



Margaret River & Districts Agricultural Society Inc.

PO Box 135 Margaret River WA 6285

President- Mr Ray Arthur
Secretary- Mrs Denise Arthur
Tradespace Secretary – Mrs Kristy McKinley

Dear Exhibitor/Vendor

We're preparing for this year's Show to be held on the 18th and 19th of October 2019 and would love you to be part of it.

Attached is an application for Tradespace for you to complete and return to the Tradespace Secretary, together with a copy of your **Certificate of Currency for your insurance**. If your insurance falls due between the time you apply and the Show dates, a copy of the new Certificate must be forwarded as soon as possible.

Food Vendors (even those selling food in Showbags or pre-packaged) **must** contact the Shire of Augusta Margaret River at PO Box 61 Margaret River or phone (08) 97805255 if you do not have a **current Certificate of Registration of a Food Business**, without which you will be unable to sell food at the Show. A copy must be attached to your application for Tradespace.

I have also included an information sheet giving time for setup and takedown and other relevant information.

This year, there's also the option for **Sponsorship** for any businesses wishing for extra promotion. These packages include Tradespace, announcements, passes, the schedule cover and even naming rights for the event.

Once your application is approved, an invoice will be emailed and once payment is received the booking will be secured. Closer to show day you will receive tickets and car passes in the mail. If you have been part of our Show before we would like to thank you for past support and welcome you back, and if you are attending for the first time we hope that you have an enjoyable and profitable experience and will join us again in the future.

We are looking forward to another very successful event in 2019.

Yours faithfully,

Kristy McKinley
Vice President & Trade Space Secretary

Tradespace@outlook.com

0419958285



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Tradespace@outlook.com

Checklist for Trade Space Exhibitors

- The Show is on Friday 18th and Saturday 19th October 2018
- The event is held at Gloucester Park Margaret River – off Wallcliffe Road (near the Shire Offices)
- **There will be no set up available on the Thursday. If you arrive on the Thursday, you will be asked to leave.**
- Friday gates open for outdoor set up from 6am
- Friday gates open to the public at 3pm
- Friday entertainment starts at 5pm
- Saturday gates open to the public from 8am
- Saturday the Show closes at 4pm. Exhibitors can take down from 4pm

Entry Tickets

- **Two** entry tickets is issued with each application for Trade Space (unless otherwise stated)
- **One** vehicle entry pass is issued with each application for Trade Space for unloading.
- Extra entry tickets can be purchased at \$15.00 per ticket
- It is the Exhibitors responsibility to ensure that they and their staff have adequate entry passes before Show day
- Wrist bands will be issued with the tickets and this is your pass for the duration of the Show
- No ticket – no entry. You will need to purchase a ticket at the gate.

Trade Space

- A completed application form, with payment, must be received by the Trade Space Secretary 1 month prior to the Show. Late applications may be accepted if there is available space but there is no guarantee.
- The application form must be signed as acceptance of all Margaret River Agricultural Society Show conditions
- Exhibits must comply with and remain inside the area of Trade Space applied for on the application form and marked out by Trade Space Stewards
- Exhibitors will be directed to their allocated Trade Space by a numbered map located at the show office or by the Outdoor Trade Space Steward.
- Exhibitors must sign in at Show Office upon arrival.
- Any problems or disputed will be directed to the Trade Space Steward who will have the final say
- All application forms must have an Insurance Certificate of Currency attached (valid for the Show dates)
- **Note:** For Outdoor vendors, please book enough space for vehicles.

Show Committee Contacts

- Website – WWW.margaretrivershow.com
- Trade Space Secretary – tradespace@outlook.com
- Tradespace Office – 0419958285
- Post – PO Box 135, Margaret River WA 6285



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Would you like to become a sponsor of the show as a part of your tradespace application?

2019 Sponsorship Packages

Please note, if you do not wish to become sponsor go to next page.

I/We would like to become a sponsor of the Margaret River & Districts Agricultural Show on
Friday 18th and Saturday 19th October 2018

Applicants Business Name.....

Contact Person..... Mobile contact on the day.....

Postal Address.....

TownPostcode.....

Email.....

Sponsorship Packages

Please select size carefully and tick box

\$1000

6m x 10m Outdoor Tradespace Including 2 gate passes, logo on correspondence, announcements on ground and website.

\$2000

10m x 10m Outdoor Tradespace Including 4 gate passes, logo on correspondence, announcements on ground and website.

\$5000

20m x 10m Outdoor Tradespace Including 6 passes, logo on correspondence, announcements on ground and website.

\$10,000

Naming rights if required, 30m x 10m Outdoor Tradespace Including passes as required. Major logo, banners, schedules and website.

..... x Power Points

(Generators are preferred option)

Electrical Extension Lead Bond* \$100.00

* If needed

Total Payable:

\$.....



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Tradespace@outlook.com

2019 Application for Tradespace

I/We hereby apply for Trade Space at the Margaret River & Districts Agricultural Show on
Friday 18th and Saturday 19th October 2018

Applicants Business Name.....

Contact Person..... Mobile contact on the day.....

Postal Address.....

TownPostcode.....

Email.....

All applications must include a current Certificate of Currency for their Insurance

Outdoor Tradespace	
<u>Please select size carefully and tick box</u>	
<input type="checkbox"/>	3m x 5m (includes 1 pass) \$75.00
<input type="checkbox"/>	6m x 5m (includes 1 pass) \$95.00
<input type="checkbox"/>	10m x 5m (includes 2 passes) \$135.00
<input type="checkbox"/>	10m x 10m (includes 2 passes) \$185.00
<input type="checkbox"/>	20m x 10m (includes 4 passes) \$300.00
<input type="checkbox"/>	30m x 10m (includes 4 passes) \$450.00
<input type="checkbox"/>	Tent (subject to availability)
..... x	Power Points - \$50.00 each \$.....
(Generators on the oval are preferred option)	
..... x	Entry Passes - \$15.00 each \$.....
Electrical Extension Lead Bond** (If needed)	\$100.00
Total Payable	\$.....

Indoor Tradespace	
<u>(Please note this will be in the outdoor space due to renovations in the indoor space)</u>	
<u>Please select size carefully and tick box</u>	
<input type="checkbox"/>	2m x 3m (includes 1 pass) \$50.00
<input type="checkbox"/>	3m x 3m (includes 1 pass) \$60.00
<input type="checkbox"/>	4m x 3m (includes 1 pass) \$70.00
<input type="checkbox"/>	5m x 3m (includes 1 pass) \$80.00
Additional frontage @ \$10.00 per mtr	\$.....
..... x	Power Points - \$40.00 each \$.....
..... x	Entry Passes - \$15.00 each \$.....
Electrical Extension Lead Bond (If needed)	\$100.00
Total Payable	\$.....

Please note: Any unauthorized connections to power outlets will result in eviction.

Electrical Extension leads available - \$100.00 Bond. Bond will be returned once lead is returned in good condition
Please indicate power load: (Usage may be checked by our licensed electrician)

Please accurately indicate devices to be operated – use of unlisted devices may be denied on show day:

Please note: Any electrical work, including tagging, required by you to bring your equipment up to approved standards must be paid for direct to our licensed electricians on the day.

Description of Stall – Type of products (your attention is directed to the prohibited items overleaf):

.....
.....

Please read conditions and sign overleaf:

No booking shall be deemed granted unless full payment is submitted with this form. Applications to be submitted as soon as possible and no later than two weeks before the Show. Please note once we have received full payment we will not be offering refunds.

- * Recyclable products are to be used where possible. All packaging to be low volume waste.
- * No food and/or beverages may be sold without special permission of this Society. **If you are selling food of any kind you must attach a copy of your current Certificate of Registration of a Food Business. If you do not have a Certificate you must contact the Shire of Augusta Margaret River to obtain one before you complete your application for Tradespace. You will not be registered to sell food without a copy of the Certificate.**
- * Applicants to supply their own tables/trestles and chairs unless prior arrangements have been made.
- * Applicants are responsible for electrical leads and blown fuses if due to overload.
- * Applicants must erect and dismantle their own tents.

Public Liability Risk Insurance

All commercial exhibitors, rides and amusements shall affect a Public Liability Risk Policy (current and covering the dates of the Show) and shall include a photocopy or receipt for payment of premiums with the completed application for Trade Space.

Other Activities

- * Advertising “Blimps”, the flying, tethered or untethered advertising balloons or other large inflatable devices are prohibited unless prior written permission is received from the Society.
 - * Itinerant selling is prohibited. Exhibitor’s activities must be contained within the confines of the allocated Trade Space.
 - * The selling of raffle tickets and the distribution of free raffle tickets as a marketing promotion is permitted only on receipt of written permission of the Society and subject to the Society’s conditions.
- Exhibitors are prohibited from offering any goods or services for sale other than those indicated on the application form and approved by the Society

Prohibited Items

The sale and distribution or use of the following is strictly prohibited:

- * Any item which may, by its use or operation, cause alarm or distress to any person or any animal.
- * Balloons (gas filled) unless the balloon is fitted to a non-conductive and rigid rod or straw.
- * Bow and arrows of any description
- * Guns, cap guns and caps/cartridges for cap guns.
- * Water pistols and projectiles
- * Celluloid toys – unless they comply with Health Department Regulations and a permit has been obtained from the Department
- * Chemical sprays, silly string, stage door streamers or other similar aerosol items including shaving cream, shaving foam etc.
- * Fireworks including sparklers
- * Kites – unless they are disassembled and packaged
- * Laser light and all form pertaining to lasers

Electrical safety

- * Exhibitors must ensure that all electrical work on their sites is carried out by a licensed electrical contractor in compliance with Australian Standards AS3000 and AS 3002. We will have licensed electricians at the grounds and they may check compliance.
- * The use of double adaptors is not permitted
- * An opening of appropriate size is to be provided where stands are constructed in front of power and switchboards to provide access
- * Exhibitors must only use extension cords on their site that carry a valid test tag.
- * Cords must have been tested by a qualified person within the last six months and be fitted with proof of inspection. The tag must show the date that it was tested and the name of the person who tested it.
- * Power boards with overload switches must be of an approved type
- * The use of radiators and heaters is prohibited

Cables

- * Cables shall be of a standard insulated and sheathed type and flexible cords shall be heavy duty sheathed type
- * Cables shall not be laid on the ground in areas accessible to the public. In all other situations cables may be laid on the ground for short distances provide that suitable means of protection are provided.

I have read and understood all the terms and conditions set out by the Margaret River and Districts Agricultural Society on this application for Trade Space. Therefore by signing below I agree to comply with all of terms/conditions and take responsibility for notifying any workers/volunteers (paid or unpaid) of such terms and conditions

Signed..... Print Name.....

Representative of Date.....