



VICTORIAN AGRICULTURAL SHOWS LTD

ABN 52 103 570 190

ACN 103 570 190

PO Box 1053, Bendigo Vic 3552

Telephone: (03) 5441 5555

CONVENTION CRITERIA

All applications to host a Convention must be submitted to the Board and are accepted by a VAS Ltd Group or Member Society / Field day.

TIMING

Preferably June/July to allow time for audit of accounts and preparation & printing of Annual Report.

Check dates of school holidays and school exams to ensure maximum attendance of Junior Ambassadors and availability of accommodation.

Weekdays and/or weekend functions need to be considered. At least one day of the conference should be held on the weekend. Usually held over Friday, Saturday & Sunday.

Prospective date to be submitted to the VAS Ltd Board for approval.

COMMITTEE

The Convention Committee is to consist of one current VAS Ltd Board Member who will be selected by the Board.

VENUE

Venue that also provides accommodation is ideal or within close proximity.

A request from the Board is that a shuttle bus be provided to the nearest town if accommodation is insufficient.

Usual attendance, approx. 100 for convention and 160 for dinner.

Venue with facilities for separate sub-committee meetings preferable but not essential providing sub-committees can meet without undue noise.

Venue with separate room for Junior Show Ambassador judging desirable.

ACCOMMODATION

Attendees book their own accommodation but provide a list of suitable accommodation such as motels, caravan parks with approx. costs and/or star ratings.

CIVIC RECEPTION/MEET & GREET FUNCTION

Councils/ Shires will normally provide a short cocktail party on the day of arrival if requested.

If this is not available, a short meet and greet function should be considered.

CATERING

Attendees will arrange their own breakfasts.

Light lunches are preferable.

Light morning and afternoon tea.

JUNIOR SHOW AMBASSADOR AWARD JUDGING

VAS Ltd will conduct/administer the Junior Show Ambassador Competition including contacting all ambassadors, organising interview times and collecting resumes and other information required. VAS Ltd provides the State Final trophy, prizemoney and all certificates.

The host can select suitable judges with the assistance of VAS Ltd.

The convention host will need to provide a host/hostess to be with the ambassadors to keep interviews on time and introduce ambassadors to judges for their individual interview.

VAS Ltd provides a travel allowance per ambassador to offset the cost of travel and accommodation.

Convention host are responsible for the cost of each Junior Show Ambassador dinner ticket.

CARROT CAKE & CARROT AND DATE MUFFINS JUDGING

VAS Ltd will administer the Carrot Cake & Carrot and Date Muffin Competitions including contacting all competitors with arrangements and requirements of the competition. VAS Ltd provides the State Final trophy, prizemoney and all certificates.

Major Sponsor Rocky Lamattina usually like to be included in the judging. The convention host can select a suitable judge, which can include the major sponsor.

The convention host will need to provide a steward to assist with these competitions.

CONVENTION COMPETITIONS

Other Convention competitions will be decided by Homecrafts Committee and convention host will be notified as soon as possible. All societies are eligible to enter these competitions.

Usually one competition aligns with a charity, which is the choice of the convention host.

Certificates and Prizes to be provided by the convention host for these competitions.

The convention host will need to provide stewards to assist with these competitions.

SHOW BAGS

Show bags are for every attendee, which contain a small amount of advertising and/or tourist attraction printed material, other sponsored products such as small bag of lollies, biscuits, bottle of water and other convention suited materials such as notepad/folder and pen.

A lanyard/name tag is to be supplied to every attendee.

BUS TOURS/LOCAL ATTRACTIONS

Provide either one or at the most two tours for attendees or a list of local attractions.

The age of participants needs to be considered to avoid excess walking. It is worth discussing with VAS Ltd Board whether tours are necessary. This time could be better spent on meetings and/or other informative sessions.

BUDGET

VAS Ltd will provide \$2000 up front loan which is to be paid back at the end of convention.

When setting the budget for the convention, organisers should try to keep costs to a minimum but budget for a small profit.

Organising committees should resolve at an early stage, how any profits or losses are to be allocated. For Groups that are the host a decision needs to be made whether funds are kept by the group or divided within the group.

It is recommended that separate accounts be kept for the convention particularly if organised by one member of a group.

Past organisers have found it difficult to find donors who will provide cash donations but are usually more than happy to provide material for give-aways and raffle prizes.

VAS Ltd will print pre-convention advertising material, annual reports, agendas and circulate the convention information to all societies and delegates through email, website & social media.

Host to provide 2 complimentary tickets for Rocky Lamattina & Sons (Sponsor of the Carrot Cake and Carrot and Date Muffin Competition).

Host to provide 2 complimentary tickets for the VAS Ltd Insurance Broker (Sponsor of the Junior Ambassador Competition).

VAS Ltd will pay for the attendance of VAS Ltd Secretarial Staff. VAS require no free tickets.

CONVENTION TIMETABLE

All meetings including the AGM to be held on the Saturday.

Constant criticisms of past conventions are the time lost by speakers not adhering to times and irrelevant speakers.

VAS Ltd will provide assistance with planning the convention.

A draft programme to be provided to the Board for approval is required.