



141st CRYSTAL BROOK SHOW 11th AUGUST 2018

**SITE HOLDER INFORMATION &
APPLICATION FOR TRADE SPACE**

****APPLICATIONS CLOSE – 30 June 2018****

Please return application form, fees and a copy of your Public/Product Liability Insurance Certificate of Currency to:

Secretary
Crystal Brook Show
PO Box 159
CRYSTAL BROOK SA 5523
Email: secretary.cbshow@gmail.com
Website: www.crystalbrookshows.net
Mobile: 0474 502 241

INVITATION TO TRADE SITE HOLDERS

The 141st Crystal Brook Show will be held on Saturday 11th August 2018 at the Crystal Brook Showgrounds.

The Show is a very popular community event and once again we are expecting the community of Crystal Brook and regional South Australia to flock to the Showgrounds to enjoy the fun and excitement.

Our entertainment program will feature many popular attractions including:

Celtic Games, Sideshows (Showmen's Guild of SA), Showbags, Food and general merchandise stalls, Wood Chopping, Whipcracking, Livestock competitions, Agricultural produce, Shearing competitions, Exhibitions (art, cooking, craft, photography, beer brewing, needlework etc), State competitions (cooking), Rural Ambassador competition and Horses in Action

It is important the Applicant read the information carefully in the General Rules and Regulations, Work Health & Safety Regulations and Trade Site Application form.

If you wish to book a Trade Site for the 2018 Crystal Brook Show, please complete the enclosed application form and send to the address shown on the application form and include a copy of your Public/Product Insurance Certificate of Currency. This is required to be done as soon as possible as sites are allocated on a first in first served basis.

PLEASE NOTE: Successful applications will be notified and then invoice with payment required on receipt. Sites will not be confirmed unless payment is received in full.

Confirmation of your allocated site will be forwarded approximately two weeks prior to the Show or will be advised on your arrival at the Showgrounds.

We are focusing on delivering a quality Show and warmly welcome you to apply for a Trade Site again at the 2018 Crystal Brook Show.

Kind regards,
SHARON JEFFRIES
Secretary

SITE FEES

RECREATION CENTRE – Indoors (3m x 3m)

\$70 each site

OUTSIDE SITES (12m x 6m)

\$90 first site

\$30 additional sites

LARGE MACHINERY SITES (only 4 available)

\$500 per site

POWER SUPPLY required

\$20.00 per power point

Cord must be approved outdoor cord with a limit of 10 amps, tested and tagged. COST INCURRED PER POWER POINT - no outlet to be used

8 FOOT TRESTLE

\$15.00 trestle

CHAIR

\$2.00 per chair

MOBILE COFFEE OUTLET

\$200.00

GENERAL RULES AND CONDITION OF ENTRY

TRADE SITE APPLICATION FORMS

- Must be returned by 30 June 2018
- Applications will be accepted on the Show Society's Application Form only
- Any application for a trade site is not necessarily accepted
- Allocation of trade sites will be at the discretion of the Show Society
- The Show Society reserve the right to relocate any site holder as it deems necessary

APPLICANT PASSES

The Applicant will be sent an admission ticket for 1 adult and a vehicle once their fees and application form are received. The Applicant shall not sell or transfer their pass to any other person. The pass is to be used only by the personnel who will be staffing the trade site. Breach of this condition will render the Applicant liable for payment to the Society in full for all Applicant passes issued in the name of the Applicant.

CANCELLATION POLICY

Any Applicant unable to attend may apply in writing (letter or email) for a refund. Any refund will depend on whether the site can be re-let. Full fees will be forfeited if the allocated trade site is not able to be reallocated to another site holder. Refunds will be attended to after completion of the Show.

In the event of the contact person nominated on the application form being unable to attend the Show, it is the responsibility of the nominated contact person to let the Show Secretary know prior to commencement of the Show, who the new contact person will be. The new contact person(s) will need to identify themselves to the Show Secretary or Show representative on arrival at the Showgrounds.

Prior to or during the Show, the Crystal Brook Show Society reserves the right to cancel any trade site by notice served on the Applicant.

The permit cancellation may occur:

- In the event of an occurrence happening which, in the opinion of the Secretary, justifies such action;
- If the Applicant is in breach of any of the Applicant's Rules and Conditions;
- If the Applicant does not occupy the trade site(s) at the commencement of and during the full period of the Show;
- The Society will not be liable to pay the Applicant any compensation whether on the grounds of loss of profit or otherwise or refund any money paid by the Applicant in respect to such cancellation

ON ARRIVAL

The Applicant should proceed to the Secretary's office to check which site has been allocated to them. Trade sites will be available for setting up from 9am the day before Show Day.

Space allocated must be adhered to, boundary creeping is strictly prohibited. Walkways must be kept clear at all times.

Trade sites must be in place by 9am on Show Day.

Applicant must stay for the duration of the Show and remain open for business from 9am to 5pm. No traffic movement by Applicant allowed in the Showgrounds between 9am and 5pm on Show Day. If any site holder does not adhere to this rule, they may be banned from any further commercial involvement with the Crystal Brook Show Society and their events.

Applicant is required to provide their own equipment for loading and unloading goods.

Applicant shall at all times comply with the direction given by the Show Secretary or the Trade site Stewards or Co-ordinator during set up and whilst the Applicant occupies the site.

PACKING UP SITE

Site holder's vehicles are not permitted in ANY PUBLIC SPACE to start packing up prior to 5pm. If the Applicant hired equipment from the Society, the equipment is to be returned to the Secretary's office prior to departing. The sites must be cleared by the Saturday evening.

SITE SHARING

The Applicant must not sub-let, underlet, assign or grant a licence or in way part with, divide or allocate any portion of space allocated to the Applicant to any other commercial company or sole trader.

LPG CYLINDERS

It is a requirement that the Applicant notify us if they intend to use LP gas on their trade site. Cylinders cannot exceed 45kg in size, they are not to be used inside the buildings, only on outside trade sites. They must be secured and comply with Acts and Regulations and the connection must be checked for leakage every morning.

ELECTRICAL EQUIPMENT

Applicants' attention is drawn to the Regulations under the *Work Health and Safety Act 2012 (SA)* 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. In addition, please ensure that

- Applicant 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.
- All electrical appliances and power leads must comply with AS3760:2003 and AS/NZ3112:2004
- All electrical appliances and power leads to have current compliance tags attached to the supply end of the lead.
- 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.
- 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 metres
 - ✓ Other areas – 2.5 metres.
- Power boards with overload protection can only be used at the discretion of the Society site supervisor.
- The use of double adaptors is strictly prohibited.
- Bar (resistance) heaters are strictly prohibited.
- Light sockets must not be used for any other purpose.

HOUSEKEEPING/CLEANING

Applicant is responsible for keeping their allocated sites clean of debris, packing materials etc. All waste must be placed in the bins provided. The site must be left free of waste on exiting the site.

ADVERTISING

Exhibitors/Traders must not distribute any advertising material from any location except from within the boundaries of their site(s).

The use of sandwich boards is not permitted outside the boundaries of their site without approval from the Society (in writing).

FUNDRAISING

To sell raffle tickets, the Applicant must seek approval in writing from the Society. The placing of fundraising coin collection tin/s at the trade site is prohibited.

SECURITY

Applicant is responsible for securing their tools, equipment and property adequately as well as personal belongings including commercial stock during setting up, packing up and whilst the Show is in progress. The Society strongly recommends that Applicant's effect insurance to cover such risks to ensure that all valuable items on their stands are adequately safeguarded at all times. The Society accepts no liability for damage to exhibits by loss, fire, water, theft, storm, strike, riots or any other cause whatsoever.

BANNED ITEMS

The Society requests that the Applicant respects the spirit of the Society's intention to promote a family atmosphere, and refrain from selling and exhibiting items of explicit and obscene nature or items promoting or referring to prohibited substances. The Society reserves the right to request that a site holder remove any item deemed to contravene this condition. A list of banned items is attached. A more comprehensive list is available on Consumer and Business Services website: www.cbs.sa.gov.au

Please note: It is the site holder's responsibility to ensure they are compliant with the relevant state and commonwealth legislation with regard to sale of prohibited substances, novelty items etc.

PUBLIC AND PRODUCT LIABILITY INSURANCE

All Applicants will carry appropriate insurance for their legal liability against bodily injury or damage to property of third parties as a result of an occurrence caused by the negligence of the Applicant or as a result of the Applicant's products. You will provide us with evidence of currency of the insurance policy no less than 14 days prior to Show day.

The Society accepts no responsibility for the safety of an Applicant's staff or any other person in any circumstances whatsoever.

Note: Operators failing to produce a Certificate of their insurance will not be permitted to operate. The Society accepts no liability for any damage to exhibits by loss, fire, water, theft, storms, strikes, riots or any other cause whatsoever. The Crystal Brook Show security arrangements do not extend to include the surveillance of the Applicant's stands.

FOOD VENDORS

Applicant's selling food must comply with all Food Safety. Local community groups will be given priority when allocating food trade sites.

ALCOHOL

Alcohol may only be consumed in the licensed bar area only

FIRST AID

First Aid will be provided by a private First Aid provider whilst the Show is in operation. Applicants are advised to keep a basic first aid kit available for minor injuries.

SMOKING POLICY

Smoking is prohibited inside any building on the Showgrounds.

WASTE DISPOSAL

Bins are located in various areas of the Showgrounds.

EMERGENCY

The Emergency Assembly area will be on the Southern end of the Oval. Patrons will be asked to assemble there and will be directed away to a safe area by the Marshals should an incident occur.

WORK HEALTH & SAFETY

All Applicants must adhere to the Regulations relating to the *Work Health and Safety Act 2012 (SA)*.

HAZARD REPORTING

Applicants must notify the Society's Trade site supervisor or other authorized Society representative immediately of any hazards detected. Hazards are any situation that could result in:

1. Injury, illness or death to people or animals.
2. Damage or destruction to property.

INCIDENT REPORTING

Applicant must notify the Society Secretary or other authorized Society representative immediately an incident occurs which has resulted in:

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

Incident Report Forms are available from the Show Office.

DUTY OF CARE

All Applicants have a "Duty of Care" to avoid exposing themselves or other people to situations which could lead to injury. This "Duty of Care" extends to the prevention of damage to property. Applicants are to comply with the *Work Health & Safety Act 201 (SA)*.

PRIVACY ACT STATEMENT

The NWS Crystal Brook Show Society Inc. uses the information provided by Applicant pursuant to this Application for the primary purpose of determining the occupancy of space for the Crystal Brook Show. Any information lodged with the Society will remain confidential at all times except for the disclosure which Applicant may have consented to or which otherwise required by law. We may pass the Applicant's information onto any operational service providers or other persons the Society deems helpful in enabling the successful applicant to adhere to and perform the Permitted use. The Applicant may request access to their information and request that it be corrected at any time.

CHECKLIST

- Completed Application form
- Certificate of Currency for Public/Product Liability Insurance
- Payment for Site fees