



# Freds Pass Rural Show

## Site Holders Manual

### INTRODUCTION

The Freds Pass Rural Show is celebrating 45 years in 2024! The show has become a much-loved iconic event since it started in 1978.

Once again, the rural community looks forward to the return of the Freds Pass Rural Show on 25 & 26 May. The FPRS committee believe that the 2024 show will be well received after an overwhelming positive response in 2023 to our new location on the Freds Pass Reserve, by the lake. We are very excited to invite you to take part in this long-standing rural show. Over 10,000 people come through the gates over the 2-day event to take in the delights of our many competitions, watch a variety of entertainment for all ages, and experience an array of local products and services.

Freds Pass Rural Show welcomes you and we look forward to your business taking part in this iconic event. **See you in 2024!**



## NEW LOCATION

We have relocated to the western side of the Freds Pass Reserve, by the lake, near Lake View Hall



## GENERAL INFORMATION

### FPRS Bank Account Details:

Bendigo Bank Coolalinga  
BSB: 633000  
Account: 150695039

## PERSONNEL

### Committee

Chair: Shirley Preston  
Vice Chair: Tim West  
Treasurer: Nicole Hamilton  
General Committee Members: Lizzie Fogarty, Stacey O'Leary, Colleen Yiallourou

Event Manager: Linda Masters – 0488 588 202

Email: [info@fredspassruralshow.org.au](mailto:info@fredspassruralshow.org.au) Website: [www.fredspassruralshow.org.au](http://www.fredspassruralshow.org.au)

## ALL ENQUIRIES REGARDING SITES SHOULD BE DIRECTED TO

Site Holder Coordinator: Kelly Barbetti - 0403615806

[admin@fredspassruralshow.org.au](mailto:admin@fredspassruralshow.org.au)

## FREDS PASS RURAL SHOW INC

PO Box 639 Coolalinga NT 0839

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ABN 16 951 961129

## **SHOW DATES / TIMES FOR FREDS PASS RURAL SHOW 2024**

Saturday 25 May - Gates open to the public at 9am – close at 10:00pm

Sunday 26 May - Gates open to the public at 9am – close at 4:00pm

**SHOW OFFICE OPENING TIMES** - Office will not be manned until closer to the show, hours will be published at a later date. *(Times are subject to change)*

## **SITE HOLDERS CHALLENGE**

Sponsored by Kezia Purick MLA

Each year the Freds Pass Rural Show awards a trophy for the best presented site. There is no entry fee, and all site holders are automatically entered. We will be looking for – originality, impact, and overall presentation. 2024 theme – this is the 45<sup>th</sup> year of the Freds Pass Rural Show – our Sapphire celebration! So, the 2024 Site Holder's Challenge will be awarded to the stall that best incorporates the colour blue.

**2023 Winner** – Brazen Rural Products

**2022 Winner** – Darwin Sword Academy

**2019 Winner** – Vanderfield

## **COVID REGULATIONS/SAFETY**

You are expected to follow the current NT Health Dept COVID safe guidelines for you, your staff and visiting patrons to your stall. Providing free sanitation aids is encouraged.

## **MONEY/CHANGE FACILITIES**

There are NO banking/change facilities on the Freds Pass Rural Show (FPRS) premises. Please ensure you have enough change available for the duration of the show. Automatic tellers will be available on the premises – please see site map for locations.

## **SECURITY**

There will be security on the premises for the duration of the show, commencing on Wednesday night (22<sup>nd</sup>) until 8am on Tuesday. Please keep valuables safe - FPRS will not take responsibility for any lost or stolen goods.

## **INSURANCE**

All site holders are responsible for insuring their own property and goods. Site holders must also comply with statutory insurance requirements - this includes motor vehicle and workers compensation insurance. You will be required to send a copy of your public liability insurance certificate with your application.

## **SITE HOLDERS' AREA AND PRESENTATION**

Site holders are required to keep and leave their area neat and tidy; **BONDS WILL NOT BE REFUNDED IF YOUR SITE IS LEFT UNTIDY AND RUBBISH NEEDS TO BE PICKED UP WHEN YOU**

2

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**VACATE. ALL SMALL RUBBISH ITEMS SUCH AS CUT CABLE TIES, TENT PEGS, RUBBER BANDS, CAN RING PULLS, PAPER SCRAPS, BOTTLE CAPS, ETC** must be included in the clean-up. Staff are encouraged to represent their products and business in a professional manner, and dress according to the exhibit's theme/design.

## **PROHIBITED ITEMS**

In addition to the requirements of NT Consumer Affairs, site holders are prohibited from selling, giving away or using as prizes any article which could cause annoyance to the public at the showgrounds as deemed by the Committee. This includes the following: laser lights, balloons, water pistols, fireworks, cap guns, chewing gum, offensive material or any other article that could cause annoyance or offence to the public. The use of loudspeakers or amplifiers are prohibited.

## **LOTTERIES, RAFFLES & GAMES**

The number of lotteries and raffles are restricted. All approved lotteries and raffles must have written permission from the Committee. Games of chance are prohibited unless approved by the Committee.

## **ADVERTISING**

- Site holders' advertising or signage should be of a high quality and must be kept within the boundaries of the stall space.
- The Committee reserves the right to remove any advertising or signage which is located outside the perimeters of the stall, deemed to be objectionable, or of poor quality.
- A-frames must be kept within boundaries of the stall and not in walkways.
- Site holders are not permitted to distribute circulars, handbills, or any form of advertising outside the perimeters of their space.

## **SITE APPLICATIONS**

- Site applications are online, or you can download and complete manually. Completed forms are to be submitted to [admin@fredspassruralshow.org.au](mailto:admin@fredspassruralshow.org.au) we will assess and send an invoice for payment. **Online forms are encouraged.**
- Site applications close on **26/04/2024**. The Committee at its discretion may approve late site holder applications.
- All site holders must pay \$100 bond; the bond is non-refundable in the following circumstances.
  - Cancellation of site booking after the 1<sup>st</sup> May 2024
  - Your site is left untidy or with rubbish on the ground, and rubbish (including cardboard) is not disposed of properly
  - If you do not remain trading for the following hours - Saturday to 6pm minimum (can remain open until close of show Saturday 25<sup>th</sup>) and Sunday to 4pm

***We encourage stall holders to stay open until at least 8pm on Saturday evening as patrons will be attending fireworks and main stage concert starting at 8pm.***

- Site charges are for ground space only - shade, partitions, passes, etc are not included. All site structures, shade and displays are to be located within the boundaries of the site allocation. Please ensure correct dimensions are recorded on all orders and applications.
- When measuring the space you require, please consider the following - full dimensions of space and items that may go within your space i.e. van, trailer, gazebo, back of house, placement of signage, open awnings, tow bars, all outside equipment (width, depth, & height).
- If you have tent tie down ropes, they are not to protrude outside of your allocated space, it is preferred that you use a pop-up tent – NB pop ups must be firmly secured with pegs or weights – consult with Site Manager before pegging.
- Your site must be used ONLY for the purpose specified in your application.
- The Committee reserves the right to close sites selling/displaying items which have not been approved.
- All site holders must have their site number card clearly and prominently displayed on their stands.
- Sub-letting of space is prohibited unless specific approval in writing by the Committee.
- FPRS reserves the right to reject any application.

**Coolalinga Community Bank is generously offering a sponsorship subsidy on site expenses of up to \$500 for not-for-profit organisations who hold a bank account with them. For information, please enquire at the bank or head to our [website](#)**

Once you have paid for your site, FPRS will allocate the stall placement. We will endeavor to place you in the best position possible/available.

DISCLAIMER: FPRS reserves the right to re-allocate the position or location of your site at any time.

#### **SITE HOLDER PARKING**

**No site holders are to park in the main car park.**

- Site holder parking will be in the Palmerston Field (between Melville and Blackadder Way).
- Please show your site holder wrist band to gain entry into site holders carpark.
- One Site Holder Vehicle Pass is allocated to each site for entry into the showground's setup area.
- Keep you Site Holder Vehicle Pass on the dashboard of your vehicle to gain entry to set up/restock your site during the scheduled time frames.

#### **STALL BUMP IN AND SETUP**

Bump in times – Thursday 23<sup>rd</sup> from 5pm to 10pm and Friday 24<sup>th</sup> May from 8am to 10pm, Saturday 25<sup>th</sup> May 6am to 8am (vehicles **must** be out by 8am)

#### **Staggered times for 2024 – *Select preferred time on your application form***

| Date                    | Time        | Time         | Time        | Time       | Time       | Time       | Time        |
|-------------------------|-------------|--------------|-------------|------------|------------|------------|-------------|
| Thurs 23 <sup>rd</sup>  | 4pm to 6pm  | 6pm to 8pm   | 8pm to 10pm |            |            |            |             |
| Friday 24 <sup>th</sup> | 8am to 10am | 10am to 12pm | 12pm to 2pm | 2pm to 4pm | 4pm to 6pm | 6pm to 8pm | 8pm to 10pm |
| Sat 25 <sup>th</sup>    | 6am to 8am  |              |             |            |            |            |             |

WHS NB: you cannot change your selected set up time unless you have made arrangements via email with the Site Holder Coordinator prior to the bump in days  
[admin@fredspassruralshow.org.au](mailto:admin@fredspassruralshow.org.au)

Please be patient when entering and exiting site area as there will be other vehicles, machinery, caravans, and contractors on site, including pedestrians - always use caution, pay attention to speed limits and use your hazard lights.

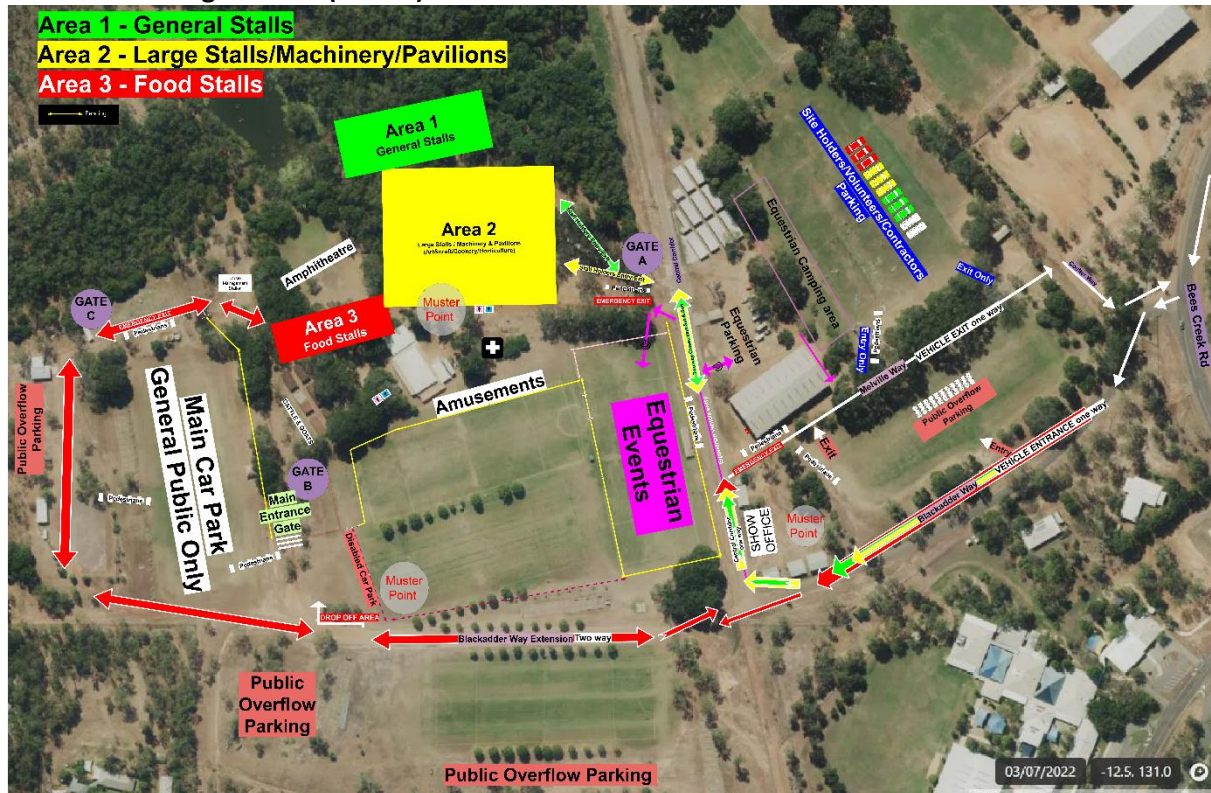
### VEHICLE ACCESS

Only vehicles with a Site Holder Vehicle Pass will be allowed inside the showgrounds for bump in. Vehicle access to the site areas ceases from 8.00am on Saturday and Sunday of the show.

Vehicle entry and exit access for set up - see Stall Holders Traffic Plan map (you will also receive a map in your pack)

- **Area 1 Palm Gardens (Gate A)** - General stalls – Head north on Central Corridor Rd eastern end of Lakeview Hall – enter and exit the same road
- **Area 2 (Gate A)** - Large stalls/machinery/commercial displays – Head north on Central Corridor Rd eastern end of Lakeview Hall – enter and exit the same road
- **Area 3 (Gate C)** - Food stalls – Head west on Blackadder Extension Road, past main car park, continue past caretaker's shed and Archery around the back of main car park on western side – enter and exit same road.

**NB: ALL VEHICLES ARE TO PARK ON THE MAIN ARENA FIELD (NEAR SAND ARENA PARALLEL TO MELVILLE WAY) ONCE BUMP IN IS COMPLETED OR WHEN PARKING FOR THE DURATION OF THE SHOW.** You can then walk back to the showgrounds across Central Corridor Road heading north and enter through Gate A (Area 2) off Central Corridor road.



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- The Reserve is open from 6.00am on Saturday and from 6:30am Sunday. Due to Workplace Health & Safety issues, vehicle access to the showgrounds ceases from 8.00am each day. All vehicles must be out of the area by 8am.
- **No site holder will have vehicular access to the showgrounds from 8am to 12midnight on Saturday and from 8.00am to 4pm on Sunday. There are no exceptions to this rule.**
- Unauthorised vehicles parking within restricted areas after 8am on show days will be towed away at the owners' expense.
- **Dismantling of sites can commence from 4pm on Sunday and not before.**
- It is mandatory as part of your site holder agreement that no sites are permitted to leave the grounds until after 4pm on the Sunday of the show.
- All sites must be dismantled and removed from the grounds no later than 24 hours after the completion of the show unless previous arrangements have been made with the committee.

### ONE DAY SITES ARE NOT PERMITTED - NO EXCEPTIONS TO THIS RULE

**Saturday trading hours for site holders** – all sites must stay open until **6 pm minimum** on the Saturday of the show. This is to enable the thousands of members of the public who enter the show in the late afternoon enough time to get around and visit all sites. We encourage site holders to stay open until at least 8pm on Saturday evening as between 4 pm and 8.30 pm is our peak attendance time due to fireworks and the main stage concert starting at 8pm.

### SHOW ENTRY & PASSES / WRISTBANDS & PASSES

All site holders must have an entry wristband to gain access to the show (purchased with your site purchase). Security guards will be at the gates checking for wristbands so please ensure you and ALL your staff have their wristbands on their arm. Pre purchased site holder wrist bands will be placed inside your stall holder's package.

### SITE HOLDER PASSES

To attract the discounted price for site holders, you must purchase your passes when you purchase your site. If you require passes after that time, you will need to purchase tickets from the FPRS office at increased rates (see table below)

**Gate entry is not included in site charges.** Site holders may purchase any combination of day/weekend passes when they book.

| TICKET CATEGORY         | Site Holder Passes<br>Purchased with application | Site Holder Passes<br>Purchased after application |
|-------------------------|--|---|
| Day Pass - Adult        | \$16   | \$18  |
| Weekend Pass –<br>Adult | \$30   | \$32  |

- Site holder passes/wristbands allow one-person unlimited entry to the showgrounds – **NB wristbands must be always worn to gain entry**
- **To attract the discounted site holder rate, site holders must purchase the total number of passes required for the duration of the Show with their site holder application**
- Additional Stall holder tickets can be purchased after your application has been invoiced, however they will be at the increased cost (see table above) and can be purchased by credit card over the phone. For additional purchases please contact our site holder coordinator. All wrist bands will be included in the site pack when you pick it up from show office.

- For security reasons passes will not be mailed and can only be collected from the Show Office with your stall holder package.
- No replacement will be offered for lost, stolen or damaged wristbands.

**SITE PRICES ONLY – see site areas on map**

|   |
|---|
| Area 1 Palm Gardens – General Stalls – Price per square metre - \$25  |
| Area 2 – Large/machinery/commercial - Price per square metre - \$14 (6m x 6m and above)                     |
| Area 3 Food Stalls – Price per square metre - \$35<br>Food vans - include draw bar and any other extrusions |

**Freds Pass Rural Show Site Map 2024**



**SITE HOLDERS PACK**

The stall holder pack containing your site number card, car pass, site holder entry wristbands and additional information will be available for pick up at the Show Office from 2 weeks before the show - from Monday 10 May up to Friday 24<sup>th</sup> May – times to be advised closer to show)

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## POWER REQUIREMENTS

On your application form you will need to indicate how many 10amp and/or 15amp circuits/outlets you require.

Power costs   Up to 10amp   \$63  
                  Up to 15amp   \$95

If you are unsure see table below or you can contact our Site Holder Coordinator for guidance.

**For example**

| Appliance                 | Amps required |
|---------------------------|---------------|
| Bain Marie 1              |               |
| Bain Marie 2              |               |
| Coffee Machine            |               |
| Cool Room                 |               |
| Computer                  |               |
| TV                        |               |
| Lights                    |               |
| <b>TOTAL REQUIREMENTS</b> |               |

*If you require 3 phase power, please get in touch with the Site Holder Coordinator as to how many amps you require. You will then be notified of the cost of your 3-phase power (it will depend on how many amps you require and the cost of providing it)*

## ELECTRICAL COMPLIANCE

**All electrical leads, equipment and appliances must be tested and tagged by a qualified person.**

Syd Bowden will be onsite to 'test and tag' on **Friday 24<sup>th</sup> May between 3:30pm and 6:30pm**

On site testing fee is \$5 per item which is to be paid at the time of procedure.

Should you wish to arrange pre-setup testing and tagging, contact Syd on 0444 523 147

## GAS COMPLIANCE

Each site holder is responsible for ensuring their gas cylinders and regulators are compliant. Please click on the following link to ensure you are up to date with compliance requirements:

<https://worksafe.nt.gov.au/forms-and-resources/guides/electrical-equipment-and-gas-installations-at-markets,-shows-and-sporting-events>

You will be required to upload your gas compliance certification when you apply for a site.

**Work Health and Safety inspectors will be checking all equipment on site.**

## FOOD STALLS

Site holders selling food must hold a current NT Food Business Registration available from <https://nt.gov.au/industry/hospitality/register-or-renew-a-food-business> You will be required to upload your NT Food Business Registration when you apply for a site.

Please also make yourself aware of the safety regulations when dealing with food:

<https://nt.gov.au/industry/hospitality/food-safety-and-regulations>

**All site holders selling food must have a fire extinguisher and fire blanket on site.**

#### **RUBBISH AND WASTE REMOVAL**

Site holders are responsible for the immediate removal of all rubbish from their sites and ensuring stalls are always kept in a clean and tidy condition. Large product boxes and packaging must be crushed before disposal in the large commercial skip bins (do not dispose of large packaging in wheelie bins). Everything must be removed from your site by the end of Tuesday after the show.

**The bond of \$100 will not be refunded following the show if stall holders leave rubbish and waste on site. NB: THIS INCLUDES ALL SMALL RUBBISH ITEMS SUCH AS CUT CABLE TIES, TENT PEGS, RUBBER BANDS, CAN RING PULLS, PAPER SCRAPS, BOTTLE CAPS.... ETC**

#### **WASTEWATER, OIL & REFUSE**

Site holders must have an impervious container available for the collection and storage of wastewater from hand washing and utensil washing facilities.

When full, oil and refuse containers must be immediately emptied into the dedicated refuse storage facilities provided.

#### **CAMPING**

Camping on your site is not permitted. Unpowered camping is available near equestrian/sand arena for equestrian participants and stall holders only – campers must prebook their camping site by contacting our show office [info@fredspassruralshow.org.au](mailto:info@fredspassruralshow.org.au) bookings will close on the 20<sup>th</sup> May 2024

#### **PLASTIC FREE ENCOURAGEMENT**

The Committee would like to encourage site holders not to use single use plastic food and drink containers. We would like to bring in a plastics free policy in future years – so let's get prepared NOW!

##### **Local supplier suggestions:**

Plastic Free NT <https://www.plasticfreent.org/> Asian United Food Services

<https://www.laygroup.com.au/> Rewards Hospitality <https://www.rewardhospitality.com.au/>

1800 473 927.

#### **OUTBACK TRACK OPPORTUNITY – (Coolalinga Community Banks Outback Track)**

The FPRS version of The Yellow Brick Road is our very own Outback Track. Site holders are invited to apply to become one of the 10 participating stalls when they book online. This is a great opportunity to draw the public to your site.

The participating site holder must provide 800 small items to give out to children who show an Outback Track entry form.

**The participating site holders must ensure that they are trading up to at least 6 pm on Saturday,** as many families come through the gates and purchase their Outback Track bags in the late afternoon, they need adequate time to attend all the participating stalls to receive their stamps.

Suggested items: pens, pencils, crayons, ruler, company merchandise/branded items, any small toy...i.e. bubble blowing toy, wrist bands, juice popper, bottle of water, piece of fruit, box of sultanas, muesli bar, small packet biscuits. Hot food is not permitted, and all food items must be in sealed packaging.

**Balloons, sweets, vouchers and stickers are not accepted.**

**How it works:**

1. Parents purchase an Outback Track bag from the FPRS Information Booth just inside the main gate. There will only be 800 bags for sale. Children must be 10 years and under to participate.
2. Families visit the participating sites throughout the show grounds.
3. At each participating site the child receives **one** stamp on their form. They need to collect **ALL** stamps to enter the final competition draw.
4. When they get their stamp, the child also receives one gift which is provided by the site holder.
5. When the child has visited all participating sites, he/she places their completed form in the box at the Information Booth.
6. On Sunday afternoon, an entry will be drawn, and the child who wins will receive a larger prize.

## **2024 FRED'S PASS RURAL SHOW – SITE HOLDERS TERMS & CONDITIONS**

Site holders at the Freds Pass Rural Show agree to the following when they book a site -

- Site holders will abide by all requirements as outlined above in this Site Holders Manual.
- Site holders will adhere to Work Health and Safety Regulations, or risk being asked to leave the grounds.
- The Committee will not be responsible for any accident which may be caused through or by the site holder, or which may happen in connection with his/her business, and the site holder shall hold the Committee harmless, and indemnify it against any legal proceedings arising from every or any such incident.
- The Committee shall have the right to remove from the showgrounds, at any time, any exhibit, sideshow, and/or any person connected with it, which, in the opinion of the Committee, is objectionable or may be detrimental to the Committee's interest and no person so removed shall have any right of action or claim for damages against the Committee or Committee members in respect of any action taken by the Committee under these regulations.
- The Committee reserves the right to cancel or postpone the show or any part thereof for any sufficient cause. In event of cancellation, site holders will receive a full refund.

**Show Committee & staff wish everyone a successful and fun filled  
Freds Pass Rural Show for 2024**

