

GREATER SHEPPARTON VISITOR CENTRE

DISPLAYS BY EXTERNAL BUSINESSES / ORGANISATIONS

GUIDELINES / AGREEMENT

The Greater Shepparton Visitor Centre (GSVC), located on the ground floor of the SAM building, 530 Wyndham Street, Shepparton, from time to time may make space available to external businesses/organisations for short-term displays which reflect / represent our destination offering / visitor experiences.

Any display will be for a one month period, further months are subject to negotiation. All bookings of display space Bookings are subject to availability.

The location and amount of space to be made available is also subject to negotiation. Access to electricity is not usually possible, and it is also not possible to suspend items from the ceiling.

Booking conditions:

- Installation/set up of the display is the responsibility of the displaying business/organisation by pre-arranged appointment – this will be overseen by a Visitor Centre staff person. Please note: should any contractors/tradespeople be engaged to set up the display, they must show a valid [Greater Shepparton City Council Contractor registration](#).
- Wherever possible it is preferred that the display is free-standing, and the need to affix displays to walls is limited as much as possible. Where it is necessary to affix to walls, Command hooks must be used (i.e. no holes to be made). The Visitor Centre has a small range of display equipment, note that any equipment bought in by the displaying organisation/business is subject to approval.
- Any merchandisable items forming part of the display must be clearly labelled as not for sale (The Visitor Centre can provide such labelling); the Visitor Centre Gift Shop will not handle any sales of items in the display, nor should any be offered for sale at the display point.
- The Greater Shepparton Visitor Centre/City Council will take no responsibility for damage, loss or theft of any promotional material/equipment. All users should ensure they have adequate insurance coverage for any damage/loss.
- Display should be set up in such a manner as to avoid any potential to cause harm.
- Depending on the nature of the activities being promoted in the display, the Visitor Centre may request proof that the displaying business / organisation has adequate Public Liability Insurance Coverage.
- Any printed items forming part of the display must be to a professional design standard. Full colour preferred. The Greater Shepparton Visitor Centre staff reserve the right to refuse any promotional content and material submitted for display.
- Any launch or media event for the display to be staged within the Visitor Centre is subject to negotiation and further approval.

Contact: Maree Glasson, Visitor Experience Coordinator, Greater Shepparton Visitor Centre, Phone (03) 5832 9332 / info@sheppandgv.com.au



Greater Shepparton Visitor Centre

Application for display space & display agreement

Please complete the below and return to info@sheppandgv.com.au .

Upon receipt of this signed agreement, Greater Shepparton Visitor Centre will contact you within 5 working days to confirm whether your display is accepted and to confirm dates.

Name and address of business/organisation:	
Contact Person:	
Contact Phone:	
Contact email:	
Purpose of display:	
Proposed Display Dates	
Have you read and agree to the conditions overleaf?	Yes No
Please acknowledge your acceptance of the booking conditions:	Signed _____ Date _____

Collection Notice:

Greater Shepparton City Council manages your personal information in accordance with its Privacy Policy and the *Privacy and Data Protection Act 2014* (Vic). Your personal information is collected to communicate with you and process your request for use of a dedicated display space within the Visitor Centre for the agreed period. It is disclosed to Visitor Economy Team staff to process your request. Provision of your personal information is optional, however, if you do not provide the requested information, we may not be able to meet your request for display. To gain access to or update your personal information please contact Councils' Visitor Experience Officer on (03) 5832 9332.