

# INDOOR 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 22nd SEPTEMBER, 2017**

B) **SITE RESERVATIONS:** All applicants must complete and return the:

1) **Application Form**, 2) **Full payment and Bond**, 3) **O H & S form**, 4) a copy of **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.

2) **SITE FEES/CHARGES – INDOOR:** Include 1 x site fee (3x3m), Power if required, Bond, Additional site space, additional passes.

3) **BOND:** a Bond of \$100 is required with Full payment to secure a site. Bonds will be refunded on the condition your stall remains open until 9pm Saturday evening and all rubbish is removed from your site following departure. BONDS will not be refunded if you cancel within 14days prior to the show date

4) **OPENING TIMES FOR HALL OF COMMERECE (public): All indoor sites are required for ALL 3 Days.**  
Friday 2pm to 8pm, Saturday 9.30am to 6pm, Sunday 10am – 4pm

5) **ADMISSION ENTRY/TRADE PASSES (Wristbands):**All applicant and workers require a trade passes.

Included in your site fee, you are entitled to 2 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 need more 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

6) **SET up & DISMANTLE:** Upon arrival all site holders must check into the secretary's office or with the site Manager before site set-**up**.

Straw **IS NOT** permitted in the hall.

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. Failure to do so will jeopardize repayment of your bond monies.

**\*\*\*\*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**

7) **SECURITY:** A security guard/s are on site Thursday, Friday and Saturday nights.

The shed is locked each night before and after the show. Goods are left at the owner's risk, whilst the Society takes every care, we accept no responsibility for loss or damage sustained whilst on the property.

8) **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 INFORMAION:**

- Colac Show Grounds, Bruce St, 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 – INDOOR 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.

**\*\*\*\* Indoor trade site are required to attend ALL 3 DAYS, as per terms and conditions – Show times have changed\*\*\*\***

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

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

	TOTAL	OFFICE USE ONLY
<b>INDOOR SITE FEE</b> – Hall of Commerce (3m X 3m site) @ \$ 132.00 Includes 2x Entry Trade passes (wristbands), 1x Car/Vehicle Pass	<b>\$132.00</b>	
Additional Site 3m X 3m (Optional) @ \$ 66.00	\$	
<b>Plus BOND</b> - Bonds will be refunded by Cheque, collection at secretaries office on Sunday between 11am & 4pm. Bonds not collected on Sunday will be forwarded to above address within 2 weeks of show.	<b>\$100.00</b>	/ / Cq:
Extra Trade Passes : number required _____ @ \$7.50 each	\$	
<b>TOATL AMOUNT (Inc. GST)</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>	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:

Reference: TS (company name/applicant)

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

**APPLICATIONS CLOSE: 22nd SEPTEMBER, 2017**