

Expression of Interest (EOI) Visitor Information Centre Retail Products

Supplier Details

Supplier / Business Name: _____
Trading Name (if different): _____
ABN / ACN: _____
Business Address: _____
Postal Address (if different): _____
Website / Social Media: _____
Primary Contact Name: _____
Phone: _____
Email: _____

1. Product Information

Product Name(s):

Product Category:

Local artisan / handmade

Lifestyle / apparel

Food / beverage

Books / maps

Homewares

Other (please specify):

Product Description:

(Include key features, materials, origin, sustainability attributes, etc.)

How is this product relevant to the Shellharbour region or visitor experience?

2. Pricing & Supply

Wholesale Price (inc. GST): _____

Recommended Retail Price (inc. GST): _____

Minimum Order Quantity: _____

Lead Times: _____

Delivery Method:

Delivered by Supplier Pick-up arranged Courier

Do you offer sale-or-return arrangements?

Yes No

If yes, provide details: _____

3. Compliance & Documentation

Public Liability Insurance Certificate of Currency attached:

Yes No (must be supplied before approval)

Product safety or compliance documents (if applicable):

Attached Not applicable

Is the product locally made or locally designed?

Yes Partially No

If yes, please describe: _____

4. Sustainability & Ethical Considerations

(Optional but encouraged)

Does your product include any sustainable, recycled, or low-impact materials?

Yes No

If yes, please describe: _____

Is your packaging recyclable, compostable, or minimal?

Yes No

Details: _____

5. Additional Information

Any additional comments supporting your submission:

(e.g., display requirements, seasonal availability, custom products, collaboration ideas)

6. Acknowledgement

By submitting this Expression of Interest, you acknowledge that:

- This EOI is not a guarantee of retail placement.
- All submissions will be evaluated against Council's Retail Evaluation Criteria.
- If shortlisted, you may be asked to provide product samples for assessment.
- Suppliers must agree to Council's Supplier Terms & Conditions before entering into any retail arrangement.

Name: _____

Signature (if submitting PDF): _____

Date: _____