



WHITTLESEA AGRICULTURAL SOCIETY INC.
ABN 84 030 324 717 Incorporation No. A72891R
FOUNDED 1859

Website: www.whittleseashow.org.au

TRADE SPACE INFORMATION including TERMS AND CONDITIONS

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Payment

If your application is accepted a Tax Invoice will be issued and is payable by the date shown on the invoice. If the invoice is unpaid by the due date the site will be deemed not required and will be reallocated to another applicant.

Only after full payment and the accepted agreement form is received from applicant, is a booking and site location confirmed and allocated.

Whilst every endeavor will be made to meet applicant's requests this will not always be possible and the Society reserves the right to allocate alternate sites depending on availability.

Gate Passes

Gate passes are allocated on the size of the site, not on the number of people you have working on your site.

Additional passes may be purchased from the Ground Manager for a discounted price at the time of application.

Full admission prices will be charged at the gate on the days of the Show for any person without a valid pass.

Hiring Equipment

The hiring of marquees, tents or other equipment can be made from listings in the Yellow Pages.

Listed below are some of the companies who regularly operate at the Show grounds.

Hine Hire - 9753 3678

Diamond Valley Hire - 9431 1281

Placement and Setup

All stallholders on arrival at the Showgrounds must contact the Ground Manager's Office to be shown their site for the Show and the closest entrance to that site.

You may set up on your sites from noon on the Wednesday prior to the show. However, it is at your own risk.



Site Access hours

Wednesday prior to the show	9 am to 4 pm
Thursday prior to the show	9 am to 5 pm
Friday prior to the show	8 am to 8 pm
Saturday Show day	7 am to 8:45 am

Please note that Ground Managers or Staff will not be available to show you to your site outside of these hours.

Saturday morning is very busy and we encourage stallholders to come prior to Saturday, This will make show day easier for everyone and avoid delays.

Site Area

Site Holders extending beyond their allocated area with tents, ropes, caravans, trailers, advertising or vehicles will be requested to correct the problem or may be required to relocate elsewhere.

Vehicle access to the grounds

Vehicles MUST not move around the show grounds between 8:45 am and 5:00 pm on any day of the show under any circumstances whatsoever.

Trade Exhibitors must display clearly the "VEHICLE PERMIT" to the rear-view mirror at all times to gain access to the trade space car park or for unloading at their site.

Removal of exhibits

Removal of exhibits or part thereof from the Show grounds **before 5:00pm is not allowed on any show day.**

The best time for removing exhibits is between 5 PM and 9 PM Sunday.

Access to Trade sites is not permitted between 9.00pm Sunday & 2.30 PM Monday due to the Monday Market.

Removal of all exhibits from outside areas must be completed by the Tuesday after the Show.

Note: Late removal of exhibits and exhibit stands will result in additional rental fees being charged.

During the move-out period, exhibitors are urged not to leave their stand unattended at any time until all their exhibits have been removed, made secure. **This is the highest risk period and the Society takes no responsibility for missing goods.**



The right to hold a site or stand at the show

Please be advised of Clause 29 of the General Regulations of the Whittlesea Agricultural Society Inc. (thereinafter known as "The Society") which states:

The right to hold Side Show, Amusements or Exhibition Stands in the Show grounds must be arranged and paid for before the owners can gain admission to the grounds, and the owners shall, during the days of the Show, be subject to the orders of the Grounds Manager or the Grounds Managers staff. The Society reserves the right to stop any Side Show or other performance without giving any reason for such action, and all fees be forfeited to the Society. The authority of the Grounds Manager shall be binding to the Society in this matter.

Withdrawal of products

At all times the Whittlesea Agricultural Society reserves the right to order the withdrawal any product or service for any reason whatsoever from any Exhibitor's stand at any time.

Electrical equipment

Electricity cables must not be laid across walkways, paths, roads or any area where damage may occur to cables or areas that may become wet.

Electricity cables to have current test compliance tags attached to supply end of lead, Electricity 240-volt mains or generator supplied power is available to many sites. Power is only available to stallholders who have requested and paid for power prior to the Show.

The use of household power boards is not allowed.

Waste disposal and recycling

All packaging and other materials brought on to the grounds by a site holder must be removed by the site holder at the end of each day.

Any packaging or refuse left on site will be removed and a fee of **\$250.00** will be charged.

Security

Show Security starts at 7 pm on the Friday of the Show weekend.

The grounds will be patrolled by security from Friday at 7:00 pm till 7:00am Monday on the weekend of the Show. All care is taken by the Society but all exhibits and goods on any site are left at the Owner's risk.



Privacy act

Privacy Statement

The Whittlesea Agricultural Society inc. uses the information provided by you pursuant to this Application for the primary purpose of determining the occupancy of space for the Whittlesea Show.

Any information lodged with the Society will remain confidential at all times except for the disclosure which you may have consented to or which otherwise required by law. We may pass your information onto any operational service providers or such other persons the Society deems helpful in enabling the successful applicant to adhere to and perform the Permitted use. You may request access to your information and request that it be corrected at any time.

LPG gas equipment.

Notification of LP Gas Use:

If you intend to use or store LP Gas on your stand you must notify the Society. Energy Safe Victoria is able to supply more information if required.

The following must be adhered to:

- Manufactured appliances must be AGA Certified.
- Units not certified must undergo Second Tier Certification. Contact Origin Energy Appliance Test Lab (08) 8440 1669.
- 'External only' appliances must not be used indoors e.g BBQ's labeled for outdoor use only/external patio heaters.
- Location of LPG cylinders with respect to ignition sources e.g electrical switch boards and power inlet sockets. A clearance of 1500 mm (1.5 metres) is a minimum distance.
- Cylinders must not be located in a poorly ventilated area that would contain any gas leak.
- Cylinders are to be **secured upright** with cylinder reliefs facing away from structures and other cylinders.
- Over pressure protection to be provided by LPG regulator.
- Correct placement of LPG Cylinders indoors.
- No damage to flexible hose assemblies.
- No damage to fixed copper pipes.
- The cylinder must be removed from the building overnight if in an Indoor Trade Space Area and the connection must be checked for leakage every morning.



Unacceptable items:

Includes but not limited to:

- Items that fire projectiles
- Helium filled balloons
- Spray cans of paint

If you are unsure about any item you may wish to exhibit contact the Grounds Manager.

Items not listed on the application form:

Cannot be sold, demonstrated or given away during the show.

Public Liability Insurance

All Trade Space Exhibitors must have a current Public Liability Insurance Policy to cover their site at the Show. We require a copy of that current policy to be sent with your Trade Space Application Form.

If you do not have a current policy then you will not be permitted to set up or operate the site during the show period. There are a number of insurers who provide short term cover on line. (The site holder is responsible for the suitability of their insurance cover).

Smoking

The Whittlesea Show is a smoke free event, site holders must ensure all staff are aware of the smoke free status

Further information:

Contact The Grounds Manager 0429 050 288

Email tradespace@whittleseashow.org.au

Contact by phone or email only during the show weekend.

No contact by Text or will be accepted or answered during the show days.

No contact by Social Media will be accepted at any time.