

Wentworth & District Community Bank® Branch

Food & Wine Marquee

Site Reservation Form

Wentworth Show 26 & 27 August 2023

Food and Wine Marquee Coordinator: Tegan Douglas Garston Station via Wentworth NSW 2648

E tegantdouglas@gmail.com P 0429 407 045

www.wentworthshow.org.au

Site applicants who have not attended previously must contact the Coordinator prior to 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 4TH AUGUST 2023

Item	Comment	Unit Cost	Qty	Total Cost
Administration fee	Compulsory for all exhibitors. Please refer to note #2 below	\$40	1	\$40
Insurance	Public liability of \$20,000,000 Certificate of Currency enclosed	N/C		
No Certificate of Currency	NO ABN and annual turnover less than \$20,000*	\$35		
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 Power *	Per appliance per 2 days: 10 amp \$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 the 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 \$20,000,000

*\$35 extra fee for non-commercial exhibitors DOES NOT include product liability insurance, only Public Liability

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: Tegan Douglas Garston Station via Wentworth NSW 2648 or tegantdouglas@gmail.com
- Payment options – cheque, cash or bank transfer to Wentworth Show Society Inc
BSB: 633 000 Acc: 1087 65462 Ref: Food and Wine. Please email remittance to tegantdouglas@gmail.com

Important Information for Food and Wine Marquee Site Holders

1. Your commitment to the Food and Wine Marquee and applicable fee/s 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 25th August for your set up.

2. 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.

3. 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 are 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 1.00pm 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.

4. **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.

5. **GAS CYLINDERS:** Must have a current stamp of approval.

6. 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.