

Mount Gambier Spring Show
20th & 21st October 2023



Trade Space Information

Dear Business Owner,

The Mount Gambier Spring Show is back in 2023 in its 162nd year. After a record-breaking Show in 2022 of the A & H Society are excited to be welcoming back the public to our venue and providing another memorable event in 2023.

The annual Mount Gambier Spring Show is well supported by the community with patrons up to 15,000 attending past shows held. The two-day entertainment program will feature many popular attractions including, the Agriculture Learning Centre, two-day dog Show, Showmen's Guild Carnival, fireworks, poultry, horticulture, craft displays as well as log chop competition, livestock exhibits, and many other favourite show attractions.

Included in your site fee also is power allocation and two Trade Exhibit Passes per booking. If you require camping on site this is an additional \$25 per night. It is important that Exhibitors carefully read the Exhibitor Terms and Conditions and Site Application Form.

If you would like to express your interest in commercial space for this year's show, please complete the enclosed application forms, along with appropriate fees as soon as possible because sites are allocated on a first in first served basis for multiple products. Incomplete applications forms will not be processed.

Please note that sites will not be confirmed unless payment is received in full.

We look forward to having you exhibit at our spring show.

Should you have any questions, please don't hesitate to contact us.

Regards,

Brian Kerr

President, Mt Gambier Agricultural & Horticultural Society

Show office contact details:

Please note: Our office hours are Monday to Thursday from 9am to 3pm.

Secretary: Kelly Beard
Address: PO Box 106
MOUNT GAMBIER, 5290
Phone: 08 8725 1873

Email: admin@mgshow.com.au
Web: www.mgshow.com.au

Important information:

Applications will not be processed unless accompanied by the fees in full.

Whilst every endeavour will be made to meet applicant's requests this will not always be possible and the Society reserves the right to allocate alternate sites depending on availability.

INDOOR TRADE SITES

3 x 3m sites are available in the Main Show Hall – Limited sites only.

Power is available at most indoor sites.

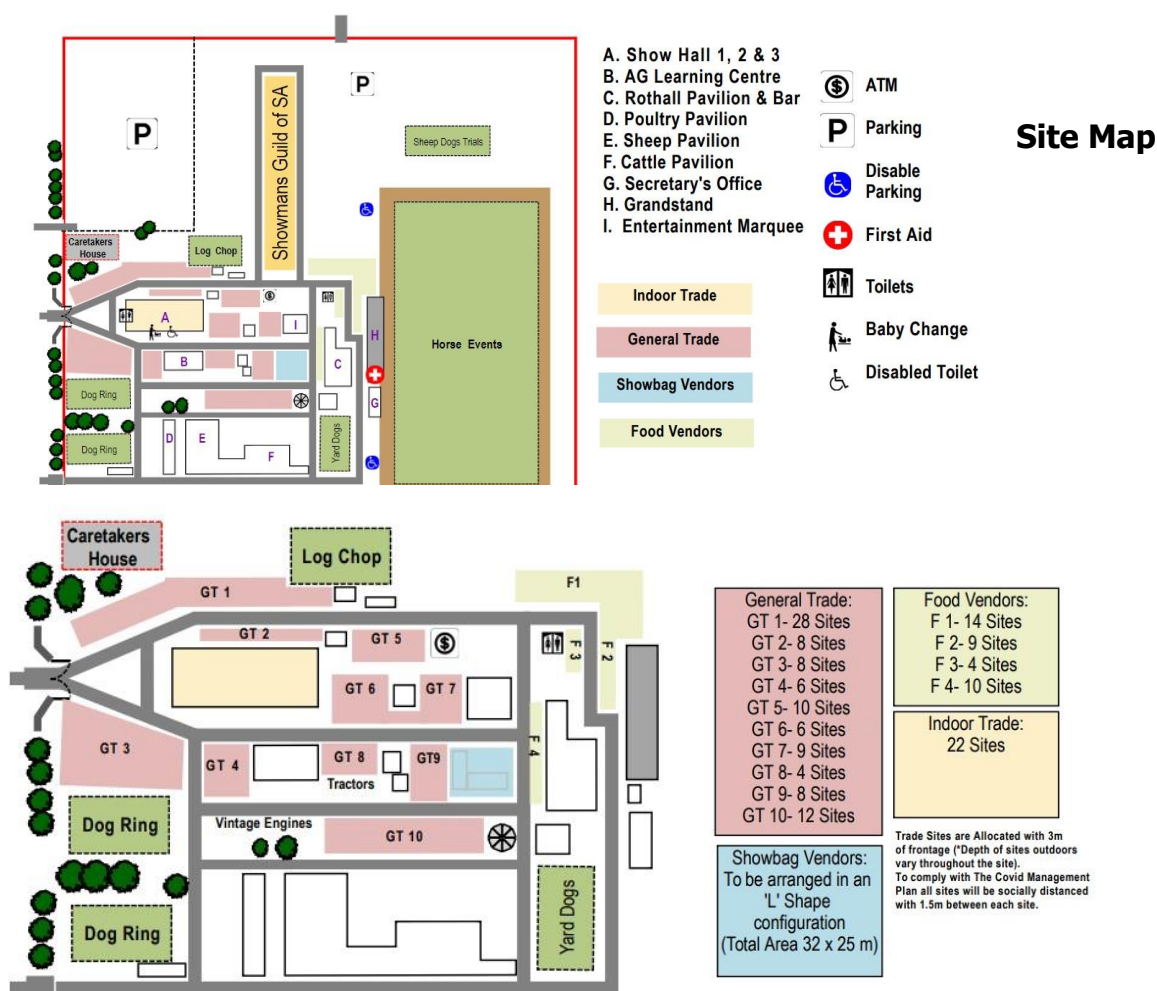
OUTDOOR TRADE SITES

Outdoor trade sites vary in size depending on location. These are sold as 3m or 6m frontage sites with varying depths of approximately 6m.

These are subject to change due to ground maintenance and structural upgrades.

The map below indicates various locations available, however exact site numbers have not been allocated.

Please indicate your area of preference on your application form.



Exhibitor Terms and Conditions:

1. The agreement that encompasses the foregoing clauses and in conjunction with the application forms, constitutes the full agreement between the parties. The parties to this agreement are the Mount Gambier A & H Society (here after known as The Society) and the Exhibitor, and if applicable their site sharer, to the exclusion of all others.
2. This agreement supersedes all prior agreements, representations and understandings.

Allocation of Sites:

3. Sites are allocated as the applications are received with **full payment**. With the exception of sponsorship agreements, the committee does not reserve sites from year to year. However, if an application is received early enough, the secretary will do their best to accommodate any request regarding the site location.
4. The Society reserves the right to make changes without notifying the exhibitor prior.
5. Once the application is processed and finalised the Exhibitor will be issued with a tax invoice.

Applications:

6. **Applications will only be processed if they are complete and accompanied by full payment.**
7. The society has the sole discretion to provide the terms of payment. Unless otherwise agreed, payment must be received by the secretary prior to the acceptance of an Exhibitor's order.
8. Cancellations by the exhibitor before September 30th will be refunded. No refunds will be offered after September 30th. In extenuating circumstances an application to the committee can be made for consideration.
9. The committee has the sole discretion to cancel or refuse any application. If your application is refused prior to October 8th, a full refund will be given.

Site Boundaries:

10. Space allotted must be adhered to, boundary creeping is strictly prohibited. All tent pegs, ropes and tow bars on caravans must come within the perimeter of the site. The exhibitor's display shall not extend over the boundaries of the site, nor may they tout for patronage outside their boundaries. All fire hydrants and walkways adjacent must be kept clear at all times.
11. The committee reserves the right to enforce an exhibitor to remove any breach of the site boundaries.

Trade Exhibitor Passes:

12. Trade Exhibitor Passes are allocated per booking and allow two persons and car admission for one vehicle to the Showgrounds for the Friday and Saturday of the show. Additional two-day passes can be purchased from the secretary at \$20 per pass. These can be purchased through your Trade Space application form.
13. Entry to the showgrounds on Friday and Saturday is by ticket or payments of Gate Admission Only. Exhibitors are to ensure that adequate Trade Exhibitor Passes are organized prior to the event, otherwise full gate admission will be charged.

14. Exhibitors Trade Passes will be available for collection from the Secretaries Office from 7 days prior to the Show unless posted prior. Arrangements can be made to collect your passes prior to this date.
15. Exhibitors shall not sell or transfer to any other person, under any circumstances, exhibitor passes issued to the exhibitor by the Society for the sole use of personnel staffing stands. Breach of this condition by the exhibitor will render the exhibitor liable for payment to the Society in full for all exhibitor passes issued in the name of the exhibitor.

Vehicle Access & Movement:

16. Trade Exhibitors must present their Trade Exhibitors Pass to gain access to the Trade area. This permit is for unloading only and you must vacate back to the designated Carpark before 9am on Friday & Saturday.
17. Vehicle access is only granted when entering through Gratwick Drive.
18. Vehicle speed is 5km/hr which is walking pace only.
19. **Vehicles MUST NOT move around the Showground while the Show is running.** A fee of \$200 will be charged if any cars are found to be moving during the event times.
20. Vehicles are to be parked in the designated parking areas during the duration of the show to ensure that public access and view is not restricted.
21. Large machinery for display etc must be onsite prior to 8.30 am each day of bump in. If movement of large vehicles is required after 8.30am two flagmen must accompany vehicle front and back in high vis vests for safety of pedestrians.
22. Special provisions can be granted by the committee if they are submitted in writing and received by the committee at least two weeks before the event.
23. Any person misusing or contravening the conditions of issue of vehicle entry passes or parking in contravention of the Mount Gambier A&H Society Regulations will have their Passes withdrawn.

Setting Up & Re-stocking:

24. Trade Exhibitors may access their site to set up any time on Wednesday and Thursday prior to the event.
25. If you need to unload stock outside of vehicle access times on Friday and Saturday you can do so by hand truck or trolley from one of the car parks within the show grounds. Staff can gain pedestrian access to stands at other times providing they present a valid pass.
26. All sites must be set up by 8:45am on Friday & Saturday.
27. No tables, trestles, chairs, floodlights or power leads & lead covers will be supplied. Please ensure that you have all the necessary equipment with you.
NB: All electrical cords, equipment & RCD's must be tagged and tested.

Exhibiting Hours:

28. Showground gates open for public entry from 9am daily.
29. **All Indoor trade sites & activities must exhibit from 9.00am to 7.00pm daily.** Packing up before this time affects the sales of surrounding exhibitors and is an occupational health and safety risk. Exhibitors seen not to be complying with this clause may not be invited back to subsequent shows. The Hall will be locked and alarmed at 7:30pm on Friday and 9pm on Saturday. The Hall will be opened from 7am on Sunday if required to finish packing up your stall.
30. **All Outdoor trade sites & activities must exhibit from 9.00am until 7pm on Friday and at least to 9pm on Saturday.** All stands are to be kept fully staffed and operating throughout the exhibition hours of the Show. Packing up before this time affects the sales of surrounding exhibitors and is an occupational health and safety risk. Exhibitors seen not to be complying with this clause may not be invited back to subsequent shows.
31. It is the exhibitors' responsibility to ensure that their stand is staffed immediately after the gates and doors of the hall are opened. The Society accepts no responsibility for any losses or damages to exhibits.

Showbags:

32. Samples of all Show bags are to be lodged with the secretary at the Showgrounds by 3.00pm on the Wednesday prior to the Show; for inspection by officers from the Office of Consumer and Business Affairs.

33. The sale of the following items is prohibited:

- Balloon blowing kits
- Candles with lead wicks &/or combustible holders
- Expanding novelty toys
- Explicit & hardcore T-shirts
- Explicit DVD's & videos
- Drug related goods (including cocaine kits, bongos etc)
- Fake cigarettes
- Fireworks (including crackers)
- Flashing dummies
- Fuel type lighters (Zippo)
- Knives (including pen knives)
- Laser pen lights &/or laser toys
- Metal & wooden martial art numchuckers
- Novelty toy cigarette lighters
- Playing cards (nude or lewd)
- Pressure pack fart gas, silly string or snow
- Stink bombs
- Suction tongue studs
- Water pistols longer than 150mm
- Water bombs
- Yo-yo balls
- Toy guns are acceptable; however the following are not:
 - Pellet guns
 - Ball bearing guns
 - Replica guns (bullet type)
 - Pop downs (throw downs)
 - 8 shot caps (caps only banned)
 - Strip caps (caps only banned)
 - "Western Ranger" cap rifles
 - Trumpets

A more comprehensive list is available on Consumer and Business Services website:

www.cbs.sa.gov.au

34. To maximize the safety of our exhibitors and visitors to the Show, you are strictly prohibited from selling or giving away the following:

- any fireworks, pyrotechnic items, explosive devices or novelties, sparklers, or novelty items containing gunpowder or chlorates (with the exception of toy pistol caps).
- any "exploding" type product or device.
- "Silly String" (or similar aerated "foam" products) water pistols or "supporters' horns".
- laser pointers of any description.
- pressure sensitive adhesive stickers of any description

You must obtain approval from the committee if you intend to:

- sell or give away helium filled balloons.
- sell or give away products in glass bottles.

35. The Society expects you to abide by the following:

- a. The sale or promotion of any "Bingo", "Instant Money" or similar type of ticket is forbidden at all times.
- b. You must not sublet, underlet, assign or grant any license or in any way part with, divide or allocate any portion of space allocated to you to any other commercial company or sole trader.
- c. You must not distribute or display on your stand/s any circulars, advertising, or photographic matter relating to any other company or sole trader without the consent of the Society.
- d. You must not distribute any handbills, printed matter, goods, merchandise or any other material for your company from any location except from within the boundaries of your stand(s).
- e. You must not sell or promote any product/service which has not been approved by the Society, or offer for sale any item/s that are considered by the Society to be dangerous or offensive to the public or that are under any legal dispute or restraint.
- f. To sell raffle tickets, you must first seek approval in writing from the Society.
- g. Sale of unlicensed products is illegal and not permitted by the Society.
- h. The placing of fundraising coin collection tin/s on you stand(s) is prohibited.
- i. The use of sandwich boards is not permitted outside the boundaries of your stand without approval from the Society (in writing).

36. The committee reserves the right to withdraw any product or services for any reason whatsoever from any exhibitor's stand.

Food Stall Exhibitors:

37. Exhibitors will be able to offer samples of food and beverage as part of their promotion at the Mount Gambier A&H Spring Show.

38. Exhibitors will be allowed to provide samples of food and beverage under the following conditions:

- a. The Society is notified of the proposed sampling, in writing and in advance of the event.
- b. The Exhibitor complies with all Food Safety standards and all relevant Mount Gambier City Council policies and procedures.
- c. The portion size represents a genuine sample:
- d. In the case of packaged product, the sample represents no more than 20% of the full product size.
- e. In the case of unpacked food, the sample does not exceed 50 grams.
- f. In the case of beverage, the sample does not exceed 50mls.
- g. The sample will be consumed at the point from which the sample was received and appropriate facilities are provided to accommodate any waste generated.
- h. Exhibitors considering sampling of food and beverage should contact the secretary's Office.

39. It is a requirement of the Food Act 2001 that all food businesses notify the Food Authority (the City of Mount Gambier [the Council]) of their existence. There is no fee associated with this notification. It is only necessary to notify once unless circumstances or any details change and then details need to be updated. Once Council is notified, they will issue a notification number, which you will be required to provide when Council undertakes inspections.

The necessary notification can be done online by connecting to www.fbn.sa.gov.au or by completing a notification form available from the City of Mount Gambier, PO Box 56, Mount Gambier 5290. If notification is done electronically an email will be forwarded with a notification and PIN. This email is a Certificate of Notification.

Enquiries with regard to Notification should be directed to the Environmental Health Officer on 08 8721 2530.

Dispute Resolution:

40. Any dispute or controversy which may arise between parties is to be reported to the committee and/or security personnel immediately. On investigation exhibitors may be asked to vacate the premises at the discretion of the committee.
41. The committee's decisions are final and any refusal to vacate will result in removal by the authorities. At such time the committee will not be responsible for loss of income or stock.

Safety:

42. Exhibitors are recommended to have on site:
 - a. One small fire extinguisher
 - b. One small fire blanket
 - c. One small first aid kit
43. Event Medical First Aid Station is located in the building adjacent to the Secretaries office.
44. Incident forms can be sourced from the Secretaries office if required.
45. Exhibitors are responsible for ensuring that all persons on their stand are acquainted with the position of the nearest Fire Points & Exits.

Risk Management:

46. It is a requirement that you notify the committee if you intend to use LP gas on your stand. Cylinders cannot exceed 45kg in size, they are not to be used inside Halls only on outside trade sites, they must be secured and comply to Acts and Regulations and the connection must be checked for leakage every morning.
47. Exhibitors' attention is drawn to the Regulations under the Occupational Health, Safety and Welfare Act, 1986 which requires that a hand-held electrical appliance must incorporate an Earth Leakage device in the circuit provided by the Exhibitor and must be safely tagged.
 - All stand lighting must be switched off at the end of each day
 - Exhibitors must supply their own "Safety Switch" (RCD) for installation at each power outlet they use.
 - Extension cords must be earthed and all electrical appliances must be earthed or double insulated. Appliances must be in sound working order and safety tagged.
 - Power boards with overload protection can only be used at the discretion of the Society Manager.
 - The use of double adaptors is strictly prohibited.
 - Appliances and power cables must not be used or laid through any area that may become wet.
 - Power cables must not be laid across walkways, paths, roads or any area where damage could occur to the cable.
 - Bar (resistance) heaters are strictly prohibited.
 - Light sockets must not be used for any other purpose.
 - All electrical appliances and power leads must comply with AS3760 2003.
 - All electrical appliances and power leads to have current compliance tags attached to the supply end of the lead.

- Cables must not be laid on the ground in areas accessible to the public or vehicular traffic.
- Leads may be supported overhead (no joins permitted).
- Minimum clearance:
 - Areas subject to vehicular traffic 6 meters
 - Other areas – 2.5 meters.
 - Representatives from the Office of Technical Regulators and Workplace Services will be on site during the Show.

Incident Reporting:

48. Exhibitors must notify the secretary or other authorized Society representative immediately an incident occurs which has resulted in:

- a. The injury, illness or death of any person or animal
- b. The damage, destruction or loss of property
- c. A near miss incident that could have resulted in the consequences listed in 1 and 2.

Incident Report Forms are available from the Secretaries Office.

Security:

49. Exhibitors are solely responsible for the security of their stands and their equipment and property. Exhibitors are warned against the possibility of pilferage or loss of goods during stocking, exhibition and departure periods. The Society strongly recommends that exhibitors effect insurance to cover such risks and to ensure that all valuable items on their stands are adequately safeguarded at all times.

50. The showgrounds is patrolled by security personnel over the course of the show. However due to the large area and expanse of the halls, it is not possible for security to keep a constant watch over individual exhibits. Exhibitors should pay strict attention to ensuring that staff are in attendance.

51. Patrolled hours start Thursday evening and remain in place until Sunday morning.

52. The Society accepts no liability for damage to exhibits by loss, fire, water, theft, storm, strike, riots or any other cause whatsoever.

Public Announcement Systems:

53. Any amplification must not interfere with adjacent exhibitors.

54. Advertising over the internal Public Address System will be available on Friday & Saturday of the event. Please contact the secretary two weeks prior to organize your advertisement.

Public Liability Insurance:

55. **All exhibitors and site sharers must hold their own Public Liability** Insurance covering them again occurrence attributable to their activities or the activities of any person from whom they are directly responsible.

56. An exhibitor who chooses not to have this insurance will not be allocated a site. Compulsory insurance is not a decision of the committee but is a direct request of all insurance companies involved in public events. Please supply policy details and certificate of currency with your application.

57. The Mount Gambier A & H Society shall not be liable for any loss, or damage of any exhibitor's property.

Camping

58. Camping Requests should be completed and forwarded to the Secretary at least 3 weeks prior to the event. On-site camping incurs an additional fee of \$25 per night. Sites will not be allocated. Limited powered sites available.

Stand Cleaning & Waste Disposal:

59. Exhibitors are required to maintain their stands for the duration of the show. Exhibitors agree to:
- keep their stand/s and, where applicable, the area to a distance of 3 metres surrounding it, in a clean and tidy condition and shall be held responsible for the condition of this area during the opening hours of the Show.
 - be responsible for cleaning their own stands prior to opening each day.
 - retain all rubbish on their stands, **until the end of each day**. Rubbish may then be placed in the skips provided. All waste including liquids must be disposed of responsibly. Storm drains must not be used for the disposal of any waste.
 - Exhibitors shall equip their exhibit site/s with litter bins provided by the exhibitor which are to be emptied into the nearest litter bin or industrial container at the close of each day's trading. All cartons and boxes are to be flattened before being placed into designated recycling bins.
60. At the conclusion of the event exhibitors agree to responsibly dispose of rubbish into the skips provided. Excess waste left outside of the bins may result in exhibitors incurring addition clean up costs.

Trade exhibit awards:

The society awards champion trophies for exhibits in the following categories:

- Best New Exhibit
- Best Indoor Exhibit
- Best Home & Leisure Exhibit
- Best Industrial Exhibit
- Best Food & Beverage Exhibit

Overall Champion Trade Exhibit will be awarded a complimentary trade site for the following show.

Additional Stand Information:

The following requirements relating to exhibition stands are in place:

- Any damage to the venue resulting from the construction of your exhibit will be the sole responsibility of the exhibitor.
- All stands and fittings must be free standing, substantially erected or placed and must conform with the requirements of all Acts of Parliament and Regulations.
- Exhibitors constructing display walls are required to finish the back walls so as not to negatively impact on neighbouring stands.
- Blank walls facing onto the walkways are not permitted.
- In the construction of stands, no exhibitor shall use wall plugs or any other similar fixings; apply paint, oil, varnish or any other dressing to venue walls, pillars or floors; fix anything to the floors, walls, roof or roof supports either by use of percussion driven fixings, glue, double-sided adhesive tape or any other means whatsoever.
- Exhibitors shall not drive any metal pipes or other type of fixings into sealed or paved surfaces. Sleeves may be cemented into sealed surfaces but only after permission in writing has been obtained from the Society. Exhibitors damaging or defacing Society premises will render themselves to be refused space at subsequent Shows and possible legal implications.
- The use of tan bark or any other materials likely to stain floors is permitted only if they are used on an adequate area of industrial plastic sheeting.
- Drop sheets or protective sheeting must be used on the stand when painting to avoid paint marking the floor.
- Loose display material such as bark and wood chips must be positioned on suitable protection sheets.

- Caravan units used for promotional or trading purposes are to be fitted with 'skirting' and hired portable building or office units to have the hiring agent's signs camouflaged and the units to be suitably dressed.
- Exhibitors shall keep all their exhibit site/s and office/s staffed and properly operating and in a clean condition and adequately lit during exhibition hours throughout the full period of the Mount Gambier A&H Spring Show.
- Care must be taken to minimise trip hazards and obstacles. Avoid laying unprotected cables or pipes on or above paths, walkways or roads.

Privacy act Statement

The Mount Gambier A&H Society Inc. uses the information provided by you pursuant to this Application for the primary purpose of determining the occupancy of space for the Mount Gambier Spring Show.

Any information lodged with the Society will remain confidential at all times except for the disclosure which you may have consented to or which otherwise required by law. We may pass your information onto any operational service providers or such other persons the Society deems helpful in enabling the successful applicant to adhere to and perform the Permitted use. You may request access to your information and request that it be corrected at any time.