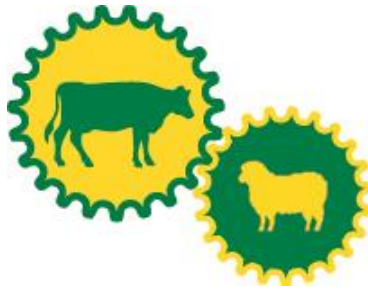


# Trade Prospectus

11<sup>th</sup> & 12<sup>th</sup> November 2022



*The Albany Agricultural Society Inc*



## Table of Contents

<b>INTRODUCTION:</b> .....	2
<b>PRIVACY STATEMENT:</b> .....	2
<b>VENUE:</b> .....	3
<b>LOCATION MAP:</b> .....	3
<b>DATES and TIMES:</b> .....	3
<b>AWARDS:</b> .....	3
<b>TRADE EXHIBITOR PASSES:</b> .....	4
<b>PERSONAL PASSES:</b> .....	4
<b>SET-UP / BUMP IN:</b> .....	5
<b>FIRST AID:</b> .....	5
<b>RUBBISH:</b> .....	5
<b>FOOD VENDOR'S RE-SUPPLY VEHICLES:</b> .....	5
<b>FOOD &amp; DRINK VENDORS:</b> .....	5
<b>ELECTRICITY:</b> .....	5
<b>WATER:</b> .....	5
<b>WASTE WATER:</b> .....	5
<b>CAMPING ON SITE:</b> .....	5
<b>SIGNAGE:</b> .....	6
<b>APPLICATIONS:</b> .....	6
<b>REFUND POLICY:</b> .....	6
<b>OCCUPATIONAL SAFETY AND HEALTH:</b> .....	7
<b>ADVERTISING IN THE OFFICIAL PROGRAMME:</b> .....	8
<b>SECURITY AND CLAIMS:</b> .....	8
<b>CLOSING DATE:</b> .....	8
<b>SITE ALLOCATIONS:</b> .....	8
<b>SITE CLEARANCE:</b> .....	8
<b>DAMAGE TO SITES:</b> .....	8
<b>EXHIBITOR GUIDELINES:</b> .....	9
<b>CHECKLIST:</b> .....	10
<b>SPONSORS:</b> .....	11

## **INTRODUCTION:**

The forthcoming 2022 Show will be the 126<sup>th</sup> resented by The Albany Agricultural Society Incorporated since its foundation in 1889. The Society is a not-for-profit community organisation. More than 20,000 people take advantage of the opportunity to enjoy all that is on offer for their enjoyment and education at Albany's largest annual iconic two - day event.

The Show is again being held in its permanent location on the Centennial Park Eastern Precinct although in a new layout with all aspects of an Agricultural Show back in play. The Society's new Exhibition Pavilions will be the focal point with activities taking place within the entire precinct.

Our office is located at **88 Cockburn Road, Albany.**

**To Take advantage of discounts** we are offering you the opportunity to reduce costs by becoming a member.

Our website [www.albanyshow.org.au](http://www.albanyshow.org.au) has these and other documents for download should that be required. Keep an eye open for updates on Facebook as well.

An integrated marketing programme generates a high level of public awareness and interest for this iconic event. Through a combination of advertising, promotions and publicity the Show receives significant regional coverage and exposure which maximises the appeal, attendance and success of the event.

The following information is provided in an endeavor to assist your decision and should your question not be addressed within, please feel free to telephone or email the Society for further assistance.

Hoping you can join us.

*Mr. Rob Wright - President 2022*

## **PRIVACY STATEMENT**

The information provided by you in the Application form is collected and used by The Albany Agricultural Society Incorporated to organise and conduct competitions and or exhibitions at the Albany Agricultural Show. We may publish details such as your Name, Photograph and Exhibit details in any Albany Agricultural Society publication or communication. Such information may also be made available to; and published by the media. Your telephone number will be shared with the Show Programme publisher. We will not disclose your personal information without your consent for any other purpose unless required or authorised by law. You may request access to your personal information and, if necessary, request that our records of that information be corrected by writing to the Administrator, The Albany Agricultural Society Incorporated, Post Office Box 392, Albany WA 6331 or by email: [aas@albanyshow.org.au](mailto:aas@albanyshow.org.au)

*The AAS refers to The Albany Agricultural Society Incorporated*

<b>ENQUIRIES TO SHOW OFFICE:</b>	Telephone: 0898414003 E-mail: <a href="mailto:aas@albanyshow.org.au">aas@albanyshow.org.au</a> Website: <a href="http://www.albanyshow.org.au">www.albanyshow.org.au</a>
<b>OFFICE OPEN:</b>	9.00am to 3:00pm Monday-Friday 8.00am to 6:00pm Show Friday & Saturday.

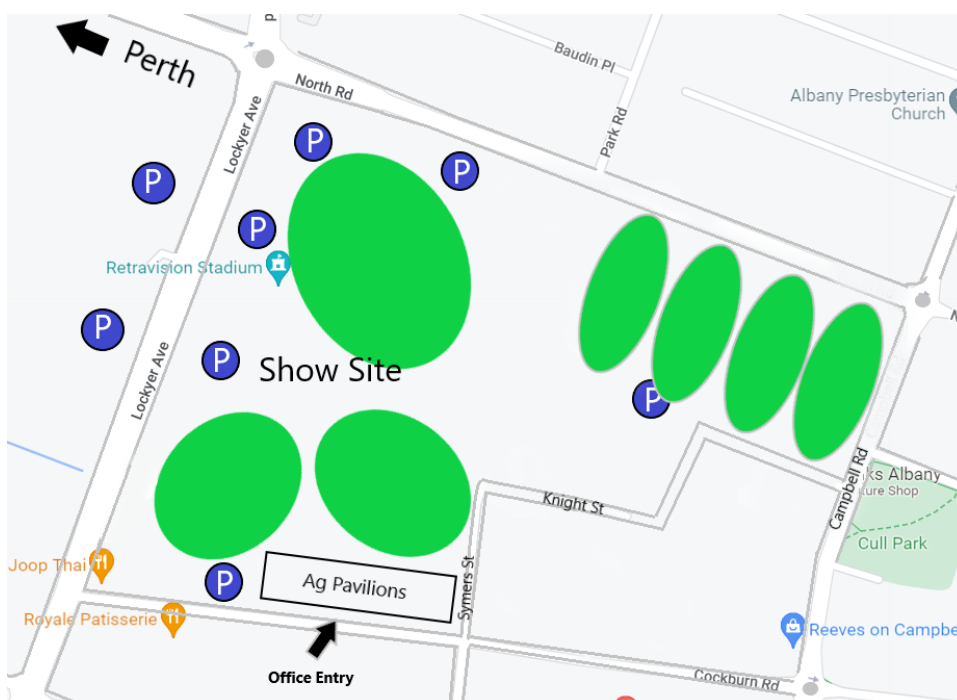
**VENUE:**

The Albany Agricultural Showground is surrounded by Lockyer Avenue, Cockburn Road, North Road, Symers Street and Campbell Road on the Northern perimeter (Centennial Park Eastern Precinct) of the Albany CBD, situated some 408 kilometres South of Perth along Albany Highway.

**Directions** - GPS, Navigator or Google Maps or Google Earth (for a clear picture) enter **88 Cockburn Road, Centennial Park, Western Australia** or Albany Agricultural Society or Albany Show to search.



**LOCATION MAP**



**DATES and TIMES:**

Friday 11<sup>th</sup> November 2022: 9:00am – 10:00pm Pavilions closed at 8:00pm  
Saturday 12<sup>th</sup> November 2022: 9:00am – 5:00pm

**ALL DISPLAYS ARE TO BE COMPLETED BY 8:30am FRIDAY AND MUST REMAIN IN PLACE AND OPERATIONAL UNTIL 5:00pm SATURDAY**


**AWARDS:**

Are presented for outstanding displays in the following categories:  
Best Indoor Display  
Best Outdoor Display  
Best Community / Not-for-Profit Site Display

**JUDGING WILL COMMENCE AT 1:00PM ON FRIDAY**

### **TRADE EXHIBITOR PASSES:**

There are three (3) types of vehicle pass allowing access to the showground:

1. The first Trade Exhibitor's vehicle pass card is issued free with your site. This category includes vehicles forming part of your display. This pass permits you to park your vehicle completely within the confines of your site or in a carpark set aside for Exhibitors. **Once parked the vehicle is not to be moved until after closing time.** In either case, all vehicles must be parked completely on exhibitor's site or removed by 8:45am each day.
2. Passes paid for as "Extra" vehicle pass cards are used for short term access suitable for assisting with **setting up** displays on Thursday set-up day and **catering** deliveries. Extra vehicle passes allow holders to enter the Showgrounds for a short period outside Show opening times (only before 8:30am). **Vehicles must be removed immediately after unloading is complete.** These "Extra" vehicle passes allow holders to park in an area set aside for Exhibitors. 
3. **Members** who show a current membership card having paid the appropriate annual fee, may park in an area set aside for members, as often as desired. Parking is subject to availability. **Traders who are not Society members are not entitled to park in the Members car park.**

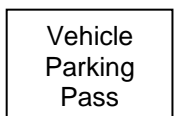
**UNAUTHORISED VEHICLES LEFT PARKED ON THE GROUNDS MAY BE TOWED AWAY WITHOUT NOTICE.** The Society and or the Towing Contractor will not be responsible for any damage incurred in the process. You will be responsible for all or any towing costs incurred by this action.



At conclusion of the Show, traffic will be congested, and we ask that extreme caution and patience be used at this time. It would be appreciated if any trucks collecting displays from indoor sites could be left until Sunday between 8:00 and 11:00am. Note: Vehicle speed on Showground is limited to **5kph** at all times.



Gate staff enforce a "**NO PASS - NO ENTRY**" policy for Exhibitors & Patrons alike. Vehicle pass cards **MUST BE AVAILABLE FOR INSPECTION OR KEPT ON THE DASHBOARD** and only these vehicles will be permitted onto the grounds. If stickers are not affixed, **please be prepared to exit immediately as directed.**



### **PERSONAL PASSES:**

Exhibitor and vehicle passes - as requested on your application form will be emailed to you once your online application is complete.

**Exhibitor passes are scanned at the gate on entry.** Please ensure you have ordered adequate for all staff rostered. **Passes are 2-day passes are scanned once for each day.** Wristbands will be issued to those wishing to exit and re-enter on the same day.

Personal Passes and vehicle passes are allocated according to that requested on the application forms. Extra personal passes are available on application at \$10:00 each and can be requested up until 4:30pm Wednesday 9<sup>th</sup> November 2022. Extra vehicle passes are available at \$4:00 each. **As passes are scanned on entry, you must have a personal pass for each person attending your display.**

### **SET-UP / BUMP IN**

**From 7:00am to 6:30pm Thursday 10<sup>th</sup> November 2022.**

Please adhere to this entry time as refusal may offend.

**Passes and identification** will be required for entry into the grounds at all times. Admittance into the grounds between 6:30pm and 8:45pm on Thursday will only be permitted if approval has been granted by the Administrator before 3:00pm Thursday 10<sup>th</sup> November 2022 to ensure that your name has been given to Security - if you are not listed, entry will be refused until 7:00am on Friday 11<sup>th</sup> November 2022.

### **FIRST AID:**

A First Aid Post is provided by St John Ambulance located on the Showground during opening times.

### **RUBBISH:**

Please ensure all rubbish is placed in the bins provided and cardboard boxes are flattened prior to disposal - your assistance will help keep the grounds tidy and provide a pleasant environment for everyone.



### **FOOD VENDOR'S RE-SUPPLY VEHICLES:**

Catering supply vehicle passes are available from the office for delivery of supplies prior to Show hours.

### **FOOD & DRINK VENDORS:**

Food and Drinks may not be sold in glass containers.

Food vendors must provide current appropriate food vendor certification.

Preference will be given to food vendors who are able to provide their own power and water.

### **ELECTRICITY:**

As the number of power outlets is limited, exhibitors requiring power must apply for power on their site application form. Priority is given to early applicants. You are required to provide your own tested and tagged extension cords and electrical appliances. Double adapters are not permitted.

**Please make sure you have applied for the correct power required. Late requirements (only if available) may attract a 50% surcharge.**

**Testing and tagging can be arranged at the exhibitor's cost on Thursday set-up day.**

### **NOTE:**

**All electrical items are subject to inspection and must comply with safety regulations.**

**You MUST notify The AAS Office if you wish to use your own generator for power. Generators must meet all relevant standards including noise & pollution and must not disrupt other sites.**

### **WATER:**

Exhibitors requiring water on their site must request this limited facility on the application form. Requirements will need to be discussed with Secretary. Please be prepared to be self-contained. Water may only be available from taps affixed to the Pavilions.

### **WASTE WATER:**

Waste water is to be contained or arrangements can be made to have tanks pumped at your cost. An IBC for grey water is located near the promenade adjacent to the light tower.

**At no time can waste water be emptied to the ground.**

### **CAMPING ON SITE:**

Any camping in your vehicle which must be confined to your own site, will incur a fee of \$10 per person per night. You must be completely self-contained. Pay at office.

**SIGNAGE:**

All signage is to be contained within the exhibitors own site. Any signage must be appropriate for all age groups.

**APPLICATIONS:**

Exhibitors are advised to book and pay for their sites as early as possible. All bookings are to be made with the Society Office. Sites can be booked and paid for through The AAS website; [aas@albanyshow.org.au](mailto:aas@albanyshow.org.au) .Sites are only confirmed upon receipt of payment and written advice from the Society so please ensure that you enclose payment with your application. Payment by any means does not imply site allocation without an application having been received and approved in writing by the Society. Every effort will be made to accommodate your preferred site, but final placements are at the discretion of the Society. Should you for any reason be requested to move to an alternative site (this is only done in unexpected / urgent cases), your compliance is expected as refusal may lead to immediate expulsion from the grounds with no refund being made.

**REFUND POLICY:**

Trade Customers – a full refund less \$50 Administration fee may be given if notice of cancellation is received not less than 28 days prior to the commencement of the Show. A partial (50%) refund less \$50 Administration fee may be considered after this time if the site is able to be filled.

Membership – no refund

Competitors – no refund unless recommended by the Section Councillor

Please keep your entry passes as proof of purchase.

## **OCCUPATIONAL SAFETY AND HEALTH:**

Exhibitors may only sell items that meet Australian Safety Standards and comply with safety laws. A complete list and information are available [www.productsafety.gov.au/content/index.phtml/itemId/996539](http://www.productsafety.gov.au/content/index.phtml/itemId/996539). Safety concerns identified by the AAS Secretary or Show committee must be addressed immediately or the exhibitor will be requested to leave the grounds.

Exhibitors must not sell, distribute, use or offer as prizes any:

- a. Balloons - gas filled unless the balloon is fitted with a non-conductive and rigid rod, drinking straw or weight;
- b. Balloons - Blowing Kits
- c. Sky Lanterns
- d. Projectile toys including - bows or arrows of any description;
- e. guns of any description; toy or otherwise
- f. explicit and hardcore t-shirts; DVD's, CD's, magazines, books and videos;
- g. no - holes tongue studs
- h. Mini jelly cups containing cognac.
- i. Combustible candle holders
- j. celluloid toys unless they comply with Department of Health WA Regulations and a permit has been obtained from the Department and available for inspection by AAS;
- k. Toys with small strong magnets, novelty cigarettes or containing lead and other elements.
- l. chemical sprays, silly string, stage door streamers or other similar spray projecting materials, pepper sprays;
- m. fireworks including sparklers;
- n. Fire foot bags
- o. Yoyo balls
- p. kites unless those kites are disassembled and packaged;
- q. any illegal or offensive items, goods, articles, publications or materials;
- r. any other item, good, article, publication or material which may by its use or operation cause alarm or distress to any person or animal;
- s. stickers - whether self-adhesive, moistened or of a transfer nature. Should stickers or similar be used, removal of such from AAS buildings will be charged to the distributor;
- t. smoking implements or paraphernalia, including imitation cigarettes, Smokeless tobacco products, bongs or drugs may not be sold;
- u. fuel type fire lighters (Zippo), Toy-like novelty lighters
- v. laser pointers of any description;
- w. stun pens;
- x. swords, knives or any other sharp implements which could be construed as weapons;
- y. metal and wooden martial art; i.e... Knuckle Dusters/nunchucks;
- z. water bombs or stink bombs.

If the AAS at its sole discretion considers that any item, good, article, publication or material being exhibited, sold, distributed, used or offered as a prize by an exhibitor is unsuitable, objectionable or offensive, that exhibitor must after a request from the AAS to do so, immediately remove all items, goods, articles, publications or materials of that type from the Showground.

Please note: It is the Site holder's responsibility to ensure they are compliant with the Australian Competition & Consumer Commission (ACCC) compliance guidelines and subject to [mandatory standards and/or bans](#), and the *Competition and Consumer Act 2010*. Banned or illegal items will be confiscated. The names of Site holders found selling banned items will be circulated to all other Societies and Police. **Your entire display MUST CONFORM TO WORK SAFE STANDARDS.**



## **ADVERTISING IN THE OFFICIAL PROGRAMME**

An excellent opportunity exists for your business to advertise in the SHOW PROGRAMME produced locally with a distribution of approximately 16,000 copies inserted into a free community paper approximately one week prior to the Show.

Your interest can be indicated on the site application form

### **SECURITY AND CLAIMS**

The AAS provides routine security for its buildings and ground. The AAS will not accept any responsibility for the protection of exhibits nor for any loss or damage how so ever caused.



The exhibitor must accept responsibility for claims under the Workers' Compensation Act or any other Act or Regulation related to their activities during the Show.

***NO TRADER / EXHIBITOR will be permitted onto the grounds until 7:00am Thursday 10<sup>th</sup> November 2022. (Unless by special arrangement with the Society).***

***CLOSING DATE: Friday 14<sup>th</sup> October 2022.***

**Sites numbers are limited. Book early to avoid disappointment**

**ALL APPLICATIONS TO:**

The Albany Agricultural Society Incorporated.  
Post Office Box 392  
ALBANY WA 6331  
or email [aas@albanyshow.org.au](mailto:aas@albanyshow.org.au)

**PLEASE ENSURE THE CORRECT APPLICATION FORM IS COMPLETED IN FULL AND SIGNED. EARLY APPLICATION WITH PAYMENT IS REQUIRED TO SECURE A SITE, WITHOUT GUARANTEE.**

Late applications along with a late fee of \$30.00 may be accepted at discretion of the Administrator.

### **SITE ALLOCATIONS:**

Every effort will be made to allocate space requested. **NO GUARANTEE can be given.** The Administrator and Ground Committee have the right to request a trade space to be re-located or removed from the ground due to unforeseen difficulties. **Applicants MUST BE AWARE OF THIS RIGHT and comply if requested.**

Site allocations will be finalised after closing date and confirmation in writing prior to two weeks before the Show where possible.

### **SITE CLEARANCE:**

- *All sites must be vacated by Noon Monday 14<sup>th</sup> November 2022 and left in a clean and reasonable condition prior to departure. All exhibitors are expected to co-operate in an effort to keep the display area in a clean condition. A fee of \$50 will be imposed if cleaning of your site is required. PLEASE USE BINS PROVIDED.*

### **DAMAGE TO SITES:**

Exhibitors shall be responsible and will be billed for any damage to sites and / or water pipes, electricity cables et cetera, running through their sites. Metal fixings are prohibited on any of the Pavilions or other structures. Underground water, drainage and electrical services may be marked with painted markings on the surface. DO NOT insert any pegs or stakes within 50cm of any such markings.

## **EXHIBITOR GUIDELINES**

- Exhibitors must demonstrate an enthusiastic positive approach towards the public, each other and the Albany Agricultural Show.
- **Exhibitors must participate in all of the two days of the Albany Agricultural Show for the advertised opening hours. Friday 9am – 8pm (Sideshow 10pm) & Saturday 9am – 5pm**
- Sites will not be allocated for periods of less than the two days of the Show.
- All goods and products sold or exhibited on the day should be of high quality and presentation. Sale prices are to be kept in a realistic and affordable range.
- All cash transactions and sale of goods are the responsibility of the exhibitor and must comply with the Fair-Trading Act 1987 and Consumer Affairs Act 1971 (Australian Consumer Law 2011).
- All Emergency Exits, aisles and walkways at the Show must remain unobstructed and accessible at all times.
- Personnel and any part of your stand, furniture, lighting, catering, demonstrations or exhibits et cetera must remain within your site boundary.
- AAS approval must be obtained to sell or give away products in glass containers.
- Exhibitors must notify ASS of additional equipment being used (e.g. cool rooms, etc. and power requirements).
- Exhibitors are permitted to provide own signage for backdrop purposes confined to their own site.
- AAS reserve the right to refuse entry or close down any exhibitor site that does not comply with the Exhibitor General Rules and Conditions of Entry.
- Exhibitors shall at all times comply with the direction given by the Secretary or the AAS officials whilst the Exhibitor occupies the site.
- **INSURANCE** - Exhibitors are required to have their own public liability and or professional indemnity insurance covering them against any occurrence attributable to their activities or the activities of any person for whom they are directly responsible.
- No public address system is to be used apart from that approved by the Society. The use of amplifiers or loud speakers by exhibitors is strictly prohibited.
- Exhibitors shall be responsible for any damage to sites and or water pipes, electricity cables etc. running through their sites. Before inserting metal stakes, approval must be gained from the Grounds Coordinator after checking ground markings.
- The exhibitor shall not conduct or permit or allow to be conducted on the site, any competition, roaming promotion, raffle, game or sale by auction, not approved of in writing by the Society.
- These conditions are to be read in conjunction with and form part of the acceptance declaration made on the application form.
- **DOGS ARE NOT PERMITTED on the grounds. Dogs in competition or assistance dogs are exceptions and must always be under absolute control of the owner.**



# *CHECKLIST:*

## **Your application:**

- Confirm size of site**
- Confirm water and power requirements**
- Order adequate personal & vehicle passes**
- Completed Application Form sent with payment**
- Certificate of Currency for Public/Product Liability Insurance/ Health certification**
- Advertising booked**
- Like our page Albany Show on Facebook for updates**

## **Your site:**

- Marquee booked**
- Partitioning organised**
- Furniture organised**
- Signage and displays organised**
- Staffing requirements arranged**

## **The day before:**

- Power cords et cetera – all must be currently tagged and tested**
- Promotional materials**
- Exhibitor and vehicle passes packed**

**On the day: Enjoy!**

## Join us!

### Traders/Exhibitors/Community groups

Exhibiting at the show gives you the opportunity to:

- Showcase your business and have your products and/or services seen by more than 15,000 people.
- Expand your database for future potential sales.
- Provide samples or giveaways to a diverse range of visitors.
- Increase product sales.
- Launch new products or demonstrate existing products in front of a regular captive audience.
- Promote your business being at the show through the AAS website, listing PA announcements, pre-printed programme, social media, and on-site ground maps.

### Competitors

- Earn some legitimate bragging rights.
- Individual schedules are available for various disciplines for example: equestrian, Alpacas, sheep & wool, cattle, poultry, woodcraft, photography, horticulture, creative crafts & cookery all sections are open to all ages. (Check the details in the schedules)

### Volunteers

Meet lots of people and be a part of the largest annual community event in Albany! Our volunteers love to come back each year. Over 200 volunteers work tirelessly to assist us in staging the annual Albany Agricultural society Show. We would greatly appreciate anyone interested in helping at this year's Albany Show to complete a registration of interest form from our website or give us a call.

## SPONSORS PAGE

TBA