

*Completed paperwork to be sent to [events@dogsvictoria.org.au](mailto:events@dogsvictoria.org.au)*

Business Name: \_\_\_\_\_

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

Your Full Name: \_\_\_\_\_

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

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

Business Hours Telephone Number: \_\_\_\_\_

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

Vendor Type Services: \_\_\_\_\_

Event Name: \_\_\_\_\_

Date for Booking: \_\_\_\_\_

**Please see Vendor Policy for fees**

Venue Required: ☐ KCC PARK ☐ BULLA EXHIBITION CENTRE

Site Size Required: ☐ A (6m x 3m) ☐ B (3m x 3m)

Power Required: ☐ YES (fee: \$28.00) ☐ NO

**REQUIRED: Current Public Liability Insurance**

1. Current Public Liability Insurance Certificate of the company must be attached to this application

*Please refer to the Vendor Policy on following page.*

*Bookings for vendor space cannot be accepted if your Current Public Liability Insurance Certificate is not held in the Dogs Victoria office.*

**PAYMENT – Please note fees are per day (Non-Refundable)**

METHOD OF PAYMENT: DIRECT DEPOSIT CREDIT CARD

(Please tick)

Cheque Number / Reference Number \_\_\_\_\_

CREDIT CARD DETAILS: Mastercard VISA Expiry date \_\_\_\_\_ CVV: \_\_\_\_\_

CARD NUMBER 

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Card Holders Name (Print): \_\_\_\_\_

Amount: \_\_\_\_\_ Signature \_\_\_\_\_

*\*Please note: This transaction incurs a \$2.20 facility fund levy*

☐ Tick here to OPT OUT of this facility fund

# VENDOR POLICY AT KCC PARK AND BULLA EXHIBITION CENTRE



## Application for commercial vendor activity

All applications must be lodged with the Dogs Victoria office at least seven days prior to any fixture at which the vendor is attending.

Payment of fees is required when the vendor booking form is processed prior to attending your date. No commercial activity is permitted at KCC Park or Bulla unless prior Dogs Victoria approval has been granted.

## Administration

The Dogs Victoria office will control booking and commercial management. A declaration of vendor type/ services is to be made, e.g. show requisites or clothing etc. Dogs Victoria has the right to refuse applications that are not considered in keeping with the overall atmosphere. *Affiliates are not permitted to sublet vendor sites without written authorisation from the Dogs Victoria office.*

## Site allocation

"A" sites (6m x 3m) will be allocated first, then "B" sites (3m x 3m). Once booked sites are allocated then casual sites will be available.

### Fees:

	Site size "A" 6 x 3m	Site size "B" 3 x 3m
All breeds championship shows Group/breed shows	Day 1 \$100.00 Day 2 \$50.00 Day 3 \$34.50	Day 1 \$58.00 Day 2 \$29.00 Day 3 \$21.00
Group/breed shows	Day 1 \$55.50 Day 2 \$29.00 Day 3 \$21.00	Day 1 \$34.50 Day 2 \$20.00 Day 3 \$15.50

Prices are for consecutive days

\*Prices for days 2 & 3 are only eligible if you have attended as a vendor on site the previous day(s)

Powered sites at an additional charge of \$28.00 per site per day (pending availability).

Gazebo pegs on grassed areas must not be any longer than 25cm as there is piping and irrigation underground.

## Public liability insurance

As the property owners, Dogs Victoria is responsible for ensuring that each commercial or other business performed on the grounds has sufficient public liability coverage – therefore, a copy of vendors current public liability insurance policy must be lodged with the Dogs Victoria office. The indemnity limit is to be a minimum of \$10,000,000 and Dogs Victoria is to be noted on the policy, for its respective rights and interests.

Current Public Liability Insurance Certificate must be attached to the vendor booking form.

*Bookings for vendor space cannot be accepted if a copy of the current public liability policy is not held at this office.*

# www.dogsvictoria.org.au