



# Freds Pass Rural Show

## Site Holders Manual 2022



The Year of Rural Resilience

### INTRODUCTION

The Freds Pass Rural Show has become a much-loved iconic event in the Darwin rural area since it started in 1978.

Once again, the rural community looks forward to the return of the Freds Pass Rural Show on 14 & 15 May. The FPRS committee believe that the 2022 show will be well received after a two year break due to Covid 19 restrictions, we are very excited to welcome our community to take part in this long-standing rural show. With over 30,000 people coming through the gates over the 2-day event, they can take in the delights of our high-level competitions, entertainment on our main stage and beyond, experience an array of local products and services over the weekend.

Freds Pass Rural Show welcome you and we look forward to you taking part in this iconic community show!

## GENERAL INFORMATION

### FPRS Bank Account Details:

Bendigo Bank Coolalinga

BSB: 633000

Account: 150695039

## PERSONNEL

### Committee

Chair: Shirley Preston

Vice Chair: Tim West

Treasurer: Colleen Yiallourou

Secretary: Christine Simpson

General Committee Members: Jane Miles, Trudy Stewart, Colin Parkinson

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 the

Event Manager Linda Masters on 0488 588 202

## SHOW DATES / TIMES FOR FRED'S PASS RURAL SHOW 2022

Friday 13 May – 50km Feast Gala Dinner – starts 6:30pm – closes 11:30pm

Saturday 14 May - Gates open to the public at 9am – close at 12:30am

Sunday 15 May - Gates open to the public at 9am – close at 4:00pm

## SHOW OFFICE OPENING TIMES

<b>From 7<sup>th</sup> March</b>
Monday – Wednesday - Friday
9:30am to 1:30pm
<b>From 28<sup>th</sup> March</b>
Monday – Wednesday - Thursday
9am to 5pm
<b>From 19<sup>th</sup> April</b>
Tuesday & Friday
9am to 1pm
<b>From 3<sup>rd</sup> May</b>
Monday to Friday
8:30am to 5pm
<b>Saturday 7<sup>th</sup> May open 1pm to 4pm</b>
<b>From 9<sup>th</sup> May</b>
Monday to Friday
8am to 6pm

*Times are subject to change*

## FRED'S PASS RURAL SHOW INC

MOBILE 0488 588 202 - PO Box 639 Coolalinga NT 0839

[info@fredspassruralshow.org.au](mailto:info@fredspassruralshow.org.au) - FB: @fredspassruralshow Instagram: Freds\_Pass\_Rural\_Show

[www.fredspassruralshow.org.au](http://www.fredspassruralshow.org.au)

ABN 16 951 961 129

## **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. GOOD LUCK!

**2019 Winner** – Vanderfield

**2018 Winner** – The Shed Company Darwin

**2017 Winner** – Mrs P's Farm

## **COVID REGULATIONS**

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

All site holders are required to have their own COVID19 Business Safety Checklist - you will be required to upload evidence with your application.

Link here to apply if you don't already have the document:

[https://coronavirus.nt.gov.au/business-and-work/business#/how\\_to\\_lodge\\_a\\_covid19\\_safety\\_plan](https://coronavirus.nt.gov.au/business-and-work/business#/how_to_lodge_a_covid19_safety_plan)

Check in codes will be provided by Freds Pass Rural Show at the gates and throughout the showgrounds - it is not necessary for site holders to have their own check in codes unless you are providing services such as massage or beauty treatments where close contact occurs in an enclosed area.

## **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 Thursday night (12<sup>th</sup>) until 8am on Monday. 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 vacate. ALL small rubbish items such as cut cable ties, 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**

- All site applications are online only, and full fee payment is required at time of booking.
- Site applications close on **15/04/2022**. The Committee at its discretion may approve late site holder applications.
- All site holders must pay \$100 bond/deposit at the time of their booking. The bond/deposit is non-refundable in the following circumstances.
  - Cancellation of site booking after the 1<sup>st</sup> May 2022
  - Your site is left untidy or with rubbish on the ground, and rubbish is not disposed of properly
  - If you do not remain trading for the full duration of the show (to 4pm Sunday)
- 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 – NB pop ups must be firmly secured with pegs or weights.
- 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 & Districts Community Bank are generously offering a sponsorship subsidy on site expenses for not-for-profit organisations who hold a bank account with them. For information, please head to our [website](#).

**Once you pick your area, 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**

- One Site Holder Vehicle Pass is allocated to each site.
- Site holders will have use of the Palmerston Polocrosse Field (behind Melville Way off Blackadder Rd) and area near side show alley/multipurpose shed. **No vehicles are allowed on the concrete under the multipurpose shed.**
- You will need your Site Holder Vehicle Pass on the dashboard of your vehicle to gain entry to the site holder car parks.

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

Bump in times – Thursday 12th from 5pm to 10pm and Friday 13th May from 8am to 10pm, **except Premium Area 5, where sites must be vacated by 5:30pm due to 50km Feast gala dinner.**

### **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 access for set up**

- **Melville Way sites (Area 1)** – off Bees Creek Road onto Blackadder Drive – entry at western end of Melville way (Main western entrance) exit onto Coulter way, Bees Creek Rd.
- **Coulter Drive sites (Area 2)** - off Bees Creek Road onto Coulter Drive, continue on to show hall to turn vehicle around then back down Coulter Way to exit at South gate.
- **Coulter Drive Sites (Area 3 – Premium)** - off Bees Creek Road onto Coulter Drive, continue on to show hall to turn vehicle around then back down Coulter Way to exit at South gate.
- **North Field sites (Area 4 )** - off Bees Creek Road, onto Coulter Way to far North end, exit Coulter Way to South entrance.
- **South Field sites (Area 5)** - off Bees Creek Road, onto Coulter Way, right onto oval or via gateway near multipurpose market shed, exit South entrance.
- The Reserve is open from 6.00am on Saturday and Sunday. Due to Workplace Health & Safety issues, vehicle access ceases from 8.00am each day.
- No site holder will have vehicular access to the showgrounds from 8am to 12midnight on Saturday and 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**

#### **SHOW ENTRY – WRISTBANDS & PARKING PASSES**

All site holders must have an entry wristband to gain access to the Show. Security guards will be at the gates checking for wristbands so please ensure you and ALL your staff have their wristbands on their arm. Site holder passes can be purchased on our website or from the Show Office.

#### **POWER REQUIREMENTS**

- You must specify what electrical equipment you will be using in your stall.
- No power boards with multiple points are allowed without prior consultation with the Committee.
- Site holders, can purchase power for the following requirements
  - one (1) 10amp power outlet at a cost of \$65
  - one (1) 15amp power outlet at a cost of \$75
  - cool rooms will attract a power fee of \$65 (10amps) and are to be arranged by site holder direct.

Additional power requirements can be arranged with Event Manager, who can also give advice on power requirements.

#### **ELECTRICAL COMPLIANCE**

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

Georgie Bowden will be onsite to 'test and tag' during setup.

- Friday 13 May - between 8:30am and 3:30pm
- Saturday morning 14 May - between 6am and 8am.
- Should you wish to arrange pre-setup testing and tagging, contact Georgie on 0402 131 062  
Fee is \$5 per item which is to be paid at the time of procedure.

#### **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 is to be crushed before disposal in the large commercial skip bins (do not dispose of large packaging in wheelie bins).

The bond of \$100 will not be refunded following the show if stall holders leave rubbish and waste on site. ALL small rubbish items such as cut cable ties, rubber bands, can ring pulls, paper scraps, bottle caps, etc must be included in the clean-up.

## **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. Camping is available near Lakeview Hall – campers must prebook via our website.

## **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: Asian United Food Services <https://www.laygroup.com.au/>  
Rewards Hospitality <https://www.rewardhospitality.com.au/> 1800 473 927.

## OUTBACK TRACK OPPORTUNITY

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 600 small items to give out to children who show an Outback Track entry form.

Suggested items – juice popper, bottle of water, piece of fruit, box of sultanas, muesli bar, small packet biscuits, pen, pencils, crayons, ruler, bubble blowing toy, any small toy, wrist bands.

Balloons, sweets, and stickers are not accepted.

### How it works:

1. Parents purchase a \$5 Outback Track bag from the FPRS Information Booth just inside the main gate. There will only be 600 bags for sale. Children must be 10 years and under to participate.
2. Families visit the 10 participating sites throughout the show grounds.
3. At each participating site the child with the entry form receives **one** stamp on their form. They need to collect **10** stamps to enter the competition.
4. The child also receives one prize/gift which is provided by the site holder.
5. When the child has visited all 10 sites, he/she places their completed form in the box at the Information Booth.
6. On Sunday afternoon, an entry will be drawn out and that child will win a larger prize.

## SHOW ENTRY AND PASSES

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

- The cost of a Site Holder One Day Pass is \$16 (2 Day Pass \$30) compared to public gate entry of \$25 (2 Day Pass \$40).
- Site holder passes/wristbands allow one-person unlimited entry to the showgrounds – **NB wristbands must be worn at all times to gain entry**
- Site holders must purchase the total number of passes required for the duration of the Show prior to midnight - Sunday 31<sup>st</sup> April to attract the \$16 or \$30 site holder rate
- After this date standard entry fees apply and can be purchased via our website
- For security reasons passes will not be mailed and are to be collected from the Show Office, Freds Pass Reserve – see office opening hours
- No replacement will be offered for lost, stolen or damaged wristbands.

## SITEHOLDERS PACK

The pack containing your site number card, car pass, entry passes and additional information will be available for pick up from the Show Office 2 weeks before the show (Tuesday 3 May) up to Friday 13<sup>th</sup> May)



## **2022 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 2022**

**SITE PRICES ONLY**

<b>Available sizes in Area 1 - Melville Way – Price per square metre - \$14</b>					
3m wide x 3m deep 4m wide x 3m deep 4m wide x 4m deep 4m wide x 5m deep 5m wide x 3m deep 5m wide x 4m deep 5m wide x 5m deep					
<b>Available sizes in Area 2 - Coulter Way (Southern end) – Price per square metre - \$25</b>					
3m wide x 3m deep 3m wide x 4m deep 4m wide x 4m deep 4m wide x 5m deep 5m wide x 4m deep 5m wide x 5m deep 6m wide x 4m deep 6m wide x 5m deep					
<b>Available sizes in Area 3 PREMIUM - Coulter Way (Northern end) Price per square metre - \$35</b>					
<i>Example Area 3</i>	<i>Width 4metres</i>	<i>Depth 4metres</i>	<i>4m wide x 4m deep = 16sq mtrs</i>	<i>\$14</i>	<i>\$224</i>
<p><b>Food Vans – Please select length x width sizes from menu</b>  <b>NB Premium Area: Any food vans over 6 metres in length will need to contact FPRS management for consideration.</b></p> <p><b>General Stalls in premium area – Please select your preferred size from existing menu</b>            3m wide x 4m deep            4m wide x 4m deep            5m wide x 4m deep</p>					
<b>Available sizes in Area 4 – North Field - Price per square metre - \$20</b>					
4m wide x 4m deep 6m wide x 5m deep 6m wide x 6m deep					
<b>Available sizes in Area 5 – South Field - Price per square metre – Tier 1 - \$14 &amp; Tier 2 - \$7 NB – Food Vans in this area will be charged at Premium rates \$35 per sq mtr</b>					
<b>Tier 1 @ \$14 per square metre</b>					
3m wide x 3m deep 6m wide x 3m deep 6m wide x 5m deep 7m wide x 9m deep 7m wide x 12m deep					
<b>Tier 2 @ \$7 per square metre</b>					
8m wide x 8m deep 12m wide x 6m deep 12m wide x 12m deep 14m wide x 12m deep					

**FPRS 2022 SITE HOLDERS TICKETING – YOU MUST PURCHASE TICKETS BEFORE SHOW DAYS**

CATEGORY	DAY PASS	WEEKEND PASS
Site Holder Pass	\$16 per ticket	\$30 per ticket

*Site holders must purchase the total number of passes required for the duration of the Show prior to midnight - Sunday 31<sup>st</sup> April to attract the \$16 or \$30 site holder rate.*