

SPECIFIC VENUE REQUIREMENTS:

(Venue map photographs on our website may help, visit www.aelec.com.au)

1. Stadium Indoor Arena

Item	Details	Required
Event Arena Surface		
Arena Lighting	High Bay Lighting Broadcast Lighting	
Surface Maintenance by AELEC staff		

2. Tractor / Surface Conditioner

Item	Details	Required
Tractor		
Conditioner / Water		
Conditioner small drag		
Gator		

3. Stadium Rough Stock Chutes

Item	Details	Required
Chutes and Yards		

4. Stadium Seating and Ticketing

Item	Details	Required
Indoor Stadium seating		
Cleaning services	Daily or twice daily? Other:	
Ticketing Services	Nominate ticketed days: Box Office Hours: Estimated attendance: Ushers / ticket collectors Security Staff	

5. Stadium Trade and Exhibition Area

Item	Details	Required
Internal side trade sites	3.6m x 2.4m site.	
Internal end trade sites	3.6m x 3.6m site. (limited to 12 in total)	
External sites	Limited power available	

6. VIP Level

Item	Details	Required
All or part levels		
Chairs and Tables	Chairs and Tables Numbers:	
Bar Services	Days and Times:	
Catering Services	Days and Times:	

7. Food and Beverage

Item	Details	Required
Kiosk Operation	All event or days/times:	
Coffee Shop Operation	All event or days/times:	
Bar required	All event or days/times:	
Functions during event		
Special needs ie: judges		

8. Stadium Undercroft

Item	Details	Required
Yards Southern side		
Walkway northern side		

9. Covered Cattle Yards

Item	Details	Required
Yards and troughs	Provide type & estimated livestock numbers:	

10. Warm up Arenas

Item	Details	Required
Arena 1 (Northern)		
Arena 2 (Southern)		

11. External Areas

Item	Details	Required
Goonoo Goonoo Arena	(Jumping southern side)	
Hillview Arena	(Dressage northern side)	
Other open area		

12. Sale Centre

Item	Details	Required
Arena surface	Used for:	
Seating Areas		
Lighting		

13. Public Announcing System

Item	Details	Required
Main Arena, stables, parking	Use existing internal and external systems	
Sales Arena separate	Use existing internal system	
Campdraft Arena	Use existing external system	
Additional systems		

14. Events Office

Item	Details	Required
Office and furniture	Within main arena, concourse level	
Telephone connection		
Internet connection		

15. Stable Blocks

Item	Details	Required
Event organiser booked stables	Approx stable no's:	
Participant booked stables	Approx stable no's:	
Event organiser booked tack rooms	Approx tack room no's:	
Participant booked tack rooms	Approx tack room no's:	

16. Camping powered sites (hardstand surface)

Item	Details	Required
Event organiser booked camping	Approx site no's:	
Participant booked camping	Approx site no's:	

17. Camping non powered sites (grassed surface)

Item	Details	Required
Event organiser booked camping	Approx site no's:	
Participant booked camping	Approx site no's:	

18. Day only participant parking areas

Item	Details	Required
Event organiser required parking	Approximate Numbers:	
Participant required day parking	Approximate Numbers:	

19. Spectator Parking

Item	Details	Required
Other than Public parking		

20. Led Cattle Pavilion

Item	Details	Required
No. of tie ups needed		

21. Facility Services

Item	Details	Required
Hire Golf Buggies	No's	
Other Hire Equipment		

22. TAFE Building

Item	Details	Required
Lecture Theatre	Use:	
Education Room	Use:	
Kitchenette		

23. Campdraft Arena

Item	Details	Required
Arena Surface & yards		
Lighting	Arena Flood Lights	

24. Schedule 4 Temporary Structures

Item	Details	Required
Powered external areas		

Signature of event organiser _____

Date _____

Position in organisation: _____

(Must be an authorised officer of the Event Organiser)

Office Use Only:

Date Received:	Date Actioned:	Quote File Location:
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