



Benalla Agricultural & Pastoral Society Inc.

A3485 - ABN 91 640 782 400

SITE HOLDER INFORMATION

This year's Benalla Spring Show will be held over two busy days on Friday 14th and Saturday 15th October. Well supported by the local community, the Show attracts around 5,000 patrons over the two days.

Friday is traditionally our "horse" day with the horse events dominating. Saturday sees a continuation of horse events but there are also cattle, sheep and poultry. There will be free events for show patrons on both days including the main attraction of Eronis Circus, SnakeBusters (performing both days), as well as the Woodchop and the Balmoral Highland dancers on the Saturday. There is no night show.

It is important that Trade Space Exhibitors read carefully the information enclosed.

If you would like to book commercial space for the 2011 Show please complete the enclosed entry form and return with your payment as soon as possible.

APPLICATIONS CLOSE Friday 23rd September 2011

****Payment in FULL with your application is required.****

Applications should be forwarded to:
Benalla Show Secretary
PO Box 168
Benalla Vic 3671

Further enquiries:
trade@benallashow.com
or
03 5762 2323 (fax or leave a message)

GENERAL RULES & CONDITIONS OF ENTRY

1. **SITE APPLICATIONS** must be returned by Friday 23rd September 2011. (Bookings will be accepted on the Society's Site Application Form only)
2. Any application for space not necessarily be accepted
3. Allocation of space is at the discretion of the Society.
4. The Society reserves the right to relocate any site holder as it deems fit.
5. **SETTING UP** – Stalls should be set up by 9am. Vehicle movement will not be permitted after that time.
6. **PACKING UP** – Stallholder vehicles are not permitted in ANY PUBLIC area prior to the close of the show each day (5pm Friday, 4.30pm Saturday).
7. **SHOWBAGS** – Show bag standards will be in accordance with the standard set by the Royal Agricultural Society and the Royal Melbourne Show. Only RAS approved showbags and products may be sold.
8. **BANNED ITEMS** - VAS Ltd and The Victorian Showmen's Guild have agreed that the following lines be banned at Agricultural Shows to accord with our aim to protect show goers and attract families to local Shows:
 - Explicit & Hardcore T-Shirts, Explicit DVD's & videos, Fake Cigarettes, Fuel Type Fire Lighters (Zippo), Iridescent hair spray, Trumpets, Knives (including Pen Knives), Metal and Wooden martial art nunchuckers, Playing Cards (Nude or Lewd), Pressure Pack items–Gas (all types), Snow, Silly String, Drug Related Goods (incl. Cocaine Kits and Bongs etc.), Stink Bombs, Laser Pointers, pen lights, Torches etc, Fireworks – Crackers, Water Bombs, Pop Downs (throw downs), Guns (pellet, ball bearing, bullet type, pop downs, cap)
 - Although water pistols less than 150 mm in length are permitted by the Guild and VAS Ltd, Benalla Agricultural and Pastoral Society Inc. has **banned ALL water pistols**.
 - Similarly, guns or toys (for sale or given as prizes) that **fire projectiles** or water including bow and arrows, or **create noise** which can be a public nuisance or frighten animals, excluding shooting galleries, **are banned**.

IT IS THE POLICY OF THE BENALLA AGRICULTURAL & PASTORAL SOCIETY INC. THAT **ANYTHING** THAT CAN BE USED TO **CREATE INJURY OR NUISANCE TO PEOPLE OR ANIMALS IS BANNED FROM THE SHOWGROUNDS.**
VENDORS FOUND SELLING THESE ITEMS WILL BE DEALT WITH ACCORDING TO LAW, AND IMMEDIATELY REMOVED FROM THE SHOWGROUNDS.
9. **SITE HOLDER PASSES** – 2 Site holder passes will be issued for each site. Additional passes for site holders can be pre purchased for employees upon application or can be obtained from the Secretary's Office – Show (2 day) \$11.00, (1 day) \$5.50.
10. **PUBLIC LIABILITY INSURANCE** – Proof (copy) of CURRENT public liability insurance must be provided when lodging Site Application Form.
11. **FOOD VENDORS** – The Victorian Food Act (1984) requires all food premises and food vehicles to be registered with the Local Council, it is the site holder's responsibility to comply with Council regulation in this area. Show bag operators should note that this regulation would apply to their sites if show bags contain foodstuffs or drinks. In completing this application please specify all items for sale so as to avoid any unnecessary duplication of goods and services. Food vendors (other than Showmen) are not permitted to sell Waffles, Dagwood Dogs or Fairy Floss.
12. **TERMS OF SETTLEMENT** – Applications will not be accepted without FULL payment and must be submitted by Friday 23rd September 2011.
13. The Society shall not be held liable for any loss or damage incurred by the site holder whilst on the show site.

14. No refunds will be issued to site holders unable to attend the Show unless applied for prior to the 30th September 2011. A processing fee of \$50 may be retained by the Society.
15. CAMPING – Any site holder camping on the Benalla Showgrounds, except in the area designated for the Showmen's Guild, will be required to pay \$20 per van and must comply with the Ground Manager's directions particularly in regard to wastewater disposal.

ENVIRONMENTAL HEALTH & SAFETY REGULATIONS

- **ALL Trade Space operators at the Benalla Agricultural and Pastoral Show are required to cooperate with the Benalla Agricultural and Pastoral Society Inc Committee to ensure that they work in a healthy and safe environment.**
- **While at work all volunteers must take reasonable care of their own health and safety and for anyone else who may be affected by their actions.**
- **Trade Space Operators must not willfully or recklessly interfere with or misuse anything provided for health and safety or willfully place the health and safety of another person at risk.**
- **It will be necessary for all commercial sites to conform with Occupational Health & Safety, Dangerous Goods legislation and associated regulation, especially those with regard to electrical leads and LPG appliances and fittings. ALL sites will be inspected to see that all regulations are complied with. Make sure any remedial work you need to do is carried out before the Show commences.**
- All plant and equipment to comply with relevant legislation and standards, AS 3533.
- All electrical equipment to have been tested and tagged within the 3 months prior to the show date and are appropriate for the job (heavy duty).
- Application for, then occupation of Trade Space is to be taken as agreement to abide by all rules of the Benalla Agricultural & Pastoral Society Inc.
- All electrical cables are to be positioned so that they do not create a hazard. WorkCover require cables to be either buried or suitably supported overhead. Cables to be buried must be underground to a depth of 150mm where vehicular traffic is present, other areas 75mm.
- Extension leads/ cords are not to exceed permitted lengths (Refer to C.O.P. Temp Electrical Installations Section 12 and AS 3199)
- All electrical cabinets and switchboards must be able to be closed and locked.
- Fire extinguishers are required for all food vans and other relevant sites.
- Any mobile equipment is to be barricaded to the satisfaction of WorkSafe.
- Exhibitors must comply with all Local Bylaws.
- Liability insurance must be current and available to be checked.
- No holes shall be dug or any objects driven into the ground without approval of either the Trade Space Co-Ordinator or President of the Benalla Agricultural & Pastoral Society Inc.
- Any gas cylinder shall be restrained and be within the required test date.
- Tent pegs or any stakes shall be suitably protected to prevent any risk of injury.
- No item listed on the "List of banned items 2011" shall be exhibited as prizes or items for sale nor be given away for any purpose at the showgrounds.
- Each site shall display identification as required by the Benalla Agricultural & Pastoral Society Inc.

- The size of the site requested **MUST** be adequate to contain completely all the applicant's equipment. Trailers, towbars, guy ropes etc must not infringe on adjacent sites.
- Site holders and Showmen must give protection of the environment a high priority in all activities on site, and must not commit and act that will place the Benalla Agricultural & Pastoral Society Inc in breach of any regulation. Any accidental spill or release of substances which may contaminate or harm the environment must be immediately contained, and then reported to the Secretary or Trade Space Co-ordinator. Any requirement to discharge substances into the air, stormwater or sewers must be approved by the Secretary. Where the work requires the disposal of any environmentally harmful substance the Site holders and Showmen shall be responsible for the removal, transport and disposal in accordance with all statutory regulations and laws so as not to place BAPS in breach of any regulation.
 - Tasks which require particular care include:
 - a) Refuelling of engines of vehicles, generators, etc
 - b) Disposal of wastewater, cooking fats, etc
- **SECURITY** – Site holders and Showmen are responsible for securing their tools, equipment and property adequately, as well as the personal property of their employees, as the Benalla Agricultural & Pastoral Society accepts no responsibility for damage or theft.
- **BENALLA RURAL CITY HEALTH REGULATIONS – All food vendors (exposed and packaged) must adhere to the Benalla Rural City Health Regulations, Registrations and Bylaws. For further information from the Health Department ph: 03 5760 2678**



14th & 15th October 2011

**Hours of Operation:
Friday 9am – 5pm
Saturday 9am – 4.30pm**

TRADE SPACE APPLICATION FORM

NAME OF STALLHOLDER AND BUSINESS NAME			
ADDRESS			
TOWN		POSTCODE	
PHONE (BH)		PHONE (AH)	
MOBILE		FAX or EMAIL	
CONTACT PERSON OR REPRESENTATIVE			
SITE SIZE REQUIRED (min size 3mx3m) Frontage:		m x	m depth
NATURE OF STALL / LIST PRODUCTS SOLD			
POWER REQUIRED?		YES/NO	
I have read and agree to abide by the conditions attached.			
SIGNATURE		DATED / /2011	

- Please send me my receipt and Site Holder passes. I enclose a Stamped, Self-Addressed Envelope.
- Hold all my passes – they will be picked up before the 14th October 2011

Fees <i>(All costs for 2 days of the Show)</i>	Cost
Inside Trade Space	
Croxford Pavilion - 3m x 3m - \$60 minimum site fee	\$
Outside Trade Space	
Sites are not powered unless specifically requested. Most sites are NOT on grass. Tents - Free standing only.	
3m x 3m - \$60 minimum site fee.	\$
5m x 3m - \$70	\$
6m x 3m - \$80	\$
(Eg. an 8 or 9m site would comprise of a 6m site plus a 3m site)	
Other Costs	
Power @ \$40 per site	\$
Camping @ \$20 per site	\$
Show Society Membership @ \$28 (not compulsory)	\$
Additional Site Holder Pass – 2 day @ \$11.00 each (No. required:)	\$
Additional Site Holder Pass – 1 day @ \$5.50 each (No. required:)	\$
TOTAL	

Applications will not be considered unless appropriate fees are enclosed.

OFFICE USE	Payment:	Site Number:
Application received:	Date received:	
	Receipt number:	