

## TRADE SITE APPLICATION

### Coffs Harbour AGRICULTURAL SHOW Friday 27 & Saturday 28 April 2018

This form to be used for all sites including Agricultural, Industrial, Food & General trade.

**NB. Showground power is very limited. Outdoor traders will need to supply their own generators.**

**PLEASE READ CONDITIONS ON NEXT PAGE**

Coffs Harbour Show Society Inc. PO Box 219 COFFS HARBOUR NSW 2450 Enquiries email [coffsshow@aim.com](mailto:coffsshow@aim.com)  
or phone message 0477 511 151 (will be answered after hours)



Trading Name	
Contact person	
Postal Address	
Email	
Phone/s	

**NB. Full description of goods/services offered for sale is essential**

TRADE SITE	SIZE		
OUTDOOR The Green	3m x 3m	Site fee: \$150 site + \$35 per extra linear mtr	\$
OUTDOOR The Green	6m x 3m	Site fee: \$250 site + \$35 per extra linear mtr	\$
THE AG FIELD	6m x 10m	Site fee: \$360 site + \$35 per extra linear mtr	\$
THE AG FIELD	10m x 10m	Site fee: \$430 site + \$35 per extra linear mtr	\$
THE AG FIELD	Custom size over 169 sq m x	@ \$3.50 per sq mtr	\$
INDOOR Exhibition Hall	3m x 3m	Site fee: \$360 site + \$50 per extra linear mtr	\$
INDOOR Highway Market	3m x 3m	Site fee: \$120 site + \$30 per extra linear mtr	\$
OUTDOOR Highway Market	3m x 3m	Site fee: \$120 site + \$30 per extra linear mtr	\$
<b>INSURANCE:</b>	CHSS Public Liability cover <small>Rides &amp; attractions not eligible</small>	Show Society cover \$30/site <small>(unless copy of current cover provided)</small>	\$
<b>CAMPING:</b>	Limited camping sites available mostly unpowered sites. Showers & toilets available.	\$20 per night site (2 people/ site) Name1. Name2.	\$
<b>TOTAL payable</b>			\$

**NB bookings will not be formally accepted until full payment is received.**

**Paying by cheque:** Make payable to Coffs Hbr Show Society Inc. post to PO Box 219 COFFS HARBOUR NSW 2450

**EFT or direct deposit:** nab Coffs Harbour BSB 082-551 Acct # 50-963-2174 EFT reference

**Send the following:**

1. Fully completed **application form** (including an accurate list of goods for sale)
2. Insurance **Certificate of currency - Public Liability** (Cover min. \$10 million or add \$30 for cover, above)

**By post to:** Coffs Harbour Show Society Inc. PO Box 219 COFFS HARBOUR NSW 2450 or email [coffsshow@aim.com](mailto:coffsshow@aim.com)

**OFFICE USE ONLY :**

Public Liability Certificate of Currency sighted by	policy #
Payment received date	\$
Tax invoice sent: Date	Invoice #

## CONDITIONS

1. FULL **PAYMENT** must be received before booking is formally accepted.
2. All applications are subject to acceptance by the Coffs Harbour Show Society Inc. and unsuccessful applicants will be refunded immediately.
3. The Coffs Harbour Show Society accepts NO RESPONSIBILITY for loss or damage to any trade exhibit.
4. Only those goods & services shown on your application maybe offered from your site.
5. Items on the Agricultural Societies Council of **NSW Banned Items** list must not be sold / displayed or offered at any time during the show. Coffs Hbr Show Society reserves the right to ban other items as they see fit without recourse. (List at [www.agshowsnsw.org.au](http://www.agshowsnsw.org.au) or Show office)
6. 2 x WEEKEND TRADE PASSES are allocated per site & may be collected from secretary's office upon arrival. Additional passes may be purchased.
7. FREE COMMUNITY SITES do not receive trade passes. Some may be purchased for volunteers at a reduced rate.
8. **Bump in** from 6am Thursday or 6am Friday.
9. Stalls are to be FULLY OPERATIONAL from **10am - 10pm Friday** plus **9am - 10pm Saturday**.
10. The area behind your site is to be used only for essential stock or equipment. This area must be kept presentable at all times.
11. ALL VEHICLES not inseparable from the actual trade space **must be removed to the parking area 30 mins before trading** times. Vehicle movement STRICTLY WALKING PACE.
12. Trade is restricted to your booked space. Trading or canvassing business outside your immediate trade space is strictly prohibited.
13. All exhibitors must maintain stands in a safe, clean and tidy manner during the course of the show and to conduct them in a manner that ensures the safety of patrons.
14. **Camping** fee of \$20.00 per night will be charged for camping on the Showground, either in a tent or caravan. Max 2 people per site. Electricity not included.
15. All food vendors' marquees & vans must be acceptable to the LGA Health Authority's requirements and vendor must be in possession of the required licenses and certificates.

## TENTS, ELECTRICAL EQUIPMENT AND POWER LEADS

1. TENTS AND SHADE STRUCTURES must be adequately anchored and trip hazards eliminated or clearly signed.
2. ELECTRICAL EQUIPMENT must be fitted with earth leakage circuit breakers and all electrical appliances and leads to be regularly inspected by a qualified electrician for compliance with current OH&S requirements and tagged accordingly. This is essential for the safety of you, your fellow exhibitors and the general public. The Act imposes very severe penalties in the event of non-compliance with its provisions.
3. POWER CORDS must be mounted overhead.
4. EXHIBITORS who do not comply with these guidelines will not be allowed to exhibit at the Showground to avoid risk and the occurrence of any difficulties or liability.