

# Moss Vale & District A.H. & I. Society Incorporated

## Trade Site / Site Holders Application

Moss Vale Showgrounds – Illawarra Hwy, Moss Vale  
9<sup>th</sup>, 10<sup>th</sup> & 11<sup>th</sup> March 2018.

Moss Vale Show, staff will be on site from 6am - cars MUST be removed by 8.00am, trading to commence at 9am  
Moss Vale Show gates are open from 9am – 9 pm Friday & Saturday, Sunday is 9am-3pm

Email - [markets@mossvaleshow.com.au](mailto:markets@mossvaleshow.com.au)

Phone – Bridie 0428 672 400 or Rachele 0432737790

Please TICK your selection/s	
3m frontage site, non van \$220	<input type="checkbox"/>
4m frontage site, including vans \$240	<input type="checkbox"/>
6m frontage site \$370	<input type="checkbox"/>
9m frontage site \$520	<input type="checkbox"/>
12m frontage site \$670	<input type="checkbox"/>
Additional frontage \$50 per meter, please state required additional meters _____	<input type="checkbox"/>
Non-for-profit Organisation, please attach proof \$150	<input type="checkbox"/>
Food Vendor Fee \$330	<input type="checkbox"/>
Beverage Vendor Fee \$165	<input type="checkbox"/>
Electricity (if required) \$45	<input type="checkbox"/>

\* Please note all prices include GST

\*\* Payment is required upon approval, to secure your site

Name:

Business Name:

ABN:

Phone:

Email:

Social Media Platforms:

Website:

Public Liability Insurance Certificate details: (please attach)

Please list a description of goods/services:

I \_\_\_\_\_ agree, as a stallholder/s of Moss Vale Show to abide by all the terms and conditions set out.

Signed:

Date:

### **Terms and Conditions**

**Moss Vale & District A.H. & I. Show Committee ABN 53 270 629 401 is referred to as the "Organiser"**

#### **ATTENDANCE & WEATHER CONDITIONS:**

This is an all-weather show and we operate irrespective of weather conditions unless deemed dangerous. Inclement weather is **no excuse** for non-attendance.

As a site holder you have an obligation to attend the market. This is not only paramount to the success of the market but also supports fellow site holders who trade and rely heavily on the show as a source of income.

It is a site holder's responsibility to ensure that their product is protected and that they have all the necessary equipment on hand to do so (i.e. gazebo sides, weights to secure gazebo etc). Management requires that all stallholders plan against adverse weather conditions such as rain, wind, cold and heat and ensures that appropriate safety and wet weather procedures are in place.

Showground Management shall not be liable for loss or damage to stock and/or equipment however caused.

#### **FEES:**

All fees are to be paid in full two weeks prior to the Show. We will invoice you upon acceptance of your application. Failure to pay site fees within this timeline will result in the site being cancelled and allocated to someone else. Credits and/or refunds will not be issued for bad weather on Show days. Should a site holder choose not to attend a show for whatever reason the site fee must be paid whether the site holder is in attendance or not. It is not the responsibility of Showground Management if for any reason a site holder is unable to or does not wish to attend the Show.

#### **EARLY DEPARTURES:**

In the best interest of the show and as a courtesy to fellow traders, early departures will not be permitted. Marquees are to **remain erected** until close of market trade. In the event of a 'sell out', site holders are to display a sign indicating that their goods are 'sold out' and marquees are to remain standing. Consideration will be given to special circumstances and only by prior arrangement. In the event that an early departure has been approved by Showground Management, marquees and all equipment must be 'walked' out. No vehicle access during show trade hours.

### **VEHICLE SAFETY/UNLOADING PROCEDURE:**

Site holders must unload vehicles then take the car out of the market precinct and park in the designated areas **before setting up their stalls**. Vehicles must drive slow at all times. Lights on if dark.

### **SITE HOLDER VEHICLE PARKING:**

Site holders and their staff must park vehicles where directed. Follow showground staff directives re vehicle parking and/or restrictions. **Do not park in areas designated for customer parking**. It is very important that our customers have the ability to park in the closest adjacent streets so that have the best opportunity to get to the market. This includes site holders staff.

### **END OF TRADE PACK UP/VEHICLE PROCEDURES:**

All stock, goods and/or items must be packed up first. Marquees to be dismantled and packed up last. Site to be cleaned and all rubbish removed. Vehicles to enter market grounds once the above have been done first.

### **RUBBISH REMOVAL:**

Site holders are responsible for the removal of all rubbish and must leave their site clean and clear of all debris. The rule is simple: If you bring it in, you take it home. **Showground bins are strictly not for site holders use**. Do not throw boxes and food products in the Council rubbish wheelie bins. Any stallholders found using our bins will incur a rubbish removal fee.

### **SALE OF MANUFACTURED FOODS, HOT FOODS, CONSUMABLE GOODS & FOOD PERMITS:**

It is the stallholders obligation to ensure that **all Council and Government guidelines and health regulations are met**, that all appropriate licenses are obtained, that the setup of the stall meets all Council, health and safety requirements and that these obligations are met at all times and are adhered to. Including correct product labelling.

### **QUALITY OF PRODUCT:**

All stallholders are asked to assess their products and to ensure that quality goods are sold. In the best interest of our market to not sell poor quality products. As a seller/stallholder your goods must comply with Showground Management criteria and set standards. Stallholders consistently breaching of this will be dealt with accordingly. If you fail to follow managements request your stall will be removed from the market without warning.

### **EQUIPMENT:**

Stallholder to supply own equipment and to ensure that they have everything required to operate - gazebo/s, weights/sandbags, table/s, chairs, cooking equipment etc

### **SITE PRESENTATION & SIGNAGE:**

Please ensure that your site is well presented, tidy and safe at all times. Tablecloths are to be used and signage promoting your stall and/or products is highly recommended. Signs erected must not impede pedestrian flows, must not display any offensive material and must be clean and presentable. You should theme your stall creatively and professionally to attract customers.

**STALL & PERSONAL SECURITY:**

Security of a site holder's stock, produce, equipment, cash and personal effects is the responsibility of the stallholder.

**SITE HOLDERS CONDUCT:**

Site holders are expected to act in a professional manner at all times. Showground Management will not tolerate any offensive comments, unwarranted gossip or bad behaviour.

**PUBLIC LIABILITY/INSURANCE:**

Showground Public Liability does not cover stallholders and/or their products. It is the responsibility of all stallholders to ensure that they are insured for Public Liability, Personal Indemnity and Product Liability (where applicable) as required by law, that their stall area remains clean and safe to the public at all times and to ensure that their product meets statutory health requirements and in no way poses any health risks to the consumer.

**WEIGHTS/SECURING GAZEBOS:**

Irrespective of weather conditions, **gazebos must be weighted down with heavy sandbags or with appropriate and secure weights at all times.** Note: This is an insurance requirement and is mandatory. Absolutely no exceptions.

**ELECTRICITY & ELECTRICAL EQUIPMENT:**

Electricity will be provided to site holders at an additional cost. Request for electricity usage must be applied for and is subject to approval and availability. Limits to the number of power points allocated and amperage available applies. Site holders are to ensure that all power leads and/or electrical appliances used are safe and that they comply with Occupational Health & Safety (OHS) requirements and are tagged and tested in accordance with statutory guidelines. Credits/refunds will not be given for any electrical supply issues. Only 10amp power is provided.

**LIGHTING:**

The Show runs after dark, please ensure you have appropriate lighting for your stall. Battery operated or chargeable will be required if your site does not have power.

**VENDOR/ STALL SITES:**

Stallholders do not own their sites, obtain no rights to their sites, cannot transfer or sell their sites or otherwise deal with their sites. Showground sites/stalls are hired strictly on a weekly basis. Showground Management reserves the right to cancel, alter or re-allocate sites to other stallholders.

**EXCLUSIVITY:**

No site holder is guaranteed exclusivity for their product. In accordance with Department of Fair Trading regulations the Moss Vale Showground cannot offer exclusivity for any product(s), however, Showground Management will endeavour to prevent an excess of duplicate products.

The Showground Management retains the right to decline approval and/or refuse entry to any Vendor, product and/or service to the market. The Organiser reserves the right to reject any

applications or rescind a prior approval and not to enter into correspondence or otherwise explain the reasons for its decisions.

**PROMOTIONAL MATERIAL/ADVERTISING:**

Showground Management reserves the right to use stallholder images and/or photos which may contain images of the stallholder and/or their produce for promotional purposes.

**GENERAL RULES AND CONDITIONS:**

Showground Management reserves the right to refuse entry to any person and/or trader or to refuse the sale of any item and/or product. Showground Management shall not be liable for the loss or damage to any vehicle, anything therein, or to any person from whatever cause arising and whether due to the negligence of the Showground operators.

In fairness of diplomacy each stallholder is allocated a warning to rectify breaches, herein after the market operator reserves the right to remove the stallholder from the market without further negotiation

**SHOWGROUND TICKETS:**

3m site holders will be issued 1 all day access passes, 4m sites will be issued with 2 all day access passes. These are to be used by yourself and any additional staff. Additional passes may be purchased.

We appreciate your patience with the showground applications forms this year, we are excited to be helping organise this side of the Moss Vale Show.

Thank you,

Bridie and Rachelle.

**OFFICE USE ONLY**

- Approved
- Paid, cheque/bank transfer, cash
- Insurance sent
- Site size required
- Power required