

## EXHIBITOR APPLICATION FORM - LOCAL

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

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

Email: admin@ipswichshow.com.au

## IPSWICH SHOW 2010

### Exhibitor Information *(please print clearly)*

**Exhibitor Name** (this will be the name you will be referred to in relevant event material):

Main Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Postal Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

ABN Number \_\_\_\_\_

### Site Details

FRONTAGE REQUIRED: \_\_\_\_\_ metres DEPTH of SITE: \_\_\_\_\_ metres.

PRODUCT DESCRIPTION: \_\_\_\_\_

**POWER:** Please state SINGLE or THREE PHASE \_\_\_\_\_ TOTAL AMPERAGE \_\_\_\_\_

Requests: \_\_\_\_\_

### Site fees & Passes

Sites (3m x 3m)	Price (includes GST)	Total
Internal site	\$413.00	\$
Outside Site	\$267.00	\$
Passes (\$10 per pass) #	\$10.00 each (covers 3 days)	\$
<b>TOTAL:</b>		\$

### Payment Details

\$100 deposit within 14 days to reserve site – Balance to be paid by 8<sup>th</sup> April 2010

#### Account

Ipswich Show Society

BSB: 804051 Account: 63334. If using EFT please identify your organisation as the reference.

### Insurance Details:

Public Liability Risk Insurer: \_\_\_\_\_ Policy Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

*(A copy of your proof of insurance cover is required by fax, post or email prior to the commencement of the Show)*

### 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): \_\_\_\_\_ Signature: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

## **Terms & Conditions**

1. **Full payment of Site Fees must be lodged by 5.00PM on, 8<sup>th</sup> April 2010.**
2. Display stands MUST BE COMPLETED by 8.00PM on Wednesday 5<sup>th</sup> May 2010.  
**Show trading hours 9.00AM to 9.00PM, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> May 2010.**
3. Displays, stalls, and fixtures, MUST NOT BE DISMANTLED nor goods and/or materials REMOVED and the exhibit MUST REMAIN OPEN and TRADING until **9.00PM on Saturday 8<sup>th</sup> May 2010.**
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.
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. Inside site depth is three (3) metres.
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:**  
TUESDAY 4<sup>th</sup> MAY 2010: 8:30AM - 5:00PM  
WEDNESDAY 5<sup>th</sup> MAY 2010: 8:30AM - 8:00PM  
RE-STOCKING: 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> MAY: 8:30AM - 9:00AM
28. **Vehicles on Grounds:** Vehicles and machinery for Show-time exhibit must be on-site in the Ipswich Showgrounds by 8:00AM on Thursday 6<sup>th</sup> May 2010.  
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 2009 Ipswich Show.  
**ALL SERVICE VEHICLES MUST BE REMOVED FROM THE GROUNDS BY 9:00AM DAILY ON 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> MAY 2010.**  
**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:** Saturday 8<sup>th</sup> May 2010; 9:00PM – 10:00PM.  
**VEHICULAR ACCESS FROM 9:30PM**  
Sunday, 9<sup>th</sup> May 2010; 8:00AM - 11:30AM  
Monday, 10<sup>th</sup> May 2010; 8:00AM - 12:00PM  
**It is strongly recommended that you dismantle your stand on Sunday AM.**
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 Friday, 26<sup>th</sup> March 2010, forfeits qualification for refund of the Deposit Fee. **Site cancellations from Friday 9<sup>th</sup> April 2010, forfeits entitlement to refund, due to completion of exhibit lay-out plan.**
36. **Lanyard and Exhibitor passes** must be worn at all times for identification purposes. The lanyard remains the property of the Ipswich Show Society and is to be returned to the Show Office at finalisation of the show.

---

### **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.**

If your site is selling / cooking food, a copy of your current food licence / permit is required.

Thank you and we look forward to seeing you at the 2010 Ipswich Show.

Regards

Micky & Cheryl