# EVENT DETAILS FORM

*Please complete all fields and return to the RASWA Event Operations Coordinator John Clark via* [*email*](mailto:jclark@raswa.org.au?subject=Event%20Details%20Form)

**EVENT SUMMARY**

|  |  |
| --- | --- |
| EVENT NAME: |  |
| EVENT DATES: |  |
| EVENT TIMES: |  |
| EXPECTED ATTENDANCE? |  |
| VENUE/S: |  |

**CLIENT DETAILS**

|  |  |
| --- | --- |
| COMPANY: |  |
| ADDRESS: |  |
| ABN: |  |
| ON SITE CONTACT 1: |  |
| PHONE: |  |
| EMAIL: |  |
| ON SITE CONTACT 2: |  |
| PHONE: |  |
| EMAIL: |  |

**EVENT SCHEDULE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BUMP-IN** | | | | |
| DAY | DATE | TIME IN | TIME OUT | GATES |
|  | Click here to enter a date. |  |  |  |
|  | Click here to enter a date. |  |  |  |
|  | Click here to enter a date. |  |  |  |

**EVENT SCHEDULE CONTINUED**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EVENT DAYS & TIMES OF TRADING** | | | | |
| DAY | DATE | OPENING | CLOSING | GATES |
|  | Click here to enter a date. |  |  |  |
|  | Click here to enter a date. |  |  |  |
|  | Click here to enter a date. |  |  |  |
| **BUMP-OUT** | | | | |
| DAY | DATE | TIME IN | TIME OUT | GATES |
|  | Click here to enter a date. |  |  |  |
|  | Click here to enter a date. |  |  |  |
|  | Click here to enter a date. |  |  |  |

**QUESTIONS**

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| --- | --- | --- |
| **1.** | Have you read and understood The Royal Agricultural Society of WA exhibitor’s manual, including our fire, emergency and evacuation procedures? | YES □ NO □ |
| **2.** | Have you submitted your Risk Management Plan, Certificate of Insurance, and Floor Plan for approval? | YES □ NO □ |
| **3.** | What would you like the electronic gate signage to read for your event? | |
|  | | |
|  | | |
| **4.** | Who is your builder? | |
|  | | |
| **5.** | Does any of your installation (marquees, tents etc) require spikes or tent pegs to be driven into the ground? | YES □ NO □ |
| **6.** | Do you have a dedicated First-Aid post? | YES □ NO □ |
| **7.** | Have you discussed your catering arrangements with RASWA?  *If not, please contact John Clark on* ***6263 3134*** *or* [***jclark@raswa.org.au***](mailto:jclark@raswa.org.au) | YES □ NO □ |
| **8.** | Do you require electricity inside the pavilions?  *If so, please list your power requirements below and map their locations on your site map* | YES □ NO □ |
|  | | |
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| **9.** | Do you require electricity outside the pavilions?  *If so, please list your power requirements below and map their locations on your site map* | YES □ NO □ |
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| **10.** | Do you or any of your Exhibitors require water connection or drainage? | YES □ NO □ |
| **11.** | Do you require signage to be hung?  *Cost applies, see attached price list* | YES □ NO □ |
| **12.** | Do you require a forklift during bump-in/out?  *Requests for a forklift need to be lodged to John Clark as early as possible**so we can book a forklift and driver to be available for you. Cost applies, see attached price list.* |  |
| **13.** | Have you booked ATMs for your event? If so, who? | YES □ NO □ |
|  | | |
| **14** | Are you providing dedicated security for your event? If so, who? | YES □ NO □ |
|  | | |
| **15.** | Do you require the train to stop at Showground Station?  *(Please note that the train can only be requested to stop at Showground Station when the event is larger than 2,000 pax and at least 8 weeks prior to your event)* | YES □ NO □ |
| **16.** | Do you require the use of wireless internet?  *A cost may apply depending on building/location, see attached price list* | YES □ NO □ |
| **17.** | How many Sulo bins do you require?  *Cost applies, see attached price list* |  |
| **18.** | How many 4.5c/m skips do you require?  *Cost applies, please see attached price list* |  |
| **19.** | How many 15c/m2 skips do you require?  *Cost applies, please see attached price list* |  |
| **20.** | Do you require ticket boxes? If yes how many?  *Cost applies, please see attached price list* | YES □ NO □ |
| **21.** | Will you be installing temporary fencing? If so, who? | YES □ NO □ |
|  | | |
| **22.** | Do you require a PA/microphone?  *(for SJP/Robinson/Webster pavilions only)* | YES □ NO □ |
| **23.** | Please list any other requirements below: |  |
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*PLEASE TURN OVER*

**FINAL CHECKLIST**

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|  |  | **COMPLETED** |
| **1.** | **SUBMIT COMPLETED:**  □ **EVENT DETAILS FORM**  □ **RISK MANAGEMENT PLAN**  □ **INSURANCE CERTIFICATE**  □ **FLOOR PLAN**  Send to RASWA Event Operations Coordinator John Clark via [**jclark@raswa.org.au**](mailto:jclark@raswa.org.au) | □ |
| **2.** | **ORGANISE CATERING REQUIREMENTS**  Contact RASWA Event Operations Coordinator via **6263 3134** or [**jclark@raswa.org.au**](mailto:jclark@raswa.org.au) | □ |
| **3.** | **FINALISE 2ND DEPOSIT AND FINAL PAYMENTS**  Contact RASWA Event Sales Executive Dawn Amblard and finalise payment via EFT/Cash/Credit Card on 6263 3158 or [**damblard@raswa.org.au**](mailto:damblard@raswa.org.au) | □ |

**RASWA CONTACTS**

|  |  |  |
| --- | --- | --- |
| **JOHN CLARK** | **EVENT OPERATIONS** | 08 6263 3134  0424 128 852  [jclark@raswa.org.au](mailto:jclark@raswa.org.au) |
| **DAWN AMBLARD** | **EVENT SALES EXECUTIVE** | 08 6263 3158  [damblard@raswa.org.au](mailto:damblard@raswa.org.au) |

**PRICE LIST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CODE** | **ITEM** | **#** | **UNIT** | **COST** |
|  | **UTILITIES** |  |  |  |
| 2C500190 | Consumption - Electricity |  | per unit | $0.29 |
| 2C500160 | Consumption - Water |  | per day | $30.00 |
|  | **PLUMBING** |  |  |  |
| 2C501762 | Plumber |  | per hour | $75.00 |
| 2C500160 | Drainage |  | each | $55.00 |
| 2C500160 | Water Connection |  | each | $75.00 |
| 2C500160 | Sinks |  | each | $200.00 |
| 2C500160 | Handwashing Basins |  | each | $180.00 |
|  | **ELECTRICAL** |  |  |  |
| 2C501762 | Electrician |  | per hour | $85.00 |
| 2C501762 | Contract Electrician |  | per hour | $85.00 |
| 2C500160 | Distribution Board |  | each | $45.00 |
| 2C500160 | 4 Way Power Board |  | each | $5.00 |
| 2C500160 | 15 Amp Lead |  | each | $5.00 |
| 2C500160 | 3 Phase Lead |  | each | $10.00 |
| 2C500160 | Track Mat |  | per meter | $10.00 |
| 2C500160 | Cable Ties |  | per pack | $10.00 |
| 2C500190 | Arena Tower Lights (4 Towers) |  | per hour | $40.00 |
|  | **CLEANING** |  |  |  |
| 2C501762 | Event Pre Clean, Day Cleaners & Post Clean |  | per hour | $35.00 |
| 2C500160 | Toilet requisites - Exhibition Centre |  | per day |  |
| 2C500160 | Toilet requisites - Other Venues |  | per day |  |
| 2C500160 | Scrubber (if required) |  | As req. | POA |
|  | **MISC LABOUR** |  |  |  |
| 2C501762 | 1 x Groundsman |  | per hour | $30.00 |
| 2C501762 | 1 x Carpenter |  | Per hour | $55.00 |
|  | **SKIPS AND BINS** |  |  |  |
| 2C500160 | Caterers Waste Disposal 4.5m3 bin (with lids) |  | per bin | $90.00 |
| 2C500160 | Horses manure 4.5m3 Low |  | per bin | $400.00 |
| 2C500160 | Waste Disposal 9m3 skip |  | per bin | $600.00 |
| 2C500160 | Waste Disposal 15m3 skip |  | per bin | $600.00 |
| 2C500160 | Cardboard bin - POA |  | per bin | POA |
|  | **EXHIBITORS LOUNGE & CATERING** |  |  |  |
| 2C500112 | Urn |  | per event | $20.00 |
| 2C500112 | Coffee & Tea Stations |  | per event | $150.00 |
| 2C500112 | Coffee & Tea Stations |  | per event | $150.00 |
|  | **DAMAGES** |  |  |  |
| 2C500160 |  |  |  |  |

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| --- | --- | --- | --- | --- |
| **CODE** | **ITEM** | **#** | **UNIT** | **COST** |
| 2C500160 | **SCISSORS LIFT HIRE (dry) -** POA |  | per hour | POA |
| 2C501762 | With driver - POA |  | per hour | POA |
|  | **HIRE OF EQUIPMENT AND SERVICES** |  |  |  |
| 2C500160 | Wireless Internet (dependent on building) |  | per event | $275.00 |
| 2C500160 | Blue Curtain |  | per run | $180.00 |
| 2C500160 | Arena fence removed |  | Per run | $500 |
| 2C500160 | RAS Ticket Booths |  | per event | $150.00 |
| 2C500160 | RAS Information Booths – POA |  | per event | POA |
| 2C500160 | Trestle Tables |  | each | $10.00 |
| 2C500160 | Tiered Seating |  | per piece | $20.00 |
| 2C500160 | CCB (Crowd Control Barrier) |  | per piece | $5.00 |
| 2C500160 | Ticket Boxes |  | per event | $150.00 |
| 2C501762 | Security Guard |  | per hour | $37.60 |
| 2C500160 | Lectern |  | Each | $10.00 |
| 2C500160 | **FORKLIFT HIRE (dry)** |  | per hour | $50.00 |
| 2C501762 | With Driver |  | per hour | $80.00 |
| 2C500160 | Additional Gas Bottles |  | each | $50.00 |
|  |  |  |  |  |

**END**