



SITE HOLDER BOOKING CONTRACT AND CONDITIONS OF HIRE TRADE AND MARKET STALLS

Business Trading Name: _____

Brief description of product/service: _____

Contact Person: _____

Postal Address: _____

Phone: _____ Email: _____

Do you require camping on-site: _____ If yes, are you travelling with pets? _____

How many pets are you travelling with? _____

Bump in Day: _____ Bump in Time: _____

INDOOR SITES Select your stall site number on the attached floor plan	SIZE	SITE #	\$
Business/Trade – Food Products or Alcohol	Block 3m x 3m \$155 (Incl. SoN Food Permit)		
Business/Trade	Block 3m x 3m @ \$90.00		
Business/Trade	Block 6m x 3m @ \$125.00		
Community/Not for Profit	Block 3m x 3m @ \$15.00		
Power \$15 each outlet (2 GPO's)			
Hire trestle tables (1.8m), Chairs and Partitions (Indoor sites only)	Trestles \$10 each		
	Chairs \$5 each		
	Partitions \$35 each		
Carpet Squares (for under tables, etc.)			
TOTAL \$			

OUTDOOR SITES Allocation by the Society No power available	SIZE	\$
Commercial (Small)	Block 5m x 5m @ \$115.00	
Commercial (Small) – Food products or Alcohol	Block 5m x 6m @ \$155 (Incl. SoN Food Permit)	
Commercial (Small+)	Block 6m*3m @ \$125.00	
Commercial (Med)	Block 10m x 10m @ \$185.00	
Commercial (Large)	Block 20m x 20m @ \$245.00	
TOTAL \$		



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CONDITIONS OF HIRE:

1. Site bookings must be received and paid for before the 1st of October.
2. No site booking shall be deemed granted unless full payment has been submitted together with completed Site Holder Booking Contract, and/or, written confirmation has been provided by the Society.
3. Upon confirmation of the Site Booking, Site Holders will be advised which gate/entrance to use for bump-in/bump-out.
4. It is the responsibility of the Site Holder to supply their own power cords to connect (up to 30m) to the power supply:
 - All power adaptors must have earth leakage core balance protection.
 - all electrical cords, power boards, etc. must be appropriately tagged by a qualified electrician within the last year; and
 - There will be no power supplied prior to Saturday (unless requested to NAS for approval) or after the Show concludes.
5. Public, Product and Worker's Compensation Insurance is the responsibility of the Site Holder to cover their liabilities in respect of all aspects of their activities on the showground and inside the Regional Leisure Centre.
6. A Certificate of Currency of Public Liability for each Site Holder is required.
7. No refunds for cancellations after the 1st of October.
8. Failure by the Site Holder to appear at the show will be considered breach of contract and site fees will not be refunded.
9. The Society will not accept responsibility for:
 - the protection/security of exhibits, or any loss or damage caused during setup/display/pack up; or
 - any loss of products/perishables (due to equipment/power failure).
10. Site Holders **may set up from 9.00am Friday or 6.00am to 9.00am Saturday.**
11. Site Holders **may not** commence breakdown of site or move vehicles **before 5.00pm Saturday.** This is an occupational safety hazard as per our risk management and must be adhered to by all site holders.
12. The Society strictly prohibits the sale, distribution or use in any way of fireworks, sparklers, or similar dangerous articles by a site holder or their employees during the show.
13. The selling or giving away of prizes of knives, swords, lasers, or weapons of any kind is prohibited by the Society.
14. All unnecessary vehicles and equipment must be moved to the designated parking area **before 9.00am Saturday.**
15. Site holders are not permitted to sell raffle tickets anywhere on the showgrounds without the prior permission of the Society.
16. **BYO alcohol is strictly forbidden.** Alcohol is available to purchase through our facilities on site.
17. **On-ground security** will be in place from **12pm till late Saturday.**
18. If camping overnight, the site must be vacated and cleaned by 12.00pm, Sunday.
19. Unauthorised animals are not permitted on site without written consent granted by the Society.
20. Site Holder stalls are subject to inspection by the Environmental Health Officer in accordance with [Public Health Regulations 2017](#).



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CONDITIONS OF HIRE (cont'd)

Indoor Sites

1. Bump-in from 9.00am Friday or 6.00am-8.45am Saturday.
2. Power to allocated sites only as per Layout Plan.
3. The Narrogin Leisure Centre is a 'smoke free' facility.
4. Gazebos may be used inside using weights to hold in place.
5. To prevent scratching the floors, rubber pads or carpet squares are to be put under any objects including gazebos where it is likely to damage the floor of the Narrogin Leisure Centre.
6. No adhesive tape to be used on the floor of the stadium.
7. Any damage is to be reported immediately to the Society; and
8. No water or hay bales are to be used in displays.

Outdoor Sites

1. Bump-in from 9.00am Friday or 6.00am until 8.30am on Saturday.
2. Power will only be available to Food Vendors.
3. Manoeuvring of machinery and equipment must be done with extreme care to ensure that no damage occurs to the oval surface.
4. All items are to be removed from the oval and grounds after the show – this includes any wire, nuts, bolts, plastic/zip ties, cardboard etc.
5. Sprinklers will be marked. No vehicles are to drive on or park on these areas; and
6. No pegs are to be driven into the grounds within one meter of these markings.

NB: Please note – Telstra service only is available in the Narrogin area for Card Readers

I have read and understood and agree to the above conditions in relation to the Site Holder Booking Contract and Conditions of Hire.

Signature:

Date:

Narrogin Agricultural Society Inc
ABN: 83 663 633 803
Email: nastrademarketsites@gmail.com
Payments to: **BSB 036 167 Acc 188 556**
(Reference: Business trading name)

PO Box 357 Narrogin WA 6312
Duty Office: John Higgins
Community Centre
50 Clayton Road Narrogin WA
6312

www.narroginagsociety.com.au

OFFICE USE

Date received	
Total fees paid \$	
Site location and number	
Entered by (Treasurer)	