



WHITTLESEA AUTUMN HERITAGE RALLY
1ST FULL WEEKEND IN MARCH
• 9AM TILL 5PM •

WHITTLESEA AUTUMN HERITAGE RALLY
1ST FULL WEEKEND IN MARCH

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Supported by WAS Vintage Section

WHITTLESEA SHOWGROUNDS, YEA ROAD,
WHITTLESEA, VIC Ph: (03) 9716 2835

Exhibitors registration, camping & vendor registration on our website
www.whittleseaautumnheritageryally.org.au
STRICTLY NO DOGS OR ALCOHOL ALLOWED ON GROUNDS

ADMISSION
Adults: \$15
Kids 6 to 17: \$5
5 & Under: FREE

RALLY EXHIBITOR INFORMATION PACK

**APPLICATIONS NEED TO BE RECEIVED BY
FRIDAY 19TH FEBRUARY 2016**

MAIL:

PO Box 83
WHITTLESEA VIC 3757

FAX: 03 9716 2540

EMAIL:

admin@whittleseaautumnheritageryally.org.au

IN PERSON: Monday to Thursday only
Whittlesea Agricultural Society Office
McPhees Road
WHITTLESEA

Phone: 9716 2835

RALLY EXHIBITOR INFORMATION PACK

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Introduction

Dear Exhibitor,

Thank you for your request to exhibit at the forthcoming Whittlesea Autumn Heritage Rally.

The following information will assist in completing your entry information on the Exhibit Description form; and explains why we need this information.

It is the intention of the organising committee to be able to accurately describe your exhibit to the public both during the day and any parades etc. You know your exhibit better than anyone else, so your information is the most accurate and up to date available.

All information requested in and after the exhibit history section is optional, but any information supplied may be used for any public announcements and exhibit signs on the days of the rally.

This information pack includes:

- General information
- Details of parking
- Unloading
- Loading
- Camping
- Meals etc.

The committee wishes you well with your exhibits and trusts you have an enjoyable rally.

Positioning of exhibits.

The committee intends to arrange exhibits into categories such as

Category	Category description
Clubs	So club members can exhibit together
Makers	Example IH, John Deere, CAT etc.
Types of exhibits	So all the same type of exhibits will be grouped together such as: <ul style="list-style-type: none">• tractors• stationary engines• light motor vehicles• heavy motor vehicles• motor cycles• street rods• working crawler tractors• pulling tractors• Farm equipment• Farm vehicles• Horse drawn vehicles and equipment• Other memorabilia• Craft displays
Individual exhibitor	All your exhibits together (not eligible to be judged in type of exhibit)

Please choose your category carefully as there will be prizes for some categories which are exhibited together.

Security

Security will be on duty on the main exhibit area from 8:30 PM to 5:00 AM Friday and Saturday nights.

Lighting

Flood lights will be operating on the main exhibit area from 8:30 PM to 5:00 AM Friday and Saturday nights.

Camping

There is adequate parking available on site adjacent but separate to the main exhibit area the camping area is set up in three (3) areas:

1. Powered sites
2. Unpowered sites
3. Self-powered sites

Powered sites

Power to sites will be from large commercial silenced generators

Generators will:

- start at 5 PM on Friday
- shut down at 9 AM Monday
- run continuously except for when refueling is taking place
- power available will be 240 volt 15 amp single phase from distributor boxes (no power boards allowed)
- No private generators allowed in the powered site area

Unpowered sites

Unpowered sites will also be available adjacent to powered sites.

Self-powered sites

These sites will be separated from the powered and non-powered sites for safety and noise reasons.

Operation of private generators

Sites wishing to use their own generators must:

Have an earth stake driven into the ground and the generator correctly earthed to this stake

Not cause a noise issue for other campers

Have a fire extinguisher placed in a suitably accessible place

Not be refueled when running

Fuel must be in approved fuel containers not exceeding 20 litres

Fuel must be stored away from any ignition sources and kept cool

Please note the safe operation of private generators and storage of fuel is the responsibility of the owner or operator of that generator.

The committee will not accept any responsibility for injury or damage resulting from any fuel or the generator being on the grounds whether operational or not.

Meals and Refreshments

Breakfast and evening meals

BBQ meals will be available for Friday evening, Saturday breakfast, Sunday breakfast and Sunday night for exhibitors or visitors who plan to stay. Prepayment with registration of \$12.00 per person per BBQ is required.

Presentation Dinner

A presentation dinner will be held for exhibitors on Saturday night. Prepayment with registration of \$30.00 is required (places are limited to 200).

Please complete the booking form and make all payments by the due date.

Other food and drinks

Food and drink vendors will be onsite during the rally for your convenience.

Insurance

All exhibitors must be covered by public liability insurance to exhibit or enter any compounds on the grounds.

Exhibitors, who have coverage either individually or in association with a club, must provide a copy when registering for the rally.

Exhibitors who do not have insurance coverage can join the Whittlesea Agricultural Society and sign up to the NHMA insurance for the event. The cost for the event insurance is \$45-00 joining fee plus \$20.00 insurance (total of \$65.00), the coverage has an excess of \$1500-00 per claim.

Alcohol

The Rally exhibit area is alcohol free, alcohol is permitted in the camping area only.

Beer and Wine will be on sale at the presentation dinner from 6:00 PM till 10.00PM and must be consumed within the dinner venue. (No take away or BYO allowed).

Ground opening and closing times

The rally grounds and camping areas will be open from 8:00 AM Friday till 5:00 PM Monday

- Generators in the camping area will start at 5 PM on Friday and run continuously except refueling until shut down at 9 AM Monday
- Power available will be 240 volt 15 amp single phase from distributor boxes
- Camp sites and caravans are to connect directly to the distribution boxes (no domestic power boards allowed)

Arriving and unloading.

On arrival to the grounds via McPhee's Rd stop at the reception office:

- collect your welcome pack
- receive site location
- receive camping site location if applicable
- collect preordered tickets for meals etc.
- obtain directions on where to unload, park etc.

Large vehicles such as semi-trailers with high loads will be directed to the Show Grounds Rd entrance. (exhibitors will need to come to the reception office to collect their information)

Late arrivals.

Any exhibit which has not arrived and setup prior to 8:45 AM may not be allowed admission to the rally grounds or maybe parked with the late arrivals and will not be eligible to parade or be judge in any competition.

No exhibits can be removed from the rally grounds prior to 5:00 PM on rally days.

All exhibits are to be removed from the grounds by 5:00 PM Monday.

Exhibitors who are leaving on Monday with exhibits on the front (Market) area of the Show Grounds will need to relocate to the main exhibit area from 5:00 PM Sunday. (The committee will direct you to a suitable overnight area).

Use of loading ramps

The committee have put in place a procedure for the use of the loading ramps which is designed to make everyone's use of the ramps as quick and trouble free as possible and ensure that any hold ups waiting for a ramp are minimised.

Loading ramp co-ordination

Loading ramps will be under the control of a marshal who will coordinate the unloading, on arrival please contact the marshal and follow their direction.

Unloading:

Several loading ramps will be available to unload, exhibitors are asked to:

- queue up for the appropriate ramp
- unload their exhibit and park exhibit in the holding area
- promptly remove their transport vehicle from the ramp area to allow others to unload
- move the exhibit from the holding area to the exhibit area as soon as practical.

Loading:

- exhibitors are asked to bring their exhibit to the holding area
- collect their transport vehicle
- queue up for the appropriate ramp
- load in timely manner
- secure the exhibit securely enough to move clear of the ramp
- complete securing the exhibit as required by law
- check everything that was brought or collected at the rally is loaded for the trip home.

Movement of vehicles during rally hours

Movements of vehicles on the rally ground is restricted to designated areas or within events such as:

- Grand parades
- Crawler play pen
- Tractor pull area.

Movements in these events or areas will be under the strict control of the safety officers

Movement of vehicles in the parking area is restricted during public attendance times between 8:45 AM and 5 PM.

If vehicles must be moved, permission from a committee person or a safety office is needed, and must be accompanied by an authorized person.

Parking

Campers vehicles

Vehicles which can fit into the marked parking bays in the camping area and are accompanying a camper may be parked next to the camp site.

Larger vehicles can be parked in the large vehicle parking area of the camping site

Transport vehicle parking

All transport vehicles must be removed to the exhibitor's car park.

Large vehicle such as semi-trailers and very long tray trucks and trucks with trailers will need to be taken to the designated long vehicle area of the exhibitors parking area.

To exhibit at the Whittlesea Autumn Heritage Rally

Please complete

- one exhibit description form for each of your exhibits
- one exhibitor registration form for each person exhibiting.

For example Fred Brown is registering to exhibit 1 tractor and 2 trucks. Fred would fill in:

1 Exhibitor registration form and

3 Rally exhibit forms

Admission to the grounds and camping area

Each exhibitor can have 1 helper or guest in their vehicle and will be admitted free on producing their exhibitors pass.

Exhibitors with additional visitors (without exhibitor's passes) will be required to pay the public admission fees for the visitors. Visitors gate passes can be purchased when registering.

Camping, meals and merchandise must be pre-booked and paid at the time of registration.



Exhibitor Registration

Exhibitor Registration Form

(One form per exhibitor)

Name _____

Address _____

Phone _____

I wish to book the following for the rally.

Meals

Day	Time	Event or activity	Cost per head	Number of Participants	Payment included
Friday	PM	BBQ dinner	\$16.00		
Saturday	AM	BBQ Breakfast	\$12.00		
Saturday	PM	Presentation Dinner**	\$30.00		
Sunday	AM	BBQ Breakfast	\$12.00		
Sunday	PM	BBQ dinner	\$16.00		

**Special dietary requirements _____

Number of people with special dietary requirements _____

Merchandise

Item	Cost each	Number ordered	Payment included
Cap (embroidered)	\$9.00	N/A	N/A
Cloth Badge	\$6.00	N/A	N/A
Metal Badge	\$30.00	N/A	N/A
Rally stickers	\$3.00		
Rally guide and program	\$3.00		

Camping

Night	Powered site per night (2 Person) \$25.00 (extra person \$10.00 each)	Unpowered or Self-powered \$15.00 per night (2 Person) (extra person \$10.00 each)	Payment included
Friday			
Saturday			
Sunday			

Exhibitors security levy	\$5.00/ exhibitor		\$5.00
Total payment			\$

I have included payment by Credit Card Cheque for \$ _____

Credit Card type: Visa Mastercard Card number _____

Card holders name _____ Expiry Date __/__/__ CIV _ _ _



RALLY EXHIBIT DESCRIPTION

(One sheet per exhibit)

Exhibit Description Form

Type of exhibit - example: Truck/Tractor/ Motor cycle/ Stationary engine etc.	Owner	Address
Phone	Make	Model
Fuel type	Year of manufacture	Number of cylinders
Wheel type Example: Steel or rubber or Rubber rear Steel front		

Exhibit history if known

First owned by	Used for
Other owners	Used for

What was the original colour?

What else may be of interest to the public about your exhibit?

Information supplied in this section will be used to describe your exhibit whilst on static display, operating in parades or working displays. (do not supply information you wish to keep private)

Optional Information

Where did you get the exhibit?		What year did you get the exhibit?	
What was the cost of purchase?		What was the cost of the exhibit when new?	
Has the exhibit been restored?		If so, what condition was the exhibit in when you got possession?	
What year was the exhibit restored?		What was the cost of restoration?	

Any other relevant information that may help describe your exhibit:



RALLY EXHIBIT DESCRIPTION

(One sheet per exhibit)

Exhibit location at the rally.

How do you want your exhibit displayed?

Is your exhibit	Part of a club exhibit	Yes / No	Do you have other exhibits?	Yes / No
	Stand alone	Yes / No	Do you want all your exhibits together	Yes / No

Do you want your exhibit to be placed?

- with your club
- with other similar exhibits
- all your exhibits together
- with exhibits from the same maker
- tractor pull area
- crawler working area

Will you be participating in the grand parades each day with this exhibit? Yes No

Arriving & Leaving the rally

Planned arrival time		Arrival day Tick the appropriate day	Friday	Saturday	Saturday arrivals must be set up and support vehicles removed before 9 AM
Planned departure time		Departure day	Sunday	Monday	No vehicle or exhibit movement or the ground prior to 5 PM each day

Office use only

Exhibit Number	Site Number
Number of gate passes sent <input type="checkbox"/>	Date posted
Merchandise and catering order processed <input type="checkbox"/>	
Notes/comments	



CRAFT EXHIBIT DESCRIPTION

(One sheet per exhibit)

Craft Exhibit Description Form

Type of exhibit - example: Quilt	Owner	Address
		Phone
Please supply a description of your exhibit: (for example how it was made or where you obtained it)		

Exhibit location at the rally.

The committee will endeavor to display your exhibit as you request, however if this is not possible the committee will determine the most suitable display method available.

How do you want your exhibit displayed? (please tick one)

- Hanging,
- Display in a cabinet,
- Folded on a table,
- Other (describe):

Is your exhibit (Circle one)	Part of a club exhibit Stand alone	Yes / No Yes / No	Do you have other exhibits? Yes / No Do you want all your exhibits together Yes / No
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