



Katherine District Show Society Site Booklet

19th & 20th of July 2024

CELEBRATING 59 YEARS

KEY DATES & TIMES:

- Applications close: **3rd of May**. All invoices sent shortly after. If you apply after this date call the office to discuss.
- Full Payment required by **14th of June 2024**
- Bump in Thursday the 18th of July 2024 .
- **Show Days:** 19th & 20th of July 2024
- **Show Hours:** Gates and pavilions unlocked at 6am, general patrons from 8am, trading indoor until 8pm then locked, outdoor until 10:30pm. Gates shut at 11:30pm.
- **Dismantling Sites** - you cannot dismantle your site until after 6pm Saturday. We do check, if your site is dismantled you forfeit your bond. You can access your site via vehicle **Saturday the 20th after 10pm**.
- Security commences Tuesday prior to show day (16th of July)
- Office hours on show week are 9am - 2pm Sunday the 14th and 9am - 4pm Mon Thurs
- **Bond Refunds:** When collecting your site pack you will be asked to do a bond refund form. ensure you have returned this form by 31/7/24. If you have remained actively trading after 6pm on Saturday the 20th, you will receive your bond back.

Katherine Town Council have banned single use plastic and glass on Showgrounds.

FAQ:

- **When can I set my site up?** No site set up until you have collected your site pack. You will have access to site from Sunday the 14th until 4pm Thursday the 18th. If there is extenuating circumstances you **NEED** to contact the show coordinator.
- **How many people attended the 2023 show?** We had over 34000 people through the gates over show days.
- **It's my first time attending, what site should I have?** Call the show office and we are happy to chat about what is the best option for you 08 89721746
- **Can I bring my dog?** Yes, but it **MUST** be contained and walked on a lead. This includes the days prior to the show. Dog poo left around the site is **UNACCEPTABLE**. Pick it up.
- **Can I camp on site?** Yes, you are welcome to camp on your site. You must have a 2 day pass. A swag or similar is encouraged. If camping on your site, IT IS NOT allowed to exceed your site space. If it invades a neighbouring site you will be asked to move, it's annoying for everyone. There is camping space available with facilities, we encourage you to camp there. There is some areas such as the food court where trailers and large camping set ups will not fit and swag/ tent is your only option.
- **Is there Safety Checks?** Yes, NT Work Safe are on site over the show days. We also have representatives on behalf of KDSS and the Environmental Health Agency.
- **Can I leave early Saturday?** No, you must be trading until 6pm Saturday otherwise you forfeit your bond. You cannot drive on site until 10pm.
- **Do I get a show pass?** Yes, all sites receive two wrist bands. Please wear them on show days.
- **Can I smoke?** We have designated smoking areas on site. Smoking at your stand, while serving customers on show days is prohibited and something that is going to be policed.

Application Steps:

1. Read the site booklet thoroughly before completing the application form. Please call with questions!
 2. Fill in all sections of the site application on pages 7-8 and initial pages 3-5. Ensure completeness to avoid delays.
 3. Submit the signed application form and initialled pages with relevant insurance and, if applicable, Food registration along with a \$100.00 non-refundable admin fee (or full payment if applying after 3rd of May) to secure the site. Applications can be sent via email or post.
 4. You will receive a tax invoice for full payment due by 15th of June. Failure to pay in time may result in the site being resold.
 5. Collect site packs, including 2 free show passes (wristbands), from the KDSS office from the Sunday prior to Show day. **No set-up is permitted prior to collection of the site pack.** Contractors employed to set up sites can contact the show office to obtain relevant site location.
 6. Wear show passes (wristbands) during Friday & Saturday. You will not get access to site or areas of the showground without a wristband
 7. Ensure sites are open for the specified duration and cannot be dismantled until allocated times. A refundable bond is required to ensure the site is open & occupied during the specified times for Show Days (Friday & Saturday). Failure to man the site for the entire time will result in forfeiture of the bond. Trade only within the allocated site area or you will be charged more or asked to pack down.
- Please ensure all steps are completed accurately to facilitate your application process.

NO abuse will be tolerated. KDSS has the right to remove you from site at anytime.

Site Allocation

- Site holders must report to the KDSS Office prior to setting up site to collect your site pack.
- Application for a site must be made on the KDSS application form.
- Booking of a specific site must be applied for on the application form. Acceptance and allocation of sites shall remain at the discretion of the KDSS which is subject to space and electrical requirements. Applications will be given priority in order of receipt of application.
 - KDSS reserves the right to cancel or refuse any application at its own discretion. A \$100 non-refundable admin fee is required to reserve a site.
 - **All** sideshow operators and site holders must present a **current insurance Certificate of Currency**
 - NT WorkSafe will visit the Showgrounds to inspect all sideshows and sites to ensure all safety standards are met.
 - KDSS reserves the right to limit the amount of frontage to ensure fair and proper distribution of sites.
 - No site allocation may be transferred, altered, relocated, sublet, exceeded or intrude on another site without the written approval of the KDSS.
 - The use and purpose stated in the application may not change without the approval of the KDSS. A full description of the goods sold is to be included with the application, no deviation from the type stated will be allowed.
 - The type of site or sales outlet is limited by the number of similar sites within the same event. KDSS reserves the right to limit the number of any one type of site.
 - All site holders are issued with 2 free show passes (wristbands) per application. For any show passes over and above the 2 free show passes included in your pack need to be purchased online through our website or at the gate on Show days.
 - **Refunds: The \$100 admin fee on the Site is non-refundable.**

Prior to 30th April – Written notice is required for full refund of bookings (except admin fee). After 15th April until 15th June – Written notice is required for 50% refund of bookings (less admin fee). From 16th June – No refund will be made for cancellation, except in extenuating circumstances. Sites may be reallocated and the full fee charged if a business does not occupy the site by the close of business on Thursday prior to the event.

Sites

Ensure you include in your application any special requirements with regards to your site (i.e serves from the passenger side or back).

Site holders may display trade lists, posters, banners and all other promotional material within their site boundary **ONLY! No person shall sell goods or services out of bounds of their display. Roving sales are NOT permitted.**

- Excessively noisy equipment is prohibited during the show, except where permission has been granted and special arrangements made by KDSS.
- Site holders are to ensure their sites are kept in a clean and tidy condition at all times Costs of cleaning or removal of debris to restore the site to its original condition will be borne by the site holder. If you are likely to have a large quantity of debris or rubbish, please ensure you are aware of your closest skip and make arrangements to utilise it and tidy up after yourself.
- All employees or attendants are to be clean and tidy and conduct themselves in an orderly manner at all times.
- Alcohol can only be consumed in designated camping areas on the dates and times specified on the Special Event Permit, details will be included on the site holder letter within your site pack and on posters throughout the grounds. Sites who have had Special Event Permits for their small time managed events approved by KDSS can only consume alcohol on the dates and times specified on their Special Event Permit, please note these small time managed events will be closely monitored by KDSS, security and the Liquor Commission. Copies of your permit must be displayed at your site in a visible location throughout both Show Days. Failure to comply may result in fines, cautions or arrest.

No glass is permitted anywhere on the Showgrounds. Failure to comply will result in on the spot fines. KDSS reserves the right to cancel the contract and remove any site holder from the showgrounds if any games played on the Site are declared illegal by a member of the police force or if there is any other infringement by the site holder. In this case the site holder will be liable to forfeit all monies paid or payable in connection with the site. All games must be games of skill, all **gambling is strictly PROHIBITED.**

Show Passes

Please ensure that you have purchased Show passes (and car passes) for all those required to be on site during Friday & Saturday (this includes your site builders) in addition to the 2 free site passes included in your site pack. Show passes may be purchased online through our website or at the gate on Show days.

Commercial Opening & Closing Times Prior to Show Days.

Monday to Wednesday: Grounds will be accessible from 8:30am and close at 5:00 pm. Thursday: open at 8:00am and close at 8:00pm. All site construction must be completed by 8:00pm on Thursday night.

Site holders will not be permitted to erect sites on Show days.

During Show Days: Both Days: Indoor sites unlocked at 6am, trading begins at 8am and closes at 8pm. Outdoor trading begins 8am and closes 10pm. Packing up of sites may commence from 6pm Saturday, no vehicle access until 10pm Saturday evening.

After Show Days: Dismantling of sites:

Sunday: open from 8am to 12 (midday). Monday: open at 8:30am and close at 12 (midday).

Access out of hours for major sites may only be made by prior arrangement with KDSS. KDSS shall assess the requirements and reserves the right to refuse access. The cost of security arrangements for this purpose will be borne by the requesting site holder. No door may be left open without the presence of security personnel.

Security: Security commences 16/07/2024 the event at 6:00pm and ceases on the following Sunday morning. All security arrangements before and after these times remain the responsibility of the site holder. Insurance of items of value remains the responsibility of the site holder. KDSS takes no responsibility for loss or damage. It is recommended that no items of value are left unattended at any time.

Sellable Goods: Site Holders wishing to sell raffle tickets or to collect donations may do so only with the approval of KDSS. All sales must conform to the requirements of the Racing and Gaming and Licensing Commission. A copy of relevant permits must be provided. Roving photographers will not be permitted to charge the public any money. At the discretion of the KDSS, no article that creates a nuisance, annoyance, is dangerous, offensive or of an objectionable nature may be displayed, given away, sold or given as a prize.

SIGNED:
SITE HOLDER NAME:

Prohibited articles include:

Drug related goods including cocaine kits, bongs and other related articles
Explicit or hardcore matter including T-Shirts, playing cards, pictures and posters & DVDs and videos
Fake cigarettes
Fireworks including crackers and skyrockets
Fuel type fire lighters (Zippo)
Horns and trumpets
Knives and other sharp objects (including Pen Knives)
Laser pointers, laser pen lights, laser toys
Metal or wooden martial arts devices, Nunchucks
Pressure pack snow and spray devices, Silly string, Stink bombs, Pressure Pack Fart Gas, iridescent hair spray
Bouncing Beans
Water Bombs
Bomb bags and fire wallets
Toy guns are acceptable, however, the following are NOT:
Ball bearing guns
Eight shot caps
Pellet guns
Pop downs (Throw downs)
Potato guns, Replica guns (bullet type), roll caps, Strip caps, gel blaster guns
Rubber Band Gun
Water pistols over 150mm
Samurai Swords, English Swords and Fencing
Swords are to be sold in **Sealed Packages by Licensed Traders Only**.
Any other projectile device deemed to be unsafe by the KDSS, security personnel or authorised persons
Any site holder who sells items of a prohibited nature or who refuses to remove them or any other objectionable article from sale will be asked to close their operation and leave the grounds immediately. KDSS reserves the right to refuse entry at future events.
All site holders selling Show Bags are to present a sample of each type of bag to the KDSS and Consumer Affairs officer on request. The contents shall be inspected by officers of Consumer Affairs and KDSS for compliance and suitability. Any items considered unsuitable must be removed from the bags and not sold on the grounds.
All site holders and staff must carry and display in clear view, identification that includes the person's name, position and organisation. Persons failing to comply with this regulation will be refused entry to show grounds and not permitted to remove goods from that site.
Site holders must comply with all current Australian Standards that are relevant to the activity undertaken.

Camping: The Katherine showgrounds does NOT have a caravan park, camping is limited. Space is available OUTSIDE the site area. Space in the site area must be BOOKED.
All Camping is strictly UNPOWERED and site holders using electricity for camping will be issued on the spot fines, have all their power blocked and/or be removed from the grounds. Campers can use gensets if they require power for camping.
All vehicles that enter the showgrounds are required to display a current car pass. One car pass is included with site pack. If more than 1 vehicle is on the grounds you MUST purchase additional passes.
Additional car passes for standard vehicle is \$5. A powered vehicle (catering van/cold transport etc) is \$30.
Your site booking MUST include enough space for all vehicles. Car passes with registration numbers are to be displayed on the dashboard of the vehicle.
All campers are to have a pre-purchased 2day pass.
The grounds must be vacated by 12 noon on the Monday after the event.
Anyone found camping without having paid for a 2-day advantage pass will be removed from the grounds.
Dogs: All dogs in the site holder's area must be kept in an enclosure. Dogs which are loose or have been tied up but can still interfere with patrons/staff will be removed by the Katherine Town Council Ranger at the owner's expense.
Grounds, fixtures & fittings: No person shall break any ground surface without previous permission or cause damage or alteration to any building, structure, and fixture or fitting. The cost of repair to the original condition shall be borne by the person causing such damage.
No fixing holes may be drilled in any concrete floor or structure.
Liability from loss, non-delivery or damage caused to or by any site shall be the responsibility of the site holder. The cost of insurance shall be arranged by and borne by the site holder.
Smoke Free Environment: KDSS operates a smoke free environment. Smoking is only permitted in the designated smoking areas.
Smoking anywhere else on the Showgrounds is strictly prohibited.
KDSS or Security reserve the right to remove any site holder caught smoking outside of a designated smoking area ESPECIALLY WHILE SERVING CUSTOMERS.

Electricity & Water Supply

Applications for electricity must be made on the application form.

- All electrical equipment used by the site holder shall comply with Australian Standards 3000, 3002 and any other standard that covers the equipment in use. All electrical equipment shall be safety checked and display test labels in compliance with the Work Health Act.
- All leads from distribution boards must be protected against damage or tripping hazard. Protection shall comply with AS 3002. Trenching of roads is prohibited.
- Double adaptors, power boards or any other form of increasing power availability will not be allowed at a point of supply. Only one power lead per outlet is permitted. This lead is to be rated at least 15 amp for single phase outlets and 20 or 32 amps for three phase outlets. Three phase outlets are not to be used to achieve single phase power unless a sub-board meeting the above regulations is used. 5 pin plugs must be used in three phase outlets. The use of the earth pin for neutral is strictly forbidden.
- All electrical faults at distribution boards must be reported to KDSS ASAP ph 0889721746**
- KDSS will notify site holders if their power requirements can be met and the cost to the site holder. In general, there is only one (1) outlet available per site. KDSS reserves the right to remove electrical supply from any site that is considered unsafe.
- The cost of any excessive use of power and water for anything other than ordinary use may be charged for at the cost of provision. Arrangements for supply of excess requirements shall be made by the person requesting the supply by previous permission of KDSS.
- The supply will be un-metered and a fixed charge will be rendered prior to allocation of sites.
- Total load per single-phase outlet is not to exceed 15 amp or 2,400 watts. Sites exceeding this will be disconnected. Site holders must determine total loading of their site and book the required number of outlets. KDSS will not be responsible for any loss due to failure of power supply.
- Site holders requiring three phase power shall advise at time of site application. The total load per phase must be stated.
- No site holder shall carry out or cause to be carried out by another person, any work or modification to a Distribution Board.**

Site holders will be liable for the cost of any damage done to a distribution board caused by overloading or misuse.
Water supply is not guaranteed. Site holders requiring water connections shall advise and check availability. Hose and connectors to available outlets will not be provided.

SIGNED:
SITE HOLDER NAME:

Fire Regulations: All site holders must provide the prescribed level of fire protection for the type and use of their business. A minimum of one 2A30BE fire extinguisher is required where electrical appliances or LPG is used. 2A30BE = Dry Chemical Powder unit.

A maximum of two 9.2 kg LPG gas cylinders are allowed to be stored on site. Gas appliances and cylinders must conform to NT Worksafe requirements. Site holders are required to comply with the Fire Brigade Act Part 2, section 13. All requirements and instructions of Northern Territory Fire and Emergency Services personnel must be complied with.

No fire hose or protective device shall be covered by any part of a display or structure. Tampering with fire protection devices is strictly prohibited. No fire reel hose shall be used for water supply, filling or hosing purposes.

Site Awards: Awards will be presented to site holders 'Best Commercial Display', 'Best Display by a Government Department' & 'Best Community Display'. Judges look for Impact, originality & presentation when making their decisions.

Privacy Act Statement

The KDSS uses the information provided by you pursuant to this Site Booklet for the primary purpose of processing, assessing and determining the occupancy of sites at the Katherine Showgrounds for the Katherine & District Show. Any information given pursuant to the documents lodged could be deemed personal information and accordingly is governed by the Privacy Legislation. Any information lodged with the KDSS will remain confidential at all times except for disclosure which you may have consented to or which is otherwise required by law. We may pass your information onto any Operational Service Providers or such other persons the KDSS deems helpful in enabling the successful applicant to adhere to the Katherine & District Show Society's regulations and perform the Permitted Use. You may request access to your information and request that it be corrected at any time. If you wish to correct or request access to your information or elect to stop this information being passed on as stated above, please contact the Show Office.

Disclaimer

The KDSS makes every effort to ensure the information contained in this Commercial Site Prospectus is true and correct at the time of publication however some information may be incorrect or may have changed since publication. Information regarding Sponsors and/or other third parties and the respective pavilion names contained in this publication are subject to change or update without notice from time to time. The KDSS cannot guarantee and assumes no legal liability or responsibility for the accuracy, currency or completeness of the information.

The decision of the KDSS Committee shall be final on any question arising on interpretation of the Rules, or on any matter provided by these Rules. Information contained in this booklet is accurate at the time of publishing. KDSS reserves the right to change, amend or delete any or all information if deemed necessary. Further procedures are available upon written request.

Vehicles

- Site holder vehicles will not be permitted to travel throughout the grounds on Friday and Saturday of the Show. Vehicle movements will be restricted to the following times:
- **Gates open at 6am. Vehicle access is permitted between 6am and 7am. No vehicle may enter the grounds after 7am.** All vehicles must be removed from the grounds by 8am. No exceptions to this rule. After this time the gates will be locked. **On Saturday night vehicle access will be granted after 10pm to allow for the breakdown of sites.** Access for stocking, loading or unloading requires site or day pass.
- Vehicles exceeding the size of the site booking will not be permitted to remain in the site area. A separate parking area, outside of the site area, will be made available to site holders for this purpose.
- All normal traffic and road rules apply within the show grounds. All drivers must possess a current driver's licence suitable for the vehicle type. Driving infringements may be enforced by Police or other authorised persons. All vehicles must be registered and roadworthy.

All vehicles must be parked in prescribed areas allocated for the purpose.

All traffic must use the prescribed roadways within the Show grounds. No new roadways shall be created. No vehicle may obstruct a roadway or access passage.

Any person not abiding by these rules will incur an on the spot fine of \$500 cash only payable immediately.

Vehicle Release & Indemnity Agreement

In exchange for being allowed to enter the show grounds with a motor vehicle you are agreeing to the following:

To waiver any and all claims that you may have against KDSS, their directors, officers, employees, agents and representatives.

To release KDSS from any and all liability for any loss, damage, injury or expense that you, or your next of kin, may suffer or incur as a result of your actions due to any cause whatsoever.

To hold harmless and indemnify KDSS from any and all liability for property damage, personal injury or death suffered by myself or by a third party as a result of (a) your use of the facilities and/or (b) your breach of the terms and conditions upon. That this Site Booklet shall be effective and binding upon my heirs, next of kin, executors, administrators, ad assigns, in the event of my death;

To obey all warning signs and other notices posted within the facilities.

Carefully follow all instructions given by KDSS, their directors, officers, employees, agents and representatives.

To not drink alcohol or take drugs prohibited by law before or whilst your vehicle is within the show grounds.

Applicable to all contractors/associates engaged by site holders.

**I have read and understand these terms and conditions and accept that any failure to comply will result in penalties. SIGNED:
SITE HOLDER NAME:**

| | | | |
|-----------------|---------------------------|-------------------|--------------|
| Date Rec'd: | Deposit Invoice #: | Final Invoice #: | Site issued: |
| Insurance Rec'd | Food Vendor Licence Rec'd | Initialled Pages? | |

Application for a site at the 2024 Katherine Show

Please print clearly & fill in ALL sections otherwise site allocation might not meet your requirements
(Quote on all enquiries)

Business Name: _____

Contact Name: _____

Mobile # _____ Business # _____

Postal Address: _____

Email Address for accounts: _____ (Please Write Clearly)

Email Address for Site Queries (if different) _____

Details of Products Sold: (Must relate to insurance outline)

If you are using an outside contractor to set up your site, state the name of the business:

Tick here if you want to have the same site as last year

☐

Please ensure you complete the electrical/water requirements, payment details and Declaration on the next page.

Indoor Sites

Tick here if you want to leave the indoor site allocation to KDSS ☐

Extra power is not available for indoor sites.

Standard (nominal 3m x 3m) Special
Write in Qty Required If required - insert Qty 1

Stuart McDouall _____ @ \$460

Kitchen Site* _____ @ \$570

*Stuart McDouall kitchen has a wash-up area and stainless-steel benches on all 4 sides. Suitable for food preparation and display. Cooking is NOT permitted.

Norforce _____ @ \$460

Corner Site _____ @ \$570 (approx. 5m x 3m)

Total Size required _____ TOTAL\$ _____

Outdoor Sites

Tick here if you want to leave the outdoor site allocation to KDSS ☐

Preferred Location – please circle

Main Road* Showbag Alley (5m depth)*

Rodeo

Food Court Agriculture & Machinery

Other (specify) _____

*Main Road & Showbag Alley are only sold in blocks of 3m and as adjacent sites e.g 6m frontage is sold as 2 x 3m sites (please specify below how many sites you require.)

All other sites have varying depths starting at 3m. If there are special considerations, write them in here or attach details:

3m x 3m (Qty) ____ @ \$290 6m x 6m @ \$500 ____

10m x 10m @ \$600 ____

20m x 10m @ \$1030 Other size – please specify ____

Total Area Required _____ TOTAL for SITE \$ _____

WRITE SITE HOLDER NAME:_____

Power Requirements

Standard 240V Power is available in most areas for coffee making, fans and similar low-amperage items.

Food Vendors are required to pay an additional \$50 per site to cover higher power and water usage and waste management.

Tick here if you require standard power ☐

If you require additional power, state your requirements (note - there is an additional charge)

• **Additional 240V (15amp) outlets** - Number of outlets required: _____ @ \$15

• **1 x 3phase outlet (Only 1 x 3phase outlet available per applicant)** _____@ \$30

If 3 phase is not available, will additional single phase outlets be suitable Yes / No How many? _____

• **Vehicle requiring power (240V only) i.e. food storage, etc.** @ \$30

Note: Powered vehicle passes are different to car passes and are not interchangeable.

Camping vehicles must supply their own power.

TOTAL for EXTRA POWER \$_____

Other Requirements

Tick here if you require water (No fittings or hoses are supplied) ☐

State any other special requirements _____

Do you want to be included in our children's map? (provide a free stamp or prize to children following the map) ☐

Application invalid if this form is not signed by owner/authorised representative

• I/We understand that **without providing a current copy of our 'Public Liability Insurance Cover' and 'Food Business Registration from our home state' (Food Vendors only) the Katherine & District Show Society Inc will be unable to accept an application for a site at the Show.**

• I/We have read through and agree to abide by the Katherine & District Show Society Rules & Regulations outlined in the Site Booklet.

• I/We acknowledge that site sizes will be allocated based on the size that I require. Vehicles not within the allotted space will be removed from the show grounds at my expense.

• Katherine and District Show Society will be unable to process applications without a \$100 non-refundable deposit to reserve a site for the Show (or full payment if applying after 15th of April). Full payment must be made by 15th of June or site will be re-sold.

• I/We understand that no camping is permitted in the trading areas, except where it is part of the site arrangement.

• I/We understand that if we do not trade until 6:00pm or after on Saturday I/We forfeit our bond.

Signature: _____

Date: ____/____/____

| | |
|--|----------|
| <u>TOTAL COSTS</u> | |
| Site Costs (Indoor or Outdoor Site as above) | \$ |
| Food Vendors Surcharge if applicable \$50 | \$ |
| Extra Power (as above and by approval with KDSS) | \$ |
| Administration Fee (non-refundable) | \$100.00 |
| BOND – Fully refundable IF you remain trading on the grounds beyond 6pm on (Saturday 20/7/2024). Otherwise you forfeit your bond. For sites up to 20m the Bond is \$250, For sites 20m & over the Bond is \$500 | \$ |
| <u>Total Due</u> | \$ |
| 1.5% surcharge for Mastercard or Visa | \$ |
| <u>Total Payable</u> | \$ |

Mastercard or Visa Details OR Payment made by EFT (BSB 633000 A/C 146779921)

Payments must state your business name in the “reference” or they will not be accounted for.

Card No _____ **Amount** \$_____

Expiry ____/____ **CCV** ____ **Is this a DEPOSIT or FULL PAYMENT?**

Signature: _____