



## SITE HOLDER APPLICATION FORM – 2026/2027

Please ensure you return your completed application form and supporting documents to  
[nicole@m5rodeo.com.au](mailto:nicole@m5rodeo.com.au)

### STALLHOLDER DETAILS

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_

ABN: \_\_\_\_\_

Email: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Website: \_\_\_\_\_

Facebook: \_\_\_\_\_

Instagram: \_\_\_\_\_

Please select which events you are applying for:

- ☐ Bendigo Pro Rodeo Marsh 5<sup>th</sup> of December
- ☐ Bacchus Marsh Pro Rodeo 12<sup>th</sup> of December
- ☐ Geelong Pro Rodeo 5<sup>th</sup> & 6<sup>th</sup> February
- ☐ Echuca Pro Rodeo Saturday 20<sup>th</sup> February
- ☐ Berwick Pro Rodeo Saturday 20<sup>th</sup> March

**STALL TYPE** (please select one) Please select the relevant size site required for your stall.

## FOOD TRUCK/CANTEEN SITE

### **Power will not be provided in your site fee.**

If your site exceeds the allocated space, please indicate the measurements you require\_\_\_\_\_. There will be 5 tickets allocated to each trade site, additional tickets can be purchased at the Ticket box.

- Small food vendor/single product - price on application \$200 - \$350
- 3 x 3m Site \$550
- 6 x 3m Site \$750
- 7m + Site \$1000
- Geelong two-day event – applicates must be able to attend both days.
- 3 x 3m site \$900
- 6 x 3m Site \$1200
- 7m + Site \$1600

## NON-FOOD SITE

Please select the relevant size site required for your stall. Power will not be provided in your site fee.

If your site exceeds the allocated space, please indicate the measurements you require\_\_\_\_\_. There will be 3 tickets allocated to each trade site, additional tickets can be purchased at the Ticket box.

- 3 x 3m Site \$550
- 6 x 3m Site \$650
- 8 x 3m Site \$750
- 9m and above price upon application
- Geelong two-day event – applicates must be able to attend both days

A \$100 non-refundable deposit must be paid for each event to secure your site. All site fees are to be paid by the due date of each invoice.

## PRODUCT TYPE

Please indicate your main product type:

FOOD - Please supply either a copy of your full menu and prices or supply details below.

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RETAIL – Please supply a brief description and brands.

Please list your top selling item or service – Please note Western Willow has sole rights to Grace and LA Jeans.

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**By submitting this application, I understand I am to advise M5Rodeo Promotions of any item changes prior to the event.**

### **SITE HOLDER EVENT GUIDELINES:**

Below is a list of guidelines which MUST be followed by all stall vendors at the 2026/2027 events:

- Bump in times will be emailed to vendors the week prior to assist with each event and its location.
  - All vehicles must have vacated the event area by 12:30pm.
- Bump out will commence from 11:30pm on event day (times are approximate only).
  - Under no circumstances shall any vehicle be permitted access within the event area pending the safety clearance from the Safety Officer board).
- A \$150 non-refundable deposit must be paid for each event to secure your site. All site fees are to be paid by the due date of each invoice. Any site fee's not paid by the due date will forfeit the trade site and maybe replaced without notice.
- All appliances, cords and fire extinguisher/s to be correctly tested and tagged as fit for purpose prior to this event (any items requiring safety verification may incur a premium cost)
- One single entirety (business) per trade space, there is to be no sharing or sub leasing of trade space. You understand that if your stall is not consistent with your application, M5Rodeo Promotions reserves the right to close your trading site and that you leave the event area without M5Rodeo Promotions or its agents incurring any monetary loss
- All stalls are required to maintain good 'housekeeping' practices. It is the responsibility of the stallholder to ensure your stall area is always safe and no part of your stall poses a hazard to any persons
- All equipment, power leads, stock, packaging, furniture or any other item used at or in conjunction with the running of your stall must be deemed to be always safe and secure. You must keep your site clear and clean throughout the day and upon your departure
- The event organisers will not be responsible for any loss or damage to any stallholder supplied stock or equipment left anywhere on the site at any stage
- Only one single, approved trader is permitted per individual stall.

- M5 Rodeo Promotions, its agents or contactors will not be held responsible for you, and you agree to indemnify M5 Rodeo Promotions, its agents or contactors against all claims, demands and causes of action, damage costs, expenses or losses of every description including weather and fire bans or restrictions
- Fire extinguishers/fire blanket is required when a food site has been booked and food shall be cooked on site.
- You are responsible for meeting requirements associated with CFA/FRV fire bans that may be in-place on the day. i.e. cooking with an open flame on a Total Fire Ban day requires a s40 permit from the CFA. This permit takes approximately 10 days for approval. Do it regardless, just-in-case.
- Rubbish bins are provided, and you must clean and clear your site during the day and upon your departure.
- All sites MUST be completed and ready for business by 1:00pm (this is to enable a safety check).
- Vendors MUST ensure all their equipment fits within their allocated site area otherwise a second site will be needed to be booked at your additional cost.
- Prices clearly displayed on signage.

**Any stall holder found to be in breach of any of the conditions as stated, may be directed to vacate the site immediately with no refund applicable and may not be considered for future events. By submitting this application, I agree to adhere by the guidelines set above and to provide a photo of my intended display.**

## **STALLHOLDER RESPONSIBILITIES**

- ☐ Must arrive and set up within the designated time.
- ☐ Responsible for their stall/display which must be always supervised.
- ☐ Must ensure that all goods/equipment for sale is safe and meets relevant safety standards and requirements.
- ☐ Interact politely and appropriately with event participants, particularly child participants.
- ☐ Beware of any areas of risk and ensure stall areas always remain safe.
- ☐ Must comply with industry standard relating to their activity and relevant regulations e.g. Food Handling Regulations.
- ☐ Must immediately notify the coordinator in the event of an emergency.
- ☐ Must pack up at the agreed time and ensure there is no obstruction or inconvenience to the public or any other participants.

- ☐ Ensure that the area is left clean and without damage or risk to the public or any other participants.
- ☐ Adhere to Australian standards whilst utilising power leads and/or fire suppression.
- ☐ As per CFA/FRV regulations, if you are using sold fuels, you must provide a copy of your current permit and attach to your application.

**Please note that the above does not supersede all other responsibilities, obligations, requirements, and conditions that form part of your agreement to participate in this event.**

### **DOCUMENTS CHECKLIST** (please tick and attach the documents).

- ☐ Statement of Trade (SOT).
- ☐ Street Traders Permit (<https://streetrader.health.vic.gov.au/>).
- ☐ Certificate of Currency for the Public Liability (minimum of 20 million is required).
- ☐ Photo of intended display.
- ☐ Food menu including prices (food vendors only).
- ☐ Food Act Certificate of Registration for Temporary Food Premises (Food Vendors)
- ☐ Permit to use solid fuels (If applicable) **(see below CFA S14 permit details)**.
- ☐ Other, please list:

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### **ACCEPTANCE STATEMENT**

Disclaimer: By participating at an M5Rodeo, I agree to do so at my own risk and to exonerate the event coordinators and associated community groups against all claims which may be brought in respect of any injury or loss sustained due to any alleged liability or otherwise. I also agree and understand that M5Rodeo Promotions have the ability to cease operation of our site trading should any of the above responsibilities & guidelines not be adhered to.

Signature of Stallholder: \_\_\_\_\_

Name of Stallholder: \_\_\_\_\_

Date: \_\_\_\_\_

