

TRADE SPACE APPLICATION 2026

Coffs Harbour Agricultural SHOW 2 MAY 2026

Enquiries & applications: Phone/Message Ian 0411 439 999

or email Show Trade - coffsshow.trade@gmail.com



| | |
|-------------------|--|
| Trading Name | |
| Applicant's name | |
| Postal Address | |
| Email | |
| Phones/s | |
| Signature Date | |

| SITE TYPE | Size & position | Fee: | |
|---|--|--|----------|
| INDOOR SITE - Exhibition Hall OR INDOOR SITE - Norm Jordan Pavilion | 3m x 3m 3m x 3m | \$150 \$ 80 | \$ \$ |
| OUTDOOR SITE | 6m x 3m | \$160 | \$ |
| OUTDOOR SITE - PRIME SITE (Limited spaces available) | 6m x 6m | \$320 | \$ |
| OUTDOOR SITE Sites over 36sqm | Above 6m x 6m | \$320 + \$9 per sqm above this | \$ |
| PUBLIC LIABILITY INSURANCE (Minimum cover \$20M) Please attach a copy of your certificate If you don't have a Public Liability certificate, please see column 3. | If no certificate, see next column. Insurance Provider: Policy number: Expiry date: | If no certificate, by electing to pay a \$30 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. Hobbyist declaration needs to be completed. | \$ |
| | | GST | \$ |
| I have read INFO & CONDITIONS (next page) | | TOTAL payable | \$ |

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)
3. **Correspondence to**.....Coffs Harbour Show Society Inc. PO Box 219 COFFS HARBOUR NSW 2450
Email coffsshow.secretary@gmail.com

PAYMENT

EFT or direct deposit

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

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 invoice # | |

**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. (Payment by 1 April 2026)

1. All applications are subject to acceptance by the Coffs Harbour Show Society Inc.
2. The Coffs Harbour Show Society Inc. accepts no responsibility for loss or damage to any trade exhibit.
3. Only those goods & services shown on your application may be offered from your site.
4. **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)
5. **TRADE PASSES**- 2 will be allocated per trade site & may be collected from Secretary's Office upon arrival. Additional passes may be purchased for staff.
6. **FREE COMMUNITY SITES** do not receive trade passes. Some may be purchased for volunteers at a reduced rate.
7. **BUMP IN** **STRICTLY** Saturday 6am-8.30am. **BUMP OUT** Saturday 10pm or Sunday after 6.30am
8. **TRADING TIMES** Sites are to be fully operational from **Saturday** 9am-10pm * NB Indoor Site traders will finish .
9. **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.
10. **VEHICLES** not inseparable from the actual trade space must be removed 30 mins before trading times. Vehicle movement on showgrounds strictly walking pace with hazard lights.
11. **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.
12. **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.
13. **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.

STRICTY 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.