

THE
SHOW
&
AGRI-EXPO

2ND & 3RD
OCTOBER
2020

COMMERCIAL EXHIBITOR PAPER APPLICATION FORMS



EXHIBITOR DETAILS:

PERSONAL DETAILS:

We first request you supply personal contact details;

-Trading Name

-ABN

-Contact person's name

-Address (postal and billing)

-Email address

-Phone number

INSURANCE DETAILS:

All exhibitors with an exception to those located within the Craft and lifestyle indoor pavilion must supply and attach current insurance details.

Please supply;

-Public liability providers name

-Public liability policy number

-ATTACHED CERTIFICATE OF CURRENCY.

If appropriate documents are not attached to this form, administration fees will be applicable as per clause 9.2 below.

FURTHER DETAILS:

To assist us produce digital and paper listings of our exhibitors we request you supply;

-A short introduction on the products/services you offer (no more than 20 words)

-Your website link and company logo

-A copy of your company logo.

SITE CATEGORY:

Please circle ONE of the Following;

Agricultural

Automotive

Clothing

Coffee

Construction

Education

Food

Hardware

Homewares

Leisure

Marine

Other; Specify _____

SITE SELECTION:

PLEASE CIRCLE YOUR CHOICE

Outdoor Static:

Outdoor static sites are best suited to agricultural, automotive, building and construction, craft, communication and service providers, food, horticulture, lifestyle and marine industries.

Power is available throughout these sites but must be ordered below.

Marquees and or tents as well as ground covers must be supplied by the exhibitor unless prior organised with the committee.

<u>*</u>	<u>6 Metre Depth</u>	<u>12 Metre Depth</u>	<u>20 Metre Depth</u>	<u>40 Metre Depth</u>
<u>3 Metre Length</u>	<u>\$150</u>	<u>\$200</u>	<u>N/A</u>	<u>N/A</u>
<u>6 Metre Length</u>	<u>\$200</u>	<u>\$250</u>	<u>\$300</u>	<u>N/A</u>
<u>10 Metre Length</u>	<u>\$250</u>	<u>\$300</u>	<u>\$350</u>	<u>\$400</u>
<u>20 Metre Length</u>	<u>\$300</u>	<u>\$350</u>	<u>\$400</u>	<u>\$450</u>
<u>40 Metre Length</u>	<u>\$350</u>	<u>\$400</u>	<u>\$450</u>	<u>\$500</u>

Craft and Lifestyle indoor pavilion:

This area is for arts, craft and lifestyle products, these sites are located within a building or marquee which is centrally located within our site.

Power is available throughout these sites but must be ordered below.

<u>*</u>	<u>3 Metre Depth</u>
<u>3 Metre Length</u>	<u>\$220</u>
<u>4 Metre Length</u>	<u>\$260</u>
<u>5 Metre Length</u>	<u>\$300</u>
<u>6 Metre Length</u>	<u>\$340</u>
<u>8 Metre Length</u>	<u>\$420</u>

Central Food Court:

This area is a centrally located food court, ranging from street style food through to gourmet fine foods alongside a seating and picnic area.

Food vendors may apply for outdoor static sites.

Power is available throughout these sites but must be ordered below.

<u>*</u>	<u>3 Metre Depth</u>	<u>6 Metre Depth</u>	<u>12 Metre Depth</u>
<u>3 Metre Length</u>	<u>\$150</u>	<u>\$200</u>	<u>\$250</u>
<u>6 Metre Length</u>	<u>\$200</u>	<u>\$250</u>	<u>\$300</u>
<u>10 Metre Length</u>	<u>\$250</u>	<u>\$300</u>	<u>\$350</u>
<u>20 Metre Length</u>	<u>\$300</u>	<u>\$350</u>	<u>\$400</u>

Community Caterers:

Only not-for-profit service organisations or groups are eligible to apply for these sites.

Please note **limited** applications will be accepted at this pricing.

In most instances these exhibitors are engaged to supply meals for official show staff and invited guests.

Power is available throughout these sites but must be ordered below.

<u>*</u>	<u>3 Metre Depth</u>	<u>6 Metre Depth</u>
<u>3 Metre Length</u>	<u>\$100</u>	<u>\$150</u>
<u>6 Metre Length</u>	<u>\$150</u>	<u>\$200</u>

Producers Paddock:

Only local Tasmanian primary producers are eligible to apply for these sites.

All exhibitors wishing to offer alcoholic sampling **must** be located within this area.

Exhibitors within this area agree to conduct demonstrations of their products as per a roster scheduled by the area manager.

Power is available throughout these sites but must be ordered below.

*	<u>3 Metre Depth</u>	<u>6 Metre Depth</u>
<u>3 Metre Length</u>	<u>\$150</u>	<u>\$200</u>
<u>6 Metre Length</u>	<u>\$200</u>	<u>\$250</u>

Coffee Vendors:

Coffee vendors are asked to apply for this site.

Do you wish located within central food court? YES OR NO

Please note **limited** coffee vendors will be accepted to attend.

All other sites wishing to sell coffee **MUST** apply within writing as per clause 12.3 below.

Power is available throughout these sites but must be ordered below.

*	<u>3 Metre Depth</u>	<u>6 Metre Depth</u>
<u>3 Metre Length</u>	<u>\$150</u>	<u>\$200</u>
<u>6 Metre Length</u>	<u>\$200</u>	<u>\$250</u>

FOOD VENDORS:

FOOD REGISTRATION AND LIQUOR LICENCES MUST BE ATTACHED TO THIS FORM.

If appropriate licences do not accompany this form, administration fees will be applicable as per clause 12.2 below

POWER:

Power outlets are available in 10 Amp, 15 Amp and a limited amount of three phase (32 Amp). If power is required, it **MUST** be ordered NOW. It is the exhibitor's responsibility to supply a single 30m power lead per connection to carry power from our distribution box to their site. The use of double adaptors or power boards is **NOT** permitted at our distribution boxes. All leads and appliances must be tagged and tested to comply with AS 3760.

Our power is connected to the public supply grid and or a private generator, therefore can be influenced by outside influences. It is suggested all exhibitors supply surge protection and save computer documents regularly in case power surge occurs.

Exhibitors who connect to our distribution boxes without prior purchase or permission will be invoiced the full cost of the connection plus a \$50 late connection fee.

Does your site require power?

If YES, please select from the following:

Connection Type	Cost	Connections Required
<u>10 Amp connection</u>	<u>\$60 Each</u>	
<u>15 Amp Connection</u>	<u>\$120 Each</u>	
<u>32 Amp Connection (3 Phrase)</u>	<u>\$250 Each</u>	

WATER REQUIREMENTS:

Drinking and agricultural water is readily available to selected areas around the site for a fee of \$10
Exhibitors must supply appropriate fittings and a 20m hose.

Does your site require a water connection?

If YES, DRINKING OR AGRICULTURAL

SITE ACCESS:

2 site access passes will be issued with every application which enables site access prior and during the event.

Additional access passes may be purchased for \$15 each at this time

Are additional access passes required?

If YES, how many are required?

ADDITIONAL EXTRAS:

We are able to offer our exhibitors discounted accommodation and marketing through our various partners.

Our online system will request if you wish to be contacted in regards to these offers? YES OR NO

PAYMENT:

A Tax invoice will be emailed promptly after receiving your application,

As per clause 2.2 below proof of payment must be received by our offices within 7 days of invoice date.

2.2 All applications received without payment will be given 7 days unless prior arranged to lodge payment via cash, cheque or EFT to our offices, if this does not occur exhibitor may have to start application process again.

****By completing and submitting this form you agree to the Terms and Conditions listed below. ****

TERMS AND CONDITIONS:

1. Applications

1.1 Applications are to be completed online at burnieshow.com prior to the closing date of 30th August each year.

1.1 Paper applications will not be accepted unless they are accompanied by correct fees plus a \$15 administration fee.

1.2 Applications must be completed accurately and correctly at the time of completion

1.3 All applications must be accompanied by current certificate of currency for public liability insurance.

1.4 Applications received after the closing day will incur a \$30 late fee and may not be accepted.

1.5 The committee reserves the right to accept or decline any application without reasoning.

1.6 The committee reserves the right to allocate exhibitors those sites they deem most appropriate.

2. Payment terms

2.1 Payment shall be made via credit card at time of application being lodged if possible.

2.2 All applications received without payment will be given 7 days unless prior arranged to lodge payment via cash, cheque or EFT to our offices, if this does not occur exhibitor may have to start application process again.

3. Cancellation

3.1 No refunds will be given on any exhibitor cancellation unless under extraordinary circumstances decided upon by our committee.

4. Cancellation of Burnie show

4.1 The committee reserves the rights to cancel the event under extra ordinary circumstances.

4.2 All exhibitors will be notified by phone or email as soon as applicable.

4.3 No refunds will be given if the event is cancelled or postponed.

4.4 The committee will not be liable for any losses resulting from the cancellation of the event.

5. Sites

5.1 Exhibitors are not to take possession of their site until the Monday prior to the event unless prior arrangement is made with our committee.

5.2 The site is to be completely vacated by 5.00PM on the Monday after the event unless prior arrangement is made with our committee.

5.3 The committee reserves to right to remove any material or item which in their opinion may cause offence to the public or event officials.

5.5 No exhibitor shall allow their exhibit to extend outside their designated area.

5.4 The committee reserves the right to restrict the use of equipment which produces excess noise or could cause annoyance to any other exhibitors.

5.6 No exhibitor shall place signage or advertising material outside their designated area unless prior arrangement is made with our committee.

5.7 No exhibitor shall erect fencing or signs which may be an inconvenience to other exhibitors.

5.8 The committee reserves the right to require an exhibitor to remove a particular product or service from their site if they are not satisfied it is safe and or appropriately themed.

5.9 The distribution of advertising materials and pamphlets shall only occur within the exhibitor's site.

5.10 The committee does not store any items or equipment for exhibitors unless prior arrangement is made with the committee.

5.11 All product demonstrations must be conducted in a safe manner in accordance with current health and safety legislation. Hazards shall be identified on a risk assessment.

5.12 Exhibitors who engage our committee for onsite loading and lifting do so at their own risk. We take no responsibility for any damage or loss caused by this service.

5.13 Exhibitors who require water must order at time of application; late orders will incur a \$30 late fee and may not be accepted.

5.14 Exhibitors requiring power must order at time of application; late orders will incur a \$30 late fee and may not be accepted.

6 Site Sharing

6.1 No exhibitor shall sell, share or part with the possession of any part of their site.

6.2 Any exhibitor found to be site sharing will incur a \$100 fine plus all applicable site fees.

7 Early Pack Up

7.1 Exhibitors are expected to trade for the entire event, times and dates listed above.

7.2 Any exhibitor that does not trade for the entire duration of the event without prior permission will incur a \$100 fine.

8 Conduct

8.1 All exhibitors and their staff are expected to conduct themselves in an orderly and respectful manner towards all persons on site.

9 Insurance

9.1 All exhibitors must carry valid certificate of currency see clause 1.3.

9.2 If certificate of currency is not attached exhibitors will incur a \$15 administration fee to ensure appropriate forms are provided.

10 Security

10.1 The committee shall not be liable for any loss or damage whatsoever to the exhibitor's property or hired equipment.

10.2 Although we provide security prior, during and after the event we will not be liable for any loss or damage of the exhibitor's property while it is at our site.

10.2 The committee encourage all exhibitors to arrange their own insurance, covering all assets and stock whilst at our site

11 Underground asset protection

11.1 Prior to any ground work commencing exhibitors and or their staff notify the committee to ensure no underground assets will be damaged.

11.2 If exhibitors conduct ground work without permission they will incur a \$100 fine.

11.3 If underground assets are damaged by unauthorised ground works, the exhibitor shall pay repair costs.

12 Food and Beverages

12.1 All exhibitors who shall be distributing food and beverages both paid and samples are required to attach appropriate food and liquor licences to this application

12.2 If appropriate licences are not attached exhibitors will incur a \$15 administration fee to ensure appropriate licences are provided.

12.3 Espresso and or any other coffee drinks must only be sold by exhibitors who have applied as coffee vendors, all other exhibitors wishing to sell coffee drinks must apply in writing within 7 days of submitting this application for approval by the committee.

12.4 No exhibitors other than those who have applied to sell food and beverages shall do so.

13 Vehicles

13.1 No vehicles other than those nominated as display vehicles are permitted on site during opening hours, these vehicles are to remain stationary during opening times.

13.2 Only vehicles transporting passengers with valid access passes will be permitted on site.

13.3 All vehicles other than those on display are to be removed from the site by 8.45AM and not permitted back on site till 5.00PM on the days of the event.

13.4 Vehicle movements on site are strictly prohibited between 8.45AM and 5.00PM on the days of the event.

13.5 Any vehicles on site after 8.45AM may be towed and the exhibitor will incur a \$100 fine.

13.6 Any vehicles caught moving on site during restricted times without permission will incur a \$100 fine.

13.7 The speed limit is 10km/h on site, any exhibitor caught speeding will incur a \$100 fine.

13.8 Unless required for mobility access, the use of golf carts, bicycles both motor and push, skateboards and side by sides are strictly prohibited on site.

13.9 The use of drones or UADs is strictly prohibited unless prior permission is granted by the committee.

14 Animals

14.1 All exhibitors must comply with the animal welfare guidelines to ensure all animals and livestock are treated in accordance with good animal welfare practices.

14.2 All exhibitors must complete appropriate health declarations.

14.3 Horse owners must comply to Equestrian Australia rules whilst at our event.

14.3 Exhibitors shall notify our committee in the event of any livestock injury or death.

14.4 If an animal is deemed unfit, injured or has poor temperament, by our committee it must be removed immediately.

14.5 Should an animal death occur; the owner is responsible for removing the carcass from the site.

14.6 Should any animal require any medical assistance in transport or during the event, the exhibitor will pay all related costs.

14.7 Only assistance and competing animals are permitted on site during the event.

14.7 All assistance and competing animals they must be fully vaccinated and have been microchipped (cats and dogs).

14.8 The sale of livestock during the event is strictly prohibited.

15 Clean up

15.1 All exhibitors must remove all items and stock from their site prior to 5.00PM on the Monday after the event. See clause 5.2

15.2 Exhibitors who leave items and stock on their site after 5.00PM on the Monday after the event will incur a \$100 clean up fee.

16 Site access

16.1 Site access will only be granted if valid access passes are scanned

16.2 The sale of exhibitor access passes is strictly prohibited.

16.3 No refunds will be given on the purchase of access passes

17 Amendments

The committee reserves the right to amend any of the above-mentioned terms and conditions to the fullest extent determined by the law.