

Sale and District Agricultural Society Inc.

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Trade Space Guidelines

Site pricing

TYPE OF SITE	COST (GST INC.)
INDOOR SITES (3 Metre Frontage)	
- with power* (1x 10 amp)	\$60
- without power	\$30
OUTDOOR SITES (6m frontage by 9m deep)	
- With power* (1x15 Amp)	\$400
Extra frontage metres	\$100
Extra power outlet (if available)	\$50
- Without power	\$350
Extra frontage without power	\$100
Extra gate passes - Limited number available (Note: 2 free gate passes per site will be provided)	\$10.00 each

**** Please note that indoor sites are only available to our permanent traders, you can ask to go on a waiting list but you're not guaranteed a spot. ****

Crowds:

We estimate 10,000 people on the showgrounds over the main two days, assuming the weather is in our favor.

Trading hours:

The gates open early each day (approximately 6am) and some arena (horse) events may commence by 8am. However, most of the visitors start arriving after 9am.

Friday evening is our busiest time, with a Night Carnival finishing with a fireworks display around 9pm.

Depending on crowds and weather, some of the rides continue until 11pm.

On Saturday, we require that stalls operate until 3:30 pm, unless advised of an earlier time by the Chief Steward.

Application and Payment process:

Fill out the application form on our website www.saleshow.com.au

Applications will close on the 15th July. After this date our Trade Space Committee will go through all applications and let you know if you were successful or not. Unsuccessful applicants will go on a waiting list.

Please note: All required paperwork must be submitted to be considered.

If your Public Liability is due to expire before the Show, please provide us with your current Certificate of Currency and send us a new Certificate once the renewal commences.

Successful applicants will have 14 days to pay their site from the time the invoice is issued. If payment has not been made, within 14 days, your application will lapse.

Site Inclusion:

The site fee is for floor/ground space in which you can set up your own equipment.

You will need to provide all your own equipment eg: tables, marquees, chairs, electrical cables etc.

Please Note: All your equipment must be placed & secured safely within the boundaries of your allocated site.

With the depth of outdoor sites (9 metres) there should be room for you to park a vehicle. If you have an extra vehicle, van, caravan etc you wish to fit in this space as well, you will need to apply for extra metrage on your application or park your vehicle off the Showgrounds.

No extra space will be available on Show days as sites will be already marked out.

Site allocation:

Closer to the Show you will receive an email with your allocated site number and a map.

If you arrive on Thursday and do not have your map, a copy will be on display at the Secretary's Office.

Request for a site:

Only traders returning after the previous year's booking will be able to elect to return to a particular site (and **ONLY IF** they have **paid for their booking within 14 days of being invoiced**).

However, we will always do our best to accommodate the needs of all site holders, please advise us if you have a preference for location.

Bump in:

Outdoor trade sites can be set up from the Thursday afternoon before the Show (map on Secretary Office doors) and the Friday morning between 6.00am and 10.00am. If arriving after 10:00am you will require a traffic marshal to escort you to your site.

Please be aware, though, that there is no security at the Showgrounds on Thursday night, you will need to make sure that your stall is secure.

There will be very limited volunteers available at 6:00am Friday morning, please keep this in mind when setting up. Contact us on Thursday or earlier if you will need help finding your site to ensure someone can help you.

Indoor trade sites can be set up on Thursday or Friday morning – Please contact the office closer to show days for bump in times.

Securing equipment:

The Sale and District Agricultural Society require all traders weigh down their gazebo/tent etc to avoid damage or injury. It is your responsibility as the trader to supply the appropriate weights. Please be aware that our limited number of volunteers may not be available to assist you in the event of bad weather, so please come prepared.

Waste disposal and recycling:

It is your responsibility for the disposal of rubbish on your site, and the site must be left in good condition once packed up.

Any rubbish left behind by the trader will result in an invoice for the cost of waste disposal.

Powered sites:

You will be allocated with one power point per site.

Some sites may be able to access an extra power outlet (at an extra charge of \$50). Please indicate any additional requirements on the application form.

*****All electrical leads must be tested and tagged. Untested leads will be disconnected immediately.*****

Generators:

We do not permit the use of generators at the Sale Show.

If you need power, you will need to book a powered site and use the power outlet provided.

3 Phase Power:

Not available for use at the Sale Show.

LPG Gas Equipment:

If you are using LPG you must comply with Energy Safe Victoria requirements -

<https://www.esv.vic.gov.au/community-safety/energy-safety-guides/outdoor-safety/gas-and-lpg-safety-outdoors>

Vehicle movement on showgrounds:

We are very conscious of the need to restrict vehicle movement for Public Safety reasons when members of the public are on the grounds. It is therefore not acceptable to move vehicles when members of the public are present, or unless Members of the Sale & District Agricultural Society are present to monitor and direct the movement of members of the public. Please contact the Secretary's office to ask for assistance if movement of a vehicle is unavoidable and please use your hazard lights if necessary.

Camping at the Showgrounds:

Traders intending to camp on the grounds will be required to pay an additional \$30 per night camping fee (before and after the Show days), which will be collected by the Grounds Manager.

Security:

Safety of stock and personal items is your own responsibility; the committee takes no responsibility for lost and stolen items.

Security is onsite Friday afternoon through to 6:00 am Saturday and again from 10:30am-3:00pm.

Please be aware, though, that there is no security on the grounds on Thursday night, so you will need to make sure that your stall is secure.

In the unfortunate event you need to contact the Police (especially outside of Security operating times) please phone 5142 2200 or for emergencies, 000.

Gate passes:

Gate passes will be mailed to you upon payment, unless you specifically request us to hold them for you at the office.

Extra gate passes:

Two free gate passes are provided per site. If you need extra, the fee is \$10 each. However, we reserve the right to limit the number of extra gate passes per trade site. If you have special circumstances that require more than one or two extra passes, please contact the Secretary's office to explain your case and it will be referred to the Trade Space Chief Steward.

Raffle Tickets:

Raffle tickets are not permitted to be sold at the Sale Show.

Booking a site for one day:

The fees indicated are for both days of the Show, and are payable regardless of whether you use your site for one or two days. Please advise if you will only be present for one day. Refunds will not be offered for traders who choose to leave early.

Smaller sites:

The minimum site size is 6x9 metres.

You are welcome to use less than what you've been allocated if that's all you require, but the price remains the same.

Cancelling a site:

If for any reason you wish to cancel your booking, please ring the office on any Wednesday between 10am and 3pm (51442603) or email us at cstagg@saleshow.com.au us to obtain a refund of fees already paid.

Please note, however, if your cancellation is within three weeks of the start of the Sale Show, we will withhold \$40 and refund the balance.

There will be no refund if the cancellation is within one week of the start of the Sale Show unless Sale and District Agricultural Society are required to cancel.

Banned items for sale:

The Victorian Showmen's Guild and Victorian Agricultural Shows Ltd have agreed that the following items are banned at Agricultural Shows in order to protect and attract families to local Shows.

- Explicit and Hardcore T Shirts
- Explicit DVD's and Videos
- Fake Cigarettes
- Fuel Type Fire Lighters (Zippo)
- Iridescent Hair Spray
- Trumpets
- Knives (including Pen Knives) –excluding appropriately packaged kitchenware sets
- Metal and Wooden Martial Art Nunchakus
- Laser Pen Lights and / or Laser Toys
- Playing Cards (Nude, Lewd)
- Pressure Pack Fart Gas
- Pressure Pack Snow
- Pressure Pack Silly String
- Drug Related Goods (including Cocaine Kits, Bong, etc.)
- Stink Bombs
- Water Pistols longer than 150mm
- Water Bombs

Toy Guns are Acceptable, however the following are NOT

- Guns that are designed to project any form of object or projectile
- Pellet Guns
- Ball Bearing Guns
- Replica Guns (Bullet Type)
- Pop Downs (Throw Downs)
- 8 Shot Caps (Caps only banned)
- Strip Caps (Caps only banned)
- Roll Caps (Caps only banned)
- Fireworks or Crackers
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There is also an agreement that Dagwood Dogs, Fairy Floss and medium-large plush toys are only available for the members of the Victorian Showmen's Guild to sell.

Please be aware that the Showmen's Guild dictate what they provide to us at the Sale Show.

We are not notified of what food stalls and rides will be available in advance, we only find out as the Showmen's Guild start to set up.

Abuse towards organisers will not be tolerated from stallholders regarding what the Showmen's Guild decide to bring to the Sale Show, as it is out of our control.

Abuse may result in being asked to leave the premises and you will not be asked to come back to future shows.

Restricting Products from sale:

We do our best to respect all Stallholders by trying not to have too many double ups of the same products. We want to see everyone have a successful show.

This is why we ask you to provide us with a full list of items you plan to sell.

We reserve the right to ask you to hold items from sale if we already have filled the quota of a certain product.

If we find the items you've been asked not to sell on display at the Sale Show we reserve the right to ask you to remove these items.

Food Traders:

Please provide a copy of your current Food Act Registration certificate to us.

You are also required to log a Statement of Trade electronically.