

# OUTDOOR - TRADE SITE

## TERMS & CONDITIONS

On signing your Trade Stand Application Form you here by agree to your application and the terms and conditions set out below by the Colac & District Pastoral & Agricultural Society.

It is the applicant's responsibility to ensure ALL required paperwork is returned and Full payment is made by the closing date.

- A) **APPLICATIONS:** CLOSE on **22<sup>nd</sup> SEPTEMBER, 2017**
- B) **IMPORTANT – All trade stands are required to attend ALL 3 days as stipulated in E) Operating times. Commercial Equipment sites will be able to cease trading as at 4pm on Saturday – By Approved Applicants only.**
- C) **SITE RESERVATIONS:** All applicants must complete and return  
1) **Application Form**, 2) **Full payment**, 3) **O H & S form**, 4) a copy of their **Public Liability Insurance**  
Food Sites only are to also do a **Statement of Trade for mobile food premises**,  
**ALL** must be submitted to secure a site at the Colac Show.  
Allocation of sites is at the discretion of the Colac & District Pastoral & Agricultural Society Committee.
- D) **SITE FEES/CHARGES – OUTDOOR:** Trade Site fee: Standard 3-12m, Standard Over 12m, Food Standard up til 8mm  
Food Ice-cream/Coffee/Juice/Candy 4m. Site includes Power if required, Additional site space, additional passes.  
Fees as per Application Form
- \*\*\*\*\*IMPORTANT\*\*\*\*\*:** When measuring for your site, **TENT ROPES AND TOWBARS MUST BE INCLUDED IN THE FINAL SPACE.** This cannot be in addition, you won't fit!!! If you arrive requiring more space than you booked we may not be able to accommodate you in that site.
- E) **OPERATING TIMES:** Gates (public) **Friday**-Full Show 2pm-8pm, **Saturday**-Full Show 9.30-5pm, **Saturday Evening** 5pm til 10pm approx., **Sunday**- Full Show 10am – 5pm (trade required til 4pm)
- F) **TRADE PASSES/ADMISSION ENTRY (Wristbands):**All applicant and workers require a trade pass.  
Included in your site fee, you are entitled to **4 FREE Trade passes.**  
Trade passes (wrist bands) **Must be worn at all times** to enables admission through the showground gates over the 3days.  
**ONE x VEHICLE PASS** will be issued per site Application. Vehicle pass to be displayed on dashboard.  
If you extra passes for extra workers, you must purchase additional passes. We have made these available at ½ price of adult admission (\$7.50 each). Please indicate on your form if you require additional passes
- G) **SET UP & DISMANTLE:** : Upon arrival all site holders must check into the secretary's office or with the site Manager before site set-**up**.  
Setup may commence from 2pm Wednesday 1st November **and must be completed by NOON Friday 3rd November.**  
Stalls **must** be dismantled by 10am Monday 6th November, after close of Show on Sunday at 5pm.  
Please advise the office if you require out of hours access to shed. Please ensure **all rubbish** is removed from your site.  
**\*\*\*\*Vehicle movement WILL NOT be permitted around the Showgrounds trade area from 12 NOON on Friday, 9.00am Saturday, 9.30am Sunday. Only exception will be emergency vehicles**
- H) **CAMPING PRIOR TO THE SHOW:** Exhibitors camping and /or power usage prior to the show will be charged **\$20 per day**. If arrive prior to Tuesday 31st October this fee will take effect.  
**\*\*\*\*Please notify the office of early arrival. Failure to do so will jeopardize your position next year.**
- I) **SECURITY:** A security guard/s are on site Thursday, Friday and Saturday nights.  
Goods are left at the owners risk, whilst the Society takes every care, we accept no responsibility for loss or damage sustained whilst on the property.
- J) **PUBLIC LIABILITY:** For the Show period, automatically covered in cost of Stand. This Insurance extension indemnifies the **Trade Space Holder only** for their Legal Liability against bodily injury or damage to property as a result of an occurrence caused by the negligence of the Trade Space Holder, or as a result of the Trade Space Holder's products.

### **OFFICE INFORMAIION:**

- Colac Show Grounds, Bruce Street, COLAC Vic 3250
- **Mail:** The Secretary, Colac & Dist. P & A Society, P.O. Box 260, COLAC VIC 3250
- **Office Hours:** (During the year) – Tuesdays only 10.00am – 3.00pm  
**For the month of October** - Monday – Friday 10.00am – 3:00pm
- **Ph:**(03) 52 313 113. Email: [colacshow@live.com.au](mailto:colacshow@live.com.au) Web: [www.colacshow.com.au](http://www.colacshow.com.au)

**COLAC & DISTRICT PASTORAL & AGRICULTURAL SOCIETY**

ABN: 28 403 246 036

Colac Show Grounds, Bruce Street, COLAC Vic 3250.

Postal: P.O Box 260, COLAC Vic 3250

2017 COLAC SHOW – 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> November

**SITE APPLICATION FORM – OUTDOOR TRADER**

**Closing Date 22<sup>nd</sup> September, 2017**

**TRADER DETAILS**

NAME OF COMPANY/APPLICANT: .....

CONTACT PERSON: .....

ADDRESS: .....

CONTACT No.....EMAIL:.....

Exhibit Products to be Sold or Displayed: .....

By completing the Site application Form and submitting my full payment for Indoor Trader Site, **I hereby accept the terms and conditions set by the Colac & District Pastoral & Agricultural society** which also indemnifies the Colac & District Pastoral & Agricultural Society from all claims relating to my participation at the Colac Show.

SIGNATURE: \_\_\_\_\_ Please PRINT NAME: \_\_\_\_\_

**FEES & CHARGES - OUTDOOR: (All Include GST.)**

- Friday 2pm-8pm & Saturday 9.30-4pm (Commercial Equipment Site – Approved Applicants Only) OFFICE
- Friday 2pm-8pm / Saturday 9.30-5pm / Sunday 10am-5pm – all 3 days are a FULL show USE ONLY

<b>METERS Required</b> – be sure to measure tent ropes, towbars and draw bars in final space. If you require additional space than what you have booked we may not be able to accommodate you in that site.	<b>Meters req.</b>	
<b>STANDARD - OUTDOOR SITE FEES</b> <input type="checkbox"/> 3m to 12m .....@ \$33 per meter <input type="checkbox"/> Sites over 12meters.....\$396, plus 16.50 per extra meters Each trade site Includes 2x Entry Trade passes (wristbands), 1x Car/Vehicle Pass		
<b>FOOD - OUTDOOR SITE FEES</b> <input type="checkbox"/> <b>Standard</b> : Up to 8m.....\$720 <input type="checkbox"/> Extra space...\$33 per meter <input type="checkbox"/> <b>Ice Cream/Coffee/Juice/Candy</b> : 4m.....\$313 <input type="checkbox"/> Extra Space...\$33per meter		
<b>TRADE PASSES/Wristbands</b> 4x 3day trade passes will be provided per trade site. <input type="checkbox"/> Extra Trade Passes : number required _____ @ \$7.50 each		
<b>TOATL AMOUNT (Inc. GST)</b>	<b>\$</b>	REC:

<b>O H &amp; S Form:</b> Please ensure you have signed and returned with this application	<input type="checkbox"/>	
<b>PUBLIC LIABILITY INSURANCE:</b> certificate to accompany this Application.	<input type="checkbox"/>	
<b>POWER/ELECTRICITY REQUIRE:</b> (please specify if require 3phase)	Yes / No	
<b>STATEMENT OF TRADE:</b> Food Sites only. Copy required	<input type="checkbox"/>	

**PAYMENT options:**

- In Person:** Colac Show grounds, Bruce Street, Colac - Secretaries Office
- Cheque / Money order** : To be made out to: Colac & Dist. P & A Society
- Direct Deposit**                      Colac & Dist P & A Society : BSB 013587    Account: 283104271

**Reference: TS (company name/applicant)**

To be followed by a confirmation email to our secretary: [colacshow@live.com.au](mailto:colacshow@live.com.au)

**APPLICATION DUE BY 22nd SEPTEMBER, 2017**