Apollo Bay & Otway District Agricultural Show

Saturday 20 March 2027

TRADE STALL APPLICATION FORM

Trade space is available for the 2027 Apollo Bay and Otway District Agricultural Show to be held on Saturday 20 March 2027. If you would like to book a space for the 2027 Show, please read the enclosed Trade Stall Conditions, complete the Trade Stall Application Form below and the Public Liability Insurance Indemnity Form and return together with copies of your certificates of currency for insurance and food handling (if applicable) to Apollo Bay & Otway District Agricultural Society PO Box 78, Apollo Bay Vic 3233 or email abodas10@gmail.com

BUSINESS/ORGANISATION NAME

Contact Name: **Business/Organisation name:**

Phone: **Fax:** **E-mail:**

Address:

City: **State:** **ZIP Code:**

Type of product/produce:

Site required: ☐ **Powered (3m x 3m) $45** ☐ **Unpowered (3m x 3m) $35**

Special Requirements (ie Vehicle space, water, power phase required etc):

PUBLIC LIABILITY INDEMNITY FORM

Contact Name: **Business/Organisation name:**

Description of Stall:

Name of Legal Identity Operating Stall:

Person in Charge of Stall:

Public Liability Insurer (Name):

Policy Number: **Expiry Date:**

Policy Cover $:

AGREEMENT

I ha☐e read and agree to the enclosed Terms and Conditions of the Apollo Bay & Otway District Agricultural Show.

I ha☐ enclosed a copy of our current Public Liability Insurance/Certificate of Currency.

SIGNATURES

Signature: **Date:**

Apollo Bay & Otway District Agricultural Show

Saturday 20th March 2027

TRADE STALL CONDITIONS

1. DATE: The Apollo Bay & Otway District Agricultural Show will be held on the 21 March 2026.
2. LOCATION: The show will be held at the Apollo Bay Recreation Reserve.
3. OPENING TIMES: The Show will be open from 7.00am until 4.30 pm for set up and pack up. We will be open to the public from 10am to 4pm.
5. POWER: Please indicate on application form if you need a powered site. The cost is an additional $10 per site. Trade Stall holders must provide their own leads which MUST conform to the Victorian Work Cover Guidelines, ie. To be tagged and tested within the previous 3 months;
be appropriate for the job (heavy duty); long enough for the job, but do not exceed permitted lengths and are in good condition. (Copies of the Code of Practice Temporary Electrical Installations are available from your local Work Safe Office.
6. OH & S REGULATIONS: All mobile plant MUST comply with Occupational Health and Safety Regulations. 7. INSURANCE: All Vendors must have public liability Insurance to $5,000,000 cover. Trade Stall holders must forward with their application a photocopy of a Certificate of Currency with cover for at least $5,000,000, valid at the date of the show and complete the public liability Insurance Indemnity form
(attached and include both these with their application).
8. FOOD HANDLING PERMIT: The Colac Otway Shire Council requires that all Stall Holders must apply for a temporary food-handling permit if they do not already have a Food Handlers Certificate. This applies to those stalls selling food whether it is for immediate consumption or to be consumed later. Vendors of any type of food product must include with their application, photocopies of:

- Appropriate Food Handler's Certificate
- Certificate of Registration from local Government Authority.

9. LIQUOR LICENSES: All Vendors serving alcohol will need to obtain a liquor license from the Liquor Commission (easy via the internet www.liquor.vic.gov.au). In most cases this will merely be an extension of your existing licence. All exhibitors serving alcohol have a duty of care to patrons.
10. SITE APPLICATIONS: All site applications must be submitted on the official form.
12. SITE BOUNDARIES: The size of the site requested MUST be adequate to contain completely all the applications equipment. Trailers, towbars,guy ropes etc must not infringe on adjacent sites. All vendors must keep sites safe to the public and must observe any reasonable instruction of the organisers.
13. SITES SIZES: 3m x 3m (Vehicle, Van, Gazebo).
14. SET UP: Vendors mUST be entered to the showgrounds by 8.30 and be completely set up by 9.00am on the morning of the show.
16. FEES: Fees must be forwarded with the application, cheques made payable to the Apollo Bay & Otway Agricultural Show. Direct Deposits can be made to the following account:
Apollo Bay & Otway District Agricultural Society Inc
BSB: 633-000
Account: 134 343 920
Please put trading name as reference
17. SITE ALLOCATION: Parking Stewards on show day will notify vendors of their site allocation. The Society reserves the right to change the position of any site on or before show day. The decision of the Society will be final. Full range of items /food of which vendors are selling is to be listed on application; this is to avoid too many vendors selling the same products or being placed near one another.
18. REFUSAL OF APPLICATIONS: The Society reserves the right to refuse an application for a site without giving any reason. Unsuccessful applicants will be notified.
19. SITE SUB-LETTING/ SHARING: Sub-letting or sharing of sites is not permitted.
20. P.A SYSTEMS: Individual public address systems are not permitted on show day. Vendors are invited to submit material for broadcast over the Show's PA system to the Secretary's Office on show day.
21. BANNED ITEMS: Please view the complete List of Banned Items at Agricultural Shows. Vendors of sample/show bags must submit a list of contents of bags to the Safety Officer at time of application. Some novelty items are considered unsuitable for sale. Anything that can be used to create injury or nuisance to animals or people is banned from

sale. Vendors found to be selling these items will be dealt with according to the law and immediately removed from the showgrounds.

22. RAFFLES: Vendors shall not hold any raffles or lucky door prizes without the prior written authority of the Society.

23. FIRE PERMIT: If you are operating any device with a naked flame (BBQ or cooker) and it turns out to be a total fire ban, you will need to register for a permit.

24. SECURING PINS, PEGS OR STAKES: Securing pins, pegs or stakes must not be driven into the ground without prior permission from the Safety Officer, as underground hazards may exist.

25. DANGEROUS GOODS: all dangerous goods must be correctly stored and labelled.

LIST OF BANNED ITEMS AT AGRICULTURAL SHOWS

- Drug Related Goods (including Cocaine Kits, Bongs etc)
- Explicit and Hardcore T-Shirts
- Fake Cigarettes
- Fireworks - Crackers
- Fuel Type Fire Lighters (Zippo)
- Horns and Trumpets
- Knives (including Pen Knives)
- Laser Pointers
- Metal and wooden Martial Art Nunchakas
- Playing Cards (Nude or Lurid)
- Pressure Pack Snow
- Pressure Pack Fart Gas
- Silly String
- Stink Bombs
- Bouncing Beans
- Water Bombs

Toy Guns are acceptable, however, the following are NOT:

- Ball Bearing Guns
- Eight Shot Caps
- Pellet Guns
- Pop Downs (Throw Downs)
- Potato Guns (Bullet Type)
- Roll Caps
- Strip Caps
- Water Pistols over 150mm (6”)
- Samurai Swords, English Swords and Fencing Swords are to be sold in Sealed Packages by Licensed Traders ONLY