



**WHITTLESEA AGRICULTURAL SOCIETY INC.**  
ABN 84 030 324 717 Incorporation No. A002891R  
**FOUNDED 1859**

Grounds Manager  
Whittlesea Agricultural Society  
P.O. Box 222  
Kinglake 3763  
Phone: 0429 050 288  
Email: [tradespace@whittleseashow.org.au](mailto:tradespace@whittleseashow.org.au)

Dear Potential Trade Site Holder

The Whittlesea Show will again be a packed program operating over two days on  
The first weekend (Saturday & Sunday) in November.

The Annual Whittlesea Show is well supported by the community with patrons in excess of 30,000  
attending the show each day.

It is important that Exhibitors read carefully the information sent out and complete all details on the  
application form and in a timely manner, even if you have been a long-time supporter of our Show.

If you would like to express your interest in commercial space for this year's Show, please read the  
Society's terms and conditions on the web site and complete the application form on line or down load  
the form and send via email to [tradespace@whittleseashow.org.au](mailto:tradespace@whittleseashow.org.au) or mail to:

**Grounds Manager**  
**Whittlesea Agricultural Society**  
**P. O. Box 222**  
**Kinglake 3763.**

**Application forms sent as photographs from mobile phones etc are not acceptable and will not be  
considered.**

Do not send photographs of your set site by email.

**Due to a community market being held at the Show Grounds by  
Whittlesea Recreational Grounds Committee of Management on the  
Monday following the show, NO VEHICLES OR SITE HOLDERS will be  
allowed to access trade sites to dismantle or remove any equipment  
between the hours of 9PM Sunday and 2PM Monday.**

Please note that this is an **application only** and at this time you are not a confirmed site.

Applications must be received by the close of business 1 September 2017. (late applications **IF**  
accepted will be subject to a 15% surcharge and priority postage charges)

I encourage you to return your application as soon as possible.

Yours faithfully

*Kevin Le Poidevin*

**Kevin Le Poidevin**

**GROUNDS MANAGER**

## REQUESTING A SITE

The following pages will assist you in requesting the correct size for your display etc.

### ***Things to consider:***

Each site holder must have current Public Liability insurance, copies must accompany the payment

### **Power**

Either mains or generator power is available at or near the majority of sites.

### **Site dimensions**

Applications in feet or marked "same as last year" will be rejected.

### **Payments**

Payments must be received by the Grounds Manager by the due date on the invoice

Applications with invoices unpaid by the due date will be considered to be withdrawn by the applicant.

### **Site fees**

The site fee is for a space on the grounds and **does not include** any tents, marques, tables, electrical leads, chairs or other materials or supplies.

### **Site rules**

No part of your vehicle, marque or stock must extend past your site markings.

No flags or banners are to be placed where they will limit the exposure of other site holders or could cause danger to pedestrians.

All items on the site must be secured so as not to be dislodged by any wind gusts.

If any items on display hang or are located outside your site markings you will be required to remove such items.

If your application is for less area frontage or depth than you need when setting up you will be moved to any other area on the grounds available and additional charges will apply.

### **Use the guide to "How to calculate your site size" on the following pages**

No power cord/cables can be laid where people can walk

The following are items not to be displayed or sold

- Items that fire projectiles
- No paint spray cans
- Throw downs
- Fireworks
- Items that give off or cause odours

If in doubt about any item you wish to sell contact the Grounds Manager

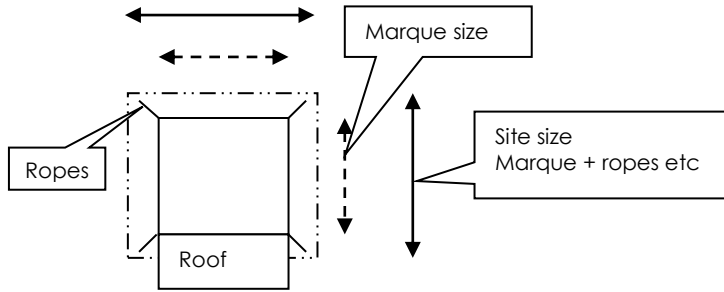
All vehicles must be removed from the show grounds to the trade space car park by 8.45 AM each day. No vehicle movement is allowed on the ground between 8.45 AM and 5 PM.

Ensure you have sufficient stock and supplies to trade for the day.

# How to calculate your site size:

## If serving from a marquee or tent

- 1 / Measure the marquee
- 2/ Add the rope area
- 3/ Add any roof that may extend past the front side of the marquee

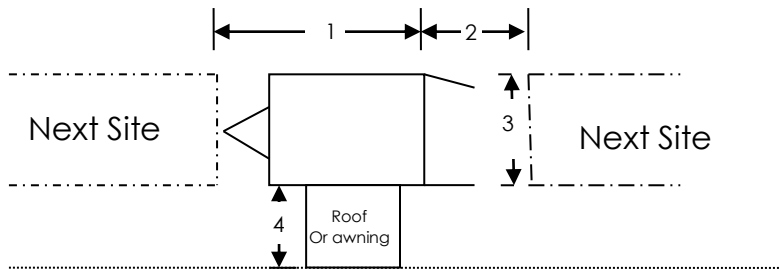


Roadway or pedestrian walkway

## If serving from the side of your vehicle or trailer

- 1/ Measure your van or trailer from the tow coupling to the rear of the trailer
- 2/ Add the amount of space you need to open and use any doors
- 3/ Measure the width of your vehicle and trailer as it will be set up on site
- 4/ Add any area covered by an extension such as a roof or awning

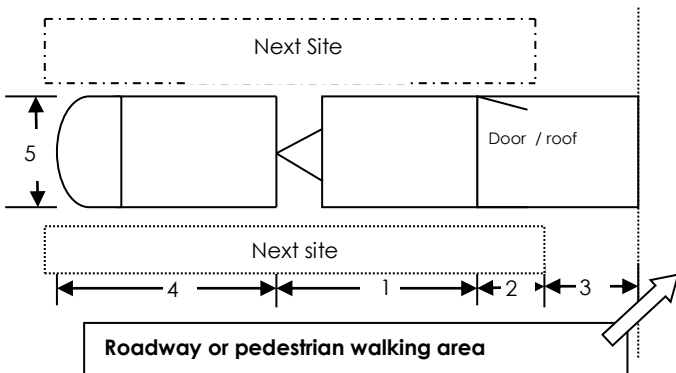
**FRONTAGE** = 1 + 2  
**DEPTH** = 3 + 4



Roadway or pedestrian walking area

## If serving from the back of your vehicle or trailer

- 1/ Measure your van or trailer from the tow coupling to the rear of the trailer
- 2/ Add the amount of space you need to open and use any doors
- 3/ Add the size of any roof or awning fitted
- 4/ Add the length of the towing vehicle if the vehicle **must** remain attached to the trailer
- 5/ Measure the width of your vehicle and trailer as it will be set up on site



Frontage = 5  
 Depth = 1 + 2 + 3  
**Or including tow vehicle 1 + 2 + 3 + 4**