



## GRESFORD DISTRICT AGRICULTURAL SOCIETY INC.

PRESIDENT: MR. M KEALY; SECRETARY: MRS. E. CHESWORTH ; TREASURER: MR A UREN  
P. O. BOX 9, EAST GRESFORD. N. S. W. 2311 email: gresfordshow@outlook.com  
SHOW OFFICE: GRESFORD SHOWGROUND – PHONE/FAX (02) 4938 9380  
Website: gresfordshow.com.au

### Trade Site Vendors & Ride Operators

Dear Trade Site Vendors and Ride Operators,

07-01-2024

Gresford Show will be held on 8<sup>th</sup> and 9<sup>th</sup> March this year. If you are intending to occupy a Trade/Vendor site at the 2024 Gresford Show we would be most appreciative if could advise us either by phone or email on the above listed contact details.

***It is an ASC requirement that all relevant forms be completed and current insurance sited before the commencement of trading at the Show. Also, as a COVID-19 requirement all vendors must follow NSW Health advice.*** I have included the food safety forms for Dungog Shire Council for those who may need them. On arrival at the showground could you please present your completed documents at Secretary Office.

The following requirements will be necessary for all ride operators/trade site vendors so that we can meet with Insurance requirements and W.H. & S. regulations.

- All vendors/operators ***must submit their COVID-19 Safety Plan to the Secretary prior to setting up as required by the NSW Health Dept and ASC.*** (If still required under NSW Government requirements)
- All vendors/operators must ***produce a copy of a current Certificate of Currency for Public Liability Insurance.*** (minimum \$20,000,000) Please present to the office on arrival or send with form attached.
- All vendors/operator electrical leads must have current safety inspection tags (includes leads used by caravans, etc if camping on the grounds.) All electrical leads must be either suspended or buried. (This will be checked)
- Ride operators must produce a current certificate of safety inspection for the ride machinery/equipment.
- Ride operators should display appropriate signage for each ride. E.g risk to health; height restrictions; obey operator instructions etc.
- Operator/vendors who are selling food products must meet the regulations outlined in the policy "Hunter & Central Coast Regions – Temporary Food Premises Code (June 2004)" as enforced by the Dungog Shire Council.
- The Gresford District Agricultural Society Inc. Committee reserves the right to refuse entry to any individual regardless of any arrangement or undertaking given by any individual committee member.
- The decision of the Committee is final and no correspondence will be entered into.
- We hope to have a site plan drawn indicating where each vendor/operator site is situated on the grounds. (dependent on information given by those attending)
- Site fees will be determined on size & usage of the site post site inspection and **the fees are to be paid before commencement of operation.** An invoice will be given.

If you could fill out the details on the reverse side and either post or email to GDAS it would be greatly appreciated.  
***Without notification of attendance at the Gresford Show there is no guarantee that a site will be available for you.***

Thank you for your co-operation and assistance regarding these matters. If you would like more information please do not hesitate to contact me.

E. Chesworth. (GDAS Hon Sec)

PLEASE RETURN THE SECTION BELOW BY MARCH 1st BY POST OR EMAIL. THANK YOU

Name of Business .....

Nature of Business .....

Address .....

Contact Person ..... Ph: .....

Mobile ..... Email: .....

Public Liability Insurance details: Insurer Name : .....

Policy No: ..... Expiry date: .....

Site size requirements in metres ..... Do you require access to electricity Yes No (circle)

List of site usage/s (e.g food van or dodgems).....

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Date of Arrival at Gresford showgrounds ..... Will you be camping at the showgrounds **Yes/No**

*Please be aware that camping fees may be charged by Gresford Park Trust for days other than Gresford Show days*

Signature ..... Date: .....

Please return to: P. O. BOX 9, EAST GRESFORD. N. S. W. 2311 email: gresfordshow@outlook.com  
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