



Maldon & Baringhup Agricultural Society Inc.



ABN: 85 560 355 032

Est. 1858

Inc No: A5402P

www.maldonshow.com.au

Postal Address: P.O. Box 184, Maldon, Vic, 3463

Maldon & Baringhup Agricultural Show October 21st 2018

Hours of operation 9am to 4pm



Site Holder Information & Application Form

Applications Close Friday 12th October 2018

Please Return Application form and relevant fees to:

The Secretary

Maldon & Baringhup Agricultural Society Inc

Po Box 184, Maldon, 3463

Email: info@maldonshow.com.au

Web: www.maldonshow.com.au

Invitation to Site Holders

Dear Site Holder,

This year's Agricultural Show will be another action packed day, on 21st October 2018. The Annual Maldon & Baringhup Agricultural Show is well supported by the community with crowds in excess of 1,000 people attending throughout the day.

This year the Society is pleased to again provide the opportunity for Site holders to take advantage of a **FREE** advert on the shows Facebook page and Website. This marketing opportunity provides you additional opportunity to expose your business and make your potential customers aware of your presence at the Show.

Our entertainment program will feature many popular attractions including:

Main Arena Events, Horse Events, Sheep Breeds, Free Family Entertainment, Arts & Crafts, Wool spinning, Cooking Pavilion, Educational activities, Animal Nursery Patting Pen and lots more.

It is important that Exhibitors read carefully the information in the General Rules & Regulations, Environmental Health & Safety Regulations, and the Commercial Space Application Form.

If you would like to book commercial space for the 2018 Agricultural Show, please complete the enclosed application form, along with appropriate fees and copy of insurance cover, as soon as possible because sites are allocated on a first in first served basis for multiple products.

PLEASE NOTE: sites will not be confirmed unless payment is received in full. Site passes and the confirmation of your allocated site will be forwarded approximately two weeks prior to the Show or can be retained and collected from the Secretary's office upon arrival if advised.

Please ensure that you have read carefully all information provided for your reference and fill out all details required and provide the relevant paperwork (including insurance cover).

I encourage you to return your application as soon as possible to secure your site and be a part of this year's exciting event!



Site Definition & Fees

OUTDOOR TRADE SPACE - Central Area - 6m x 3m - \$50 site fee (Including advert on Facebook & Website if booked prior to closing date)

General Rules & Conditions of Entry

Site Application Forms

Must be returned by Friday 12th October 2018 or regular sites will be subject to re-letting. Applications will be accepted on the Society's Commercial Space Application Form only. Any application for space is not necessarily accepted.

Allocation of space is at the discretion of the Bendigo Agricultural Show Society.

The Society reserves the right to relocate any site holder as it deems fit.

Site Setup (Bump In & Bump Out)

Bump In

- Friday 19th October 9am to 4pm, Saturday 9am to 5pm, Sunday 7am to 9am.
- Exhibits/Stalls must be in place by 9am Sunday 21st October.
- Exhibitors must stay for the duration of the Show and remain open for business from 9am – 4pm.
- Please Note: Exhibitors will not be permitted access to the Showground's for bump in unless full payment is made.
- Any site holder packing up and/or leaving early may jeopardise future trade space opportunities at this and affiliated shows.
- Exhibitors are required to provide their own equipment for unloading/loading goods as Showground's equipment will not be available for use.

Bump Out

- Site holder's vehicles are **not permitted to drive in ANY PUBLIC between 9:00am and 4:00pm on Show Day**. Site holders must carry items to their vehicles prior to this time.

Product Lines

Exhibitors must list all product lines/services that they wish to display or sell. Every effort is made to ensure there are no exhibitors with similar product lines in the immediate vicinity. In the event that there are a number of site holders offering the same product applications will be dealt with on a first in best dressed basis and some exhibitors maybe refused entry.

Security

Exhibitors are responsible for security of personal belongings including commercial stock during bump in, during the Show and bump out.

Cancellation Policy

An administration fee of \$20 will be retained for cancellations made 3 weeks prior to the Show. Exhibitors cancelling sites less than 3 weeks before Show day will forfeit all fees if the allocated site is not able to be reallocated to another site holder.

During the Show MBAS reserves the right to cancel any commercial site by notice served on an exhibitor.

This permit cancellation may occur:

- In the event of an occurrence of happening which in the opinion of the Secretary justifies such action;
- If the Exhibitor is in breach of any of the Exhibitor's Rules & Conditions;
- If the Exhibitor does not occupy the site(s) at the commencement of and during the full period of the Show.
- The Society will not be liable to pay the Exhibitor any compensation whether on the grounds of loss of profit or otherwise or refund any money paid by the Exhibitor in respect of such cancellation.

Banned Items

In accordance with the Societies charter to promote a family atmosphere and entertainment, we request that site holders respect the spirit of this charter and refrain from selling and exhibiting items of explicit and obscene nature or items promoting or referring to prohibited substances. The Society reserves the right to request that a site holder remove any item deemed to contravene with this condition.

Items that are specifically banned in agreement with VAS Ltd and Victorian Showmen's Guild are as follows:

- Explicit and Hardcore t-shirts,
- Explicit DVD's and Videos,
- Fake cigarettes,
- Fuel type Fire lighters (Zippo),
- Iridescent hair spray, Trumpets,
- Knives of any description (including pen knives),
- Metal & Wooden martial art nun chucks,
- Laser Penlights, and or Laser Toys,
- Playing Cards – nude or lewd,
- Pressure pack items including gas (all types) snow, silly string, Water pistols (no longer than 150mm),
- Water bombs, Stink bombs,
- Toy Guns are acceptable however the following are not allowed Guns – pellet, ball bearing, bullet type, pop downs, cap, fireworks Drug Related Goods (including Cocaine kits & Bongs, etc)
- These items may not be sold as part of the above agreement.

Please Note: It is the site holder's responsibility to ensure they are compliant with the laws in regard to the sale of novelty items, including the Dangerous Goods (explosives) regulations 2000, Regulation 803 and the Dangerous Goods Act 1985 Regulation No 554 **that an illegal item is not sold at the Show. Banned or illegal items will be confiscated. The names of the Site holders found selling banned items will be circulated to all other Societies and Police.**

Site Holder Passes

- 2 Site holder passes will be issued for each standard 6m x 3m site.
- Multiple sites will be issued additional passes based on the measurement of frontage. Additional passes for site holders can be pre purchased for employees upon application or can be obtained from the Secretary's Office.
- Passes cost for the Show \$8.00.

General Regulations

- No individual raffle or giveaway prizes are permitted without the consent of the Society and correct permits must be obtained and provided for approval.

- The connection of telephone lines and the provision of dividers, tables and any other display materials are the site holder's responsibility and cost.
- The Society shall not be held liable for any loss or damage incurred by the site holder whilst on the show site.
- The site holder shall at all times comply with the directions given by the Show Secretary and/or Site Coordinator whilst the site holder is on the show site.
- **NOISE** - The use of amplifiers or loud speakers by any site holder is prohibited without prior written approval of the Society.
- Any site holder unable to attend may apply in writing for a refund. Any refund will depend on whether the site can be re-let. Refunds will be attended to after the completion of the Show and will be subject to a minimum administration fee (normally \$20.00 per site).
- In the event of the contact person nominated on the application form being unable to attend the Show, a representative on site will need to be advised to avoid confusion the new contact person or persons will need to carry a letter from the site holder, to identify him or herself with contact details and to authorise them to deal with suppliers, etc.

Exhibitor Guidelines

- Exhibitors must demonstrate a positive approach towards the public, each other and the Maldon & Baringhup Show
- Exhibitors must participate for the advertised opening hours.
- All goods and products sold or exhibited on the day should be of high quality and presentation. Sale prices are to be kept in a realistic and affordable range
- All cash transactions and sale of goods are the responsibility of the exhibitor
- Exhibitors must notify the Society of additional equipment being used (e.g. cool rooms, etc and power requirements)
- Exhibitors must provide all requirements such as tagged extension leads to set up their site Exhibitors are permitted to provide their own signage for backdrop purposes
- The Society reserves the right to refuse entry or close down any exhibitor site that does not comply with the Exhibitor General Rules and Conditions of Entry
- No individual raffle or giveaway prizes are permitted without the organiser's consent and correct permits
- Compliance: Exhibitors shall at all times comply with the direction given by the Secretary or the Site Coordinator whilst the Exhibitor occupies the site.

Public Liability Insurance

Proof (copy) of adequate public risk insurance must be provided when lodging Site Application Form.

Food Vendors

The Victorian Food Act (1984) requires all food premises and food vehicles to be registered with the Local Council, it is the site holder's responsibility to comply with Council regulation in this area.

Terms of Settlement

Applications will not be accepted without full payment of appropriate fees and must be submitted by Friday 12th October 2018.

Goods & Services Tax GST

Maldon & Baringhup Agricultural Society is not currently registered for GST.

Environmental Health & Safety Regulations

Environmental Protection

Site holders and Showmen must give protection of the environment a high priority in all activities on site and must not commit any act that will place the Maldon & Baringhup Agricultural Society Inc. in breach of any regulation. Any accidental spill or release of substances which may contaminate or harm the environment must be immediately contained and then reported to the Secretary or Ground Manager. Any requirement to discharge substances into the air, stormwater or sewers must be approved by the Secretary. Where the work requires the disposal of any environmentally harmful substance, the Site holders and Showmen shall be responsible for the removal, transport and disposal in accordance with all statutory regulations and laws, so as not to place BASS in breach of any regulation.

Tasks which require particular care include:

- Refuelling of engines of vehicles, generators, etc.
- Disposal of wastewater, cooking fats, etc.

Electrical

- All electrical equipment and appliances (power tools, extension leads, etc) must have current Test & Tag and conform to all relevant statutory authorities' requirements.
- Earth Leakage Protection / Residual Current Devices must be used in conjunction with all power tools and extension leads.
- Extension leads must be fixed overhead away from pedestrian or vehicular traffic. Extension leads MUST BE safety tested and tagged with the tag current for the period of the Show.
- Any leads that require tagging on the day of the Show will be carried out at the expense of the Exhibitor. An Electrician Scott Mitchell will be on site for the duration of the Show or can be contacted on 0407 800 405.
- All electrical works and appliances shall comply with relevant Australian Standards.

LPG Cylinders

All LPG cylinders are to be secure, safely installed, tested and ventilated. You can go to the the ESV website for further information on gas safety.

<http://www.esv.vic.gov.au/For-Consumers/Gas-safety-in-your-business/Major-events-gas-safety>

Personal Protective Equipment

Site holders and Showmen are to provide their employees with and enforce the wearing of, all safety equipment appropriate to the tasks being performed or as deemed mandatory to the Maldon & Baringhup Agricultural Society Inc. This includes gloves, earmuffs, safety boots, safety glasses, facemasks, safety helmets, fall protection harnesses, etc in association with appropriate clothing.

Loose clothing, jewellery and unruly hair are dangerous near revolving machinery and personnel operating this equipment are to be suitably clothed.

Application Form

Applicant Details			
Contact Person			
Company Name			
Postal Address			
Town		Post Code	
Phone		Mobile	
ABN		Email Address	
Type of Products to be displayed			
I have read and agree to abide by the conditions set out by the Society			
Signature		Date	
Options & Fees			
OUTDOOR TRADE SPACE - Central Area - 6m x 3m - \$50 site fee (Including advert on Facebook & Website if booked prior to closing date)	\$		
OUTDOOR TRADE SPACE - Central Area - 6m x 6m - \$75 site fee (Including advert on Facebook & Website if booked prior to closing date)	\$		
3 Phase Power to site (1 x 32amp outlet) @\$50	\$		
Single phase power required	\$		
Show Membership \$25 (Optional)	\$		
Additional Site holder pass @ \$8each- No Required ()	\$		
Total	\$		
Forward all applications to: Maldon & Baringhup Agricultural Society Inc, Po Box 184, Maldon, 3463. Email: info@maldonshow.com.au			

Payment Details	
I enclose a Cheque / Money Order payable to: Maldon & Baringhup Agricultural Society Inc for	\$
I have made Direct Payment to: BSB: 633 000 Account No: 103 900 700 Please use your full name OR Business name on the Bank Transaction.	\$

Please Tick	Check List
	Completed Application Form
	Details of Proposed Products/Services
	Certificate of Currency for Public/Product Liability Insurance
	Payment of Site Fees
	Any other relevant information