**TRADE SITE APPLICATION Coffs Harbour Agricultural SHOW 13 -15 May 2022 Enquiries & applications: Phone** trade manager John Young 0431 086 008  **or email** Show secretary Brooke Green [coffsshow@aim.com](mailto:coffsshow@aim.com)

## FULL SHOW 3 DAYS Friday 12pm-10pm, Saturday 9am-10pm and Sunday 9am-5pm NB. Outdoor power is very limited. Usage by negotiation. Outdoor traders are expected to use own generators.

|  |  |
| --- | --- |
| Trading Name |  |
| Applicant’s name |  |
| Postal Address |  |
| Email |  |
| Phone/s |  |

## NB. Full description of goods/services offered for sale must be listed here: …… ……

|  |  |  |  |
| --- | --- | --- | --- |
| **SITE TYPE** | **Size & position** | **Fee:** |  |
| **OUTDOOR SITE on ring-road** | 3m frontage WITHOUT POWER | $200 + $30 per extra linear mtr | $ |
| **OUTDOOR SITE by canteen** | 3m x 3m NOT FOOD | $400 + $50 per extra linear mtr | $ |
| **AGRICULTURAL SITES** | Custom size over 169 sq m x | @ $2.50 per sq mtr | $ |
| **INDOOR SITE minor pavilion** | 3m x 3m NOT FOOD | $150 or $175 with power | $ |
| **INDOOR SITE Exhibition Hall** | 3m x 3m NOT FOOD | $400 or $425 with power | $ |
| **PUBLIC LIABILITY INSURANCE** (Minimum cover $20,000 000.00) Attach copy. If no Public Liability certificate, see 3rd column. | If no certificate, see next column.  Provider  Policy number  Expiry date | If no certificate, by electing to pay **$40** administration fee I (the Applicant) declare that I am a Hobbyist Stall Holder, do not have an ABN and do not earn more than $20,000 annually in this enterprise. I will therefore be protected under the Show’s Liability policy for Public Liability only. I am aware that this protection does not extend to Products Liability. | $ |
| **CAMPING:** | Camping facilities include:  Showers & toilets.  Very limited power. | $20 per night/site (for 2 people) please list names  1.  2. | $ |
| I am aware of **INFO & CONDITIONS** (next page) |  | **TOTAL payable** | $ |

**SEND THE FOLLOWING:**

1. **Application form** fully completed (includingan **accurate** **list** of goods offered for sale- see under applicant details)
2. **Public Liability** **Certificate of currency -** (Cover min. $20 million **or** add $40 for this event; see above)

**By post to**……… Coffs Harbour Show Society Inc. PO Box 219 COFFS HARBOUR NSW 2450

**Email** …………...[coffsshow@aim.com](mailto:coffsshow@aim.com)

**PAYMENT Note: Bookings will not be formally accepted until approved and full payment is received.**

**POST CHEQUE** Payable to **Coffs Harbour Show Society Inc**. **PO Box 219 COFFS HARBOUR NSW 2450 EFT** or direct deposit **nab** Coffs Harbour BSB 082-551 Acct # 50-963-2174 **Reference: Your business trading name.**

|  |
| --- |
| Public Liability Certificate of Currency sighted by |
| Payment received $ date |
| Tax invoice sent invoice # |

**OFFICE USE**

**INFO & CONDITIONS Applicants must acknowledge awareness of these conditions on application form.**

**NB. FULL** **PAYMENT** must be received before booking can be finalised.

1. **POWER** Showground power is very limited.Food traders are expected to supply their own power.
2. All applications are subject to acceptance by the Coffs Harbour Show Society Inc.
3. The Coffs Harbour Show Society Inc. accept 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. **BANNED ITEMS** Items on the Agricultural Societies Council of **NSW Banned Items List** must not be displayed or offered at any time during the Show. Coffs Harbour Show Society Inc. reserves the right to ban other items as it sees fit without recourse. **Ctrl+Click following link:**  [[2021\_List\_of\_Banned\_Items\_-\_Showmens\_Guild\_of\_Australiasia.pdf](https://www.agshowsnsw.org.au/files/Resources/2021_List_of_Banned_Items_-_Showmens_Guild_of_Australiasia.pdf)](http://www.agshowsnsw.org.au/) or contact Coffs Harbour Show Society Trade manager.
6. **WEEKEND TRADE PASSES-** 2 will be allocated per site & may be collected from Secretary’s Office upon arrival. Additional passes may be purchased for staff.
7. **FREE COMMUNITY SITES** do not receive trade passes. Some may be purchased for volunteers at a reduced rate.
8. **BUMP IN** Thursday 6am to midnight, Friday6am -11am, Saturday 6am-8.30am.
9. **BUMP OUT** Sunday from 5pm to midnight or Monday from 6am - 4pm.
10. **TRADING TIMES** Outdoor sites are to be **fully operational** from **Friday** midday until 10pm, **Saturday** 9am-10pm, **Sunday** 9am-4.30pm. **Indoor sites** from Friday midday until 9pm, Sat 9am until 9pm, Sunday 9am until 4 pm.
11. **BACK END** The area behind your site is to be used only for essential stock or equipment. This area must be kept presentable at all times.
12. **VEHICLES** not inseparable from the actual trade space must be removed to the parkingarea 30 mins before trading times. Vehicle movement on showgrounds strictly walking pace with hazard lights.
13. **TRADE SPACE** Trade is restricted to your allotted space. Trading or canvassing business outside your immediate trade space is strictly prohibited. Sub-letting trade space is strictly prohibited. Seating for patrons is allowed providing it does not obstruct other vendors or foot traffic.
14. **MAINTENANCE** All exhibitors must maintain stands in a safe, clean and tidy manner during the course of the Show and conduct business in a manner that ensures the safety of patrons.
15. **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. Very limited electricity is available and not included in this fee.
16. **LEGALS** 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 tagged as inspected by a qualified electrician for compliance with current OH&S requirements. 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. **TO AVOID RISK** and the occurrence of difficulties or liability, exhibitorsnot complying with these guidelines will be ejected from the Coffs Harbour Showground and will forfeit all fees.