

Warwick Show & Rodeo Society Inc

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To The Trade Vendor

We would like to advise you that tradespace applications for the 2018 Warwick Rodeo and Gold Cup Campdraft, being held from **Monday 22 October to Sunday 28 October 2018** are now open. Traders must be operating by no later than 8 am **Wednesday 24 October and may not leave prior to midday on Sunday 28th October 2018**. The event will finish at approx 5 pm on the Sunday evening, and as such we are asking vendors, exhibitors and competitors to remain set up and operating over these 5 days to allow our patrons to make the most of what we have to offer.

Please find attached the Conditions of Application and Application Forms for Trade Vendors plus a List of Banned Items for the 2018 Warwick Rodeo and Gold Cup Campdraft.

The **\$250 Deposit** must be sent with your **signed application form**, a copy of your current **Public Liability Certificate** of Insurance (stating Warwick Show and Rodeo Society Inc as an interested party) and your **Food Vendors License** (if applicable) must be received by 5 pm **Wednesday 1 August 2018**. Should your insurance be due after this date and before the event, please ensure you send your updated Certificate of Insurance before **Monday 1 October 2018**.

If you are successful in obtaining a trade site you will be advised on **Thursday 16 August 2018**. Should you be unsuccessful your payment will be refunded within 30 days of notification. You are advised to read the Conditions of Application carefully before signing the Application Form.

The balance of your tradespace costs will then be invoiced, and will need to be fully paid by 5 pm **Monday 1 October 2018**. If not paid in full by this date, your application will be cancelled, a partial refund of your deposit - \$200 (less a \$50 Administration Fee) will be paid, and you will be removed from our list of approved vendors.

No late applications or incomplete applications will be accepted.

Cancellations Policy: If the vendor gives notice in writing to WSRS -

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|---------------------------|--|
| Prior to 1 August | Full Refund of \$250 Deposit |
| After 1 August | Refund of \$200 (less \$50 Administration Fee) |
| Prior to 1 October | 10% Administration Fees taken out of full payment amount |
| After 1 October* | No refund |

**If a site is cancelled after this date and a suitable replacement offered, the replacement to be accepted by WSRS then a refund to cancelling applicant can be made minus \$50 Administration Fee payment and after full payment from replacement vendor has been received.*

Should you have any queries, please do not hesitate to contact the Secretarial Office.

Kind regards

Clancy McGahan
Secretary