

2019 EXHIBITOR APPLICATION FORM

17TH, 18TH & 19TH MAY 2019



PO BOX 812, BOOVAL QLD 4304
07 3281 1577

admin@ipswichshow.com.au
www.ipswichshow.com.au

EXHIBITOR DETAILS

Business Name:		ABN:	
Contact Name:			
Email:			
Postal Address:			
Town / City:		State:	Postcode:
Phone:		Mobile:	

INSURANCE (as per Terms & Conditions, please forward copy)

SITE BOOKING DETAILS (Please Indicate Your Requirement Below)

SIZE	LOCATION	Price Local (Ipswich ONLY)	Please tick	Price General (All other areas)	Please tick
3mx3m	Inside	\$455.00	<input type="checkbox"/>	\$472.00	<input type="checkbox"/>
6m x 3m	Inside	\$911.00	<input type="checkbox"/>	\$945.00	<input type="checkbox"/>
PREMIUM 2.4m x 3m	Inside	\$528.00	<input type="checkbox"/>	\$596.00	<input type="checkbox"/>
PREMIUM 2.4m x 6m	Inside	\$999.00	<input type="checkbox"/>	\$1016.00	<input type="checkbox"/>

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

3mx3m	Outside	\$294.00	<input type="checkbox"/>	\$298.00	<input type="checkbox"/>
6mx3m	Outside	\$588.00	<input type="checkbox"/>	\$596.00	<input type="checkbox"/>

CHARITY STANDS – YES / NO (NOTE: PRICE ON APPLICATION)

Do you require water?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Do you require electricity?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Type of connection required:

Single phase 240 volt

3 phase 415 volt

PRODUCT DESCRIPTION

Please indicate the products you will have on display: _____

Do you have any special requirements? _____

FOOD STALL OPERATORS

Do you have your own generator?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Are You Classified As A Mobile Food Business?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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(If Yes, Please Supply A Copy Of Current Food Business Licence)

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

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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(If not, or unsure if you need a licence, please call Ipswich City Council on 07 3810 6666)

PASSES

All exhibitors receive 3 x 3 day complimentary passes. Additional passes are available for purchase at the discounted rate of \$12 per day. Limits apply. Extra tickets must be purchased prior to the start of show.

How many extra daily passes do you require? Fri Sat Sun

PAYMENT DETAILS

50 % of total FOR Exhibitor Space is due IMMEDIATELY upon Booking/Invoice (we will invoice you thin 7 days upon receipt of application Credit Card)

Cheque: made payable to IPSWICH SHOW SOCIETY

EFT: NAME – Ipswich Show Society BSB: 704-640 A/C: 32022945

Credit Card: VISA / MASTERCARD (please circle)Card Holder

Name: _____

Card Number: _____

Expiry Date: ____/____ CCV No: _____ Amount to be deducted: \$ _____

(OR PHONE 07 3281 1577 TO PROCESS PAYMENT OVER THE PHONE)

Acknowledgement and Agreement

I hereby acknowledge having read the following terms and conditions of this Agreement attached 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.

FULLNAME: _____

SIGNATURE: _____

Position: _____ Date: _____

Please complete & return this form to:

POST: PO BOX 812, BOOVAL Q 4304

EMAIL: admin@ipswichshow.com.au

2019 TERMS AND CONDITIONS

1. **50% Deposit must be received within 7 days of invoice to secure site. Balance due no later than 12th April, 2019**
2. Display stands MUST BE COMPLETED by 8.00PM on Thursday 16th May 2019.
Show trading hours 9.00AM to 9.00PM on 17th & 18th May (Friday / Saturday) and 9:00AM to 6:30PM on Sunday 19th May 2019.
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 19th May 2019 (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 19th May 2019. 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. Please note that NO VEHICLE ACCESS PERMITTED UNTIL 6:30pm on Sunday 19th May 2019.**
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.**
10. **The possession of illegal drugs and narcotic substances will NOT be tolerated and is strictly prohibited on the Ipswich Showgrounds.**
11. 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.
12. **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.
13. 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.
14. 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.
15. 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.
16. 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.
17. **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.
18. 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.
19. 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. Minimum inside site depth are either 2.4metres or 3metres.
21. A copy of the current Product and Public Liability policy of insurance for the minimum sum of \$20,000,000.00 (twenty 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 15th MAY 2019: 8:00AM - 4:00PM
 THURSDAY 16th MAY 2019: 8:00AM - 8:00PM
 RE-STOCKING: 17th, 18th, 19th 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 17th May 2019. 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 2018 Ipswich Show.
ALL SERVICE VEHICLES MUST BE REMOVED FROM THE GROUNDS BY 9:00AM DAILY ON 17th, 18th and 19th MAY 2019.
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 19th May 2019 6:30PM – 8:00PM.
VEHICLE ACCESS FROM 6:30PM NO EARLIER (unless directed by Gate Management)
 Monday, 20th May 2019; 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:** Should you decide to cancel up to and including 4pm 12th April, 2019 – If full site fees have been paid, we will refund 50% of site fees. Cancellations after 4pm 12th of April will forfeit any refunds. All cancellations must be put in writing.
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 \$12 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. Please do not ask for extra parking passes as declining your request may offend. We have VERY limited parking available.

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 \\$20 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 provide us with your GAS PERMIT which also needs to be available at the show.

LIST OF BANNED ITEMS AT AGRICULTURAL SHOWS

- ✓ Drug Related Goods (including Cocaine Kits, Bongs etc.)
- ✓ Explicit and Hardcore T-Shirts
- ✓ Fake Cigarettes
- ✓ Fireworks – Crackers
- ✓ Fuel type Fire Lighters (Zippo)
- ✓ Horns and Trumpets
- ✓ Knives (including Pen Knives)
- ✓ Laser Pointers
- ✓ Metal and wooden Martial Art Nunchakas
- ✓ Playing Cards (nude or lurid)
- ✓ Pressure Pack Snow
- ✓ Pressure Pack Fart Gas
- ✓ Silly String
- ✓ Stink Bombs
- ✓ Bouncing Beans
- ✓ Shang-hi/sling shots
- ✓ Bomb Bags
- ✓ Fire Wallets
- ✓ Water Bomb

Toy Guns are acceptable, however the following are not:-

- ✓ Ball Bearing Guns
- ✓ Eight Shot Caps
- ✓ Pellet Guns'
- ✓ Pop Downs (Throw Downs)
- ✓ Potato Guns
- ✓ Replica Guns (bullet type)
- ✓ Roll Caps
- ✓ Strip Caps
- ✓ Water Pistols over 150mm (6")

Samurai Swords, English Swords and Fencing Swords are to be sold in Sealed Packages by Licensed Traders ONLY.

This list complies with Queensland Chamber of Agricultural Societies and the Federal Council of Agricultural Societies agreed list of banned items