



GIDGEGANNUP AGRICULTURAL SOCIETY (INC)

PO Box 22 Gidgegannup 6083
Western Australia

ABN: 92 569 744 637

71st ANNUAL SHOW – 28th OCTOBER 2017 Notes and Conditions for Vendors

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Please ensure you have read and understood these notes and conditions before making your booking.

Applications for stalls will be accepted at the discretion of the GAS and payment does not deem acceptance.

The decision of the Chief Ground Steward is final.

Abbreviation: GAS always means Gidgegannup Agricultural Society

1. STALL DETAILS

- 1.1. Please ensure applications accurately reflect types of stall and image to be portrayed.
- 1.2. Description of Stall to be short and to the point
- 1.3. Description of Stall listed on application may be used by the GAS to assist your application
- 1.4. The GAS deliberately restricts the number of vendors selling / promoting similar products. Priority is given to local community / or not for profit groups, local businesses, businesses / groups associated with agricultural pursuits or past vendors,
- 1.5. The GAS can require the removal from sale or display of any products deemed unsafe, offensive, and inappropriate or do not comply with GAS sponsorship commitments.
- 1.6. All toys must be compliant with Royal Agricultural Australian Show conditions. Toys such as water guns, laser guns and any projectile firing apparatus or items that may present choking risks for young children are not permitted.

2. CONTACT DETAILS

- 2.1. The details given in the 'Contact Details' section of the application form will be used on your tax invoice. Please ensure they are accurate and are the same as you wish to see on your invoice.
- 2.2. The preferred method of communication with stall holders is via email. If you have an email address please ensure that it is clear and legible.
- 2.3. The GAS Email address for all matters relating to ground space is: groundspace@gidgeagsociety.com.au or Post to address clearly marked: "Attn. Ground Space Steward" Gidgegannup Agricultural Society, P O Box 22 Gidgegannup WA 6083

3. SITE REQUIREMENTS

- 3.1. Sites are offered in sizes applicable to normal marquee or van sizes, 3m x 3m, 3m x 7m, 5m x 5m, 5m x 10m and 10m x 10m.
- 3.2. Storage of extra equipment/items at the back or along the sides of sites is not permitted.
- 3.3. All sites have a 'buffer zone' of 0.25m around them. This is intended to allow stallholders access to the side of their stall and is not to be used to store goods/boxes.
- 3.4. Vendors are encouraged to book adjacent sites if they require an area larger or of a different shape than the standard sizes.
- 3.5. Discounts apply for multiple bookings (please refer to the schedule of rates). Vendors may use any buffer zones between their adjacent stalls as part of their display.
- 3.6. Remember to include tow-balls, dropdown tailgates, trailer A frames, guy ropes and other extremities in dimensions when determining area requirements.
- 3.7. Last year's vendors are likely to have been invited to secure the same (or similar) site again this year. If so please ensure such invitation is replied to promptly so priority can be given when allocating sites.
- 3.8. All reasonable attempts will be made to ensure preferred site (s) are allocated – but cannot be guaranteed.
NOTES. Site maps provided may need to be slightly altered due to unforeseen circumstances,
No food outlets will be sited within 30 meters of any animal pavilions.
- 3.9. Not all sites have access to electrical power.
- 3.10. No sites have access to natural gas or potable water, you must provide your own if required.
- 3.11. You must provide proof that all equipment at your stall (e.g. electrical leads, appliances, machinery) are classified as safe by the current Workplace Health and Safety Act of Western Australia (e.g. tagged by a certified electrician, designed and constructed in accordance with relevant standards etc). If proof cannot be provided the GAS may require you to remove the equipment from the showgrounds or otherwise make it safe.
- 3.12. Vendors must provide their own extension cords/adaptors and all such equipment must have a current certificate of safety issued by a licensed electrician
- 3.13. Each stallholder will have automatic access to the showgrounds for 2 persons on presentation of Invoice and Receipt. Additional passes need to be applied for on the Application Form which indicates the specified fee.
- 3.14. Each stallholder will be issued with one (1) complimentary pass for a bay in the vendor's parking area suitable for a car or trailer. If you require additional passes (e.g. car + trailer = 2 bays) they will be issued free of charge as required, but the GAS does not guarantee that there will be appropriate or sufficient bays available.
- 3.15. Vendors will not be permitted access to the showgrounds before **6:00am** on show day without prior arrangement. Please allow queuing time in your estimates of setup time required and contact the Chief Ground Steward if you will require extra time. There is Security on the grounds Friday night, so Marquees or heavy equipment may be set up Friday afternoon.

- 3.16. Only vehicles displaying ACROD permits may park in such designated areas.
- 3.17. Vendors must remove all vehicles /trailers not forming part of paid ground space from the showgrounds before **9.00am**.
- 3.18. Vendors are not permitted to begin packing up before **5.00pm**.
- 3.19. Some vendors have specific requirements, such as shade for animals or level ground to ensure the safety and stability of their exhibit. Please indicate any such requirements on your application
- 3.20. **The surface of the showground varies, but broadly it is bitumen between the Tennis Courts and the Hall - Brown Gravel from the main Hall to around the Animal Pavilions area and - short mown paddock grass elsewhere.**
- 3.21. Vendors must supply all their own equipment (e.g .Free standing marquees, tables, chairs etc.)

4. INSURANCE AND LICENCING

- 4.1. The GAS has a public liability insurance policy that can be used to insure some vendors. If you can prove that you have an appropriate level of public liability insurance (minimum \$10M) this will be taken into consideration when determining the cost of your site (refer to the schedule of rates).
- 4.2. Vendors are required to supply valid and current (for at least the day of the show) copies of any and all licences and permits required for operating their stall legally. If you sell food or beverages that are intended to be consumed at the show you will require a special events permit from the City of Swan.
- 4.3. There are a number of laws relating to the sale of alcohol that the GAS must comply with. If you will be selling alcohol, or providing samples of alcoholic products you must indicate this on your application form and provide the GAS with both evidence that you are licensed to do so, and details of any restrictions on your licence.
- 4.4. If you have hazardous materials at your stall you must declare them to the GAS. It is your responsibility to ensure that you, the show patrons, and any other stallholders are kept safe at all times.
- 4.5. The GAS reserves the right to require you to remove undeclared goods that the GAS considers hazardous from the showgrounds or otherwise make them safe.
- 4.6. Vendors are responsible for ensuring that they are compliant with all statutory acts, regulations, laws and by-laws of Western Australia and the City of Swan.
- 4.7. Equipment, log books (if applicable) must be current and available for inspection on the day of the show.
- 4.8. GAS reserves the right to prevent you conducting any activity if it is deemed unsafe, illegal or inappropriate

5. DECLARATION AND INDEMNIFICATION

- 5.1. By signing the declaration and indemnification section of the ground space application form you agree to be bound by all the declaration on the application form, and all terms and conditions in this document.
- 5.2. Unsigned or incomplete forms will not be accepted.
- 5.3. Forms requiring the provision of other documents will not be accepted if the other documents are not provided with the application or are illegible.
- 5.4. All documents provided must be written in English.

REVISION 31/01/17