



Dear Siteholder

Thank you for booking a site at the 2019 40th Anniversary of the Fred's Pass Rural Community Show. It is only with your support that we can keep this important community event alive and flourishing for future generations. We look forward to seeing you at the Show.

DISCLAIMER: FPRS reserves the right to re-allocate the position or location of the site due to circumstances that may require re-allocation.

- Your Tax Invoice will be or has been emailed. Full payment is required prior to the Show and any passes to be purchased prior to the Show or at the gate.
- Site-holder information, regulations and conditions are enclosed and can also be found at <http://www.fredspassruralshow.com.au/show-regulations-conditions/>
- Health Department information is enclosed (*for food sites only*) - more information can be sourced at <https://nt.gov.au/industry/hospitality/food-safety-and-regulations>
- Freds Pass Rural Show Committee promotes a Non-Smoking environment
- Site-holder parking – Site holders will have use of the Palmerston-Polocrosse Oval for parking. You will need your Site Holder Pass on your dashboard to gain entry to this car park.

SITE MANAGER

All enquiries for sites should be directed to the Site Manager, Robert Hall. Please contact the office on 0488 588 202 or, alternatively, please come to the office as it will be manned. We will get in contact with the Site Manager for you.

VEHICLE ACCESS & SITE SETUP

Please note the reserve is open from 6.00am on Saturday and Sunday. Due to Workplace Health & Safety issues, Vehicle access ceases from 8.00am each day. One Vehicle Pass is allocated to each site-holder.

Site-holders have access to the reserve from 5.00pm on Thursday 16 May with security commencing at this time. **The Reserve is available all day Friday for site-holder set-up.** Site-holders must be set up each day by 8.00am. There is also a policy that no site-holder can have vehicular access to the Reserve from 8.00am to 12midnight on Saturday and 8.00am to 3:30pm on Sunday. There are no exceptions to this rule. Dismantling of sites can commence from 3.30pm on the Sunday. It is mandatory as part of your site holder agreement that no sites are permitted to leave the grounds until after 3.30pm on the Sunday. One day sites are not permitted at any time unless previous arrangements have been made the FPRS committee. NO VEHICLES ARE PERMITTED ON THE GROUNDS FROM 8.00AM TO 12:30PM ON THE SATURDAY AND THE SUNDAY FROM 8.00AM TO 3.30PM – NO EXCEPTIONS WILL BE GRANTED. SECURITY WILL STOP YOU FROM LEAVING PRIOR TO THIS TIME.

ELECTRICAL COMPLIANCE

All site-holders with electricity will require "test and tag" for each of their electrical appliances. **Georgie Bowden will be onsite to 'test and tag' on Friday 17 May during setup. She will be onsite between 8:30am and 3:30pm. She will also be onsite for those setting up on Saturday morning between 6am and 8am.** Her fee is **\$5/item** which is to be paid at the time of procedure. Georgina is available on 0402 131 062 should you wish to arrange pre-setup testing and tagging.

SATURDAY/SUNDAY ENTERTAINMENT/CHILDREN'S ENTERTAINMENT

There is a great line-up of entertainment and children's entertainment for both Saturday and Sunday. Visit www.fredspassruralshow.com.au

We encourage you to get this out to all social media friends to encourage to get our message out.

INSURANCE

Please ensure you have provided a copy of your Public Liability Certificate of Currency. If you do not have a certificate, please call our coordinator on 0488 588 202 to arrange coverage under the Show's insurance. A small charge applies.

SHOW ENTRY – WRISTBANDS & PARKING PASSES

All site-holders must have an entry wristband to gain access to the Show. Guards will be at the gates checking for wristbands so please ensure you and your staff ALL have their wristbands and have them on their arm. Site holder vehicle passes/wristbands can be purchased on our website or from the Show Office.

The Show Office will be open Monday to Friday 3 May to 17 May from 7.30am to late to collect your ordered passes and site holder vehicle passes. If you have arranged postage, these will be posted by Monday 6 May. No passes will be posted past that date so you will need to collect from the Show Office direct.

FOOD STALLS

Stall holders selling food are responsible for completing their own Applications to Register a Food Business (if not already done). Note which Food/Drink you will be selling on your application.

Please go to the link below to submit your Registration if not completed.

<https://nt.gov.au/industry/hospitality/register-or-renew-a-food-business>

Please also make yourself aware of the safety regulations when dealing with food:

<https://nt.gov.au/industry/hospitality/food-safety-and-regulations>

GAS COMPLIANCE

Each stallholder is responsible for ensuring their gas cylinders and regulators are compliant.

Please click on the following link to ensure you're up to date with compliance requirements:

<http://www.worksafe.nt.gov.au/PDF%20Conversion/guide-electrical-equipment-and-gas-installations-at-markets-shows-and-sporting-events.pdf>

All Food sites are required to have a fire extinguisher and fire blanket. Work Health and Safety will be checking that these are available.

PLASTIC FREE

The Freds Pass Rural Community Show is supporting global awareness & sustainability and, in line with the Darwin City Council policy, has introduced a ban on the use of single use plastic plates, single-use plastic cups, including disposable coffee cups, smoothie cups, lids, plastic straws and plastic eating utensils, stirrers, plates, bowls, and takeaway containers at the Freds Pass Rural Show. Single use plastic drink bottles are permitted. These will all be phased out from use at the Freds Pass Rural Community Show from 1 May 2019.

These changes have been implemented to reduce the amount of single use plastic used and protect Darwin's unique environment.

Cups and Lids	Paper / PLA* lined	PLA*
Ice-cream cups	Edible	Paper / PLA* lined
Cutlery	Bamboo / wood	PLA*
Straws	Paper	PLA*
Hot food		
Paper bags	Paper	Paper lined with PLA*
Containers	Biocane	Paper lined with PLA*
Plates and bowls	Palm leaf / Bamboo / paper	Biocane / paper lined
Cold Food		
Containers	Cardboard unlined	Cardboard lined with PLA*

It's time to say NO to single use plastics. Going plastic free, reducing your waste and environmental impact is easier than you think.

A few local suppliers are Asian Imports 8980 8888 & Rewards Hospitality 1800 473 927.

For More information from the Darwin City Council, please visit https://www.darwin.nt.gov.au/community/programs/climate-change-and-environment/plastic-wise?fbclid=IwAR2ioCx0te48bEio4TclzGy6bJ8BKloy_1DgQdSTjKrysCNMDX4wKB2wzHI

CAMPING

Camping on the showground is not permitted. Vans or trailers which are part of your fixed display must remain on the grounds throughout the duration of the show.

RUBBISH AND WASTE REMOVAL

Stallholders are responsible for the immediate removal of all rubbish from their sites and to ensure stalls are always kept in a clean and tidy condition. Large product boxes and packaging are to be crushed before disposal in large commercial bins.

A charge will apply following the Show if stallholders leave Rubbish and Waste of \$30.00 for each site.

WASTE WATER, OIL & REFUSE

An impervious container must be available for the collection and storage of waste water from the hand washing and utensil washing containers.

Oil and refuse containers must be immediately emptied when full and disposed of into dedicated refuse storage facilities provided.

STALL SITES

Stall charges are for Ground Space Only, shade, partitions, passes, etc. are not included. All stall structures, shade and displays are to be located within the boundaries of the site. Please ensure correct dimensions are recorded on all orders and applications. Ensure you book the correct size you require with full dimensions including if you have a van/trailer/gazebo, include Back of House, placement of signage, open awnings, tow bars, all outside equipment-width, depth, & height.

The space must be used ONLY for the purpose specified on the Space Allotment Card/ Stall Holder number. All space holders must have their allotment card and number clearly and prominently displayed on their stands.

**2019 FRED'S PASS RURAL SHOW
REGULATIONS & CONDITIONS**

Site holders

1. **All site holders must have acquired wristbands to be entitled entry to the Show.**
2. All site holders to pay \$100 bond at the time of your booking/site fees, fully refundable on the condition the site remains occupied for the full duration of the show and left in the same condition. See Rubbish and Waste cost if not removed.
3. Site holders are prohibited from selling, giving away or using as prizes any article which could cause annoyance to the public at the Showgrounds as deemed by the Committee. This includes balloons sticks, water pistols, fireworks, cap guns, chewing gum, or offensive material.
4. Site holders if required will be provided with one (1) 10 amp power outlet at a cost of \$55.00, 15 amp power outlet at a cost of \$65, 3 Phase at a cost of \$75. Additional power requirements can be arranged with Event Coordinator. Multiple power boards are not to be used off the one outlet.
5. Commercial food Site holders will incur an additional 25% levy on Base Site fee. Food Court Occupancy will incur additional 10% levy on Base Site Fee.
6. Accepted applications for a site must be paid in full by **6/05/2019** to ensure confirmation of site, late payment may result in loss of preferred site. Decision will be at the discretion of Event Coordinator. The committee at its discretion may approve late site holders.
7. Sites must only be used for the purpose specified in the 'Site holders Application Form'. The Committee reserves the right to close sites selling/displaying items which have not been approved.
8. Sub-letting of space is prohibited, unless specific approval in writing by the Committee.
9. Cool room attracts a **power fee** of \$40.00. Cool rooms to be arranged by site holder direct.
10. No refunds will be made to Site holders unless approved by the Committee.
11. The Committee will not be responsible for any accident which may be caused through or by the Site holder, or which may happen in connection with his/her business, and the Site holder shall hold the Committee harmless, and indemnify it against any legal proceedings arising from every or any such incident.
12. **All food sites must provide a current Health Food Permit.** Food Vendors to include a description of the beverage & food they propose to sell. Plastic-Free- no single use plastic cup, plates, cutlery, straws, takeaway containers permitted- Please see Plastic FREE Clause.
13. It is essential that a copy of your Public Liability Certificate of Currency is attached to site application. (If needed "Not for Profit" organisations may apply to Freds Pass Show to be included on FPRS policy).
14. All site allocation is at the Committee's discretion. The Committee reserves the right to change sites without prior notice. Ensure you book the correct size you require with full dimensions including if you have a van/trailer/gazebo, include Back of House, placement of signage, open awnings, tow bars, all outside equipment-width, depth, & height.
15. Site holders can begin setting up from Thursday 5pm (Security patrols will commence from 5.00pm Thursday and conclude at 8.00am Monday).
16. **ALL VEHICLES not part of any exhibit must be removed from the exhibition area before by 8.00 am Saturday and 8.00 am Sunday unless approved by the Committee.**
17. The Committee is not responsible for Site holders' sites. It is recommended that Site holders obtain insurance should loss or damage occur.

18. **Site holders may commence site dismantling no earlier than 3pm Sunday with vehicle access from 3.30pm (this is due to public safety). No exceptions permitted.**
19. All Show entries must be collected, sites dismantled and removed from the grounds no later than 24 hours after the completion of the Show. **No exceptions permitted.**
20. Site holders and Exhibitors must adhere to Work Health and Safety Regulations or risk being asked to leave the grounds.
21. All site holders selling food must have a fire extinguisher and fire blanket on site.
22. The use of loud speakers or amplifiers is prohibited unless approved by the Committee.
23. Games of chance are prohibited unless approved by the Committee.
24. The Committee shall have the right to remove from the Showgrounds, at any time, any exhibit, sideshow, and/or any person connected with it, which, in the opinion of the Committee, is objectionable or may be detrimental to the Committee's interest and no person so removed shall have any right of action or claim for damages against the Committee or Committee members in respect of any action taken by the Committee under these regulations.
25. Site holders must remove any rubbish or waste immediately in the vicinity of their site. A charge will apply following the Show if stallholders leave Rubbish and Waste of \$30.00 for each site.
26. The Committee reserves the right to cancel or postpone the Show or any part thereof for any sufficient cause.

Exhibitors

1. **All exhibitors must have acquired wristbands to be entitled entry to the Show.**
2. All Hall and Livestock entries and applications to be made in writing and to include name, address and age, where applicable. Late entries will not be accepted.
3. All work shall be the work of the exhibitor, and agricultural entries shall be grown by the exhibitor
4. All persons exhibiting shall accept the decisions of the judges appointed by the Show Committee as final.
5. No exhibitors shall be permitted to be in attendance while the judging of exhibits is in progress unless by special request of the stewards.
6. The Committee shall not be responsible for any accident that may be caused to or by any exhibit and will not be responsible for any loss or non-delivery of exhibit.
7. Prize money and prizes will be distributed from the Show Office during the Show, Saturday from 1.30 pm to 2.30 pm and 3.30 pm to 5 pm, Sunday from 10 am to 11.30 am and 2 pm to 3 pm.
8. Exhibitors are prohibited from selling, giving away or using as prizes any article which could cause annoyance to the public at the Showgrounds as deemed by the Committee.
9. Any livestock found in a prohibited area will be banned from all competition and must be removed from the Reserve.
10. Entries may be lodged with the Show Secretary by registering and paying online www.fredspassruralshow.com.au, post: PO Box 639, Coolalinga NT 0839 or hand delivered to the Electorate Offices at Coolalinga and Howard Springs between 9.00am and 5.00pm Monday to Friday commencing 01/03/2018.
11. All Show entries must be collected, sites dismantled and removed from the grounds no later than 24 hours after the completion of the Show (no exceptions).
12. Exhibitors and Site holders must adhere to Work Health and Safety Regulations or risk being asked to leave the grounds.
13. The use of loud speakers or amplifiers is prohibited unless approved by the Committee.
14. Games of chance are prohibited unless approved by the Committee.
15. The Committee shall have the right to remove from the Showgrounds, at any time, any exhibit sideshow, and/or any person connected with it, which, in the opinion of the Committee, is objectionable or may be detrimental to the Committee's interest and no person so removed shall have any right of action or claim for damages against the Committee or Committee members in respect of any action taken by the Committee under these regulations.
16. The Committee reserves the right to cancel or postpone the Show or any part thereof for any sufficient cause.

Contact details:

Show Office:

M: 0488 588 202

E: info@fredspassruralshow.com.au

W: www.fredspassruralshow.com.au

A: Physical – Freds Pass Reserve, 20A Bees Creek Road

P: P O Box 639, Coolalinga, NT 0839