

## TRADE SITE APPLICATION 2024

**Coffs Harbour Agricultural SHOW 26-28 April 2024**

Enquiries & applications: Phone/Message Kaye on 0413 136 371

or email Show secretary Shannon Marsh [coffsshow.secretary@gmail.com](mailto:coffsshow.secretary@gmail.com)

**Full Show:** Friday 4pm-9pm, Saturday 9am-10pm and Sunday 9am-4pm



**NB. Outdoor power is very limited. Usage by negotiation. Outdoor traders are expected to use their 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:	
<b>INDOOR SITE Norm Jordan Pavilion or Exhibition Hall</b>	3m frontage	\$100 with power if required no cooking on these sites	\$
<b>OUTDOOR SITE</b>	4m x 4m	\$75	\$
<b>OUTDOOR PRIME SITE</b>	4m x 4m	\$130	\$
<b>PUBLIC LIABILITY INSURANCE</b> (Minimum cover \$20,000 000.00) Attach copy. If no Public Liability certificate, see column 3.	If no certificate, see next column. Provider  Policy number  Expiry date	If no certificate, by electing to pay <b>\$40</b> administration fee I (the Applicant) declare that I am a Hobbyist Stall Holder 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.	\$
<b>CAMPING:</b> very limited power	Camping facilities include: Showers & toilets.	\$20 per night/site (for 2 people)  please list names 1. 2.	\$
I have read <b>INFO &amp; CONDITIONS</b> (next page)		<b>TOTAL payable</b>	\$

### SEND THE FOLLOWING:

1. **Application form** fully completed (including an **accurate list** of goods offered for sale- see under applicant details)
2. **Public Liability Certificate of currency** - (Cover min. \$20 million) Please send a copy.
3. **Correspondence to**.....Coffs Harbour Show Society Inc. PO Box 219 COFFS HARBOUR NSW 2450

Email ..... [coffsshow.secretary@gmail.com](mailto:coffsshow.secretary@gmail.com)

### PAYMENT

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

EFT or direct deposit

**nab** Coffs Harbour BSB 082-551 Acct # 50-963-2174 **Reference: Your business trading name.**

Public Liability Certificate of Currency/Expiry Date sighted by:	
Payment received     \$	date
Tax invoice sent <a href="#">invoice #</a>	

**OFFICE  
USE**

# INFO & CONDITIONS

Applicants must acknowledge awareness of these conditions on application form.  
Failure to conform to conditions will negate Coffs Harbour Show Society's obligation to provide site. If this happens, there will be no refund.

## 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. accepts no responsibility for loss or damage to any trade exhibit.
4. Only those goods & services shown on your application may be 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. See list attached (Page 3)
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** **STRICTLY** Friday 6am -3pm or Saturday 6am-8.30am.
9. **BUMP OUT** **STRICTLY** Sunday from 5pm to midnight or Monday from 6am - 4pm.
10. **TRADING TIMES** Sites are to be **fully operational** from **Friday** 4pm-9pm, **Saturday** 9am-10pm, **Sunday** 9am-4pm \* NB Indoor Site traders may finish if Hall closes (earlier) on Sunday.
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 parking area 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, exhibitors not complying with these guidelines will be ejected from the Coffs Harbour Showground and will forfeit all fees.



## LIST OF BANNED ITEMS AT AGRICULTURAL SHOWS 2022 - 2023

Agricultural Shows of Australia have agreed with each of the Showmen's Guild that the following lines be banned at Agricultural Shows as it is our view and aim to protect and attract Families to the Local Shows.

### STRICTLY PROHIBITED ITEMS

FIREWORKS  
CRACKERS  
EXPLICIT AND HARDCORE T SHIRTS  
EXPLICIT DVD'S & VIDEOS  
FAKE CIGARETTES  
FUEL TYPE FIRE LIGHTERS (ZIPPO)  
IRIDESCENT HAIR SPRAY  
HORNS & TRUMPETS  
KNIVES (INCLUDING PEN KNIVES)  
METAL AND WOODEN MARTIAL ART NUN CHUCKERS  
LASER PEN LIGHTS AND OR LASER TOYS  
LASER POINTERS  
PLAYING CARDS (NUDE OR LEWD)  
PRESSURE PACK FART GAS  
PRESSURE PACK SNOW  
PRESSURE PACK SILLY STRING  
DRUG RELATED GOODS (INCLUDING COCAINE KITS AND BONGS, ETC.)  
STINK BOMBS  
WATER PISTOLS LONGER THAN 150MM  
WATER BOMBS  
BOMB BAGS  
FIRE WALLETS  
BOUNCING BEANS

### TOY GUNS ARE ACCEPTABLE

### HOWEVER THE FOLLOWING ARE NOT PERMITTED

PELLET GUNS  
BALL BEARING GUNS  
REPLICA GUNS (BULLET TYPE)  
POP DOWNS (THROW DOWNS)  
8 SHOT CAPS  
STRIP CAPS  
ROLL CAPS  
POTATO GUNS  
ROLL CAPS  
STRIP CAPS  
WATER PISTOLS over 1500mm (6')  
GEL BLASTER GUNS

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