



**JAMESTOWN**  
SA's PREMIER COUNTRY  
**SHOW**  
OCTOBER 6TH & 7TH, 2024

## TRADE SITE APPLICATION PACK

**JAMESTOWN SHOW SUNDAY 6th & MONDAY 7th OCTOBER 2024**

### **THIS PACK CONTAINS:**

- Application Form- This must be completed and sent to the Food and Trade Site Coordinators (Page 2 & 3)
- Application Checklist – Tasks must be completed for you to be considered for the 2024 Show – dates included in the application (Page 4)
- Terms & Conditions for Food/Trade sites (Page 5 & 6)
- General Information- To help you with the planning process (Page 7)
- List of Banned Items (Page 8)

Photos of your stall and products are strongly encouraged.

For further information, please contact the Food and Trade Site Coordinators on the details provided.

We look forward to seeing your application!

Leanne and Susie Adams

Food and Trade Site Coordinators

PO BOX 188, Jamestown SA 5491

P 0447 625 072 0407 643 022

E [sites@jamestownshow.com.au](mailto:sites@jamestownshow.com.au)

W [www.jamestownshow.com.au](http://www.jamestownshow.com.au)

F [www.facebook.com/JamestownShow](http://www.facebook.com/JamestownShow)

# Food Notification Form for Stall Holders (Food Vendors or Portable Food Vendors)



NORTHERN AREAS  
COUNCIL

*\*Please ensure that a separate form is completed for each stall holder\**

<b>STALL DETAILS</b>	
<b>Name of Stall/Food Business:</b>	
<b>Name of Stall Holder or Food Business:</b>	
<b>Reference number*</b>	

*\*If food business reference number is applicable.*

<b>EVENT DETAILS</b>	
<b>Name of Event:</b>	
<b>Event Location:</b>	
<b>Date/s of Event:</b>	
<b>Time of Event:</b>	
<b>Name of Proprietor</b> (person responsible for the food business or the person in charge):	
<b>Address of Stall Holder or Food Business</b>	
<b>Contact Person:</b>	
<b>Phone Number:</b>	
<b>Mobile Number:</b>	
<b>Max. number of food handlers / staff at the stall</b> (at any one time):	
<b>Type of food to be sold on the day:</b>	

<b>DECLARATION</b>			
<b>Notification Submitted By:</b>			
<b>Stallholder Signature:</b>		<b>Date:</b>	

Please return to event organiser once completed

Trade/Organisation Name:	ABN:
Contact Name:	Contact #:
Postal Address:	Post Code:
Email Address:	

Do you consent to this email being used as a contact method for correspondence and information regarding future Jamestown Show events? YES/NO

Description of goods to be displayed or sold at your site:

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**Public Liability Insurance attached: YES / NO (This is a compulsory requirement)**

Description & size of tent, vehicle, caravan etc (personal accommodation) that you will have on site:

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**(Please note:** You are required to supply your own power cords if power is required for either your site or camping purposes.)

*All Prices are GST Inclusive*

	Size	Cost	Quantity	Total Cost
Indoor	3m x 3m	\$50		
Indoor	6m x 3m	\$100		
Power for indoor Site	n/a	\$50		
Outdoor No Cover	Please advise size	\$80		
Car Dealer	10m x 10m	\$100		
Machinery	20m x 20m	\$200		
Camping unpowered	Please contact us	\$25		
Additional Day Passes	Per Day	\$12 (Adult)		
(2Administration Fee Included)	Per application	\$10		\$10
<b>Total Application Fee</b>				<b>\$</b>

**\*\*Payment:** An invoice will be sent to you upon acceptance of your application. Once the invoice is paid, you will receive your passes and information pack as confirmation. We ask that this is paid at your earliest convenience and no later than 1 month prior to the show unless otherwise arranged.

**Yes, I have read the terms and conditions from the Jamestown A, H & F Show Society Inc and accept the terms & conditions and agree to abide by them. I will ensure that all volunteers and staff under my direction are also made aware of this information. I/We accept all decisions made by the management committee and its delegates as final.**

Signed \_\_\_\_\_

Date \_\_\_\_\_

# TRADE SITE APPLICATION CHECKLIST

## Jamestown Show 2024

- Complete all fields on the application form
- Email or Post your application form (pages 2 &3) to:  
Email: [sites@jamestownshow.com.au](mailto:sites@jamestownshow.com.au)  
ATTN: Food and Trade Site Coordinators  
Jamestown Show  
PO BOX 188, Jamestown SA 5491
- Pay Invoice at your earliest convenience and no later than 1 month prior to the show
- Show opens at 10am on Sunday and 8 am Monday. Bump in time is 8 am Sunday and Bump out time is 5:30pm Monday. (Should you wish to set up outside of this time, please contact Food and Trade Site Coordinators to arrange)

*\*Please note: The Big Shed and Table Tennis Centre will be open Sunday 10am – 6:00pm and Monday 9am – 4pm.*

*\* The Show committee would like to encourage you to trade over both days, but will consider single day trading upon application.*

*Keep pages 4-8 for your reference*

Should you have any questions- please contact the Food and Trade site coordinators on Leanne – 0447 625 072 or Susie 0407 643 022

## Terms and Conditions of Trade/Food Site – Jamestown Show 2024

- Booking for trade space is secured on full payment which **MUST** be paid prior to the show
- A copy of Public Liability and Product Liability Insurance must accompany the Trade/Food Site Application- Please contact the Food and Trade Site Coordinators if you have any questions
- No refunds given unless negotiated with the committee 1 month prior to the show
- Stall holders to provide own tables, trestles, display equipment, water hoses, extension cords and connections etc
- The Show Society reserves the right to refuse sale of any item it deems unsuitable
- The Show Society reserves the right to accept or refuse any trade space application
- All Trade Site Applications received before 30/08/2024 will receive wrist bands for entry via the post, which will admit 2 adults. Extra tickets may be purchased as per application form
- Trade Site Applications received after the 06/09/2024 will need to organise to pick up wrist bands for entry prior to the show. If wrist bands are not picked up the trade site applicant will need to pay entry on the day and this will not be reimbursed. No exceptions will be made
- Wrist bands must be produced at the gate
- All powered items must be to Australian Standard including tagging. The Society will undertake checks
- Safety tagged extension cords with the name of the owner to be securely attached and joins to be in an approved waterproof cover
- Gas cylinders must be date compliant
- Hygiene must be adhered to when selling or offering food products for tasting
- Raffles will not be permitted unless approved by committee prior to the event
- Shower facilities are available. *Please note: Showers will be locked at 9 am Show morning*
- Due to the high demand of power on show day, power cannot be guaranteed to your accommodation between 10am and 8pm Sunday and 8am and 4pm Monday
- Outdoor traders should bring their own protection for inclement weather
- Until payment is received, your site cannot be guaranteed
- The Society does not hold itself responsible for damages to stock, vehicles or persons from the Traders at the Jamestown Show
- Trade sites must comply with directions from committee members and ground stewards regarding allocation of sites and site safety

- Trade sites are responsible for their equipment, stock and other materials during the show including set up and pack up
- All decisions made by the committee and its delegates are to be considered as final
- Operators are responsible for their own safety and welfare and must take reasonable steps to keep themselves, employees, customers and anyone entering their site safe at all times
- The operator accepts all responsibility for and shall hold the committee indemnified against any death, personal injury, damage or loss to any person, persons or property howsoever arising and whether at or in consequence of the Show by reason of any act, omission or neglect of the Operator or arising out of the transport, installation, use the demonstration of any machinery, implement, apparatus, static display or stand AND the Operator hereby undertakes to faithfully conform with any regulations, by-laws or ordinances made under such Acts of Parliament or by any Government, Semi Government or Local Government Authority duly authorised to make regulations, by-laws or ordinances in connection herewith, and any such directions the Committee or its delegates may give
- The safety management plan is a compulsory document and must be completed by all trade site holders, a copy must be provided prior to trading (this will come in the information pack)
- The committee takes no responsibility for any goods left unattended overnight at the trade site
- Operators must comply with Federal Council of Agricultural Societies list of banned items

# General Information

## ACCESS TO SITES

Trade site operators may have access to their site for set up from 12 pm on Saturday and 8am on Sunday and Monday. Further Information will be emailed closer to the show included site allocation and any other additional details.

## ACCOMODATION

Camping at the Jamestown Show grounds is permitted as per application form. Alternatively, accommodation can be obtained locally. Please visit [www.visitjamestown.com.au](http://www.visitjamestown.com.au) for further information.

## CAR PARKING

Trade site operators are permitted to park at the Jamestown Show grounds for the duration of the show in the allocated areas.

## CLEAN UP

It is appreciated if all items and equipment used and displayed at Trade Sites is removed promptly after the conclusion of the show.

## GATE PASSES

Each Trade application includes 2 adult and 1 vehicle two-day gate passes. More are available for purchase as per application.

## INSURANCE

Liability insurance must be placed by all trade site operators for the entire event including set up and removal. A copy must be provided upon submission of application and is a requirement of approval.

## MEALS

Meals are available from food sites around the event.

## PETS

Pets of Trade site operators are permitted on the Jamestown Show grounds area, they must be appropriately restrained at all times. Pets of the general public are prohibited.

## POWER

Single Phase power is available to most sites and must be booked upon application. Power cords must be supplied by operator and must carry a current, valid test tag of compliance.

## PUBLIC SERVICES

Emergency services will be in attendance and on call at the Jamestown Show to provide emergency First Aid.

## SECURITY

Security patrols will be completed at regular intervals over the duration of the show and overnight. Please note it is up to stall holders to secure stock and belongings overnight. The committee takes no responsibility for loss or damage.

## SHOWERS/TOILETS

Showers can be found at the Football Club Change rooms. They will be locked for the duration of the show on Saturday and open Sunday Morning until 9am where they will again be locked for the duration of the show. Please see show map for toilets.

## PRIMARY CONTACTS

*Should a life threatening emergency occur please call 000.*

**Food and Trade Site Coordinators:** Leanne and Susie Adams M 0447 625 072 or 0407 643 022

Or alternatively ask the ground stewards at the event

# List of Banned Items at the Jamestown Show



## LIST OF BANNED ITEMS AT AGRICULTURAL SHOWS

Drug Related Goods (including Cocaine Kits, Bonges etc)  
Explicit and Hard-core T-Shirts  
Fake Cigarettes  
Fireworks - Crackers  
Fuel Type Fire Lighters (Zippo)  
Horns and Trumpets  
Knives (including Pen Knives)  
(excluding appropriately packaged kitchenware sets)  
Laser Pointers  
Metal and wooden Martial Art Nunchakus  
Playing Cards (Nude or Lurid)  
Pressure Pack Snow  
Pressure Pack Fart Gas  
Silly String  
Stink Bombs  
Bouncing Beans  
Water Bombs  
Electric Hands

Toy Guns are acceptable; however, the following are NOT:

Ball Bearing Guns  
Eight Shot Caps  
Pellet Guns  
Pop Downs (Throw Downs)  
Potato Guns (Bullet Type)  
Roll Caps  
Strip Caps  
Water Pistols over 150mm (6")