

## TRADE SPACE SITE APPLICATION FORM 2025 WARWICK SHOW

**Complete and correct application must include:**

- Certificate of Currency (Public Liability Insurance) – Must cover event dates.
- Food Vendor License or evidence of exemption (if applicable)

**APPLICATIONS CLOSE & MUST BE RECEIVED BY: 7<sup>th</sup> February 2025**  
**Unsuccessful and Successful Applicants will be notified by the 22<sup>nd</sup> February 2025 and**  
**invoices will be attached with successful notifications.**  
**Full Payment must be received by 1<sup>st</sup> March 2025**

<b>Trading Name</b>	
<b>ABN</b>	
<b>ABN Registered Name</b> (if different to Trading Name)	
<b>Contact Person</b>	
<b>Postal Address</b>	
<b>Mobile No</b>	
<b>Email address</b>	
<b>Website</b>	
<b>Facebook Page</b>	
<b>Certificate of Currency Public Liability Policy Number and name of Insurer</b> <i>(Please attach copy)</i>	
<b>Vehicle registration number/s</b>	
<b>Please state all intended business</b> <i>(e.g. sale of shirts, hats, novelty items etc.)</i> Food Vendors: please <b>include FULL menu</b>	
<b>Food Vendors: are you selling coffee?</b>	Yes / No
<b>Special Requirements</b> <i>Should you have any special requirements or requests, please list these requirements.</i>	
Please read the Conditions of Application carefully before signing this form. I have read and agree to the Conditions of Application sent with this form.	
<b>Signature:</b> _____ <b>Date:</b> _____	

<b>SITE FRONTAGE</b>		
No latitude will be given. Please read condition 4. No vendor will utilize space beyond his/her paid site area.		
<input type="checkbox"/> VENDORS	_____m x \$66 (must be rounded to the next whole number)	\$
<input type="checkbox"/> MACHINERY	_____m x \$50 (must be rounded to the next whole number)	\$
<b>SITE DEPTH</b>		
All sites will come with a 5 metre depth. If you are needing additional depth then please outline the extra metres needed. <b>NO VENDOR WILL UTILISE SPACE BEYOND THEIR PAID SITE AREA.</b>		
<input type="checkbox"/> VENDORS	_____ metres x \$27.50	\$
<b>EXHIBITORS PASSES</b> Includes: 3 x 3 day weekend passes 1 x access all areas vehicle pass (If your site is over 5 metres frontage, 1 extra gate pass will be provided)		
Extra Passes – 3 Days	_____ x \$10	\$
<b>CAMPING</b> - If camping is required off trade site, please advise camping requirements.		
Frontage:	Depth:	
Extra Days (other Than Show Days)	_____ x \$25	\$
<b>ELECTRICITY</b> - Please specify if your site requires power.		
<input type="checkbox"/> Not Required		\$
<input type="checkbox"/> Standard	_____ x \$40	
<input type="checkbox"/> 3 Phase	_____ x \$60	
<b>TOTAL SITE FEE</b> (Site Frontage + Additional Depth + Additional Helper Passes + Camping + Electricity)		\$
<b>SITE FEE TO BE INVOICED</b>		\$

**PAYMENT OPTIONS:**

NOTE: Applications will not be considered if not signed and accompanied by Current Public Liability Certificate and Current Food Vendor License if applicable.

- Direct Deposit (Invoice will be issued pending approval)
- Credit Card – please contact office for processing Credit Card Payment PH: 07 4661 9060

No refunds will be issued for cancellations within 72 hours of the event.

SHOW DATES – Friday 21<sup>st</sup> March to Sunday 23<sup>rd</sup> March 2025

APPLICATIONS CLOSE – Friday 7<sup>th</sup> February 2025

***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 email directly to the applicant for amendment.***

1. A complete and correct application, which includes a copy of current Certificate of Currency - Public Liability Insurance and Current Food Vendors License if applicable and if using gas, a current Gas Certificate must be supplied, must be received by Friday 7<sup>th</sup> February 2025. The Trade Space Vendor must maintain with an insurance company, adequate public and products liability insurance for the duration of the 2025 Warwick Show.
2. Successful applicants will be selected and notified by email by 22<sup>nd</sup> February 2025. All successful applicants will receive an email of confirmation including details regarding setup for the event and Invoice will be attached. Unsuccessful applications will be emailed at the same time.
3. Vendors will be given the option to cancel their site within 5 business days of being sent the approval email without penalty. Otherwise full payment will be due.
  - a. If event is cancelled prior to start date, there will be a non-refundable booking fee kept to offset costs incurred by the Warwick Show & Rodeo Society to hold the event.
4. 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 Showgrounds. 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.
5. All trade sites must be kept clean and completely free of rubbish during trading and when trade site is vacated at finish of event. **NO GLASS IS TO BE BROUGHT ONTO THE GROUNDS.**
6. 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 regulations made under it and any applicable Advisory Standards, Industry Codes of Practice or Australian Standards which apply in Queensland. See (1) Current Food License must be provided on Application.
7. 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, 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.
8. Only those goods of the nature stated on the application form are to be displayed and/or sold. The Trade Space Coordinator 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.

9. 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 2025 Warwick Show.
10. 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 \$10.00 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.
11. All Trade Space Vendors will need to be in place **between midday and 7pm on Thursday 20<sup>th</sup> March 2025**. All Vendors are to follow the guidelines set out by the Trade Space Coordinator 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.
12. In the interest of public safety, trade display vehicles and machinery will not be able to exit the grounds until **Sunday afternoon from 3pm, 23<sup>rd</sup> March 2025. This must be strictly adhered to!**
13. 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 4.
14. Camp sites are available free of charge (not with trade site) on the grounds for Vendors however they will need to pay \$25 per night for additional nights as stipulated on the application form.
15. 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.
16. The Warwick Show and Rodeo Society Inc reserves the right to reject any application for hire and refund the relevant fees.
17. No subletting is allowed.
18. 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.

**Please note: Our Tradespace Co-ordinators are valued Volunteers authorised by Warwick Show & Rodeo Society Inc to oversee all aspects of Tradespace. Misconduct by Vendors will not be tolerated and will result in immediate removal from grounds.**

Please read the Conditions of Application carefully before signing this form. I have read and agree to the Conditions of Application sent with this form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_