



# COLAC

# ANNUAL SHOW

(FRIDAY 2<sup>ND</sup> - NO TRADING – LIVESTOCK ONLY DAY)

**SATURDAY 3<sup>RD</sup> & SUNDAY 4<sup>TH</sup>**

**NOVEMBER, 2018**

## SITE HOLDER INFORMATION

## APPLICATION FOR TRADE STAND SPACE

PLEASE RETURN

Application Forms, Copy of Insurance, and relevant fees to:

The Secretary, Colac & District P & A Society

P.O Box 260, COLAC Vic 3250

Email: [colacshowsociety@gmail.com](mailto:colacshowsociety@gmail.com)

Web: [colacshow.com.au](http://colacshow.com.au)

**Applications Close: 28<sup>th</sup> September, 2018**

**Colac & District Pastoral & Agricultural Society**

# COLAC ANNUAL SHOW - 2018

**WELCOME** future site holders.

In 2018 the Colac Annual show will be ran on the 2nd, 3<sup>rd</sup> & 4<sup>th</sup> November, **please note** Friday 2<sup>nd</sup> now only being a livestock show day, no trade or rides will be operating.

The Colac Annual show is a very well community supported event and attracts visitor and competitors from far and wide. With a new format for 2018 we hope to build on the ever popularity of our country show.

Our Aim for the Colac Show is to provide a wonderful and exciting event for all to enjoy.

From being a competitor in the Equestrian field, Showing & exhibiting Cattle/Sheep/Alpaca's or Goats, Showing your Home craft skills in Cooking, Quilting, Photography and the every favourite School work section, to getting up close with the cute and unusual animals in the Animal Nursery, to talking a stroll to examine all of the wonderful food & trade sites on display, never to forget the show bags and rides, there is something for everyone.

**It is important** that Exhibitors read carefully the information in the Site holders Rules and Regulations, and the Trade Site Space Application Form.

If you would like to book a Trade Stand Space for the 2018 Colac Annual Show, please complete the attached application for and return it along with appropriate, a copy of insurance cover and other relevant paperwork if applicable as soon as possible because sites are allocated on a first in first served basis.

**PLEASE NOTE: Site will not be confirmed unless payment is received in full.**

A conformation of your allocated site will be forwarded approximately 2 weeks prior to the Show or it may 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 part of our wonderful show.

Kylie McLennan.

Secretary

Colac & Dist Pastoral & Agricultural Society

**HOURS OF OPERATION:**

**OUTDOOR** - Saturday 3<sup>rd</sup>: 9.30am- 5pm, Saturday Evening 5pm til 8pm, Sunday 4<sup>th</sup>: 9.30pm- 4pm  
**INDOOR** - Saturday 3<sup>rd</sup>: 9.30am- 5pm, Saturday Evening 5pm til 8pm, Sunday 4<sup>th</sup> - 9.30pm-4pm

**All site holders are required to attend both days**

**\*\*Commercial Farm Machinery Trade site are permitted to only attend Saturday upon request)**

## **SITE DEFINITIONS & FEES**

**OURDOOR TRADE SPACE:** there are powered (Limited) and unpowered sites available around the grounds. Minimum frontage is 3m @ \$33/m up to a total of 12m. Additional meter frontage can be added at an additional \$16.50/m

**\*\*PLEASE NOTE: Commercial Farm Machinery Outdoor Trade site are permitted to only attend Saturday upon request)**

**INDOOR TARDE SPACE (Hall Of Commerce):** Powered sites (limited) & unpowered sites within the hall. Sites are a minimum of 3m x 3m @ \$99 per site. Additional space can be requested @\$16.50/m. Indoor trade space is treated on a 'first in first served' basis.

**FOOD VENDOR TARDE SPACE:** Powered sites. Sites are a minimum of 3m frontage & \$66/m up to a total of 8m. Additional meter frontage can be add at an additional \$33/m

**METERS REQUIRED:** Frontage, this includes tent ropes, tow bars and drawbars. Very important to measure correctly as additional space that what you have booked for we may not be able to accommodate on the day. It would also help us if you indicated how deep you require the space.

### **SITE HOLDER TRADE PASSES (Wristband)**

Indoor – 2 trade passes (wristbands) must be worn at all times.

Outdoor – 4 Trade passes (wristbands) must be worn at all times.

Additional Passes can be purchased for \$8each, please indicate on your Application Form

## **GENERAL RULES & CONDITION OF APPLICATION**

### **SITE APPLICATION FORMS**

- ➔ Must be **returned by 28<sup>th</sup> September, 2018**
- ➔ Booking will only be accepted on the Societies Application Form
- ➔ Any application of space is not necessarily accepted
- ➔ Sites are allocated on 'first in first served' basis
- ➔ Sites will not be confirmed unless payment is received in full
- ➔ Allocation of space is at the discretion of the Colac & District Pastoral & Agricultural Society
- ➔ The Society reserves the right to relocated any site holder as is deems fit

General Rules & Condition of Application Cont'd.....

## **SETUP & PACKUP TIMES**

- ➔ INDOOR & OUTDOOR Site holders can set up on the Friday 2<sup>nd</sup> November, 2018.  
If setup is required prior to this please contact the Secretary to ensure you are on the correct site as site marking may not have been completed.
- ➔ FRIDAY Set-Up ENTRY – **VIA GATE 3, Clarke Street ONLY**
- ➔ All trade sites must be in place by: **9.00am Saturday 3<sup>rd</sup>**, and are expected to remain in place until **Sunday 4<sup>th</sup>, 4pm**.  
**PLEASE NOTE: Site holders will not be setup until all paperwork is in place and full payment is made.**
- ➔ Site Holders Vehicles: No vehicle will be permitted to move throughout grounds as of 9am Saturday.

## **CAMPING PRIOR TO SHOW**

Exhibitors wishing to camp and/or power usage prior to the show will be charged \$20 per day. This fee will be in effect until Thursday 1<sup>st</sup> November, 2018. Please make sure to notify the Secretary of your expected arrival, failure to do so will jeopardise your acceptance next year.

## **SECURITY**

Security Guard/s are on site from Friday evening & Saturday evening. Goods (commercial stock) and personal items are the responsibility of the exhibitor, whilst the Society takes every care, we accept no responsibility of loss or damage sustained whilst on the property.

## **PARKING**

Vehicles will be permitted onto the grounds to unload up until 9am each morning (Saturday & Sunday). Vehicle movement will not be permitted around the grounds until Sunday 4pm. Parking is to be outside the grounds. Emergency Vehicles are exceptions.

## **PRODUCT LINES**

Exhibitors must list all products lines/services that they wish to display or sell. Only those items listed on the Trade site Application Form will be permitted to be sold. Every effort is made to ensure that there are no exhibitors with similar product lines in the immediate vicinity. In the event that there are a number of sit holders offering the same or similar products, applications will be dealt with on a first in best dressed basis and some applications may not be accepted.

## **BANNED ITEMS**

In accordance with the Society's charter to promote a family atmosphere and entertainment, we request that site holders/exhibitors respect the spirit of the charter and refrain from selling and exhibiting items of explicit and of 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 Showman's Guild are as follows:

- ➔ Knives of any description (including pen knives)

- Toy guns are acceptable however the following are not allowed – Guns that are designed to project any form of object or projectile including pellet, ball bearing, bullet type, pop downs, cap, fireworks
- Explosive items of any description including fireworks and crackers
- Water pistols (no longer than 150mm)
- Explicit DVD's and videos
- Explicit and hard core T-shirts
- Fake Cigarettes
- Fuel Type Fire Lighters (Zippo's)
- Trumpets
- Laser pen lights and/or laser toys
- Metal and Wooden martial art Nunchucks
- Playing cards (Nude or Lewd)
- Pressure pack fart gas, Pressure Pack Snow, Pressure Pack Silly String
- Iridescent Hairspray
- Drug Related Goods (including Cocaine Kits and Bong's, etc)
- Water bombs, Stink bombs

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 current Dangerous Goods Act, that an illegal item is not sold at the Show. Banned or illegal items will be confiscated, the names of Site Holders found selling banned items will be circulated to all other Societies and Police.

#### **GENERAL REGULATIONS**

- The Society will 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 or Delegate whilst the site holder is at the show site,
- The provision of dividers, tables and any other display materials are the site holder's responsibility and cost.
- The use of amplifiers or loud speakers by any site holder is prohibited without prior written approval of the Society,

#### **EXHIBITOR STALL HOLDER GUIDELINES**

- Exhibitors must demonstrate a positive approach towards the public, each other and to the Colac Show.
- 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 (Eg, 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 their right to refuse entry or close down any exhibitor site that does not comply with the Exhibitor General Rules and Conditions of entry.
- ➔ Compliance: Exhibitors shall at all times comply with the direction given by the secretary or the Site Co-ordinator whilst the exhibitor occupies the site.

#### **USE OF ELECTRICAL POWER**

- ➔ Electrical leads and fixtures are the responsibility of the Site Holder.
- ➔ ALL electrical leads will be inspected and MUST BE safety tested and tagged with the tag current for the period of the Show.
- ➔ Power points are allocated on the ‘first come first served’ basis

#### **PUBLIC & PRODUCT LIABILITY INSURANCE**

- ➔ Proof (copy) of adequate public risk insurance (Min \$10m) must be provided when lodging your site application.
- ➔ Public liability insurance: Exhibitors selling or exhibiting goods of any description MUST carry public liability insurance including (but not limited to) cover for loss, damage and theft for the duration of the show. Public liability cover CANNOT be provided by the Show Society insurance under any circumstances

#### **FOOD VENDORS**

- ➔ Exhibitors selling any food or beverage are required to be currently registered under the Food Act and have in place a Food Safety Program, which covers off-site events. A copy of your current Food Registration must accompany your Site Application Form.
- ➔ All Food vendors must be registered with their principle Council and street trader. For further information go to <https://streatrader.health.vic.gov.au/publicsite>
- ➔ Showman’s Food Lines – The following food lines including: ‘Dagwood Dogs, Waffles, Toffee Apples, Fairy Floss’ are absolutely restricted to the Showman’s Guild sales only, Vendors selling these products outside the Guild will be asked to remove them.

#### **EMERGENCY & FIRE FIGHTING EQUIPMENT ACCESS**

No obstruction is to be placed in the way of access to Fire Extinguishers, Fire Hydrants, Hoses or Exits. At all times there must be access along all roadways for emergency vehicles

**2018 COLAC ANNUAL SHOW - SITE APPLICATION**

Closing Date: 28<sup>th</sup> September, 2018

**SITE HOLDER DETAILS**

NAME (SITE NAME):.....

CONTACT PERSON:.....CONTACT NUMBER:.....

POSTAL ADDRESS:.....

EMAIL:.....

By completing the Site Application Form and submitting all relevant paperwork & Full payment for a Trade Site, I hereby accept all General Regulation & conditions set by the Colac & District Pastoral & Agricultural Society which indemnifies the Colac & District Pastoral & Agricultural Society from all claims relation to my participation at the Colac Annual Show.

**SIGNATURE:** \_\_\_\_\_ **Please PRINT FULL**

**NAME:** \_\_\_\_\_

**TRADING – Please Tick option**

**INDOOR SITE** Saturday 9.30am – 6pm / Saturday Evening 6pm -8pm TBA / 8pm, Sunday 9.30-4pm

**OUTDOOR SITE** Saturday 9.30am – 6pm / Saturday Evening 6pm -8pm TBA / 8pm, Sunday 9.30-4pm

**Commercial Farm Machinery Option:** request for Saturday trade only 9.30am-4.30pm

**FOOD SITE** Saturday 9.30am – 6pm / Saturday Evening 6pm -8pm (at your discretion) / Sunday 9.30 - 4pm

Exhibits/products to be sold or Displayed:.....

<b>OURDOOR TRADE SPACE:</b> Powered (Limited) and unpowered sites available. Inc 4 x Trade passes Minimum frontage is 3m @ \$33/m up to a total of 12m. Additional meter frontage can be added at an additional \$16.50/m	_____M	\$	<b>POWER Require Y/N</b>
<b>INDOOR TARDE SPACE (Hall Of Commerce):</b> Powered (limited) & unpowered sites within the hall. Inc 2 x trade passes Sites are a minimum of 3m x 3m @ \$99 per site. Additional space can be requested @\$16.50/m.	_____M	\$	<b>Y/N</b>
<b>FOOD VENDOR TARDE SPACE:</b> Sites are a minimum of 3m frontage & \$66/m up to a total of 8m. Additional meter frontage can be add at an additional \$33/m	_____M	\$	<b>Y/N</b>
<b>SITE HOLDER TRADE PASSES (Wristband)</b> Additional Passes can be purchased for \$8each	<b>Amount</b> _____	\$	
<b>TOATL AMOUNT (Inc. GST)</b>		\$_____	

**POWER REQUIRED:** if you require power please indicated if needing 3Phase .....

**METERS REQUIRED:** Frontage, this includes tent ropes, tow bars & drawbars. Very important to measure correctly as additional space above what you have booked for may not be able to accommodate on the day. It would also help us if you indicated how deep you require the space.

**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 No:** 3112 24255    **REFERENCE:** TS(company name/applicant)

To be followed by a conformation email to the secretary: [colacshowsociety@gmail.com](mailto:colacshowsociety@gmail.com)