



Woodford Agricultural, Pastoral & Industrial Assn. Inc.  
 PO Box 1256, Woodford Qld 4514  
 ABN: 19 692 472 048  
 Email – [woodfordshow@bigpond.com](mailto:woodfordshow@bigpond.com) Phone 0491205832

**Woodford Show is a 2-day event Friday 19<sup>th</sup> June & Saturday 20<sup>th</sup> June 2020**  
**Trade are expected to operate both days.**

Trade Sites must remain operational during the opening hours of the show and should not commence dismantling their stall prior to the specified time on the final day.

Business Name:	ABN:
Contact Name:	Phone:
Email:	
Insurance: Is required	Food License: Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>
Insurance: All Trade Site Exhibitors must insure their exhibition site area for Public Risk Liability for a minimum amount of Twenty Million Dollars (\$20,000,000.00). Your insurance must be current from June 19, 2020 - June 20, 2020 (inclusive). A Copy of your Certificate of Currency must be provided at least four (4) weeks before the Show.	
Items Being Sold: (Banned items are listed in Terms and Conditions)	

**External space only available – All trade sites are required to provide their own marquee, tables, chairs etc.**

- Please note: This is your **TOTAL AREA** inclusive of hitch, car or additional equipment that will be in your site space.
- You will be provided with the site size you have booked No Exceptions
- Camping and parking are NOT permitted in the vicinity of the Trade area. Parking is in general parking and camping will be in a designated area.

Site Frontage	\$10 x _____ = \$	\$
Site Depth	\$9 x _____ = \$	\$
<ul style="list-style-type: none"> <li>• It is a requirement of the show that ALL electrical equipment has been tested and current tagged.</li> <li>• Leads must be clear of the ground and must not impede pedestrian traffic.</li> </ul>		
Water Connection	YES/NO (Please circle)	NIL
Single Phase	\$20 x _____ = \$	\$
15 Amp	\$20 x _____ = \$	\$
3 Phase (Only 1 3 phase connection per site)	\$60.00	\$
Trade Passes (2 x Friday & 2 x Saturday free) \$5 per extra pass	Fri x ___ Sat x ___ x \$5	\$
<b>Expected Trade Site Fee</b>		<b>\$</b>

The Show Society will communicate via email and send updates leading up to the Show to the email provided on this application. Once your site has been approved, we will notify by email

**– Please do not make payment until your site has been approved.**

**Page 1 (Trade Application) & Page 2 ( checklist and General Exhibitor - Waiver, Release and Acknowledgement Form) must be completed and sent to [woodfordshow@bigpond.com](mailto:woodfordshow@bigpond.com) or PO Box 1256 Woodford QLD 4514.**

## Site Application Checklist (please tick)

By submitting this application, you agree to the terms and conditions set out by Woodford A. P & I. Assoc.	
All sections of the trade application are completed in full - page 1 and page 2	
I have signed Waiver, Release and Acknowledgement Form	
Attached Public Liability and Food Vendors License (if applicable)	
I am aware of the banned items and Showmen's Guild only lines	
I am aware of the Bump In and Bump Out Times	

## General Exhibitor - Waiver, Release and Acknowledgement Form

**Name of Event: Woodford Show**

**Date of Event: 19<sup>th</sup> and 20<sup>th</sup> June 2020**

In this Waiver, Release and Acknowledgement Form "the Society" means and includes all affiliated entities, servants or agents of the Society, all

employees of the Society, all members of the Society and all Volunteers of the Society and/or all affiliated entities.

By exhibiting in the Show:

1. I acknowledge that it is a condition of exhibiting in the Show that I do so at my own risk. I accept all risks and release the Society from all claims, demands and proceedings arising out of or connected with my exhibiting in the Show and indemnify the Society together with any other organisations or person involved in the conduct of the Show against all liability for any injury, loss or damage arising out of or connected with my exhibiting in the Show. This release continues forever and binds all of my heirs, successors, executors, personal representatives and assigns.
2. I acknowledge that it is a condition of exhibiting in the Show that the Society and any person or body directly or Indirectly associated with the Show are absolved from all liability arising for injury or damage to myself or my Property howsoever caused arising out of my exhibiting in the Show.
3. I acknowledge that the Society relies on the information provided by me and state that all such information is accurate and complete.
4. I acknowledge that I must produce evidence to the Society that I have a current policy of public liability insurance

Print Name in Full:	Phone:
Signature:	Date:

If you are under the age of 18 years on the Event Day, your parent or guardian must sign this declaration.

I certify that I am the parent/guardian of \_\_\_\_\_ who will be years of \_\_\_\_ age on the day of the Event and that he/she has trained for and has my consent to participate in the Event. I testify that I have read the above and acknowledge acceptance of the stated conditions on behalf of the minor specified above. In consideration of the facilities provided to us, I myself, my executors, administrators and assigns and for the child/children underage person/s (if applicable) absolutely release and discharge the Show Society and any person directly or indirectly associated with the Event from all claims, demands and proceedings arising out of or connected with participation in the Event that I or the child/children/underage person/s may suffer or sustain.

Print Name in Full:	Phone:
Signature of parent/Guardian:	Date:

I acknowledge that I have read this form OR that it has been explained to me.

- I fully understand its terms and that I have given up substantial rights by signing it.
- I have signed the documents freely and voluntarily without any inducement made to me and intend my signature to be complete and unconditional release of all liability to the greatest extent allowed by law.

### Office to Complete

Page 1 and 2 completed and signed		Site Size _____ x _____	
Insurance Policy		Power Required _____	
Food License (if applicable)		Extra Passes Fri _____ Sat _____	

**LIST OF BANNED ITEMS**

Drug Related Goods (including Cocaine Kits bongz etc.)	Pressure Pack Snow
Explicit and Hardcore T-Shirts	Pressure Pack Fart Gas
Fake Cigarettes	Silly String
Fireworks – Crackers	Stink Bombs
Fuel type Fire Lighters (Zippo)	Bouncing Beans
Horns and Trumpets	Shang-hi/sling shots
Knives (including Pen Knives)	Bomb Bags
Laser Pointers	Fire Wallets
Metal and wooden Martial Art Nunchakus	Water Bomb
Playing Cards (nude or lurid)	Illegal Drugs and Firearms

**Toy Guns are acceptable; however, the following are not: -**

Ball Bearing Guns	Roll Caps
Eight Shot Caps	Strip Caps
Pellet Guns’	Water Pistols over 150mm (6’’)
Pop Downs (Throw Downs)	Laser Guns
Potato Guns	Replica Guns (Bullet Type)

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

**FOOD**

**The following items are not to be sold outside the designated Side Show Area:**

- Fairy Floss      Doughnuts      Dagwood Dogs      Toffee Apples      Waffles

## PLEASE READ THE FOLLOWING CONDITIONS PERTAINING TO YOUR SITE

Please complete - Application Form which will enable you to book your site for 2020. Please note that completion of this document does NOT ensure automatic approval by our Trade Site Sub-committee. Once your site has been approved, we will notify you by email.

### 1. Booking Conditions

- a) All Applications close 15<sup>th</sup> April 2020 – or if all trade spaces are filled prior to the show.
- b) Applications payment information will be in the confirmation email
- c) Trade Site Exhibitors will not be allowed to occupy any allocated space until all outstanding monies have been paid.
- d) In the event that payment is not received by the date stated on confirmation email, the site will automatically be offered to the trader/vendor next in line. Should more than one Trader/Vendor supplying comparable products apply, the earliest receipted supplier will be accepted.

### 2. Refunds or cancellations

- a) Refund will only be paid if the cancellation is made in writing before 31st May 2020
- b) The Show Society is not obliged to make any refunds to any cancellations received after 1st June 2020.

### 3. Site Allocations

- a) The Show Society shall determine the times as to when the Showgrounds will be open for Exhibitors and also the general public. Its decision on these hours will be final and conclusive.
- b) Trade Sites must remain operational during the opening hours of the Show and should not commence dismantling their stall prior to the specified time on the final day unless authorised by the Show Manager.
- c) Trade Sites must be ready for business at 8.00am on Friday 19<sup>th</sup> June 2020
- d) No Trade Site shall be set up until all relevant regulatory certificates have been presented to the Show Office.
- e) The Site that has been allocated to you is to be used solely for the purpose specified and accepted on your Application Form. No additional items will be permitted to be sold. The Site must be controlled by the person, firm or company to which the site has been allocated.
- f) There is to be NO selling, canvassing, hawking or distribution of printed or other matter outside of the allocated Trade Site area. Failure to comply with this requirement may lead to the site being closed and all monies paid being forfeited.
- g) A List of Banned Items that cannot be sold at any Agricultural Show can be found on Page 2 for your reference.
- h) Gambling, disposal of any article by lot or chance and sales of Art Union Tickets is STRICTLY PROHIBITED unless authorised by the Show Society in writing.

### 4. Boundaries of the Site

- a) The Show Society undertakes to rent the space or building in their present condition. All plumbing, carpentry, phone connections, lighting & electrical services will be the responsibility of the Site holder.
- b) All sites are to be of a temporary nature and are to be completely removed at the conclusion of the show.
- c) All signage and displays are restricted to the space allocated to the Stall holder for the duration of the show. No part of the Trade Site's display or structure shall encroach on another site holder's allocated area. This includes, but is not limited to display materials, tents, pegs, ropes or items for sale. Please ensure that any material from your stall is not impeding the view into or out of any other Trade site.
- d) It is at the Show Society's discretion to move any trade exhibitors to a site deemed more appropriate than perhaps been the case in the past.
- e) The Trade Site Holder must ensure that their allocated area is kept clean and tidy for the duration of the show.
- f) The Show Society will arrange for daily cleaning of the grounds and pavilions.

- g) Exhibitors and their employees are to conduct themselves in an orderly and respectful manner at all times.
- h) Under no circumstances is alcohol or drugs to be consumed by the site holder or their workers. Anyone found in breach of this may be asked to remove their site from the grounds.
- i) Smoking is only permitted in designated smoking areas.

## 5. Insurance

- a) ALL exhibitors must hold a current Public Liability Insurance Policy and a copy of this Policy is to be provided with the Site Application.
- b) The Policy must be current until after the 2020 Show and should be for a minimum of Twenty Million Dollars (\$20,000,000.00). Failure to provide this policy means your site will be re-allocated.
- c) All Exhibitors must comply with all statutory obligations under each Act listed below and any Regulations made under it:
  - Work Health & Safety Act
  - Safe Food (Qld)
  - Electrical Safety Act 2002
  - Dangerous Goods Safety Management Act 2001; and
  - Any applicable Advisory Standards, Codes of Practice or Australian Standards which apply in Queensland.

## 6. Safety Regulations

- a) The Regulations require that: All electrical equipment must be tested & show a current tag in accordance with Workplace Health & Safety guidelines – this includes extension leads. All flexible and extension leads must be supported at least two (2) meters above the ground or covered by a non-slip mat or lead protector.
- b) We would like to work together with you to help keep it safe and accident free. Normal rules and regulations of the Work Health & Safety Act, MBRC and the Woodford A. P. & I. Assoc. apply.
- c) The Show Society asks for total co-operation of all Patrons, Competitors and Exhibitors in the following matters as these are requirements of our Insurers and/or the Showground Management for the duration of the 2020 Show:
  - Your co-operation is sought in reporting in a timely manner to the Show Safety Officer or Show Manager, any situation you may consider a potential hazard or danger. Please report any incident no matter how small. If you are not sure, report it anyway.
  - The Show Safety Officer (or their Nominee) has the power to instruct a Ground User to comply with the Show Society's requirements at all times.
  - All heavy vehicles and floats must be parked in the designated areas as directed by our Parking Stewards. Owners/drivers are reminded that anyone failing to meet these requirements and those who drive in a reckless manner (including excessive speed) could be responsible for serious consequences in the event of an emergency.
  - Whilst all reasonable care is taken, the Show Society does not accept any responsibility for any losses of, damage or injury to or by any livestock, exhibitors, exhibits, equipment, vehicles or any other property.
  - The Show Team will oversee Trade Site Exhibitors who are reminded that compliance with all Work Health & Safety standards must be met regarding working machinery, hydraulics, cables, chemicals, pumps, hoses, pools, power tools, saws, ramps etc.
  - **WAIVER:** Every person who involved in an activity during the Show is required by our Insurer to sign a waiver. This includes riders, Trade Sites, entertainers etc. The Waiver Form is located on Trade application form.
  - The Show Society will not be held responsible for any accident, which may occur in connection with the exhibitor's business. The Society will not be subjected to any legal proceedings arising from any such accident and will not under any circumstances, be responsible for any loss or miss-delivery of exhibits at the Society's Annual Show, or for damages done thereto.
  - The Show Society will not under any circumstance, be held responsible for any loss or damage to the stock in trade, or any part thereof of any site holder or exhibitor from any cause whatsoever.

- The Show Society will use its best endeavour's to ensure the supply of standard services but shall not incur any liability or reimbursement to the exhibitor/Trade Site holder, for losses, damages or expenses or otherwise if through strike, lockout, accident, force majeure or other causes beyond the control of the Show Society.

## 7. Security

- a) Security will be on the grounds from Friday until Sunday
- b) Although we will be having security officers on the grounds, we ask exhibitors to take their own precautions as well to minimize any opportunities for those with willful intent.
- c) Security cameras are also in use throughout the grounds 24/7

## 8. Bump In & Bump Out times

- a) **Bump In** – Thursday 12pm – 5pm or Friday 6am – 7.30am
- b) All vehicles must be removed to the Car Parking area prior to **8.00am** each morning of the Show. No vehicles are permitted in commercial trading area during the opening hours of the Show.
- c) All vehicles, whilst travelling on the grounds must ensure that the hazard lights are activated and do not exceed a speed of 10 km/h at any time.
- d) **Bump Out** – All Trade exhibitors are required to remain operating until Saturday 6pm. Trade Vendors may remain open during evening entertainment if they wish.
- e) No vehicle movement in trade area prior to 6pm on Saturday. No vehicles are permitted in commercial trading area during the opening hours of the Show.
- f) All vehicles, whilst travelling on the grounds must ensure that the hazard lights are activated and do not exceed a speed of 10 km/h at any time.
- g) We ask that the grounds be vacated by all exhibitors by noon on Sunday, please contact if a different time needs to be arranged.

## 9. Gates open for public:

- a) 8am Friday & 8am Saturday

10. The Trade Space Vendor indemnifies the Woodford A, P & I Association Inc. and its personnel against all expenses, losses, damages and costs that they may sustain or incur as a result of any claims made by any person against the Trade Vendor during the Woodford Show.

11. The Woodford A, P & I Association reserves the right to reject any application and refund any relevant fees

We look forward to a harmonious working relationship between us that will flourish over time. If you have any questions/ ideas/feedback that you feel could benefit the Show and the Exhibitors mutually, please contact Woodford A, P & I Association by phone, mail or email, so we can continue to provide the best show for Woodford and surrounds.