

# EVENT DETAILS FORM

Please complete all fields and return to the RASWA Venue Operations Executive Adam Macfarlane via email

## 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
EVENT DAYS & TIMES OF TRADING				
DAY	DATE	OPENING	CLOSING	GATES
BUMP-OUT				
DAY	DATE	TIME IN	TIME OUT	GATES

## QUESTIONS

1.	Have you read and understood The Royal Agricultural Society of WA exhibitor's manual, including our fire, emergency and evacuation procedures?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2.	Have you submitted your Risk Management Plan, Certificate of Insurance, and Floor Plan for approval?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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 <input type="checkbox"/>	NO <input type="checkbox"/>
6.	Do you have a dedicated First-Aid post?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
7.	Have you discussed your catering arrangements with RASWA? <i>If not, please contact <b>Adam Macfarlane</b> on <b>6263 3134</b> or <a href="mailto:adam.macfarlane@raswa.org.au">adam.macfarlane@raswa.org.au</a></i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>



8.	Do you require electricity inside the pavilions? <i>If so, please list your power requirements below and map their locations on your site map</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
9.	Do you require electricity outside the pavilions? <i>If so, please list your power requirements below and map their locations on your site map</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
10.	Do you or any of your Exhibitors require water connection or drainage?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
11.	Do you require signage to be hung? <i>Cost applies, see attached price list</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
12.	Do you require a forklift during bump-in/out? <b>Requests for a forklift need to be lodged to Adam Macfarlane as early as possible</b> <i>so we can book a forklift and driver to be available for you. Cost applies, see attached price list.</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
13.	Have you booked ATMs for your event? If so, who?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
14.	Are you providing dedicated security for your event? If so, who?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
15.	Do you require the train to stop at Showground Station? <i>(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)</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
16.	Do you require the use of wireless internet? <i>A cost may apply depending on building/location, see attached price list</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
17.	How many Sulo bins do you require? <i>Cost applies, see attached price list</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
18.	How many 4.5c/m <sup>3</sup> skips do you require? <i>Cost applies, please see attached price list</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
19.	How many 15c/m <sup>3</sup> skips do you require? <i>Cost applies, please see attached price list</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
20.	Do you require ticket boxes? If yes how many? <i>Cost applies, please see attached price list</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
21.	Will you be installing temporary fencing? If so, who?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
22.	Do you require a PA/microphone? <i>(for SJP/Robinson/Webster pavilions only)</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>



23.	Please list any other requirements below

## FINAL CHECKLIST

		COMPLETED
1.	<b>SUBMIT COMPLETED:</b> <input type="checkbox"/> EVENT DETAILS FORM <input type="checkbox"/> RISK MANAGEMENT PLAN <input type="checkbox"/> INSURANCE CERTIFICATE <input type="checkbox"/> FLOOR PLAN  Send to RASWA Venue Operations Executive Adam Macfarlane via <a href="mailto:adam.macfarlane@raswa.org.au">adam.macfarlane@raswa.org.au</a>	<input type="checkbox"/>
2.	<b>ORGANISE CATERING REQUIREMENTS</b> Contact RASWA Venue Operations Executive via <b>6263 3134</b> or <a href="mailto:adam.macfarlane@raswa.org.au">adam.macfarlane@raswa.org.au</a>	<input type="checkbox"/>
3.	<b>FINALISE 2ND DEPOSIT AND FINAL PAYMENTS</b> Contact RASWA Event Sales Executive Dawn Amblard and finalise payment via EFT/Cash/Credit Card on <b>6263 3158</b> or <a href="mailto:dawn.amblard@raswa.org.au">dawn.amblard@raswa.org.au</a>	<input type="checkbox"/>

## RASWA CONTACTS

<b>ADAM MACFARLANE</b>	<b>VENUE OPERATIONS EXECUTIVE</b>	08 6263 3134 0411 384 956 <a href="mailto:adam.macfarlane@raswa.org.au">adam.macfarlane@raswa.org.au</a>
<b>DAWN AMBLARD</b>	<b>EVENT SALES EXECUTIVE</b>	08 6263 3158 <a href="mailto:dawn.amblard@raswa.org.au">dawn.amblard@raswa.org.au</a>



## PRICE LIST

UTILITIES		QTY		PRICE	TOTAL
2C500190	Consumption - Electricity		per unit	\$0.30	\$
2C500160	Consumption - Water		per day	\$30.00	\$
PLUMBING		QTY		PRICE	TOTAL
2C500170	Plumber		each	\$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		QTY		PRICE	TOTAL
2C500170	Electrician		per hour	\$85.00	\$
2C500170	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		QTY		PRICE	TOTAL
2C500170	Event Pre Clean, Day Cleaners & Post Clean		per hour	\$38.00	\$
2C500160	Toilet Requisites		per event		\$
2C500160	Scrubber (if required)		as req.	POA	\$
MISC LABOUR		QTY		PRICE	TOTAL
2C500170	1 x Groundsman		per hour	\$30.00	\$
2C500170	1 x Carpenter		per hour	\$60.00	\$
SKIPS AND BINS		QTY		PRICE	TOTAL
2C500160	Sulo Bins- lined		per bin	\$10.00	\$
2C500160	Caterers Waste Disposal 4.5m <sup>3</sup> bin (with lids)		per bin	\$110.00	\$
2C500160	Horses Manure 4.5m <sup>3</sup> Low Skip		per bin	\$400.00	\$
2C500160	Waste Disposal 9m <sup>3</sup> Skip		per bin	\$600.00	\$
2C500160	Waste Disposal 15m <sup>3</sup> Skip		per bin	\$600.00	\$
2C500160	Cardboard Bin - 6m <sup>3</sup>		per event	\$30.00	\$
EXHIBITORS LOUNGE & CATERING		QTY		PRICE	TOTAL
2C500112	Urn		per event	\$20.00	\$
2C500112	Coffee & Tea Stations		per event	\$150.00	\$



## PRICE LIST

DAMAGES		QTY			TOTAL
2C500160					\$
HIRE OF EQUIPMENT AND SERVICES		QTY		PRICE	TOTAL
2C500160	Wireless Internet (dependent on building)		per event	\$275.00	\$
2C500160	Blue Curtain		per run	\$180.00	\$
2C500160	Arena Fence removed/reinstalled		per run	\$500.00	\$
2C500160	RASWA Ticket Booths		per event	\$150.00	\$
2C500160	RASWA 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	\$
2C500170	Security Guard		per hour	\$40.00	\$
2C500160	Lectern		each	\$10.00	\$
2C500160	PA			POA	\$
2C500160	<b>FORKLIFT HIRE (dry) – POA</b>		per hour	\$50.00	\$
2C500170	With Driver		per hour	\$80.00	\$
2C500160	Additional Gas Bottles		each	\$50.00	\$
2C500160	<b>SCISSORS LIFT HIRE (dry) – POA</b>		per hour	POA	\$
2C500170	With driver – POA		per hour	POA	\$
<b>SUB TOTAL</b>					\$
<b>GST</b>					\$
<b>TOTAL</b>					\$
2C500160	<b>RAS CONTRIBUTION</b>				\$
7O868414	<b>BOND</b>				\$
7O868414	<b>SERVICE ADVANCE</b>				\$
<b>TOTAL AMOUNT OWING</b>					\$