

Wentworth & District Community Bank® Branch Food & Wine Marquee Site Reservation Form

Wentworth Show 25th & 26th August 2018

Food and Wine Marquee Coordinator: Liz Dawes: PO Box 304 Wentworth NSW 2648

E lizdawes62@gmail.com P 0428 272 315

E tegantdouglas@gmail.com P 0429 407 045

www.wentworthshow.org.au

Site applicants who have not attended previously must contact Liz on 0428 272 315 or Tegan on 0429 407 045 before completing application.

No application will be considered until full payment is received.

All site allocations are at the discretion of the Coordinator. If space is not available, you will be notified and a full refund given. Once a site has been allocated, no refunds will be made.

Business or trading name: _____

Postal Address: _____

Contact Name: _____ Email: _____

Phone: _____ Fax: _____

APPLICATIONS CLOSE 5TH AUGUST 2018

Item	Comment	Unit Cost	Qty	Total Cost
Membership fee	Compulsory for all exhibitors. Please refer to note #2 below	\$40	1	\$40
Insurance	Show insurance	\$35		
Or Insurance	Public liability of \$10,000,000 Certificate of Currency enclosed	N/C		
Space - 2m minimum	Per Show (ie: 2 days) – 2 metres is minimum space allowable	\$220	2	\$220
Space – additional metres	Per Show (ie: 2 days) - at \$60 per each additional metre	\$60		
Use of Annexe (cooking)	Per Show (ie:2 days) – at \$100 per 3x3m area = half annexe (or \$200 if using full 6x3m annexe)	\$100		
Use of Power *	Per appliance per 2 days: 10amp \$30	\$30		
	15 amp \$40	\$40		
	Please consider your power needs carefully as supply is limited.			
*All electrical equipment must be tested and tagged prior to arriving at Show				
Total payment enclosed:				

All costs include GST. This form will be a Tax Invoice upon payment.

This form must be accompanied by:

Payment of above fees – no site will be reserved until payment is received

Certificate of Currency showing Public Liability Insurance of at least \$10,000,000

Show Insurance is only available if you do *not* have an ABN and have an annual turnover of less than \$10,000

- **Temporary Events Application to Sell Food form must also be completed and sent to the Wentworth Shire Council**

This form is available on our website www.wentworthshow.org.au

- **Return form to: Liz Dawes PO Box 304 Wentworth NSW 2648 or lizdawes62@gmail.com**
- **Payment options – cheque, cash or bank transfer to Wentworth Show Society Inc**

Important Information for Food and Wine Marquee Site Holders

Your site fee and Show membership (please see *Site Reservation Form* for full details) will include the following:

- ✓ Site within the marquee
- ✓ Entry to showgrounds for both days (4 people)
- ✓ Trestles with tablecloths and an equivalent area behind (trestles) for displays in a fully decorated marquee
- ✓ Publicity
- ✓ Rubbish removal
- ✓ Security

In addition, the Marquee/Food and Wine precinct will be decorated in keeping with the gourmet theme, and tables and chairs for the public's use will be provided within the marquee and precinct. Members of the "Wentworth & District **Community Bank**® Branch Food & Wine Marquee" sub-committee will be in attendance on both days of the event and assistance can be provided on Friday 24th August for your set up.

Show entry passes are intended for exhibitors' use only and are not transferable. **If you have different staff working for you on Saturday and Sunday, it is your responsibility to ensure that they have the correct ticket for the correct day.** There will be no entry to the Showgrounds without a pass. If needed, additional tickets may be purchased at a discount of \$12 each. If staff do not have a ticket they will be required to pay full entry price and there will be no refunds given.

All exhibitors need to be set up and ready to trade by **10am on both days**. Empty stalls detract from the display so please ensure that early visitors area able to experience the whole Marquee trading. We will be at the Showgrounds all day on Friday, and you are welcome to come over after 1.30pm in order to set up. On Saturday we will be there from 7.30am. Floodlights and security are in place on Friday and Saturday nights, so your sites will be secure. On Saturday the Marquee will trade until 5pm. On Sunday it is likely that you will be able to be packing up from about 4.00pm.

ELECTRICAL EQUIPMENT: All electrical equipment is to be fitted with earth leakage circuit breakers and all electrical leads, tools and appliances must have been inspected and tagged by a licensed electrical contractor and must be current or to be tagged within two hours of notice by the OH & S Officer. Any exhibitor who does not comply will not be permitted to exhibit at the Showground.

GAS CYLINDERS: Must have a current stamp of approval.

Please complete the **TEMPORARY EVENTS ALLOCATION TO SELL FOOD FORM** (available on our website) and return it to the Wentworth Shire Council. It **MUST** be received by them at least 5 days prior to the Show.