

# STALLHOLDERS INFORMATION HANDBOOK



On behalf of the Cowra Spring Show, we appreciate the commitment you have made in agreeing to attend our 2022 show.

In this package you will find all the information regarding your stallholder responsibilities and procedures for your time at our show.

We look forward to having you!  
Please don't hesitate to contact our office  
With any queries or issues  
Show Office 02 6342 1977  
[springshow@cowrashow.com](mailto:springshow@cowrashow.com)  
PO Box 109, Cowra, NSW, 2794  
5 Grenfell Road, Cowra, NSW, 2794



**Stallholder Application**  
**Pavilion Stall**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Public Liability Policy Number:** \_\_\_\_\_

**ABN (if applicable):** \_\_\_\_\_

**Type of Stall/Business/Products on Offer:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Number of Stalls Required (3m x 3m):** \_\_\_\_\_

<b>Power Required?</b>	<b>YES</b>	<b>/</b>	<b>NO</b>	<b>\$</b> _____
	Single Phase: \$25		3 Phase: \$35	

<b>Charges:</b>	\$100 per site Community Groups and Schools should refer to Show Secretary for charges	<b>\$</b> _____
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<b>Tickets:</b>	You will be sent a code for Ticketek @ \$5 per Person	<b>\$</b> _____
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<b>Camping:</b>	\$25 x _____ night(s)	<b>\$</b> _____
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<b>Total</b>	<b>\$</b> _____
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<b>10% GST</b>	<b>\$</b> _____
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<b>Total Payable</b>	<b>\$</b> _____
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**Payment:** Invoices will be sent on receipt of this signed form

**Ticket Numbers Required** \_\_\_\_\_

**Signature:** \_\_\_\_\_

*By signing this agreement, I understand the guidelines outlined in this application, the responsibilities I am agreeing to, and will ensure to abide by them for the entirety of The Cowra Show.*

## **Trading at the Cowra Spring Show**

Prior to trading at the 2022 Cowra Spring Show, you must have:

- Signed and returned all enclosed documents
- Paid site fees (and all other relevant costs)
- Have provided copies of insurances and/or relevant certification to the Cowra Show Society
- Have read and understood all guidelines regarding the 2022 Cowra Spring Show.

## **Stall Set Up**

- Stallholders will be permitted to set up their stalls Thursday 13<sup>th</sup> October 2022, between 9am and 5pm, and Friday 14<sup>th</sup> October 2022 between 8am and 10am. This will be applicable for all stallholders, unless otherwise negotiated with the ground steward prior to the 13<sup>th</sup> October 2022.
- Vehicles will be permitted on site for set up and pack up on clearance with the ground steward and gate marshals. Stallholders must be aware of pedestrian activity, and follow the directions of the grounds steward, gate marshals and other Cowra Show Society personnel.
- All tables, racks, displays, storage boxes, stock, merchandise, signage and other stallholder items must be set up and remain within the designated stall boundaries as marked.
- All displays and signage along neighbouring stall boundaries must be inward facing only, regardless of the height.
- Marquees and stall equipment are to be provided by the stall holder, and can be erected within the stall's allocation.

## **Stall Pack Up**

- Pack up of stalls is permitted Sunday 16<sup>th</sup> October 2022. This will be applicable for all stallholders, unless otherwise negotiated with the ground steward prior to the 13<sup>th</sup> October 2022. Those servicing the Horse events are permitted an extra day to pack up.

## **Stall Attendance**

- It is an expectation of the Cowra Show Society that all stalls are open and trading during the opening hours of the show. This is from 3pm – 9pm Friday the 14<sup>th</sup> October, and from 9am – 9 pm Saturday 15<sup>th</sup> October.
- Tickets for staff working on the stall must be purchased from Ticketek once the code is supplied prior to the show or on entry.

## **Where to Park**

- All vehicles will be required to park outside the grounds, unless they are specifically required as part of your stall/display. Vehicle passes can be obtained prior to Thursday 13<sup>th</sup> October 2022 by contacting the show office.

## **Terms and Conditions**

- All applications are subject to approval by Cowra Show Society. All applications must be paid 7 days from invoice..
- Due to the nature of the event, Cowra Show Society will restrict multiple sites selling the same products. This will be on a first in first serve basis.
- Stall sites are 3 x 3m for single sites, unless a double site has been booked. Sites are not to exceed the allocated space. If you exceed the space you have booked you will be asked to remove anything that impedes on other stallholders space.
- Cowra Show Society reserves the right to determine location of your stall or display. Stallholders will have an allocated space on the Cowra Showground and will set up their stall where directed by a member of the committee.
- Stallholders are required to provide their own marquees, tables, chairs and any equipment they require to operate their stall. All leads must be tested and tagged as electrically safe by an electrician, suitable for external use and be taped down. It is the stallholders' responsibility that the stall setup complies with all WHS requirements.
- Power will be allocated prior to the event, so it is important that all power necessities are outlined on the application forms. There will be no additional requests for power taken on the days of the show. The ground steward has the right to disconnect any powered items not stipulated on the application form at any time during the show.
- Presentation of your stall and products must be of a high standard. Stallholders should be considerate of other stallholders during the course of setting up, dismantling and during show times.
- It is essential that stallholders must follow instructions from the ground steward and other Cowra Show Society executive committee members.
- Visual inspections of each stall will be carried out throughout the show to minimise potential for injury.
- If the Cowra Show is cancelled due to any unforeseen circumstances or uncontrollable external factors, 100% fee refunds will be given to stallholders that had been accepted to attend.

***The Cowra Show Society reserves the right to reject any stall or stallholder at the show if they do not comply with these requirements.***

**PLEASE NOTE:**

**WE WILL BE LOOKING FOR TRADERS TO BE IN THE VARIOUS AREAS**

**WE ARE LOOKING FOR FOOD AND COFFEE TRADERS THAT WILL ALSO SERVICE THE HORSE**

**EVENTS ON FRIDAY, SATURDAY AND SUNDAY AS WELL AS ROOFTOP EXPRESS AND THE**

**DEMOLITION DERBY. PLEASE TELLS IN YOUR REPLY IS YOU WOULD LIKE THESE AREAS.**

