

PARNDANA SHOW

& Field Day

Kangaroo Island

Saturday November 14th
2026



— *Our Island Our People* —

FOOD & TRADE SITE APPLICATION PACK 2026

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Thank you for considering an application for trading space at this year's Parndana Show

This Application Pack contains:

- **General Information** – To help you with the planning process (Page 3)
- **Registration Form** – This must be completed and sent to the Food and Trade Site Coordinator (Page 4)
- **Temporary Food Event Notification Form** (Page 5-7)
- **Application Checklist** – Tasks must be completed for you to be considered for the 2026 Show. (Page 8)
- **Terms & Conditions for Food/Trade Sites** (Page 9-10)
- **List of Banned Items at the Parndana Show** (Page 11)
- **Showgrounds Map** (Page 12)

If you have any questions or queries in regards to your Trade Site application form for the Parndana Show, please feel free to contact the Food and Trade Site Coordinators on the details provided.

Food and Trade Site Coordinators

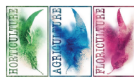
A: PO BOX 139, Parndana, SA 5220

P: 0407 401 858

E: parndanasites@gmail.com

W: www.parndanashow.com

F: www.facebook.com/ParndanaAHFShowSociety/



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FOOD & TRADE SITE APPLICATION PACK 2026 GENERAL INFORMATION

APPLICATIONS CLOSE

Deadline for trade sites applications and payments is strictly Friday November 6th.

PAYMENTS NOT PAID IN FULL BEFORE SHOW DAY
WILL INCUR A LATE FEE CHARGE OF \$10.00.

ACCESS TO SITES

Trade site operators may have access to their site for set up from 12 - 5 pm on Friday for pre set up.

Show day set up from 7:30 am on Saturday, sites to be set up and operational by 9 am.

Trade sites to remain set up until 4 pm.

Food sites may remain open until 9 pm if they wish.

Further Information will be emailed closer to the show including site allocation and any other additional details.

CAR PARKING

Trade site operators are permitted to park at the Parndana Show grounds for the duration of the show adjacent to their trade site if space allows, otherwise we ask vehicles be moved to allocated parking area.

Vehicles are not permitted to move around trade site spaces between 9 am to 4 pm.

CLEAN UP

It is appreciated if all items and equipment used and displayed at trade sites be removed promptly after the conclusion of the show. All rubbish to be placed in allocated disposal locations, sites to be left as they were found.

GATE PASSES

Gate passes are NOT included with your booking and are required to enter the showground.

Passes can be pre-purchased with your application form or at the gate on show day.

Pre-purchased tickets will be sent to the applicant upon payment prior to October 31st. Otherwise must be collected from the show office by arrangement by Friday November 13th.

FOOD & ALCOHOL SITES

Please ensure you have filled out the required forms from Kangaroo Island Council see (pages 5-7) , if alcohol will be sold please ensure you have appropriate liquor licensing.

MARQUEE PEGS

No droppers or pegs are to be used without first consulting the Grounds Coordinator. Weights will be provided if required.

POWER

Single phase power is available to most sites by pre-application only. A limit of 2 power points will apply per application. If you require more power, then we ask that you please provide your own portable generator. Power cords must be supplied by the operator and must carry a current, valid test tag of compliance.

PAYMENT DETAILS

Application form acts as your tax invoice, payments can be made to the Show Society by the following;

Direct Payment can be made to by EFT:

Parndana Show Society, Bank SA Kingscote

BSB: 105-094 Account Number: 726954840

Please email a copy of the payment receipt to parndanasites@gmail.com

Card payments can be made in the show office during office hours November 9th to 13th

INSURANCE

Liability and product insurance must be placed by all trade site operators for the entire event including set up and removal. A copy must be provided upon submission of application and is a requirement of approval.

Site holders that do not hold their own insurance are required to pay the first \$1,500 of any liability claim.

PETS

Pets of trade site operators are permitted on the Parndana Show grounds area, they must be appropriately restrained at all times.

PUBLIC SERVICES

Emergency services will be in attendance and on call at the Parndana Show to provide emergency First Aid.

TOILETS

Please see show map for toilets.

PRIMARY CONTACTS

Should a life threatening emergency occur please call 000.

Food and Trade Site Coordinators:

M 0407 401 858 E parndanasites@gmail.com

Or alternatively ask the ground stewards at the event



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South Australia 5220

0407 401 858 : **P**
parndanasites@gmail.com : **E**
parndanashow.com : **W**

FOOD & TRADE SITE APPLICATION PACK 2026 REGISTRATION FORM

TAX INVOICE

PARNDANA SHOW SOCIETY ABN: 62 362 510 074

Please fill in all details and return the below food and trade site application form to secure your registration:

Please note that this form acts as your tax invoice

FOOD & TRADE SITE REGISTRATION:

Company Name:

Contact Person:

Postal Address:

Email Address:

Phone Number:

Trade site description: (include use of site, menu if food site)

FOOD & TRADE SITE Selection: [please indicate selected site size]

Site Space Requirements

Single covered site [3m x 3m] (13 available)

Double covered site [3m x 6m] (11 available)

Single open site [3m x 3m] (15 available)

Double open site [3m x 6m] (21 available)

Cost

\$50.00

\$100.00

\$35.00

\$70.00

Quantity

Total

Commercial site [larger site required] please contact coordinator

Community site [not for profits] please contact coordinator

Extra Requirements

Standard tables [70cm x 180cm] (20 available)

Power per plug [10 amp] (2 plug limit)

Power per plug [15 amp] (2 plug limit)

Gate passes

Cost

\$5.00

\$5.00

\$5.00

\$15.00

Quantity

Total

Note: GST is not included in trade site payments

Total Cost:

PAYMENT DETAILS:

Direct Payment can be made to by EFT:

Parndana Show Society, Bank SA Kingscote

BSB: 105-094 Account Number: 726954840

Please email a copy of the payment receipt to parndanasites@gmail.com

Card payments can be made in the show office during office hours

November 9th to 13th

Deadline for trade sites applications and payments is strictly Friday November 6th.

PAYMENTS NOT PAID IN FULL BEFORE SHOW DAY WILL INCUR A LATE FEE

CHARGE OF \$10.00.

SIGN:

DATE:



TEMPORARY FOOD EVENT NOTIFICATION FORM (ONE-OFF)

Please return completed form to:

In Person: Kangaroo Island Council, 43 Dauncey Street, Kingscote
Penneshaw Community Business Centre, 99 Middle Terrace, Penneshaw
By Post: PO Box 121, Kingscote SA 5223
Fax: 08 8553 2885
Email: kicouncil@kicouncil.sa.gov.au

This application must be lodged with Kangaroo Island Council at least fourteen (14) days prior to the event where the food will be served.

Please note this application does not allow you to use Council land or use a public road for business purposes (for example a street stall). A separate "Street Stall or Trading Table Licence Application" will need to be submitted to Council.

A: Applicant Details

Business Name:

Contact Person:

Postal Address:

Contact Details

h)

m)

Email Address:

B: Food Event Details

Event Location

Date of Event:

 / /

Operating Times:

Number of people
handing food:

Is the food
prepared on site?

☐

Yes

☐

No

If no, what is the
address where the
food is being
prepared?

If the event is being held on Council land, has an appropriate facilities application form been completed?

☐

Yes

☐

No



C: Food Safety Control

Are temperature control appliances available? Fridges, hot/cold food display

☐

Yes

☐

No

If yes, please specify

Is a probe thermometer available for use on the day?

☐

Yes

☐

No

Are hand-washing facilities available at the event?

☐

Yes

☐

No

If yes, please specify

D: Food Transport Vehicles

Will transport vehicles be used to transport food to the event?

☐

Yes

☐

No

If yes, is the vehicle a refrigeration vehicle?

☐

Yes

☐

No

If no, what other means will be used to ensure all potentially hazardous foods (if any) are kept under temperature control during transportation?

E: Declaration

I declare that the information contained in this Temporary Food Event Notification form is accurate and complete. I am aware an inspection of my business may be undertaken prior to the event by Council's Environmental Health Officer. I understand the Officer may also be on duty during the function and may perform an inspection to ensure food safety standards are being adhered to.

Name:

Signature:

Date:



Conditions for Temporary Food Premises

- Hand washing, antibacterial liquid soap and a single use means of drying hands must be provided where food is packed, prepared or served. Cloth towels must not be used. If using disposable gloves change them often and wash & dry hands periodically before putting on fresh gloves.

Hands must be washed:
- Before commencing work;
- After using a toilet;
- After smoking or eating or handling a handkerchief;
- After touching hair;
- Between handling raw and cooked foods;
- Any other time hands may be contaminated.
- Only single serve, disposable containers should be used to minimize need to wash-up
- Work surfaces and utensils are to be regularly cleaned and if the utensils come in contact with ready-to-eat food, then the utensils must also be sanitised.
- Solid wastes are to be temporarily stored in rubbish receptacles with close fitting lids.
- Operators are required to take all practical steps to prevent access to food by flies and other vermin.
- All food on display shall be covered so as to protect it from contamination by the public, dust, insects, etc.
- The public is to be denied access to work areas. No ground surface storage of food or equipment is allowed unless it is contained within suitable impervious storage containers with tight fitting lids.
- Cold storage refrigeration and heating/ holding appliances must be provided to keep food within the correct temperature range (cold food below 5°C, hot food above 60°C). Eskies with ice or freezer bricks may be used to keep food cold.

You can transport or keep potentially hazardous food out of temperature control for short periods of time by applying the 2 hour / 4 hour guide. This guide means that you can have freshly prepared food out of temperature control for up to 2 hours then refrigerate it for later use. If out of temperature control for between 2 hours and 4 hours the food is to be consumed. After 4 hours the food is to be thrown out.
- Suitable probe thermometers with alcohol swipes accurate to +/- 1°C must be available on the site.
- Farm killed meat is prohibited to be sold for human consumption under the Meat Hygiene Act 1994. Meat must have been processed by the holder of an accreditation or a person exempt from the requirement to hold an accreditation in relation to processing the meat. Evidence of the origin of meat may be required of the outlet.
- Fire extinguishers should be provided where cooking or heating processes are used. Where hot fat or oil is used for cooking a fire blanket must also be held.

Hand Washing Facilities in Temporary Food Outlets

Sufficient quantities of potable (drinking) water must be available for activities such as hand washing, food preparation and cleaning. It is suggested that a plastic drum of around 10-20L capacity be used with an integral tap.

Frame Tent Stalls

Water supply as above, basin or bowl, antibacterial liquid soap, single use paper towels on a separate stand or table at waist height. Bin for used paper towels. Cloth towels must not be used due to the risk of cross-contamination.

Food Vending Vehicles

These should have approved existing hand washing facilities. If not then the same provisions apply as for frame tent stalls.

Water Temperature

Warm water for hand washing is desirable.

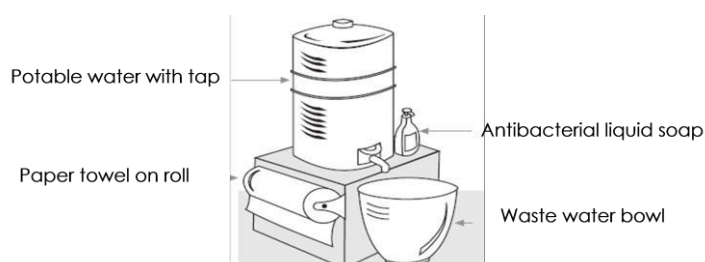
Waste Water Disposal

Into sewer or holding container for later disposal.

Hands must be washed using soap and water:

- Before commencing work;
- After using a toilet;
- After smoking or eating or handling a handkerchief;
- After touching hair;
- Between handling raw and cooked foods;
- Any other time hands may be contaminated.

Example of ideal temporary food premises hand washing facilities:



FOOD & TRADE SITE APPLICATION PACK 2026 CHECKLIST

Please keep this as your personal checklist for your application.

This Application Pack checklist:

- ☐ Complete all relevant fields on this application form
- ☐ Email or Post your application forms to Food and Trade Site Coordinators: (pages 4, 5 & 6)

ATTN: Food and Trade Site Coordinators

Email: parndanasites@gmail.com

Post: Parndana Show Society

P.O. Box 139, Parndana, SA 5220

- ☐ Pay Invoice at your earliest convenience and no later than Friday November 6th.
- ☐ Collect show passes from show office if not received prior to Monday November 9th
Show office open daily Monday November 9th to Friday November 13th
- ☐ Arrive to set up your trade site. Bump in time is 7:30 am on Saturday and Bump out time is from 4 pm. Show operates from 9 am to 9 pm.
(Should you wish to set up outside of this time, please contact the Food and Trade Site Coordinators to arrange).

Keep pages 1-3, 7-12 for your reference.

If you have any questions or queries in regards to your Trade Site application form for the Parndana Show, please feel free to contact the Food and Trade Site Coordinators on the details provided.

Food and Trade Site Coordinators

A: PO BOX 139, Parndana, SA 5220

P: 0407 401 858

E: parndanasites@gmail.com

W: www.parndanashow.com

F: www.facebook.com/ParndanaAHFShowSociety/

FOOD & TRADE SITE APPLICATION PACK 2026 TERMS AND CONDITIONS

- Booking for trade space is secured on full payment which **MUST** be paid prior to the show
- A copy of Public Liability and Product Liability Insurance must accompany the Trade/Food Site Application- Please contact the Food and Trade Site Coordinators if you have any questions
- No refunds given unless negotiated with the committee prior to the show
- Stall holders to provide own extension cords and connections etc
- Tables available for hire during the show, please include in application, tables are limited
- The Show Society reserves the right to refuse sale of any item it deems unsuitable
- The Show Society reserves the right to accept or refuse any trade space application
- All Trade Site Applications received before 31/10/2026, pre-purchased tickets will be sent to the applicant upon payment prior to October 31st. Trade Site Applications received after the 31/10/2026 will need to organise to pick up pre-purchased tickets for entry prior to the show. If tickets are not picked up the trade site applicant will need to pay entry on the day and this will not be reimbursed. No exceptions will be made
- Tickets must be produced at the gate
- All powered items must be to Australian Standard including tagging. The Society will undertake checks
- Safety tagged extension cords with the name of the owner to be securely attached and joins to be in an approved waterproof cover
- Gas cylinders must be date compliant
- Hygiene must be adhered to when selling or offering food products for tasting
- Raffles will not be permitted unless approved by committee prior to event
- Due to the high demand of power on show day, A limit of 2 power point will apply pre application. If you require more power, then we ask that you please provide your own portable generator.
- Marquee pegs, no droppers or pegs are to be used without first consulting the grounds coordinator. Weights will be provided if required.
- Outdoor traders should bring their own protection for inclement weather
- Until payment is received site cannot be guaranteed
- The Society does not hold itself responsible for damages to stock, vehicles or persons from the Traders at the Parndana Show

FOOD & TRADE SITE APPLICATION PACK 2026 TERMS AND CONDITIONS

- Trade sites must comply with directions from committee members and ground stewards regarding allocation of sites and site safety
- Trade sites are responsible for their equipment, stock and other materials during the show including set up and pack up
- All decisions made by the committee and its delegates are to be considered as final
- Operators are responsible for their own safety and welfare and must take reasonable steps to keep themselves, employees, customers and anyone entering their site safe at all times
- The operator accepts all responsibility for and shall hold the committee indemnified against any death, personal injury, damage or loss to any person, persons or property howsoever arising and whether at or in consequence of the Show by reason of any act, omission or neglect of the Operator or arising out of the transport, installation, use the demonstration of any machinery, implement, apparatus, static display or stand AND the Operator hereby undertakes to faithfully conform with any regulations, by-laws or ordinances made under such Acts of Parliament or by any Government, Semi Government or Local Government Authority duly authorised to make regulations, by-laws or ordinances in connection herewith, and any such directions the Committee or its delegates may give
- The committee takes no responsibility for any goods left unattended overnight at the trade site
- Operators must comply with Federal Council of Agricultural Societies list of banned items

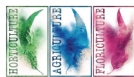
FOOD & TRADE SITE APPLICATION PACK 2026

LIST OF BANNED ITEMS AT AGRICULTURAL SHOWS

- Drug Related Goods (including Cocaine Kits, Bongs etc)
- Explicit and Hard-core T-Shirts
- Fake Cigarettes
- Fireworks - Crackers
- Fuel Type Fire Lighters (Zippo)
- Horns and Trumpets
- Knives (including Pen Knives)
(excluding appropriately packaged kitchenware sets)
- Laser Pointers
- Metal and wooden Martial Art Nunchakus
- Playing Cards (Nude or Lurid)
- Pressure Pack Snow
- Pressure Pack Fart Gas
- Silly String
- Stink Bombs
- Bouncing Beans
- Water Bombs
- Electric Hands

Toy Guns are acceptable; however, the following are NOT:

- Ball Bearing Guns
- Eight Shot Caps
- Pellet Guns
- Pop Downs (Throw Downs)
- Potato Guns (Bullet Type)
- Roll Caps
- Strip Caps
- Water Pistols over 150mm (6")



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FOOD & TRADE SITE APPLICATION PACK 2026 SHOWGROUNDS MAP

