**Invitation Title: Equestrian Victorian Show Horse Merchandise Expression of Interest (EOI)**

**Submitted by: [insert invitee name]**

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| **Invitee Information** | |
| Trading name: |  |
| Registered name: |  |
| Address of registered office: |  |
| Principal office in Victoria |  |

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| **Contact details** | |
| Name of contact person: |  |
| Position title: |  |
| Address: |  |
| Postal address |  |
| (if different to above): |  |
| Email: |  |
| Website: | Mobile: |

**Signed for and on behalf of the invitee**

I warrant that in submitting this response, I have read and accept the conditions of the EOI.

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| Invitee: |  |
| Name: |  |
| Position: |  |
| Address: |  |
| Email: |  |
| Signature of invitee’s authorised officer: |  |
| Date of submission: |  |

**TERMS**

* This EOI will open 20 July 2015 and close on the 14 August 2015 (1700hrs COB).
* Responses will be shortlisted by the EV Show Horse committee and successful businesses/responses will be contacted for a meeting with 2 members of the EV Show Horse Committee to further discuss the provision of merchandise.
* Once these short listed meeting have been conducted, a recommendation to the full EV Show Horse Committee will be made.
* All EOI are to be emailed to [events@equestrianvictoria.com.au](mailto:events@equestrianvictoria.com.au) by 14 August 2015, COB. The email title must read **‘EV SHOW HORSE MERCHANDISE EOI’**. A receipt will be emailed to you for confirmation that it has been received.
* It is preferred that business electronic type on this form rather than hand write.

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| **EV SHOW HORSE CONTACT DETAILS** |
| If you have any further enquires about the EOI, please contact the following committee members: |
| Megan Somerville – M 042260533 Email. [megan.somerville@hotmail.com](mailto:megan.somerville@hotmail.com)  Jodie van Breugel - M 0419800946 Email.[jodie.vanbreugel@gmail.com](mailto:jodie.vanbreugel@gmail.com) |

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| **BACKGROUND** |
| Equestrian Victorian Show Horse Committee are seeking expressions of interests from businesses interested in working with our committee on a range of horse riding garments and merchandise. The EV Show horse committee organise the following major events, and look to design a unique range of garments for each event on an annual basis.  **The Australasian Show Horse and Rider Championships**  Held in early December, “The Nationals” as they are fondly known, is the most prestigious Show Horse event held in Australia and New Zealand. Each State conducts its State Championships (and New Zealand its Horse of the Year Show) from which the Champion and Runner-Up qualify to compete in their appropriate class at “The Nationals”. This attracts the very best horses, ponies, riders and their owners and associates from All over Australasia. Even owners who are not lucky enough to qualify come to Werribee to meet and greet their like-minded peers when Werribee becomes the Mecca of Show Horse for one week.  We will require the development of other general merchandise to be sold at the event. Our key audience for both events is typically women and children.  **The Barastoc Horse of the Year Show**  Currently entering its 47th year, this renowned event saw the reintroduction in 2015 of the Victorian State Show Horse and Rider Championships (qualifying event for the Australasian Championships). We are planning to conduct the show over three days in February, 2016 incorporating the much sought after State Horse and Rider Titles (and qualifier for “The Nationals”) as well as Carriage Driving, Horse Riding Clubs of Victoria, Working Hunters and many independent breeds show as well as Newcomer Hack and Show Hunter sections.  We will require the development of a Barastoc range of clothing and merchandise, as well as the development of a new ‘annual logo’. We adopt a new annual logo each year to ensure our clothing range remains ‘fresh’ and distinguishable.   Merchandise sold at this event has traditionally been:   * Polo shirt * Rugby jumper * Jackets * Vests * Long Socks   Our key audience for both events is typically women and children. |
| **YOUR BUSINESS** |
| Please Provide an overview of your business. |
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| **Generic Requirements** |
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| **Types of Products**  Describe the types of products you could provide relevant to requirements of our target audience? |
| **Response:** |
| **Turn AROUND TIME**  Please explain the design, ordering and delivery process. How long would it take from design, to order, to delivery of merchandise? |
| **Response:** |
| **RETURN OF ITEMS**  What is your merchandise return policy? |
| **Response:** |
| **SuPPLIERS**  Where are your suppliers located? Eg. Local, interstate, national, international |
| **Response:** |
| **EXAMPLES**  Please attach examples of merchandise/designs that you have |
| **Response:** |

| **Pricing principles** |
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| **COST**   * We strive to ensure that the cost of our merchandise is affordable. Could you please provide examples of some of your products /merchandise cost and recommended retail price. Please use example of: Polo shirt, Rugby jumper, Jacket, Vests and Long Socks, and any other. |
| **Response:** |

| **Other** |
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| Please include any other additional information. |
| **Response:** |

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| **Conflict of Interest** |
| Provide details of any interest, relationship or clients which may or do give rise to a conflict of interest and strategy for preventing or managing the conflict of interest. |
| No current or potential conflict of interest exists  We disclose the following conflict/s of interest and indicate below how we propose to manage it/them. |
| **Response:** |