

**2018 SMALL FARMS EXPO**

**Expressions of Interest**

**SUNDAY 25 MARCH 2018 10am - 3pm**

**Ranelagh Showgrounds**

www.huonsmallfarmsexpo.com.au

Please complete the attached form and return to:

**Mrs J McGlynn**

**Level 5**

**188 Collins Street**

**Hobart 7000**

or by email to

**janet.mcglynn@wfi.com.au**

**Close of Applications:** 20th February 2018

**Close of Food Stall Applications**: 30th January 2018

**Critical Information**

* Please assure to the earliest possible receipt of your application form, especially in the case of food and beverage stalls, as sites may be limited.
* All stalls and displays must be in place by 9:30am and operational by 10.00am. Gates to the showgrounds closed at 9.45am.
* Exhibitors can arrange to park caravans on site Saturday night. All materials/equipment left at the conclusion on Sunday night is at the owner’s risk as there will be no provided security.
* There is no general indoor space and exhibitors will have to make their own arrangements for wet weather shelter.
* The insurance for the overall event is held by the Huon Agricultural Society. This policy does not allow dogs on the site. For this reason no dogs are permitted at this event.

**Huon Agricultural Society Inc. Small Farms Expo Terms & Conditions**

* The Huon Small Farms Working Group Committee/Huon Agricultural Society Inc. reserves the right to refuse any application.
* Stalls must be erected to the satisfaction of the Committee of Management, which shall have the right to reject any stall which is unsafe, untidy or dilapidated. The use of hessian and similar materials are prohibited. All marquees must be appropriately weighted and secured. Sites must have and display a fire extinguisher or fire blanket appropriate to their activity.
* The use of amplifiers must be restricted to meet the requirements of the Ground Steward and excessive noise is prohibited. Volume on amplifiers must be reduced if so required by the Ground Steward.
* As the Huon Agricultural Society Inc. is responsible for the tidiness of the Ground, the applicant must leave the Ground in a clean and tidy state. If this Condition is not complied with, a **surcharge** will be applied and **future applications may be rejected**. All Stalls etc. (including frames, timber and all other waste material) must be removed from the area not later than 12 noon on the Monday following the Expo.
* All applicants are encouraged to hold a current Public Liability Insurance policy.
* **Food & Beverage sites:** All food vans, stalls, etc. must prominently display prices of goods offered for sale. Food licenses are required for the sale of any food. For details contact the Huon Valley Council office. You must display your food licence in your stall. There are strict Council and Government labelling requirements for the selling of any food. Food includes - preserves, prepared food including cakes, fruit and vegetables, biscuits, lollies, takeaways etc. It is up to exhibitors to comply with relevant rules and legislation. All sites selling liquor must hold the appropriate licence for the event.
* Please note that all electrical and electronic equipment must have been tested and tagged within 12 months of the Expo.

**CONTACT DETAILS**

|  |  |
| --- | --- |
| **Exhibiting Name** |  |
| **Contact Name** |  |
| **Postal Address** |  |
| **Suburb**  |  |
| **Contact Number** |  |
| **Mobile Number** |  |
| **Email Address** |  |
| **Website (if applicable)** |  |

**I AM APPLYING FOR**

* **Association site:**
* **Animals/breeder:**
* **Community group:**
* **Horticulture/garden/nursery:**
* **Machinery:**
* **Products & services:**
* **Government/non commercial display:**
* **Other:**

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| **DESCRIPTION OF STALL/ GOODS OFFERED FOR SALE OR DISPLAY:** |
| *If your site includes demonstrations, please detail what is involved* |

**SITE/STALL COSTS**

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| --- | --- |
| **Space** | **Cost** |
| Commercial Space | $65.00 Minimum (4 metres) $7.00/metre thereafter |
| Charity/Local Community Group | No charge for minimum (4 metres) $7.00/metre thereafter |
| Club/Breed/Industry Associations | $20 - for minimum sites (4 metres), $7.00/metre thereafter |
| Breed/Industry Association Members | Members of Associations (eg individual studs or growers) can exhibit and display advertising as part of their Industry stand at no charge. Members wishing to have their own sites/pens will incur a fee of $25 per site (max 3 metres). |
| Information Marquee | A 100 seat marquee will be used for speakers. There is limited spaces at the back of the marquee for trade and industry displays at a fee of $60 for 2.5 metres. |

**Sponsorship**

In addition to a free site, sponsors receive advertising acknowledgement and the ability to display their banners/promotion at key points at the Expo including in the information marquee. All printed program material at the Expo will carry Sponsor branding. Sponsorship opportunities are available; please contact Janet McGlynn at **janet.mcglynn@wfi.com.au** for more details.

**Poultry Sale**

The Expo conducts a poultry sale on the day of the expo. Cost per bird is $2. All entries must be in good health - birds not meeting this standard will not be allowed entry. Please contact Isaac Walker for entry details (ijwalk3r@gmail.com).

**Animal Penning**

It is the requirement of all exhibitors to ensure penning is adequate of the size and temperament of any animals being exhibited. Sheep pens have gates, but all other pens are open and will require exhibitors to make their own arrangements for panels/gates if required. Please estimate the penning spaces required and if pens require any certification (eg OJD Map).

How many pens do you require for animals \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you require separate pens for a display/information stand (NB marquees can be erected in front of pens)? Yes No

What animals/breeds will you exhibit:

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Are you in any biosecurity/quality programs that has penning requirements - is so, what is required?

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**SITE SIZE**

**Frontage Required:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ metres

**Depth Required:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ metres

*(Please make allowance for tow bars, guy ropes etc. when giving measurements)*

Please state if tent, caravan or trestle etc. is to be used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COMMERCIAL SPACE -** $65.00 Minimum (4 metres) $7.00/metre thereafter $\_\_\_\_\_\_\_\_\_\_

**INDUSTRY/CLUBS/ASSOCIATIONS -** $20.00 4 metres - $7.00/metre $\_\_\_\_\_\_\_\_\_\_

**ASSOCIATION MEMBERS (standalone sites)** - Fee of $25 per site (max 3 metres)$\_\_\_\_\_\_\_\_\_\_

**INFORMATION MARQUEE** - Trade and industry displays $60 for 2.5 metres $\_\_\_\_\_\_\_\_\_\_

**DONATION -** The HAS is a volunteer not for profit organisation supporting the

community, any donations to support our work is gratefully received. $\_\_\_\_\_\_\_\_\_\_

**POWER REQUIRED -** Connection & charge fee of $10 will apply for power $\_\_\_\_\_\_\_\_\_\_

Please state amperage required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **AMOUNT PAYABLE** $\_\_\_\_\_\_\_\_\_\_

**WATER REQUIRED** Yes No

**PAYMENT OPTIONS**

Upon acceptance of your stalls attendance at the Huon Small Farms Expo, an invoice with payment options will be sent to your provided contact email address.

**INDEMNITY & PUBLIC LIABILITY**

* Indemnity form must be signed prior to acceptance of application.
* You are required to maintain adequate insurance appropriate for your site/activity.
* Product liability insurance - exhibitors are encouraged to take out insurance against any loss or damaged caused by the use of your product.

**PUBLIC LIABILITY – Information Required**

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| --- | --- |
| **Insurance Company** |  |
| **Policy Number** |  |
| **Amount of present cover** |  |
| **Renewal Date** |  |

**Insurance Declaration**

I/my organisation carries the appropriate level and type of insurance for this event and I undertake to keep the Huon Agricultural Society Inc. indemnified against all claims, demands, proceedings, damages, expenses or costs by or at the instance of any person in relation to or in connection with the erection, maintenance, operation and removal of the said display or operation.

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CONSENT**

I hereby agree to abide by the Rules and Regulations of the Society in connection with letting and

control of the Show Ground and any Special Conditions which may be issued from time to time in this respect.

I agree to abide by the decision of the Huon Agricultural Society Inc. Committee or it Representative in respect to position of site allocated to me.

I am also of the understanding that my stall/site covered by this form must have and display a fire

extinguisher or fire blanket appropriate to my application.

|  |
| --- |
| **CONSENT** |
| **I/We, (full name)**(please print) |  |
| **On behalf of name of Club/Association or****Individual** (please print) |  |
| *Have read and understand the terms and conditions contained here within this application and associated documents and agree to abide by them* |
| **Signature of Applicant**  |  |
| **Date** |  |

Please return completed form to:

**Mrs J McGlynn**

**Level 5**

**188 Collins Street**

**Hobart**

**7000**

or by email to

**janet.mcglynn@wfi.com.au**