

CONDITIONS OF APPLICATION
TRADE SPACE WARWICK SHOW 2018
SHOW DATES – Friday 23rd March 2018 to Sunday 25th March 2018
APPLICATIONS CLOSE – Friday 23rd February 2018

Please read the following conditions of application prior to completing your application form. By signing the Trade Space Application Form you are accepting these conditions of application and general conditions of entry. Incorrect/incomplete applications will be returned via post directly to the applicant for amendment.

1. A complete and correct application, which includes a copy of current Public Liability Insurance and full payment, must be received with application prior to the close date 23rd February 2018. The Trade Space Vendor must maintain with an insurance company, adequate public and products liability insurance for the duration of the 2018 Warwick Show. Applicants that are not approved will receive a full refund of monies paid into their nominated bank account, as advised on their application, within 30 days of being notified.
2. Applicants will receive notification via email if they are accepted or not by 2nd March 2018. Passes are to be collected from the Trade Space Co-ordinator upon arrival to setup. If you have not received notification by 5th March 2018, please contact the Warwick Show and Rodeo Society Inc office on 07 4661 9060.
3. Refunds on cancellations, less administration fees, will only be paid if the cancellation is made before 2nd March 2018. The Vendor has the option of replacing himself with another vendor provided the replacement Vendor is acceptable to the Warwick Show and Rodeo Society Inc. Due to the competitive nature of trade space, the replacement Vendor must sell the same type of merchandise. The following administration fees apply:
 - a. Ten percent (10%) if the cancellation occurs before 2nd March 2018.
 - b. No refund is given if cancellation occurs after 2nd March 2018 unless a suitable applicant can be found as a replacement.
4. An external site is an outdoor site with no shelter. Vendor must provide own shelter. An internal site is inside the Kevin Thumpkin Pavilion and opening and closing times apply. All vendors must supply own tables, chairs, display units, partitions etc. Food Vendors cannot apply for an internal site.
5.
 - a. External trade space except Machinery is charged on a per metre frontage basis with a depth of not more than five (5) metres. Surcharges will apply at a cost of \$20/m for extra depth.
 - b. Machinery trade space is charged on a per square metre basis. With a minimum charge of \$175.
 - c. Internal trade space sites have no latitude with site depth.
6. Each successful vendor will be allocated a particular site. This site cannot be exchanged. The size of the site allocated will be as per the site frontage and site depth applied for on the application form. If the vendor requires a replenishment vehicle or camping on site, please include this in the size of the site. **NO LATITUDE WILL BE GIVEN.** No selling, canvassing, hawking or distribution of printed or other matter will be permitted outside of the area assigned to the vendor. **NO MOBILE SELLING ALLOWED UNDER ANY CIRCUMSTANCES.** Failure to comply with this stipulation will warrant the confiscation of such articles/goods and the eviction of offending persons from the Warwick Showground. If the vendor is dissatisfied with the allocated site, the vendor should withdraw the application immediately. Do not arrive at the Show expecting to negotiate another site. The Warwick Show and Rodeo Society Inc reserves the right to move a vendor should the need arise.
7. All trade sites must be kept clean and completely free of rubbish during trading and when trade site is vacated at finish of event.
8. The Vendor must comply with all statutory obligations under the Workplace Health and Safety Act and any regulations made under it, Safe Food (Qld) and any regulations made under it, the Electrical Safety Act 2002 and any regulations made under it, the Dangerous Goods Safety Management Act 2001 and any

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regulations made under it and any applicable Advisory Standards, Industry Codes of Practice or Australian Standards which apply in Queensland.

- 9 Vendors in the Trade Space area cannot sell Traditional Showmen Lines as follows: - fairy floss, Dagwood dogs, waffles, doughnuts, toffee apples, snow cones and cordial based drinks and toys and novelties including dolls on sticks, inflatable and soft plush toys. Noncompliance may result in the vendor being removed from the grounds and vendor may be refused entry to future Warwick Show and Rodeo Society Inc events.
- 10 Only those goods of the nature stated on the application form are to be displayed and/or sold. The Trade Space Steward shall retain the power to enter upon the vendor's site and remove any article, sign, picture or printed matter which may be deemed as obscene or likely cause offence to the general public and/or officials of the Warwick Show and Rodeo Society Inc.
- 11 The Trade Space Vendor indemnifies the Warwick Show and Rodeo Society 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 Space Vendor during the 2018 Warwick Show.
- 12 All Vendors will be allocated three (3) complimentary entry passes for the duration of the Show. Additional helpers' passes will be available at a special price of \$14.00 per person for the weekend. These passes can only be purchased in advance and will need to be included and paid for with your application. The trade vendor shall not under any circumstances dispose of in any way whatsoever the helpers' passes to any person who is not an employee or agent of the vendor. Food Vendors and External Merchant Trade sites (excluding Machinery) with a frontage over 5 metres are entitled to an additional complementary helpers pass.
- 13 All Trade Space exhibits will need to be in place **between midday and 7pm (later by appointment only), on Thursday 22nd March 2018.** All Vendors are to follow the guidelines set out by the Trade Space Steward on duty or his/her representative. Any vehicles/displays set up in the wrong area will be moved. No structure or goods or chattels owned or used by the Vendor shall overhang or protrude beyond the boundaries of the allocated Trade Space site. Unauthorized vehicles will be towed away at the owner's expense.
- 14 In the interest of public safety, trade display vehicles and machinery will not be able to exit the grounds until **Sunday afternoon from 2pm, 25th March 2018. This must be strictly adhered to!**
- 15 Trading hours for the Agricultural Pavilion (internal sites) will be from 9.00am to 9.00pm on Friday 23rd March 2018 and Saturday 24th March 2018, and then 9.00am to 1.00pm on Sunday 25th March 2018. The Pavilion will be unlocked at 8.30am each morning for the convenience of vendors. **Vendors please note this is a 3 day show, and as such request that you remain set up and trading until 1pm on Sunday 25th March 2018.**
- 16 Should a Vendor need to camp on the Trade Space site, the application form must be filled out to include the size of the camp in the Trade Space site (space is limited). Refer to Condition No 5.
- 17 Camp sites are available free of charge (not with trade site) on the grounds for Vendors.
- 18 Vendors are required to abide by sponsorship restrictions on product sales as advised by the Warwick Show and Rodeo Society Inc prior to the event.
- 19 The Warwick Show and Rodeo Society Inc reserves the right to reject any application for hire and refund the relevant fees.
- 20 No subletting is allowed.
- 21 Please note that Vendors failing to adhere to these rules may be removed from the grounds and may be refused entry to future Warwick Show and Rodeo Society Inc events.