

BACK TO OUR ROOTS



**MERREDIN
SHOW**

2025

STALLHOLDER BOOKING FORM



**For more information, please contact:
Merredin Show Administration Coordinator**

Phone: 08 9041 1041

Email: merredinshow@gmail.com

**Visit: Merredin CRC, 110 Barrack Street,
Merredin**

IMPORTANT INFORMATION

- Please **return the booking form fully completed with relevant attachments by Friday 21st February 2025** to merredinshow@gmail.com, or in person at the Merredin CRC, 110 Barrack Street, Merredin. It is the responsibility of the stallholder to ensure the application has been received.
- An invoice will be forwarded to you (via email) as confirmation that your booking form has been received and approved. If you do not receive an invoice within 2 weeks of sending your booking form, please call 08 9041 1041. **ALL INVOICES MUST BE PAID BY NO LATER THAN 21 March 2025. NON-PAYMENT WILL RESULT IN YOUR NON-ATTENDANCE OF THE SHOW**
- Public Liability Insurance should be maintained by the stallholder for the period of attendance for the show. Where the stall is operated from a vehicle, Current Third-Party Insurance coverage should be maintained for the license period. If during the period of license, the applicant employs another person, the license holder should provide a Certificate of Currency of Workers Compensation Insurance.
- **A copy of Certificate of Currency (Insurance) and Public Liability is required with the Booking Form, covering the dates of attending the show. If you don't already have it, you can get single day insurance, but you must be covered from when you arrive at the show grounds to when you leave.**
- Setting up can be completed from Friday 28th March 2025 (overnight caretaking supplied) or between 7am and 9am on Saturday 29th March 2025.
- If you require power or water, there will be an additional \$10 fee for each of these. Power and water requirements must be confirmed on your booking form and appropriate fees paid with your booking payment. Equipment required to connect to water and power outlets is to be supplied by stallholder i.e., extension cords, power boards, hoses etc, and must be tested and tagged. Power must be connected to the outlets by a representative of the Show, NOT the stallholder.
- Camping may be available overnight (Friday) however, this needs to be booked with Merredin Recreation Centre on 08 9041 1611 (fees do apply) and the details given to the Merredin Show Administration.
- Gates open to the public at 10am, Saturday 29th March
- **Oval stalls:** Packing up to be completed on Show day by 5pm, unless you are a stall that has been advised otherwise by the Grounds Coordinator. Fireworks cannot begin until the oval is cleared.
- **Inside stalls:** Packing up must not be started until after 5pm. **Your allocated stall space CAN NOT be changed.**
- **Food stall bookings:** to ensure a variety of food is available, bookings will be assessed, and all food stall bookings will be notified.
- Community Group Displays are free. These sites may be manned but no sales, order or fundraising are to take place. No entry tickets are provided if your site is a free booking. (Persons manning stall be required to pay the appropriate entry fee.) If power or water is required, the \$10 fee is payable.
- Business displays wanting to book a stall will be required to pay the appropriate fee and entry ticket/s will be included in the price.

Payment Details:

Direct Deposits made to BSB: 036 105 ACC: 195 398

Please include your business name or invoice number as reference

**To pay via EFTPOS; call Merredin CRC on 08 9041 1041
or visit the Merredin CRC, 110 Barrack Street, Merredin**

STALLHOLDER BOOKING FORM

Business/Govt Stall

Community Group Stall

Does your stall involve sales, orders or fundraising? YES/NO (Please circle)

Business Name: _____

Contact Person: _____

Address: _____

Phone Number: _____

Email: _____

Facebook/Website: _____

Stall information (what are you selling): _____

Does your stall involve the sale of food/wine? YES/NO (Please circle) (if YES please complete the CATERING form)

Does your stall involve amusement structures (rides)? YES/NO (Please circle) (if YES please attach Structural & Safety Certs)

Power required (\$10 fee applies) 3 Phase Single Phase None

Water Required (\$10 fee applies)

OUTSIDE OVAL STALL

No tables or chairs are provided on oval - you will need to supply your own.

3m x 3m
1 complimentary ticket provided \$50

6m x 6m
1 complimentary ticket provided \$75

10m x 10m
2 complimentary tickets provided \$120

20m x 20m
4 complimentary tickets provided \$200

INSIDE STALL

One tables required: yes/ no
Additional tables are at \$10ea.) no. required
You will be provided with 1 table and a maximum of 2 chairs ONLY.
You are permitted to bring more tables and chairs if needed, as long as your site remains within the 3m x 3m area.

3m x 3m
1 complimentary ticket provided \$50

STALLHOLDER CHECKLIST

I have completed the booking form

I am selling food and have also completed the CATERING section of this form (overleaf)

I am selling food, I have also included my food business registration/certificate

I have attached a copy of my certificate of currency (Public Liability Insurance)

Other requirements: We will endeavour to meet all your requests if possible, however, no guarantee can be made. _____

CATERING OR SALE OF FOOD

Food Stall

Food Van – including make, model and registration number: _____

List of ALL food and drink products to be sold: _____

The Catering Coordinator will contact you to discuss the food and drink products you request to sell. By completing this form, you are aware that ONLY products on this form, and those agreed to by the Catering Coordinator can be sold. This is to ensure that all stallholders are able to make sufficient sales and products are not being duplicated.

Does the food require preparation or handling within the stall or vehicle?

No, all food is obtained from an approved food business, in a prepared form ready for use.

Yes, the food is prepared within an approved commercial or approved residential kitchen.

Name of food business: _____

PLEASE ATTACH a copy of the local authority Food Business approval or registration

No, the food is prepared in my residential kitchen, but I do not have an existing approval under the Food Act 2008.

An appropriate FOOD SAFETY CERTIFICATE must be completed. The Catering Coordinator will contact you to discuss this. (This may include the requirement to complete free online food safety training (I'M ALERT) as part of the approval process.

All food stalls will be inspected by the Shire of Merredin Environmental Health Officer on or before the day of the Show. (This may include the inspection of the premises/home where food is prepared/handled in preparation of sale.)

Does your stall sell Alcohol? If yes, you will need to attach your liquor licence

The information contained in this application is true and correct.

Name of Applicant: _____

Signature of Applicant: _____ Date: _____

PLEASE NOTE:

SUBMITTING THIS APPLICATION DOES NOT AUTOMATICALLY RESULT IN AN APPROVAL

Office Use Only

Booking for acknowledged

Logo/website/Facebook

Vaccination Evidence (if req.)

Insurance received

Marketed

Wristbands Booked

Food Safety certificate received

Database

Invoiced

Notes _____