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TRADE SPACE APPLICATION FORM – MANSFIELD SHOW

Saturday, 16 November 2019

Exhibitors and Applicants to please note that your booking form is firm and final. Changes to space or service requirements WILL NOT be permitted Show Day. If you require power and/or water you should make this very clear on your application, together with EXACT space requirements. **Please also note Showman's Guild restricted lines which MAY NOT be sold as part of your stand on back of this form.**

2019 Fees and Inclusions		
Minimum Trade Space 4m x 4m	\$85	Area: Frontage 4m x 4m deep Includes: 2 Gate entry passes for your team; Designated parking
Extra Space (1m x 4m)	\$15	Area: Frontage 1m x depth 4m added to the 4m x 4m minimum space
Power	\$25	Charged in addition to space requirements on a first in first served basis
Water	\$5	Charged in addition to space requirements on a first in first served basis
Extra Staff Pass	\$5	Extra passes will be included with entry passes at the gate Show Day
Insurance	\$10	VAS insurance. **Note: Do not pay if you have your own cover – please provide a copy of your current public liability certificate of currency with this form**

Please fill in the following details (print clearly). Tick yes/no as required:

Exhibitor Name:	
Address:	
Email:	
Contact Name:	Phone:
Trade Space product description:	
Food sold from Trade Space: <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes – give description	

Trade Space Area Required	Frontage:m	Depth:m	Fee:
Power	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Fee:
Water:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Fee:
Extra Staff pass/es	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Fee:
Insurance	<input type="checkbox"/> Yes (if yes, attach copy)	<input type="checkbox"/> No	Fee:
Total Fee Payable	<input type="checkbox"/> CHQ:	<input type="checkbox"/> EFT	\$

I agree to the terms and conditions of the Trade Space Regulations for 2019 Mansfield Show:

Name:	Signature:	Date:
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Please return **completed form, payment and copy of public liability insurance** to Mansfield A&P Society, PO Box 304, Mansfield, VIC, 3724 or Email: mansfieldap@outlook.com EFT to BSB: 633000, Acc: 141306217, Reference: <name> TS 2018

TRADE SPACE REGULATIONS 2019

The Mansfield Agricultural and Pastoral Society reserves the right to refuse applications, which it deems unsuitable due to display or product similarity or any other reason the Council considers inappropriate or may adversely affect the trade space exhibitors and show.

The Mansfield Agricultural and Pastoral Society supports the Showman's Guild. Sale of Guild lines such as food items including fairy floss, dagwood dogs, waffles, donuts, toffee apples, snow cones and cordial based drinks shall not be permitted except by financial members of the Showman's Guild.

The Mansfield Agricultural and Pastoral Society requests that all trade space exhibitors arrive **no later than 8am** on show day and report to the Secretary's office to be directed by the grounds steward to their allocated site. **Please note that you will not be allowed entry after 8am and only the site size booked will be available for use. There will be no flexibility on Show day to accommodate alterations.**

If arriving on the day prior to the show, please notify the secretary Lynn Elder on 0417 172 696 to arrange entry to the grounds and site allocation.

All vehicles must be parked in designated trade space parking area if not being used as part of display. They must display pass to gain access to trade space parking area.

All health and OHS requirements must be observed.

Trade space allocation will not be secured without the return of a **completed form, payment and copy of public liability insurance** (if you have your own insurance policy.)