



Freds Pass Rural Show

Site Holders Manual

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 27 & 28 May. The FPRS committee believe that the 2023 show will be well received after the successful return of the show in 2022. We are very excited to invite our community 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 to our new location and we look forward to your business taking part in this iconic event. See you in 2023!

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: Sarah Lockhart

Secretary: Melissa Adamson

General Committee Members: Jane Miles, Chris Flavell

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: Di Henry – 0403615806

admin@fredspassruralshow.org.au

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PO Box 639 Coolalinga NT 0839

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FB: @fredspassruralshow Instagram: Freds_Pass_Rural_Show

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ABN 16 951 961 129

SHOW DATES / TIMES FOR FRED'S PASS RURAL SHOW 2023

Friday 26 May – 50km Feast Gala Dinner – starts 6:30pm – closes 11:30pm

Saturday 27 May - Gates open to the public at 9am – close at 12am

Sunday 28 May - Gates open to the public at 9am – close at 4:00pm

SHOW OFFICE OPENING TIMES

From 20th March
Monday, Wednesday, Friday
9:30am to 1:30pm
From 17th April
Monday, Wednesday, Thursday
9am to 5pm
From 1st May
Monday, Wednesday, Thursday – 9am to 5 pm
Tuesday & Friday - 9am to 1pm
From 16th May
Monday to Friday
8:30am to 5pm
Saturday 20th May open 1pm to 4pm
From 22nd May
Monday to Friday
8am to 6pm

Times are subject to change

SITE HOLDERS CHALLENGE

Sponsored by Kezia Purick MLA

Each year the Fred's 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!

2022 Winner – Darwin Sword Academy

2019 Winner – Vanderfield

2018 Winner – The Shed Company Darwin

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.

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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 (25th) 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

- Site applications are online, or you can download, once the form is completed and submitted to admin@fredspassruralshow.org.au we will assess and send an invoice for payment. *Online forms are encouraged.*
- Site applications close on **28/04/2023**. 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 1st May 2023
 - 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 - Saturday to 6 pm minimum (can remain open to midnight) 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 & Districts Community Bank are 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

- Parking will be in the main car park
- One Site Holder Vehicle Pass is allocated to each site.
- You will need your Site Holder Vehicle Pass on the dashboard of your vehicle to gain entry to set up your site.

STALL BUMP IN AND SETUP

Bump in times – Thursday 25th from 5pm to 10pm and Friday 26th May from 8am to 10pm, **except Food Area, where sites must be vacated by 5:30pm due to 50km Feast gala dinner.**

Staggered times for 2023 – *Select preferred time on your application form*

Date	Time	Time	Time	Time	Time	Time	Time
Thurs 25 th	4pm to 6pm	6pm to 8pm	8pm to 10pm				
Friday 26 th	8am to 10am	10am to 12pm	12pm to 2pm	2pm to 4pm	4pm to 6pm	6pm to 8pm	8pm to 10pm
Sat 27 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

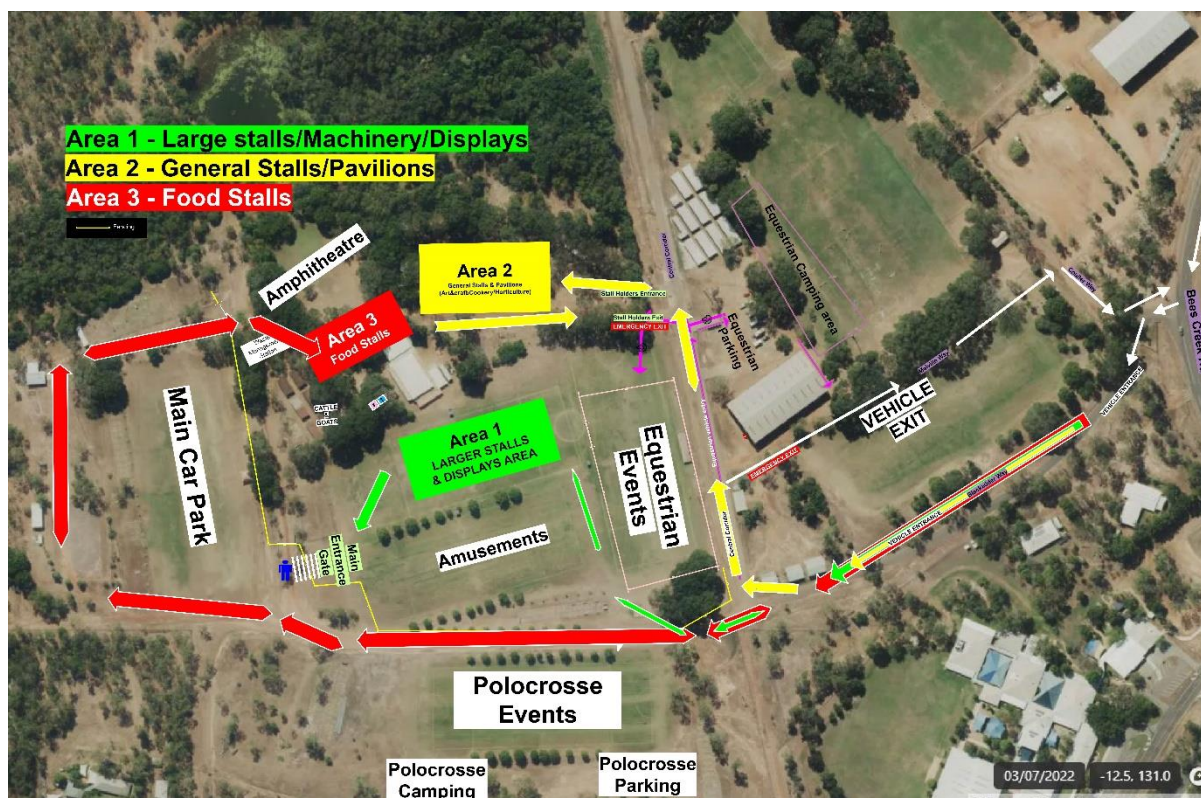
Please be patient when entering and exiting site area as there will be other vehicles, machinery, caravans and contractors on site, including pedestrians, use caution at all times, pay attention to speed limits and use your hazard lights.

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** - Large stalls/machinery/commercial displays - opposite main car park onto polocrosse field – enter and exit the same road
- **Area 2** - General stalls – Head north on Central Corridor Rd Eastern end of Lake view hall – enter and exit the same road
- **Area 3** - Food stalls – Head west past main car park, continue past bikeU and Archery around the back of polocrosse fields on western side – enter and exit same road



- The Reserve is open from 6.00am on Saturday and 6:30am 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 4 pm 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

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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)

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

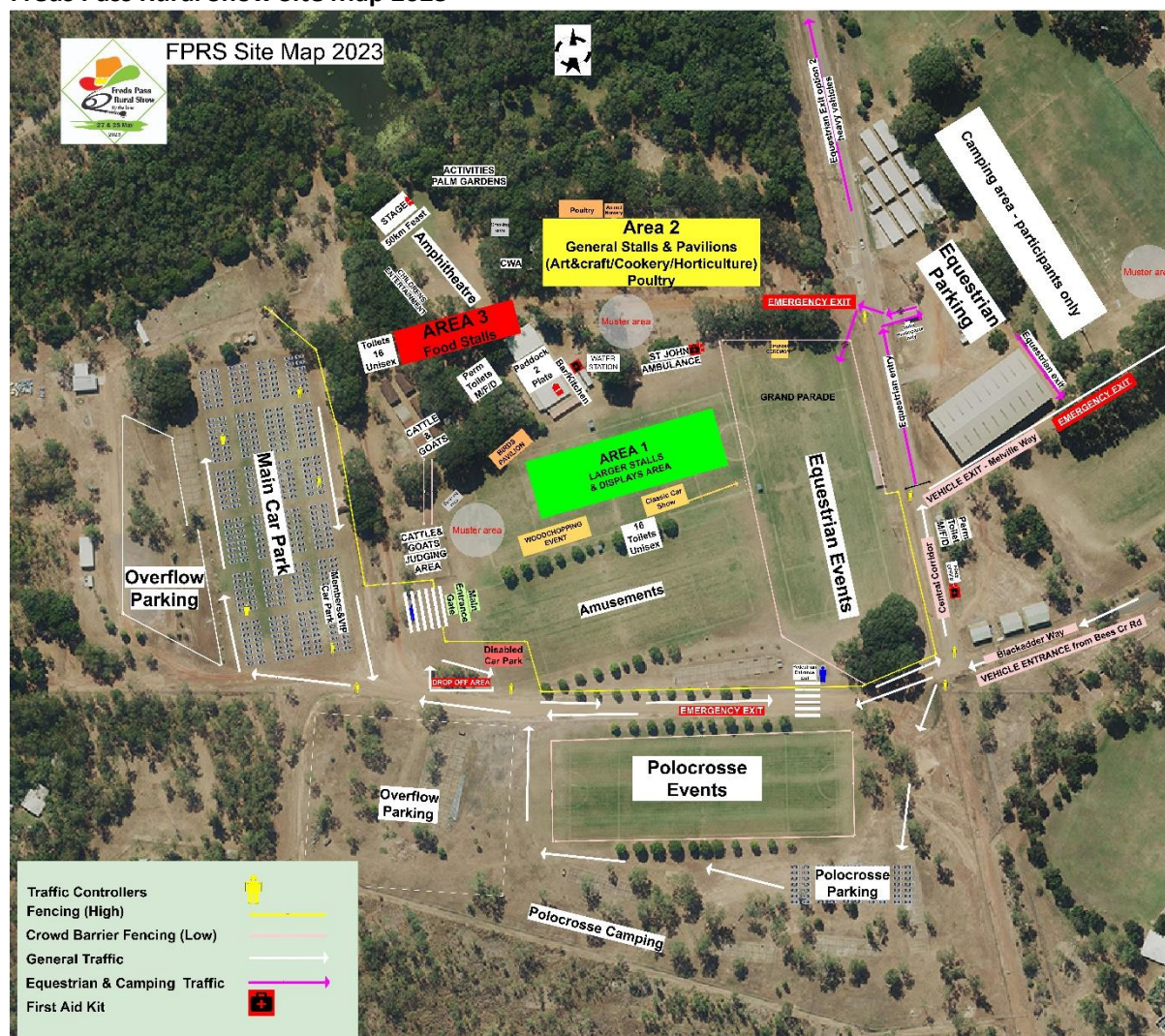
Gate entry is not included in site charges. Site holders may purchase any combination of day/weekend passes when they book.

- 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**
- Outside of application booking, increased entry fees apply (see table above) and can be purchased at show office (show office prior to COB Monday 22nd May).
- For security reasons passes will not be mailed and can only be collected from the Show Office with your stall holder package - Freds Pass Reserve – see office opening hours
- No replacement will be offered for lost, stolen or damaged wristbands.

SITE PRICES ONLY – see site areas on map

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

Freds Pass Rural Show Site Map 2023



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 15 May) up to Friday 26th May.

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

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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	
TOTAL REQUIREMENTS	

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.

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

- Friday 26 May - between 8:30am and 3:30pm
- Saturday morning 27 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 must 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. 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 24th May 2023

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 – (Bendigo Bank Coolalinga 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 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 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 – 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 750 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 final competition draw.
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.

DONATION OF AUCTION ITEM

Please consider donating one or more items from your stock to be auctioned at the 50 KM Feast on Friday night before the show. All auction funds go towards supporting the Freds Pass Rural Show. Your business name and what you donated will appear on the auction information sheet given to all dinner guests.

2023 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 2023**



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