



2017 IPSWICH SHOW EXHIBITOR APPLICATION FORM

Send to: Ipswich Show Society, PO Box 812, Booval Q 4304

Phone: (07) 3281-1577; Fax: (07) 3812-1537

Email: admin@ipswichshow.com.au

Website: www.ipswichshow.com.au

Business Name	<input type="text"/>	ABN: <input type="text"/>
Contact Name	<input type="text"/>	
Postal Address	<input type="text"/>	
	Postcode	
Mobile Number	<input type="text"/>	PH: <input type="text"/>
Email	<input type="text"/>	
Stall Size & Location (please note a 3m depth on all sites, unless otherwise discussed)	<input type="text"/>	
Description of Goods (Please refer to number 7 of the terms & conditions for further information.)	<input type="text"/>	
Do you attend other events?	<input type="text"/>	
Do you have any special requirements?	<input type="text"/>	
Do you have a Current Public Liability Insurance?	<input type="text"/>	

*If yes, please attach a copy with this application. It is a requirement that all trade stands hold their own public liability insurance.

Food Stall Operators

Do you have your own generator?

Yes No

Do you require water?

Yes No

Are you classified as a mobile food business?
If so, please supply a copy of the current mobile food business licence.

Yes No

If you are NOT a MOBILE food business, have you completed a Temporary Food Stall Application for Ipswich City Council this calendar year?

Yes No

Comments

Please note in this section if you require power and how many amps / points you require!

If no, or not sure if you need a licence, please call the Ipswich City Council on (07) 3810 6666.

Site Fee Inc GST (includes power and STRICTLY 12 passes)

Size & Type	Price Local (Ipswich ONLY)	Price General (All other areas)	TOTAL
3mx3m Inside	\$455.00	\$472.00	
3mx3m Outside	\$294.00	\$298.00	
6mx3m Inside	\$911.00	\$945.00	
6mx3m Outside	\$588.00	\$596.00	
PREMIUM 2.4 x 3 Inside	\$528.00	\$545.00	
PREMIUM 2.4 x 6 Inside	\$999.00	\$1016.00	
Charity Stands	POA	POA	

****Premium inside stands include partitions, fascia, sign-board and lighting. Limited sites available. ****

BOND (please note ALL sites are to pay a *refundable bond)

A \$200 bond is payable on submission of application form and refunded if agreed, adhered to and signed the terms and conditions. If terms and conditions are not adhered to, the bond will be **forfeited** in full.

TOTAL

\$200.00

Passes Price (please note 4 x Friday, 4 x Saturday & 4 x Sunday wristbands for free entry are included in the price of your stand, extra passes are charged, please see below.)

# Passes	Price	TOTAL
4 Friday , 4 Saturday & 4 Sunday free wrist bands	FREE	FREE
..... Extra Friday Passes	\$10 per pass	\$
..... Extra Saturday Passes	\$10 per pass	
..... Extra Sunday Passes	\$10 per pass	
TOTAL		\$

Payment Details & Payment Schedule

Submitting Application Form
No later than Monday 20th March 2017

\$100 payable immediately
\$200 *refundable bond payable no later than
Monday 29th March (see terms & conditions number
4 below).

\$100 deposit payable WITH application form to reserve site – BOND and Balance to be paid no later than Monday 20th March 2017. If no deposit is paid with application form, your site will NOT be reserved until such time as your deposit is paid. Your site will be allocated to another Exhibitor, therefore it is imperative that you pay your deposit immediately with your application form. Please fill in the attached Bond Refund Form for ease of transaction after completion of the Ipswich Show.

Account Details:**Name:** Ipswich Show Society**BSB:** 804 059**Account:** 63334**If using EFT please identify your organisation as the reference.****Over the Phone Transactions:**

The Ipswich Show Society can now accept Visa / Mastercard payments over the phone. Should you wish to make payment this way, please contact the office on 3281-1577 with your credit card details ready.

Acknowledgement and Agreement

I hereby acknowledge having read the following terms and conditions of this Agreement appearing overleaf to be bound by those terms and conditions. If I sign this Agreement as an employee, servant or agent of the exhibitor, I warrant that I have authority to enter into this Agreement on behalf of the exhibitor and agree to be bound by the terms and conditions of the Agreement.

Authorised by (please print):

NAME: _____

SIGNATURE: _____

Position: _____ Date: _____

Terms & Conditions

1. Full payment of Site Fees must be lodged by 4.00PM on Monday 20th March 2017.
2. Display stands MUST BE COMPLETED by 8.00PM on Thursday 18th May 2017.
Show trading hours 9.00AM to 9.00PM on 19th & 20th May (Friday / Saturday) and 9:00AM to 6:30PM on Sunday 21st May 2017. Please note that you are able to start walking your items out to your vehicle from 4:30pm (no earlier). **THERE IS NO VEHICLE ACCESS PERMITTED UNTIL 6:30pm on SUNDAY 21st May 2017 (UNLESS DIRECTED BY MANAGEMENT).**
3. Displays, stalls, and fixtures, MUST NOT BE DISMANTLED nor goods and/or materials REMOVED and the exhibit MUST REMAIN OPEN and TRADING until 4.30PM on Sunday 21st May 2017. **UNDER NO CIRCUMSTANCES DO YOU REMOVE OR DISMANTLE YOUR STAND PRIOR TO THE DESIGNATED 4:30PM (unless prior arrangement with management).** If you do not follow this RULE, your application for the following year will be declined and your bond will NOT be refunded. Please note that NO VEHICLE ACCESS PERMITTED UNTIL 6:30pm on Sunday 21st May 2017.
4. ***BOND.** Should you or your staff / workers be found to dismantle or leave your stand prior to the agreed show trading hours (see above), you will forfeit your bond in full. If you adhere to the agreed show trading hours you will be refunded your bond in full to your designated bank account within 14 days from Monday 22nd May 2017. Unless prior arrangement is agreed to with Management, please ensure that you can adhere to the above show trading hours prior to submitting your application form.
5. The Ipswich Show Society undertakes to rent the site and building in its present condition. All subsequent plumbing, carpentry, and electrical requirements remain the responsibility of the Exhibitor. Any works undertaken by the Exhibitor, at own expense, remains subject to prior approval by the Committee of Management, and proceeded in tradesperson manner, with exhibitor responsibility to make good any damage, which may be sustained to any site facility, or building.
6. Rental of site allocation remains at the discretion of the Ipswich Show Society. The within described area to be used only and solely for the purpose specified in the Application Form. **NO SUB-LETTING WILL BE PERMITTED** without the written authority of the Ipswich Show Society.
7. Only those goods of the nature stated on the Site Application Form are to be displayed and/or sold. The Ipswich Show Society shall retain the power to enter upon the area described and (to) remove any article, sign, picture or printed matter which may be deemed as obscene or (as) a likely cause of offence to the general public and/or (to) the Committee of Management of the Ipswich Show Society. Please be very specific with items being sold, this is for your own benefit and the benefit of other approved site holders. If required, please attach a separate list of items.
8. The display and/or sale of laser lights; knives; offensive T-shirts; vehicle stickers; bongos; liquid string and other merchandise described on the attached "LIST of BANNED ITEMS" is strictly prohibited on the Ipswich Showgrounds.
9. The Exhibitor must confine his/her business to the purpose described herein. No selling, canvassing, hawking, or distribution of printed or other matter will be permitted outside of the area contracted for. Failure to comply with this stipulation will warrant the confiscation of such articles/goods and the eviction of offending persons from the Ipswich Showgrounds. **Nil advancement of trading or promotional activity beyond the designated front line of allocated exhibit sites.**
Any attempt by site-holders within the commercial exhibit or other areas to occupy further positions, including gate entry points, without the specific authority of the Ipswich Show Society, shall incur immediate forfeit of trading rights on the Ipswich Showgrounds.
The tendency to promote the sale of items, which glow in the dark, from vantage points of public passage prompts this Policy. Offending goods may be confiscated at the discretion of the Ipswich Show Society.
10. Exhibitors, their representatives and employees will conduct themselves in an orderly and respectable manner whilst said persons are guests at the Ipswich Showgrounds. ALCOHOL MUST NOT BE SEEN TO BE CONSUMED ON COMMERCIAL TRADING SITES.
11. **The possession of illegal drugs and narcotic substances will NOT be tolerated and is strictly prohibited on the Ipswich Showgrounds.**
12. The Committee of Management reserves the right, in unforeseen circumstances, to amend or alter the size and/or location of allocated sites and the Exhibitor hereby undertakes to agree to any such alteration as deemed necessary without prejudice.
13. **Any exhibitors intending to bring electrical equipment to the Showgrounds are responsible to ensure that such equipment is fitted with Earth Leakage Circuit Breakers and that all electrical leads, tools and appliances have been recently inspected and tagged by a licensed electrical contractor.**
NO PERSON MAY BE ENGAGED IN ELECTRICAL WORK OF ANY KIND FOR WHICH HE/SHE DOES NOT HAVE THE RELEVANT QUALIFICATIONS, TECHNICAL KNOWLEDGE AND NECESSARY EXPERIENCE.
All Exhibitors, Contractors, Sub-Contractors and other persons working within the confines of the Ipswich Showgrounds MUST abide by the provisions of the Workplace Health & Safety Act, its Regulations and all relevant compliance and Advisory Standards. Persons responsible for each stand MUST ensure that any agents /persons contracted by the Exhibitor faithfully comply with the said conditions.
14. All hazardous materials to be used by Contractors, Exhibitors and/or their commissioned agents MUST be accompanied by a Material Safety Data Sheet and submitted for attention of the Show Society prior to endorsement of the application/usage of such product.
Any usage aspect under Environmental Protection Agency domain, if required, MUST hold currency of License under the Environmental Protection Act (1994).
Never clean up Spills by washing Waste Product into the Drainage System.

CONTRACTORS, EXHIBITORS, THEIR AGENTS AND ALL EMPLOYEES MUST WEAR PROTECTIVE CLOTHING, AND USE SAFETY CODE COMPLIANT EQUIPMENT APPROPRIATE TO THEIR RESPECTIVE TRADE or DUTY.

15. The application of advertising/promotional material or product by way of nailing, adhesive substance or other means whatsoever to any building or other structure located upon the Ipswich Showgrounds premises is prohibited.
16. Under no circumstances shall site holders excavate, dig or place pegs in his/her site area without firstly securing permission from the Ipswich Show Society.
17. Each stand is to carry at least one operational fire extinguisher of a capacity and type sufficient to extinguish any fire which may reasonably occur on the site.
18. **Site applications must include actual frontage measurements, including towbar lengths, and shutter/shade extensions which remain subject to standard rates of payment.**

Any extension of trade, promotion or other form of site-holder operation beyond the designated Front-Line on the Ground Lay-Out Plan is strictly prohibited and may incur immediate forfeit of trading rights on the Ipswich Showgrounds.

19. The site electrician remains the final arbitrator where one or more operations are deemed to draw excessive power through lighting, cooking or other usage. In the interests of public safety and general efficiency the site electrician holds Management Committee approval to withdraw the source of power supply to any section of the showgrounds found to exceed standard consumption rate.
20. Application must state specific power requirement for anticipated load capacity. Single or three (3) phase connection and total amperage. **N.B.:** A Levy will be applied on excess loading at the discretion of the site electrician.
20. Minimum frontage on any site is three (3) metres. Inside site depth range from 2.4metres to 3metres.
21. **A copy of the current Product and Public Liability policy of insurance for the minimum sum of \$10,000,000.00 (ten million dollars) in the name of the trader/exhibitor with an approved insurance company must be furnished with the respective Site Application form.**

N.B.: The policy MUST specifically indemnify the Ipswich Show Society.

Without proof of adequacy and currency of Products and Public Liability coverage held by applicants for Show Site(s), the Ipswich Show Society may reject such applications at its absolute discretion.

Given details of current Public Risk Insurance coverage are respected as private and confidential information.

22. ***SITE HOLDERS MUST OBSERVE ALL PROVISIONS OF FOOD AND HEALTH REGULATIONS UNDER IPSWICH CITY COUNCIL/STATE ORDINANCE.***
23. **Exhibitors shall faithfully comply with all Commonwealth, State and Local Government statutes, regulations and local laws, including but not limited to the guidelines on the safety of showbags, toys, novelties and other merchandise as published by the Office of Fair Trading Queensland.**
24. Where a site is allocated in favour of any Exhibitor/Trader, the Ipswich Show Society reserves the right in case the said person shall fail to make or maintain a creditable display, to declare that allocated position (or any part thereof) subject to forfeit.
25. Only those areas specifically rented for the purpose of raising funds for charity shall be permitted to sell lucky numbers, raffles, lucky dips and chocolate wheels etc. **N.B.: Trade/exhibit site holders must NOT allow their allocated sites to be used for fund-raising activities without prior grant of permission.**
26. **THE SALE/DISTRIBUTION OF 'THROWDOWNS' OR ANY OTHER FORM OF UNSTABLE FIREWORKS, THE USE OF WHICH MAY PROVE A HAZARD OR NUISANCE TO OTHER EXHIBITORS AND/OR SHOW PATRONS, IS STRICTLY PROHIBITED ON THE IPSWICH SHOWGROUNDS**

27. **Erection of Trade Exhibits: PAVILIONS OPEN:**

WEDNESDAY 17th MAY 2017: 8:00AM - 4:00PM

THURSDAY 18th MAY 2017: 8:00AM - 8:00PM

RE-STOCKING: 19th, 20th, 21st MAY: 8:00AM - 8:45AM

28. **Vehicles on Grounds:** Vehicles and machinery for Show-time exhibit must be on-site in the Ipswich Showgrounds by 8:00AM on Friday 19th May 2017. Compliance with this direction will allow Society personnel to secure access gates prior to opening of the turnstiles for public admission. With the general exception of exhibit purpose, ONLY those vehicles displaying an issued Entry Permit Sticker are authorised to enter the Showgrounds during advertised trading hours of the 2015 Ipswich Show.

ALL SERVICE VEHICLES MUST BE REMOVED FROM THE GROUNDS BY 9:00AM DAILY ON 19th, 20th and 21st MAY 2017.

This condition will be strictly enforced and offending vehicles will be towed from the Showgrounds at the Owner's expense.

Where circumstances warrant special consideration of access for service supply, the Exhibitor will sign the contractor in at the main Salisbury Road gate, and fully observe the defined conditions: a) two persons, one each side of the vehicle for patron safety; b) maximum vehicle speed of Five (5) kilometres per hour; c) hazard lights flashing; d) similar procedure upon departure from premises.

Removal of Exhibits: Sunday 21st May 2017; 6:30PM – 8:00PM.

VEHICLE ACCESS FROM 6:30PM NO EARLIER (unless directed by Gate Management)

Monday, 22nd May 2017; 8:00AM - 9:30AM

It is strongly recommended that you dismantle your stand on Sunday PM.

29. It remains the responsibility of the Exhibitor/Trader to ensure the cleanliness and tidiness of occupied positions for the duration of the Show. The Society will arrange for general cleaning of aisles and passageways overnight.
30. It is agreed that the Ipswich Show Society will not, under any circumstances, be held responsible for any loss or damage to the Stock in Trade, equipment, stalls, etc. or any part thereof belonging to an exhibitor.

31. The Ipswich Show Society will not be liable in contract, tort or otherwise, for any injury to or death of any person, damage to property, economic loss or any indirect special or consequential damages caused by or resulting from the exhibitor's occupation of the site and the exhibitor shall indemnify and keep indemnified the Society against all costs, damages, claims or proceedings in respect of any accident howsoever occurring, which may occur in connection with the use by the exhibitor, its servants, agents, employees, invitees, licensees, and visitors, of any part of the site, or any installation therein.
32. The Ipswich Show Society will use its best endeavours to ensure the supply of standard services, but it shall not incur any liability to the exhibitor for losses, damages, or expenses or otherwise if through strike, lock-out, accident, force majeure or other causes beyond the control of the Society, any such services shall wholly or partially fail or cease to be available, nor shall the exhibitor be entitled to any allowance in respect of rental due or paid under this Agreement.
33. Although, Public Address Systems are not officially banned, the use of same must be governed and will be strictly monitored by Officers of the Society. Any person found to be using systems, which are deemed objectionable by other site holders, the general public or by Officers of the Society, is liable to have the offending equipment confiscated for the remaining duration of Show.
34. Due to area constraints, camping facilities are not available for exhibitors.
35. **Refund of Deposit and Site charges:** Cancellation of Site Applications on or after Monday 20th March 2017, forfeits qualification for refund of the Deposit Fee however, the bond will be refunded in full. **Should you decide to cancel after Wednesday 19th April 2017, you will forfeit your site fee however, you will be refunded your bond in full. This is to ensure ease of completion of lay-out plan, NO EXCEPTIONS.**
36. **FREE EXHIBITOR PASSES.** Each Exhibitor receives free of charge - 4 x Friday, 4 x Saturday & 4 x Sunday coloured wrist bands per site. Wrist bands MUST be worn on entry and will allow unlimited entry for that person during that particular day. This will be strictly adhered to and any extra passes are available at \$10 per pass (daily admission). Please DO NOT ask Management for extra free passes. If you require less than the amount stated above, please advise.
37. **PARKING PASS.** Each site will be issued with 1 x parking pass. Please ensure your details are filled in should the need arise for management to phone you to move your vehicle. It is at the discretion of parking attendants where Trade Space vehicles will be parked.

NOTICE TO ALL EXHIBITORS

All venue sites MUST supply a copy of a current Certificate of Currency for public liability insurance **indemnifying the Ipswich Show Society for \$10 million.**

NOTICE TO FOOD EXHIBITORS

- MOBILE FOOD STALL:** If you are a MOBILE food stall, please provide us with a current copy of your Food Licence for ANY Council located in Queensland;
- FOOD STALL:** If you are a FOOD stall (not mobile), please provide us with a current copy of your Ipswich City Council Temporary Food Licence. If you need to discuss this further, please contact the Ipswich City Council directly on 3810 6666.
- GAS PERMIT:** If your stall requires a gas fit out, please make sure your GAS PERMIT is available for inspection at the show.