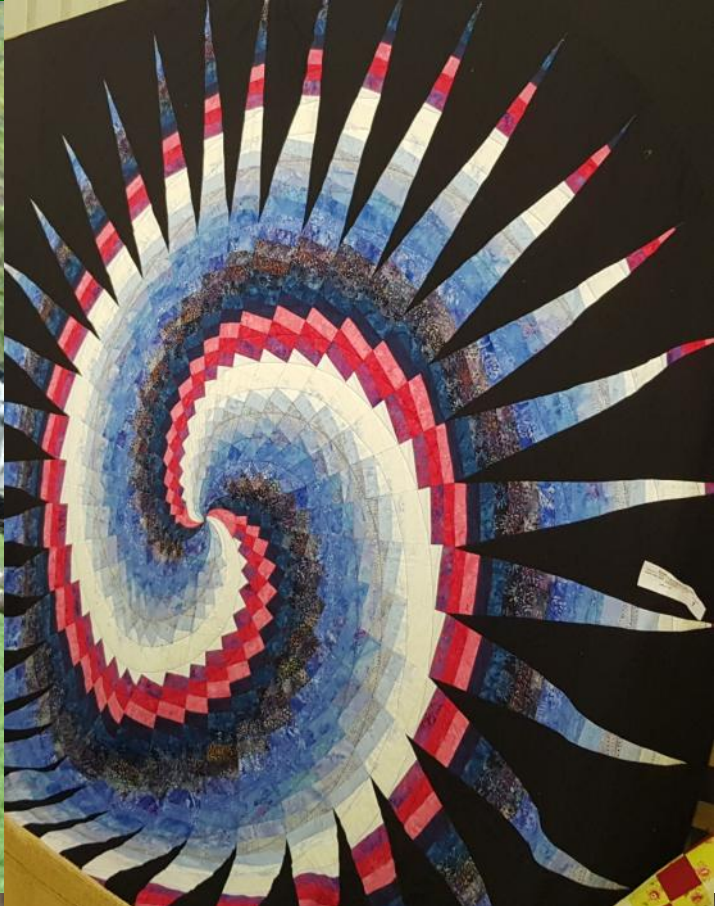




Benalla Agricultural & Pastoral Society Inc.
Benalla Spring Show
Since 1878

TRADE SPACE PROSPECTUS 2023



CELEBRATING OUR 138TH SHOW IN 2023!



Benalla Agricultural & Pastoral Society Inc.

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About the Benalla Spring Show

Since 1878 the Benalla Agricultural & Pastoral Society has taken great pride in presenting an annual Benalla Spring Show; showcasing the skills, animals and produce of the Benalla District and beyond.

From those early days with reapers, farm implements and saddlery alongside the horses, pigs and dogs (plus the ale!) to grain trials, sheep and woodchop, the Benalla Spring Show has always had a broad variety of competitions and displays to educate and entertain the community.

In 2023 this iconic Benalla tradition will be held on **Friday 20th - Saturday 21st October** for our 138th Show since 1878 (there are a few years “missing” due to war, floods and covid!) bringing the community together for two jam packed days of fun, competition and country displays.

If you, your business or your community group wish to be involved with taking a trade site or sponsoring our Show then please let us know as soon as you can.

Trade Site Applications close August 31st 2023.

To be included in the Show Schedule as a Sponsor then please note that applications close May 31st.

The Sponsorship Prospectus can be downloaded from www.benallashow.com

Our 2023 Hours of Operation will be:

Friday 20th October: 9am—5pm
Saturday 21st October: 9am - 4.30pm

CONTACTS:

Email: trade@benallashow.com

Phone:

Vice-President, Mr Bill Ferguson 0419 170 446

Secretary, Ms Wendy Beer 0401 815 050



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GENERAL RULES & CONDITIONS OF ENTRY

- PLEASE NOTE, ALL TRADE SPACE VENDORS ARE REQUIRED TO BE SET UP BY 9am AND MUST STAY UNTIL CLOSE OF SHOW EACH DAY (5pm Fri & 4:30pm Sat). A \$100 site bond must be paid and will only be returned if the above condition is met. Site bonds can only be collected after 4:30pm on Saturday October 21st. Traders who leave early may be refused future bookings.**
 - SITE APPLICATIONS** must be returned by **August 31st 2023**. (Bookings will be accepted on the Society's Site Application Form only)
 - Any application for space will not necessarily be accepted. Application from political parties will not be accepted at this time due to B.A. & P.S. policy.
 - Allocation of space is at the discretion of the Society.
 - The Society reserves the right to relocate any site holder as it deems fit.
 - SETTING UP** – Stalls must be set up by 9am. Vehicle movement will not be permitted after that time.
 - 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).
 - 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.
 - BANNED ITEMS** - VAS Ltd and The Victorian Showmen's Guild have agreed that the following items are banned at Agricultural Shows. It is our view and aim to protect and attract families to local Shows:
Explicit & Hardcore T-Shirts, Fake Cigarettes, Fuel Type Fire Lighters (Zippo), Horns and Trumpets, Knives (including Pen Knives) – excluding appropriately packaged kitchenware sets, Metal and Wooden Martial Art Nunchuckas, Playing Cards (Nude, Lewd or Lurid), Pressure Pack items–Gas (all types), Snow, Silly String, Drug Related Goods (incl. Cocaine Kits and Bongs etc.), Stink Bombs, Laser Pointers, Water Bombs, Fireworks – Crackers, Guns (pellet, ball bearing, replica bullet type, potato 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.**
- 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) \$25.00, (1 day) \$15.00.
 - PUBLIC LIABILITY INSURANCE** – Proof (copy) of **CURRENT public liability insurance certificate of currency** must be provided when lodging Site Application Form.
 - 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. **Proof of Food Vendor Registration is required at time of application.** 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.**

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GENERAL RULES & CONDITIONS OF ENTRY (cont)

12. **TERMS OF SETTLEMENT** – Applications will not be accepted without FULL payment and must be submitted by August 31st 2023.
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 2023. 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 \$25 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. 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 2023" shall be exhibited as prizes or items for sale nor be given away for any purpose at the showgrounds.

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ENVIRONMENTAL HEALTH & SAFETY REGULATIONS (cont)

- 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:
 - Refuelling of engines of vehicles, generators, etc
 - 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.

TEMPORARY STRUCTURES – of 100m² (10m x 10m) require a permit from Benalla Rural City.

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



**ALL TRADE SITES ARE IN THE RUNNING TO WIN
“BEST TRADE SITE FOR 2023”
PRIZE: SASH AND FREE SITE FOR 2024**

CELEBRATING OUR 138TH SHOW IN 2023!



Benalla Agricultural & Pastoral Society Inc.
 Benalla Spring Show—20th & 21st Oct 2023

TRADE SPACE APPLICATION 2023

BENALLA TRADE SPACE APPLICATION – CHECKLIST

***** THIS CHECKLIST MUST BE FILLED AS PART OF YOUR APPLICATION *****
 Failure to do so will result in you being unable to trade.

- Public Liability Insurance – current Certificate of Currency
- Gas Safety Checklist (required by any vendor who has gas cylinders)
- Proof of Food Vendor Registration (required by all vendors selling food)
- Noted if access to water is required
- Filled in all details on the Application form (both sides) – including who the contact person is and the product list

PLEASE COMPLETE BOTH SIDES OF THIS FORM

Stallholder / Business Name:	
Postal address:	
Website:	
Contact Person:	
Phone/Mobile:	
Email:	
Site Size required:	(Min size 3m x 2m)
Nature of Stall—List ALL products sold:	
Power:	(Power = 1 x 10amp outlet) Y / N
Signature:	I have read and agree to abide by the conditions attached. <div style="text-align: right;">DATED / / 2023</div>

CELEBRATING OUR 138TH SHOW IN 2023!



Benalla Agricultural & Pastoral Society Inc.

Benalla Spring Show - Friday 20th & Saturday 21st October 2023

TRADE SPACE APPLICATION 2023

Fees	Cost
<i>All costs are for 2 days of the Show, there are no "1-day" pricing options</i>	
Inside Trade Space	
3m x 2m - \$90 minimum site fee ** Extremely Limited - please contact us first before applying**	\$
Outside Trade Space	
Sites are not powered unless specifically requested. Outlets extremely limited. Most sites are NOT on grass. Tents - Free standing only, no pegs.	
3m x 3m - \$60 minimum site fee.	\$
5m x 3m - \$80	\$
6m x 3m - \$100	\$
6m x 6m - \$150 (limited availability** check first)	
(Eg. an 8 or 9m site would comprise of a 6x3m site plus a 3m site)	
Other Costs	
Power @ \$50 per site [<i>maximum of 1 lead</i>]	\$
Camping @ \$25 per site [<i>no power/water</i>]	\$
Additional Site Holder Pass – 2-day pass @ \$25each or 1-day pass @ \$15 each (Number required:)	\$
Sponsorship	\$
\$100 Site bond (to be returned only if requirements of condition #1 are met)	\$100.00
<i>Deposit paid in 2019 for 2020 Show? Please note here:</i>	
TOTAL	

PLEASE RETURN COMPLETED FORM TO: trade@benallashow.com or PO Box 168, Benalla 3671

EFT payments:

Bank: Bendigo Bank Account Name: Benalla Agricultural & Pastoral Society Inc.

BSB: 633-000 Account: 122738172

****Reference: prefix TS- and your name****

OFFICE USE		
Application received:	Payment:	Site Number:
P/L Certificate:	Date received:	Chq / Cash / DD/ POrder
	Receipt number:	