packaged snack options. They are **not permitted to sell meals or food items** beyond what is outlined below.

1. Eligibility, Invitation & Vendor Limit

- Coffee carts are invited at the discretion of the SWSSMB Committee.
- The Committee will select **a maximum of two (2) coffee cart vendors** for the event.
- Both selected coffee carts will be **centrally located side-by-side** to ensure **equal exposure** and fair access to visitors.
- The Committee reserves the right to accept or decline applications to maintain quality, safety, and consistency.

2. Food & Beverage Restrictions (Strict)

Coffee carts **may sell**:

- Coffee and hot beverages
- **Small pre-packaged items only**, such as:
 - Biscuits
 - Wrapped confectionery
 - Sealed packaged snacks

Coffee carts **may NOT sell**:

- Meals
- Sandwiches or wraps
- Hot food of any kind
- Freshly prepared food
- Any item requiring on-site food handling beyond beverage preparation

These restrictions are mandatory and non-negotiable.

3. Site Fee & Refund Conditions

To secure a coffee cart position:

- A **\$100 + GST site fee** must be paid at the time of booking.
- This fee will be **refunded via EFT after the event**, provided that:
 - The vendor **attends the Field Day**, and
 - The vendor **operates and serves coffee for the duration of the event**

No refund will be issued if the vendor:

- Fails to attend,

- Leaves early without approval, or
- Does not operate as a coffee service on the day.

4. Application & Payment

- A completed Coffee Cart Application Form must be submitted for consideration.
- Vendors will receive written confirmation once approved.
- Payment of the site fee must be made by the due date to secure the booking.

5. Insurance Requirements

- All coffee carts must hold **current Public & Product Liability Insurance (minimum \$10 million)**.
- A Certificate of Currency must be provided with the application.

6. Compliance & Food Safety

- Vendors must comply with all relevant NSW food safety regulations for beverage service.
- As coffee carts are not permitted to sell food (other than small pre-packaged items), no on-site food preparation is allowed.

7. Site Allocation

- Coffee cart locations are determined by the SWSSMB Site Committee.
- Placement is based on event flow, safety, and operational needs.
- Site changes may not be made without Committee approval.

8. Set-Up & Pack-Down

- Set-up may occur on **Monday** prior to the event. Overnight security is provided.
- Coffee carts setting up on **Tuesday morning** must:
 - Unload at their allocated site
 - Immediately move their vehicle to the designated parking area
 - Complete set-up after parking
- All vehicles must be moved by **9:00am**.

9. Equipment & Power

Vendors must provide all equipment required for operation, including:

- Coffee machines
- Power leads and safety covers
- Waste bins
- Weather protection

All equipment must comply with Australian safety standards. Power is available on site.

10. Waste Management

- This is a **zero-waste event**.

- Vendors must use recyclable or compostable cups, lids, and packaging where possible.
- All waste must be removed from the site at the end of the day.

11. Conduct & Presentation

- Coffee carts must maintain a clean, professional, and safe service area.
- Staff must be courteous and appropriately presented.
- SWSSMB reserves the right to request removal of any signage, products, or behaviour deemed inappropriate.

12. Site Clean-Up

- Vendors must leave their site clean and free of rubbish.
- Failure to do so may result in exclusion from future events.

13. Liability

- SWSSMB accepts no responsibility for loss, theft, or damage to vendor property.
- Vendors participate at their own risk and indemnify SWSSMB against any claims arising from their activities.

14. Cancellation & Refunds

- Cancellations must be submitted in writing.
- The **\$100 + GST site fee is non-refundable** unless the vendor attends and operates on event day.
- No refunds will be issued for non-attendance.

15. Event Changes or Cancellation

- SWSSMB may modify, postpone, or cancel the event due to weather, biosecurity, or safety concerns.
- Refunds will be considered at the discretion of the Committee.