



Freds Pass Rural Show

Site Holders Manual



INTRODUCTION

The Freds Pass Rural Show is celebrating 46 years in 2025! 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 24 & 25 May. The FPRS committee believe that the 2025 show will be bigger and better after an overwhelming positive response in 2024. 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 2025!**

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, Colleen Yiallourou.

Event Manager: Linda Masters – 0488 588 202

Email: info@fredspassruralshow.org.au Website: www.fredspassruralshow.org.au

ALL ENQUIRIES REGARDING SITES SHOULD BE DIRECTED TO

Site Holder Coordinator: Tash Jones 0403615806
admin@fredspassruralshow.org.au

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ABN 16 951 961129

SHOW DATES / TIMES FOR FRED'S PASS RURAL SHOW 2025

Saturday 24 May - Gates open to the public at 9am – close at 10:00pm

Sunday 25 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

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. 2025 Site Holder's Challenge will be awarded to the stall that best incorporates all the above.

2024 Winner – Love M.E. Handmade

2023 Winner – Brazen Rural Products

2022 Winner – Darwin Sword Academy

COVID REGULATIONS/SAFETY

You are expected to follow the current NT Health Dept COVID safety guidelines (if any) for you, your staff and visiting patrons at 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 the site map for locations.

SECURITY

There will be security on the premises for the duration of the show, commencing on Wednesday night (21st) until 8am on Tuesday 27th May. 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 must 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**

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 is 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 We will assess and send an invoice for payment. **Online forms are encouraged.**
- **NOTE:** Passes are to be purchased separately [online](#). Present receipt of payment to SH coordinator to have your wristbands added to SH Packs.
- **Passes can no longer be purchased at show office**
- Site applications close on **25/04/2025**. The Committee at its discretion may approve late site holder applications.
- All site holders must pay a \$100 bond; the bond is non-refundable in the following circumstances.
 - Cancellation of site booking after the 1st May 2025
 - 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 24th) and Sunday to 4pm
- **Site fees are non-refundable when the site holder cancels after Wed 21st May 2025 or the site holder does not take occupancy of their show site.**

We encourage stallholders 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, shades and displays are to be located within the boundaries of the site allocation. Please ensure the 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.
- 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 for more information and link to application](#)

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.

Please ensure your payments are made before the show weekend, it is preferred you make payment online and send receipt of payment to admin@fredspassruralshow.org.au, so we have a record of payment.

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

SITE HOLDER PARKING – Has changed from last year – This is out of the FPRS control as we must adhere to the reserve's instruction.

No site holders are to park in the main car park. There is very limited parking for our customers.

- Site holder parking will now be on the Eastern side of reserve around Wilke Pavilion and beehive area NB: *you will need to load all goods into your site at setup or before 8am on show days or have a sturdy trolley to cart goods from the restock area or from your parking area.*
- One Site Holder Vehicle Pass is allocated to each site for entry into the showground's setup area.
- Keep your Site Holder Vehicle Pass on the dashboard of your vehicle to gain entry to set up/restock your site during the scheduled time limits.

STALL BUMP IN AND SETUP

Bump in times – Thursday 22nd from 3pm to 8pm and Friday 23rd May from 8am to 8pm, Saturday 24th May 6am to 8am (vehicles **must** be out by 8am)

Staggered times for 2025 – Select preferred time on your application form

Date	Time	Time	Time	Time	Time	Time	Time
Thurs 22 nd	3pm to 5pm	5pm to 7pm	7pm to 8pm				
Friday 23 rd	8am to 10am	10am to 12pm	12pm to 1pm No load in – Staff lunch	1pm to 3pm	3pm to 5pm	5pm to 7pm	7pm to 8pm
Sat 24 th	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

Please be patient when entering and exiting the 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)

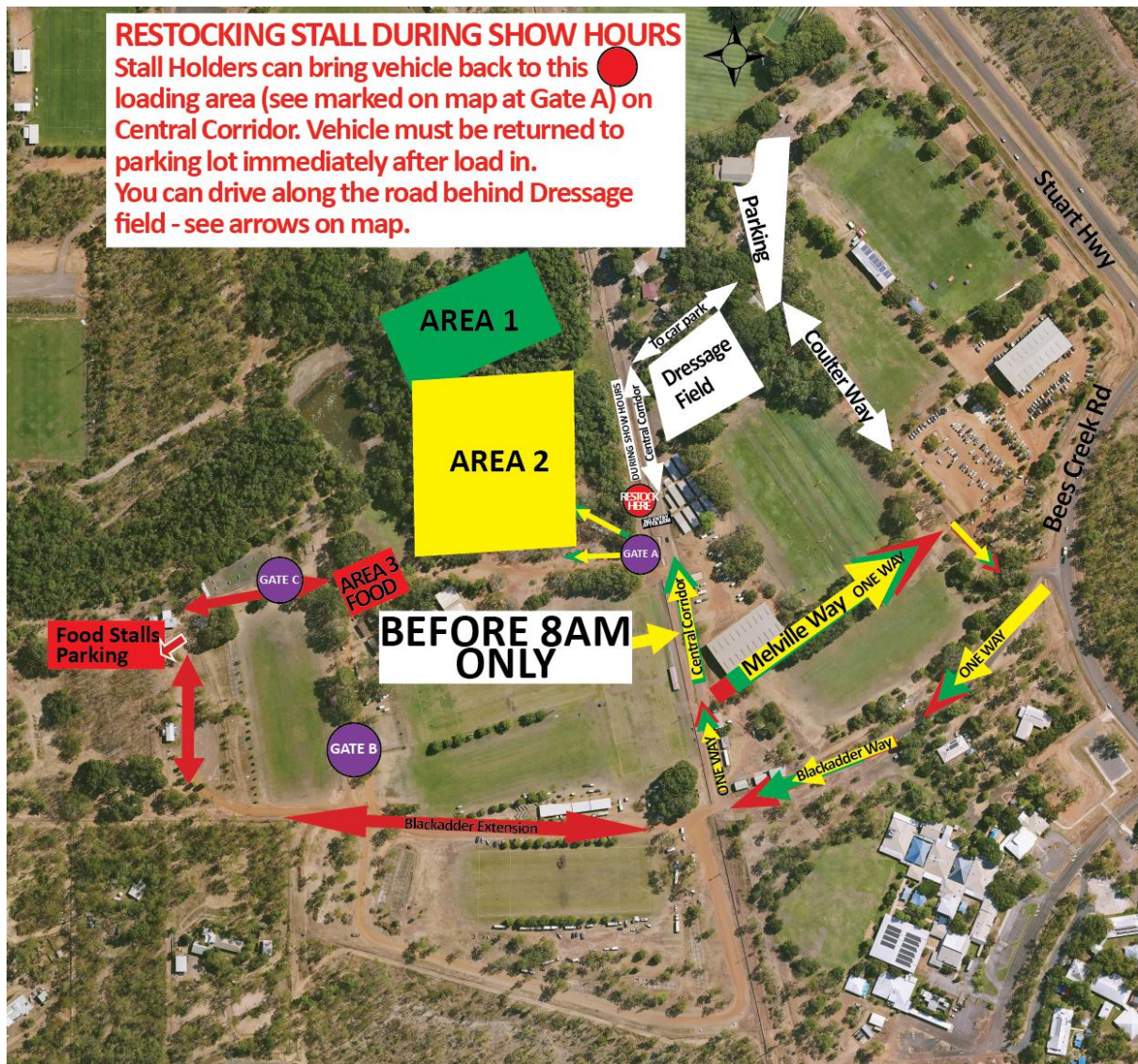
- **Area 1 (Palm Gardens) & Area 2 (Gate A)** - General and large stalls, including machinery – Head north on Central Corridor Rd eastern end of Lakeview Hall
- **Area 3 (Gate C)** - Food stalls – Head west on Blackadder Extension Road, past main car park, continue past caretaker’s shed and Archery around the back of main car park on western side – enter and exit same road. **You cannot enter via the main pedestrian entrance (Gate B)**

NB: ALL VEHICLES FROM AREA 1 & 2 ARE TO PARK ON THE EASTERN SIDE OF RESERVE AROUND WILKE PAVILION AND THE BEEHIVE 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 or behind Dressage field to (Gate A) off Central Corridor Road.

We now have a restock area on Central Corridor, once the show is open to the public and if you need to restock you can drive back from your parking spot at Wilke Pavilion, along the back of the dressage field, turn left onto Central Corridor to the restock spot, once you have restocked you must immediately take your vehicle back to the SH parking area, back along the road behind dressage field.

ALL VEHICLES FOR FOOD STALLS (AREA 3) SEE MAP AND PARKING AREA – STRICTLY NO PARKING BESIDE WATER TANKS OPPOSITE ARCHERY, THIS IS RESERVED FOR ENTERTAINERS CARTING EQUIPMENT TO THE MAIN STAGE.

Parking is at the back of the Archery clubhouse.



- The Reserve is open from 6.00am on Saturday and from 6:30am on 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 10:30pm on Saturday and from 8.00am to 4:30pm 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 – vehicles will be allowed to enter the showgrounds from 4:30pm.**
- It is mandatory as part of your site holder agreement that no sites are permitted to leave the grounds until 4:30pm on the Sunday of the show.
- All sites must be dismantled and removed from the grounds no later than 24 hours after the show's completion 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

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show in the late afternoon enough time to get around and visit all the 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

Site holder passes are available by online purchase only, and are purchased separately from your site application, via [I Wanna Ticket](#) Stall Holders

If you purchase your passes by 16th May, you will receive the corresponding wrist bands when you pick up your SH pack from the Show Office. Security guards will be at the gates checking for wristbands so please ensure you and ALL your staff have their wristbands on their arm.

- **NOTE: Stall Holder passes are not scannable** - A receipt of purchase will be emailed which entitles you to a wristband which will be added to your SH pack on evidence of pass receipt.
- **Note: Tickets can no longer be purchased through the FPRS office.**
- No replacement will be offered for lost, stolen or damaged wristbands.

SITE HOLDER PASSES

To attract the discounted price for site holders, you must purchase your passes by the 21st May. If you require passes after that time, you will need to purchase public tickets [online](#) or at the gate at the public prices.

Gate entry is not included in site charges.

TICKET CATEGORY	Earlybird Site Holder Passes purchased online before midnight Wed 16 th April.	Site Holder Passes available online from 22 April to midnight Frid 16th May
Day Pass	\$16	\$18
Weekend Pass	\$30	\$32
Tickets at Site Holder prices cannot be purchased after 16th May		
If you require entry tickets after the 16th May, please go to our public online ticket sales		

- Site holder passes/wristbands allow one-person unlimited entry to the showgrounds – **NB** wristbands must be always worn to gain entry if purchased at the discounted price by 16th May.
- To attract the discounted site holder rate, site holders must purchase the total number of passes required by the 16th May. You must then show evidence of payment so SH Coordinator can add wristbands to your stall holder pack. **NOTE: ticket receipts are not scannable and cannot be scanned at gate.**
- Additional show entry tickets can be purchased after the 16th May however they will be at an increased cost (see table above) [link here for public tickets](#) NO wristbands are issued for public tickets (public day and weekend ticket holders will receive a stamp if you are wanting to leave the grounds and return)

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
Food vans - include draw bar and any other extrusions

Freds Pass Rural Show Site Map 2025



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SITE HOLDERS PACK

The stall holder pack containing your car pass, site holder entry wristbands (on receipt of payment for passes) and additional information will be available for pick up at the Show Office from 2 weeks before the show – dates and times below

Please ensure you are available for inductions and picking up packs within these times.

- **Tuesday 13th May – Area 1 & 2 General and Large Stalls**
 - Inductions 5:30pm to 6pm
 - Pick up packs 6pm to 6:30pm
- **Wednesday 14th May – Area 3 Food Stalls**
 - Inductions 5:30pm to 6pm
 - Pick up packs 6pm to 6:30pm
- **Saturday 17th May – All Areas**
 - Pick up Packs Only – 1pm to 3pm
- **Monday 19th May – All Areas**
 - Pick up Packs Only – 4:30pm to 5pm

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 the table below or 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	
TOTAL REQUIREMENTS	

If you require 3 phase power, please contact 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 23rd May between 3:30pm and 6:30pm**

The 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/accommodation-and-food-businesses/register-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 cooking 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 ensure 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 stallholders 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 bookings will close on the 19th May 2025

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 Bank 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 terrific opportunity to draw the public to your site.

The participating site holder must provide 750 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 6pm 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 750 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.

2025 FREDS 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 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 reasonable reason. In the event of cancellation, site holders will receive a full refund.

**Show Committee & staff wish everyone a successful and fun filled
Fred's Pass Rural Show for 2025**

