

NOT-FOR-PROFIT & COMMUNITY GROUP FORM



To be completed by all **Community Group** applicants. Those selling Food/Beverages or are a commercial enterprise, please complete the **Food & Beverage Trade Form** or the **Commercial Trade Form**.

Attracting an audience of close to 3000, the Naracoorte Show provides the perfect opportunity for your community group to fundraise and entice new members.

2024 marks 160 years showcasing Naracoorte's talents and to celebrate we are offering community groups the following opportunities:

Free trade sites:

Interactive trade sites are a great way to gain new members and draw attention to all the good things your organisation brings to the region. This year trade sites are invited to take part in our Show Trail. Sites will need to donate 200 promotional items to hand out to trail participants. Please indicate if your group wishes to participate. We will also be **offering prizes for the Best Community Group trade site**. This will go to the most interactive site on show day.

Fundraising Opportunities:

The Naracoorte Show offers fundraising opportunities to community groups in exchange for volunteering at the show. We are offering the following roles:

Catering:

Limited catering opportunities are available for community groups. Groups must comply with local council regulations for food and handling. We are seeking groups to run the canteen and to cater for the "Official Luncheon".

Gate Management:

Community groups to provide personal to manage ticketing on the gates at the Naracoorte Show. Role involves scanning, charging and ticketing patrons as they enter the grounds. Operators will be expected to process cash and Epos payments on day. Individuals from community groups will be put on a roster. Excellent opportunity for small groups only wanting to dedicate an hour to the show.

Set up and pack down:

Community groups are invited to volunteer at the Show's working bee the Sunday leading up to the show, as well as help set up and pack down on the Friday, Saturday and Sunday. Tasks include, marking out trade sites, helping convenors display competition entries, general cleaning, putting out rubbish bins, erecting bunting, signs and seating as well as packing this up Saturday evening to prepare for horse events the Sunday.

Cleaning amenities:

A roster of cleaning staff required on show day. Tasks will include servicing toilet blocks and general cleaning of pavilions.

As a not-for-profit event ran entirely by volunteers, we appreciate many hands make light work. We hope to work with other local community groups to celebrate the Naracoorte township and foster a sense of community.

Wishing you a fantastic show weekend,

- The Naracoorte Show Committee

NOT-FOR-PROFIT & COMMUNITY GROUP FORM

2024 NARACOORTE P&A SOCIETY INC SHOW Saturday 19th October at the Naracoorte Showgrounds

ABN 83 067 253 542

PO Box 533 Naracoorte SA 5271

Contact Phone Number: 0480 654 421

Email: showtrade@naracoorteshowgrounds.com.au

| | |
|---|-----------------|
| Trade/Organisation Name: | |
| ABN: | |
| Contact Name: | Contact Number: |
| Postal Address: | |
| Postcode: | |
| Email Address: | |
| Public Liability Insurance Company: | |
| Policy Number: | Expiry Date: |
| I/we acknowledge that the insurance for all merchandise/vehicles/machinery/animals is our responsibility. | |
| Signature: | Date: |

Description of Goods to be displayed or sold at your site:
(If applicable)

| | Naracoorte Show Opportunities Not- For- Profit & Community Groups | Total | Preferred Site Size |
|---------------------------|---|------------|-----------------------------|
| Trade Sites | Unpowered outdoor trade site | \$0 | Frontage (m): Depth (m): |
| Fundraising Opportunities | Position | Preference | Number of volunteers |
| | Gate Management | | |
| | Catering | | |
| | Set up & Pack Down | | |
| | Cleaning amenities | | |
| | <u>Gate passes required to trade</u> Gate passes NOT included in trade site. | \$15 each | \$ |
| | My trade site will participate in the show trail | Yes No | |

Do you consent to this email being used as a contact method for correspondence and information regarding future Naracoorte P&A Society Show Events? YES NO

Certificate of Public Liability Insurance MUST be attached for site to be approved.

Signed Trade Site Terms and Conditions MUST be attached for site to be approved.

Naracoorte Show Committee will be in contact with group contact once form has been submitted. Positions will be on "first in first served" basis. Early applications will be most likely to secure fundraising roles.

Once bookings have been confirmed, no refunds will be offered.

TRADE SITE TERMS & CONDITIONS

******Please read and sign these Terms & Conditions and return them with your application form******

1. To conform to Occupational Health and Safety regulations, traders are asked to supply their **own tagged and tested power cords and electrical equipment**. No unauthorised double adapters or power boards are to be used. Failure to comply with this condition will result in disconnection. Please note we can only provide you with the power outlets and amps you have requested in your application. Power outlets must be booked with your trade site and paid for with your application. No extra/other equipment will be available on show day. Generators can be used with permission from show staff.
2. Applicants must state the full size of their trade stand on the application form (including vehicles, trestles, tables and overhanging awnings).
3. Stall holders **must have their own current Public Liability Insurance** and submit a copy with their Trade Site Application. Applications without proof of insurance will not be accepted.
4. The Naracoorte P&A Society Inc. accepts no responsibility for any accident or injury and shall not be made liable for any loss or damage to stall holders' property or person.
5. Sites selling food (whether consumed at or after the show) must comply with all South Australian food safety laws and provide a **Food Business Notification Number in accordance with council regulations**. **Community Groups selling Food must pay for food trade site. To ensure fair trade for commercial food businesses, ALL catering must be agreed upon.**
6. Confirmation of site allocation and trade passes will be forwarded to the email address on the Trade Site Application Form prior to the show.
7. Vendors are only permitted to sell/display and/or exhibit the products/goods that are stated on their Trade Site Application Form and that are accepted and approved by the Naracoorte P&A Society Inc.
8. All trade sites are to be set up by 9.00am on Saturday October 19th and are to be dismantled no sooner than 4.00pm on this day. Vehicles that have been included in trade site space must remain stationary between 9am and 4pm Saturday 19th October.
9. Stall holders must seek permission from the Naracoorte P&A Society before driving any objects into the ground, to ensure that there are no underground power cables or water pipes which could be damaged or cause anyone injury.
10. Any and all damages caused by stall holders, their staff or assistants will be repaired and paid for with full cost borne by the stall holder. Show office staff must be immediately informed of any accidents or injuries on site and exhibitors/vendors must fill incident report form.
11. No stall holder will sell or supply any items from the nationally banned list of items for Agricultural Shows.
12. **Failure to comply with these conditions may result in the application for a trade site being rejected, or the trade stand being shut down. No refunds will be given for non-compliance.**
13. Spaces are filled on a first in-first served basis. The committee will attempt to meet your requirements, should you miss out on a spot. **Outdoor sites** must state their site dimensions (including stationary vehicles). Average outdoor site 6m x 6m, though we can work to accommodate most requirements.
14. Once bookings have been confirmed, no refunds will be offered.

By signing below you agree to the above Terms and Conditions for a Trade Site at the 2024 Naracoorte Show

Trade site business name: _____

Authorised trade site owner/representative (print full name): _____

Signature of authorised person named above: _____ Date: _____