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# TRADERS & SITE HOLDERS HANDBOOK

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**Established 1859**

WHITTLESEA AGRICULTURAL SOCIETY INC  
P.O. Box 83 Whittlesea  
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## Applying for a site to display, demonstrate or sell products and services at the Whittlesea Show

All applications for sites must be completed online, go to <http://www.whittleseashow.org.au>

Click on Trade Space



Information Sponsors News Attractions Pavilions Exhibitor Sections Trade Space +

Complete the application form, upload your current public liability certificate. Applications cannot be submitted without a public liability certificate of currency.

Click on Submit

- You will receive an email confirming your application.
- You will be advised if your application is accepted.
- Applicants who are successful will receive an invoice by email.
- Invoices must be paid by the due date to confirm the site booking

## The right to occupy a site

Amusements or trade sites on the Show grounds must be arranged and paid for and a current public liability certificate provided before the site holder can gain admission to the grounds, and at all times whilst on the grounds are subject to the direction of the Grounds Manager or the Grounds Managers Staff.

All traders and amusement operators must have a COVID safety plan which is compliant with all Government directives at the time of the show, such plans must be available for inspection by grounds staff and or government representatives

The Society Grounds Manager or Safety Officers have the right to close down any Amusement or other activity without giving any reason for such action, and all fees be forfeited to the Society and such decision shall be binding.

Amusement operators must complete AMUSEMENT SUITABILITY & SAFETY ASSESSMENT when applying for a site, the assessment is available on the Whittlesea Agricultural Society Inc web site.

<https://www.whittleseashow.org.au/tradespace/>

## Withdrawal of products

At all times, the Whittlesea Agricultural Society reserves the right to order the withdrawal of any product or service for any reason whatsoever from any Exhibitor's stand at any time.

## Unacceptable items for sale use or display:

Items that are not permitted to be sold shown or displayed include but are not limited to:

- Firearms or any type of weapon
- Knives, Swords etc
- Items that fire projectiles (e.g. bows with arrows, cap guns etc.)
- Helium filled balloons
- Spray cans of paint or similar products
- Raffle tickets

If you are unsure about any item, you may wish to exhibit please contact the Grounds Manager or Safety Officer.

## Items not listed on the application form:

Cannot be sold, demonstrated, or given away during the show.

## Security

Show Security starts from 6:30 pm on the Friday of the Show weekend.

The grounds will be patrolled by security from Friday at 7: 00 PM until 7: 00 PM Sunday of the Show.

**All exhibits and goods on any site are left at the Owner's risk.**

## Contacting the grounds staff

Show days are particularly busy for the grounds staff, if your phone call is not answered, please wait a few minutes and try again as messages can take time to be received and answered.

**Grounds Manager 0429 050 288 Administration office 97162835**

**Text messages will not be answered during show days.**

**Contact via social media will not be accepted by the ground's manager at any time.**






## Electrical equipment

240-volt mains or generator supplied electrical power is available to many sites. Electricity is only available to stallholders who have requested and paid for such electricity prior to the Show

- Electrical cables must not be laid across walkways, paths, roads, or any area where damage may occur to cables or areas that may become wet
- Electricity cables must have current compliance test tags attached to the **supply end** of the cable



- The use of household power boards is not allowed.

 <p>Domestic power boards are not allowed.</p>	 <p>Industrial power outlets with RCD switches and in date test tags are allowed.</p>	 <p>Power board must not be daisy-chained together</p>
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## Waste disposal and recycling

All packaging and other materials brought on to the grounds by a site holder must be removed by the site holder at the end of each day.

Any packaging or refuse left on site will be removed and a fee of \$250.00 will be charged.

## LPG gas equipment.

If you intend to use or store LP Gas on your stand the following must be adhered to:

- Manufactured appliances must be AGA Certified.
- Units not certified must undergo Second Tier Certification.  
(Contact Origin Energy Appliance Test Lab (08) 8440 1669).
- 'External only' appliances must not be used indoors (e.g. BBQ's labelled for outdoor use only)

## Location of LPG cylinders

- A minimum clearance of 1,500 mm (1.5metres) is required to be maintained from ignition sources such as electrical switch boards and power inlet sockets.
- Cylinders must not be located in a poorly ventilated area that would contain any gas leak.
- Cylinders are to be secured upright with cylinder pressure relief valve facing away from structures, ignition sources or work areas
- Indoor LPG Cylinders must be correctly placed and secured.
- No damaged flexible hose assemblies are permitted.
- No damaged fixed copper pipes are to be used.
- The cylinder must be removed from the building overnight if in an Indoor Trade Space Area and the connection must be checked for leakage every morning.

Energy Safe Victoria can supply more information if required.

## Public Liability Insurance

All Trade Space Exhibitors must have a current Public Liability Insurance Policy to cover their site at the Show. A copy of the current policy must be sent with your Trade Space Application Form. If you do not have a current policy, then you will not be permitted to set up or operate the site during the show period. There are several insurers who provide short term cover online. (The site holder is responsible for the suitability of their insurance cover).

## Covid Plans

All traders and amusement operators must have a COVID safety plan which is compliant with all Government directives at the time of the show, such plans must be available for inspection by grounds staff and or government representatives.

Site holder are responsible for ensuring compliance with their plan at all times.

## Smoking on the Show Grounds

The Whittlesea Show is a smoke free event, Site Holders must ensure all staff abide by the smoke free status.

## Further information:

Contact the Grounds Manager 0429 050 288

Email [tradespace@whittleseashow.org.au](mailto:tradespace@whittleseashow.org.au)

## Contacting the grounds staff during the show

- Phone 0429050288.
- If your call is not answered wait a few minutes and call again.
- *Do not leave a message as these may not be able to be answered in a timely manner due to the Grounds staff workload during the show.*

## Emergency contacts:

For safety issues or emergencies such as power outages effecting refrigeration equipment phone 0429050288 and if unanswered phone 9716 2835.

## Contact other than phone:

- **No text messages will be read or answered on show days.**
- **No contact by Social Media will be dealt with at any time.**

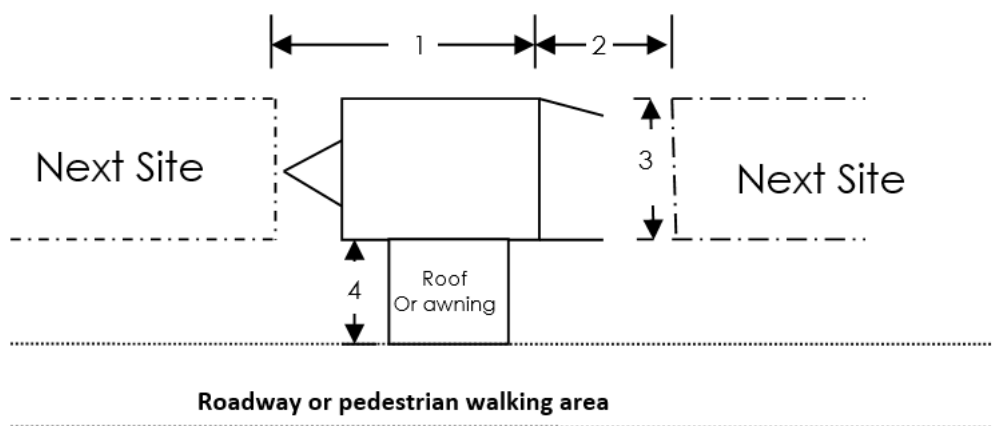
## How to calculate your site size:

### *Selling from a marque or tent:*

- 1 / Measure the marque
- 2/ Add the rope area
- 3/ Add any roof that may extend past the front side of the marque

$$\text{FRONTAGE} = 1 + 2$$

$$\text{DEPTH} = 3 + 4$$

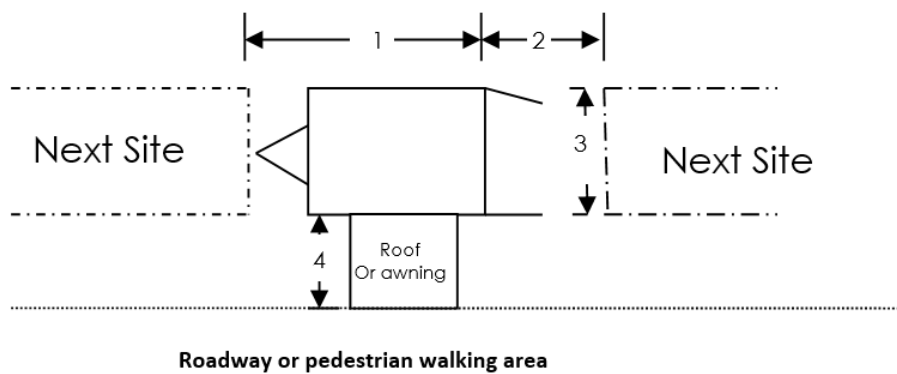


### *Selling from the side of your vehicle or trailer*

- 1/ Measure your van or trailer from the tow coupling to the rear of the trailer
- 2/ Add the amount of space you need to open and use any doors
- 3/ Measure the width of your vehicle or trailer as it will be set up on site
- 4/ Add any area covered by an extension such as a roof or awning

$$\text{FRONTAGE} = 1 + 2$$

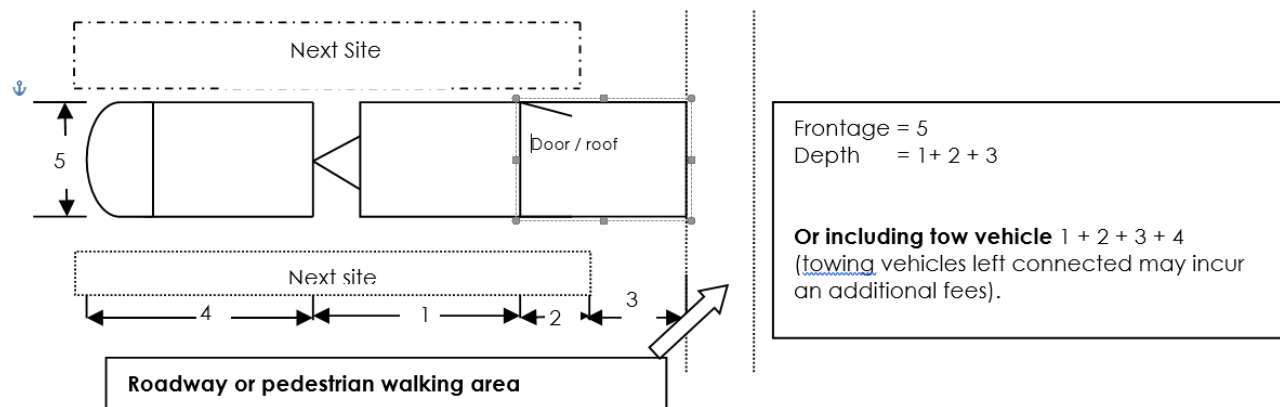
$$\text{DEPTH} = 3 + 4$$





## ***Selling from the back of your vehicle or trailer***

- 1/ Measure your van or trailer from the tow coupling to the rear of the trailer
- 2/ Add the amount of space you need to open and use any doors
- 3/ Add the size of any roof or awning fitted
- 4/ Add the length of the towing vehicle if the vehicle **must** remain attached to the trailer
- 5/ Measure the width of your vehicle and trailer as it will be set up on site



## **Sites**

A site is an area of ground to be used by the vendor to erect their site/display.

Any item required to display or demonstrate your products must be supplied by the site holder.

**The Show Committee does not supply any items such as electrical leads tables & chairs etc for the site.**

There are a number of hire companies who regularly service the show including but not limited to:

- Hine Hire PTY Ltd.  
Address: 36 Laser Dr, Rowville VIC 3178  
Phone: (03) 9763 6255
- Harry the hirer  
Address: 81-95 Burnley St, Richmond VIC 3121  
Phone: (03) 9429 8688

Any hire arrangements with third party suppliers are between the hire company and the site holder.

## **Placement and Setup (Prior to Saturday)**

**All stallholders arriving at the Show Grounds prior to Saturday must contact the Grounds Staff by phoning 0429050288 for advice on the most suitable entrance and be escorted to their site.**

## **Arriving at the Show Grounds Saturday**

- If you have been given a gate number, go to the gate number (see map attached).
- If you have not been given a gate number go to the corner of McPhees Rd and Yea Rd and the staff member will direct you to the correct gate.
- At the gate wait for a member of the Grounds Staff to escort you to your site (do not proceed on your own).
- See Bump in for grounds staff availability.

## Bump in

- Wednesday prior to the show 9 am to 4 pm (Amusement operators only)
- Thursday prior to the show 9 am to 5 pm
- Friday prior to the show 8 am to 8 pm
- Saturday Show day 7 am to 8:45 am
- No admission of vehicles after 8.30 am on any show day

**Please note that the Grounds Manager or Staff will not be available to show you to your site outside of these hours.**

Saturday morning is very busy, and we encourage stallholders to set up prior to Saturday, this will make show day easier for everyone and avoid delays.

**During bump in and bump out all persons must wear high visibility vests.**

You may set up on your sites from the Thursday prior to the show. However, there is no formal security on site until 6 PM Friday. The Whittlesea Agricultural Society Inc is not responsible for your site in any circumstances.

Please be courteous to other site holders by keeping access ways clear by positioning your vehicle to the side of the access way while unloading and moving it to the car park as soon as you have unloaded.

## Securing items

Pegs or stakes must not be used to secure items to the ground due to damage to underground services or contact with underground electrical cables



Weights suitable to hold items secure at all times must be used.

## Site Area

Site Holders extending beyond their allocated area with tents, ropes, caravans, trailers, advertising, or vehicles will be requested to correct the problem or may be required to relocate elsewhere.

## Vehicle access to the grounds

Vehicles **MUST** not move around the show grounds between 8:30 am and 5:30 pm on any day of the show under any circumstances.

**(Emergency service vehicle and personnel excepted).**

To gain access to the trader's car park or for unloading at their site, Trade Exhibitors must display the "VEHICLE PERMIT" on the dashboard with a **contact number** clearly visible at all times.

## Bump out

During the move-out period, exhibitors are urged not to leave their stand unattended at any time until all their valuables have been removed or made secure. **This is the highest risk period and the Society takes no responsibility for missing goods.**

**Due to the Market being held on the Monday immediately after the show there will be no access to any site on the showgrounds between 9 PM Sunday and 2.30 PM Monday.**

## Removal of exhibits

Removal of exhibits or part thereof from the Show Grounds **before 5:00pm is not allowed on any show day.**

**The best time for removing exhibits is between 5 PM and 9 PM Sunday.**

## Removal of all exhibits

Removal of all exhibits from outside areas must be completed by the Tuesday after the Show. Late removal of exhibits and exhibit stands will result in additional rental fees being charged.

## Grounds map

