



THE 142ND ANNUAL

Cowray Spring Show

13TH & 14TH OCTOBER 2023

SCHEDULE

Stallholder Application
Outside Stall

Name: _____

Address: _____

Contact Number: _____

Email: _____

Public Liability Policy Number: _____

A copy of your current certificate must be included with your application. If a current policy is not held, an ASC fee of \$20 per site must be paid.

ABN (if applicable): _____

Type of Stall/Business/Products on Offer: _____

Size of Site Required: _____

<u>Power Required?</u>	YES	/	NO	
	Single Phase: \$25		3 Phase: \$35	
<u>Charges:</u>	\$22 x _____ metres of frontage =			\$ _____
<u>Tickets:</u>	\$15 x _____ staff			\$ _____
<u>Camping:</u>	\$25 x _____ night(s) =			\$ _____
<u>Public Liability Fee:</u> <i>(If a current policy is not held)</i>	\$20 per site held =			\$ _____
			Total Paid	\$ _____

Payment: **Cheque / Cash / Mastercard / Visa / EFT**

BSB: 032 820

Acc: 280 323

Credit Card Number: _____

EXP: _____ / _____

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.

Stallholder Application
Pavilion Stall

Name: _____

Address: _____

Contact Number: _____

Email: _____

Public Liability Policy Number: _____

A copy of your current certificate must be included with your application. If a current policy is not held, an ASC fee of \$20 per site must be paid.

ABN (if applicable): _____

Type of Stall/Business/Products on Offer: _____

Number of Stalls Required (3m x 3m): _____

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

Charges: Schools & Not for Profit Organisations = \$60 per site \$ _____
 Other Traders = \$85 per site \$ _____

Tickets: \$15 x _____ adult staff \$ _____

Camping: \$25 x _____ night(s) \$ _____

Public Liability Fee: \$20 per site held \$ _____
(If a current policy is not held)

Payment: **Cheque / Cash / Mastercard / Visa / EFT** **Total Paid** \$ _____

BSB: 032 820

Acc: 280 323

Credit Card Number: _____

EXP: _____ / _____

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 2023 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 2023 Cowra Spring Show.

Stall Set Up

- Stallholders will be permitted to set up their stalls Thursday 12th October 2023, between 9am and 5pm, and Friday 13th October 2023 between 8am and 10am. This will be applicable for all stallholders, unless otherwise negotiated with the ground steward prior to the 10th October 2023.
- 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 15th October 2023. This will be applicable for all stallholders, unless otherwise negotiated with the ground steward prior to the 10th October 2023.

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 13th October, and from 9am – 6pm Saturday 14th October.
- Tickets for staff working on the stall must be purchased with application, 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 12th October 2023 by contacting the show office.
- Parking can be found in allocated areas along Grenfell Road and in surrounding side streets.

Terms and Conditions

- All applications are subject to approval by Cowra Show Society. All applications must be accompanied by a payment and be completed in full. Payment terms once invoiced 7 days. The Cowra Show Society will not be responsible for chasing outstanding payments.
- 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.