



MUDGEERABA SHOW 2019 SITE APPLICATION FORM

Office Use
APPLICATION NO:

DATE RECEIVED:

PLEASE PRINT CLEARLY

Business Name		ABN
Trading Name		
Applicant's Name		
Postal Address		
Email		
Phone		

Type of Site Use	Please tick
Trade - General Sales	<input type="checkbox"/>
Trade - Food/Beverage	<input type="checkbox"/>
Professional – Displays Only	<input type="checkbox"/>
Community - Display Only	<input type="checkbox"/>
Community – Display & Sales	<input type="checkbox"/>

Detailed, full description of intended use, sales and/or activity:

Open Area Site <i>(Note guidelines Page 3)</i>	No of Sites	Site Frontage	Site Depth
<i>Site Fee: \$99 per m (inc GST), frontage</i>			

Hired Marquee Site	No of Sites	Site Frontage	Site Depth
<i>Site Fee: \$540.00 (inc GST)</i>		3.5m	3.5m

PLEASE NOTE GUIDELINES:

Sites Info ..	P3
Dimensions ..	P2
Fees ..	P3
Power ..	P3
Passes ..	P3

Do you require **WATER**?

Will you be using a generator?

Is your generator silenced?

Will your site be operating until 9pm?	Friday
	Saturday

Do you require **POWER**?

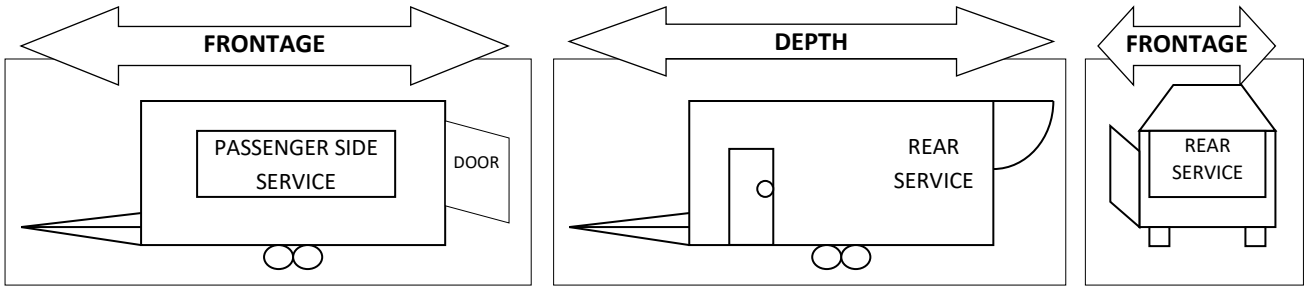
If so, please indicate total number and type of outlets required:	10amp
	15amp
	3 phase

*Note: One 240v power outlet will be provided for a cost of \$30.
 The cost for each **additional** power connection is \$85.
 3 Phase Power Connection - price by negotiation.*

SITE COST CALCULATIONS:		
Site Fee based on above <i>(inclusive of GST)</i>		\$
Additional Entry Passes <i>(GST free)</i>	\$15 each x	\$
Additional Car Parking Passes <i>(inclusive of GST)</i>	\$ 5 each x	\$
One Power Connection <i>(inclusive of GST)</i>	\$30 x 1	\$
Additional Power Connections <i>(inclusive of GST)</i>	\$85 each x	\$
TOTAL SITE FEES		\$

OFFICE USE ONLY

INVOICE NO.	PASSES		SITE FEES				Balance Owning	PIF	
	Entry	Car Park	Date	Type	Amount	\$	\$	CC	
	Posted		_____					FL	
	Collected		_____					GAS	



What are the DIMENSIONS of your Trailer/Van/Truck?

Your dimensions **MUST INCLUDE** the draw bar and the width/depth of any rear and side open doors.

FRONTAGE:

DEPTH:

PLEASE NOTE: INCORRECT MEASUREMENTS MAY RESULT IN YOUR SITE BEING REALLOCATED.

Do you have any special requirements (eg. Not facing sun)?

IN ORDER TO SECURE YOUR SITE, ALL REQUIRED DOCUMENTATION AND FULL PAYMENT MUST BE RECEIVED BY THE REQUIRED DATES. SITEHOLDERS ARE THEN RESPONSIBLE TO CHECK WITH THE OFFICE THAT ALL OF THE ABOVE HAS BEEN RECEIVED BY THE DUE DATE.

I have read and agree to the Mudgeeraba Show Society's Site Application Form and Contract Terms and Conditions. I acknowledge that any breach of these conditions can result in this agreement being terminated.

Applicant's Name:

Position:

Applicant's Signature:

Date:

OFFICE USE ONLY

Contact Details:

The Secretary/Manager, Mudgeeraba Show Society Inc. PO Box 150 Mudgeeraba, Qld. 4213
 Phone: 07 5530 2754 Mobile: 0418 182 533 Email: admin@mudgeerabashow.org.au
 ABN 67 833 677 042 Bendigo Bank Details: BSB - 633-108 & Account - 142534247

MUDGEERABA SHOW SOCIETY CONTRACT TERMS AND CONDITIONS

1. **OPEN AREA SITES** are outdoor sites, on grass or asphalt surfaces. You may use your own tent, marquee, van, trailer or display. Minimum frontage is 3m. Average depth is 3m. Site fee is \$99.00 (inc GST) per metre of frontage. Minimum charge is \$297.00 (inc GST). Excess depth will attract an increased fee.
2. **HIRED MARQUEE SITES** are located outside within the Showgrounds on grass or asphalt surfaces. One fully enclosed individual marquee site is 3.5m x 3.5m. The marquee is hired by the Society on your behalf and is installed ready for use including one internal light fitting. The site fee is \$540.00 (inc GST).
3. **APPLICATION & SITE FEES:** All Site Applications will be received and considered against selection criteria based on past performance, attraction and/or value for money. Please submit your application as soon as possible, with full details, but please do not make any payment until you receive confirmation that your application is successful. A Tax Invoice will be emailed to you upon approval of your application. **25% of your total site fees (being a non-refundable deposit) will be required to be paid on or before 5th March, 2019.** Your site is not guaranteed until this deposit is paid. **The balance of site fees must be fully paid to the Show Secretary no later than 30 May, 2019.** Please ensure all payments made directly to the Society's bank account are clearly identified. Late site applications will only be considered for approval on merit. **After 7 June, 2019, site fees will not be refunded under any circumstances unless the Annual Show is cancelled by the Society under the direction of responsible agencies.** If the full remittance is not received by the due date, the Society reserves the right to re-let the site referred to on such terms and conditions as the Society may determine and this contract shall be void and of no effect.
4. **POWER:** One 240v power outlet will be provided for a cost of \$30. The cost of each additional power connection is \$85. Extra power connections will be allocated only if available. All extension leads are to be supplied by the site holder, and use of a power board with safety switch or circuit breaker/board is mandatory for all sites with multiple connections.
All electrical equipment being used on the Showgrounds must have been tested and tagged by a licensed electrical contractor within the current time frame. Tagging of electrical appliances and extension leads will be checked once on site. This is essential for the safety of all siteholders and the general public and is a requirement of the Workplace Health and Safety Act of 2011.
5. **PASSES:** The site fee for a Trade or Professional site includes four entry passes per site, as well as two car parking passes. For Community sites, entry passes are issued subject to committee approval. **Siteholders are requested to collect their passes from the Show office by 7 June, 2019.** Siteholders must notify the Show Secretary prior to that date should they require their passes to be mailed to them. **No passes will be mailed after 7 June, 2019.**
6. **CARPARKING:** Carparking for siteholders is opposite the Showgrounds off Mudgeeraba Road.
7. **INSURANCE:** The Show Society requires that each siteholder must carry Public or Legal Liability Insurance. A Certificate of Currency must be provided with your application and must show the following:
 - (i) The insured's name must be the same as the name on your site application.
 - (ii) The period of insurance must cover the duration of your time on the grounds.
 - (iii) Public Liability Insurance of \$10,000,000 minimum.
 - (iv) Your Certificate of Currency must show that your policy covers you at the Mudgeeraba Showgrounds or Anywhere in Australia. If your Certificate of Currency does not state this specifically, you must provide confirmation in writing from your Insurance Company regarding your location coverage.**Please note: A copy of any part of your policy or renewal document can't be accepted in lieu of a Certificate of Currency.**
8. **GAS:** If your stall requires a gas fit out, please provide us with your current Gas Permit, which also needs to be available at the Show.
9. **VEHICLES/ACCESS:** Access to the site for setup is available from the Wednesday prior to the Show. No set-up will be permitted on Saturday morning and no delivery vehicles will be allowed access to the grounds on Saturday or Sunday. There will be no exception to this rule due to liability regulations. Siteholders will not be permitted access to their sites until all site fees are paid in full and all required documentation has been received by the Show Secretary. The Show Society reserves the right to tow away vehicles parked on the grounds during the Show, at the owner's expense.

10. **FOOD LICENCES:** Food vendors must be able to produce on demand a current Licence/Registration issued pursuant to the Queensland Food Act 2006, in order to gain admission to the grounds. Food vans must be self-contained, must be registered to the operator and must be approved by Queensland Fire Service. All cooking oils/fats must be safely removed from the grounds prior to the siteholder departing from the grounds. Waste water tanks will be provided.
If you have a MOBILE food stall, please provide us with a copy of your current Food Licence for any Council located in Queensland.
If you have a food stall (not mobile), please provide us with a copy of your current Gold Coast City Council Temporary Food Licence.
11. Siteholders shall, at all times, conduct themselves in an orderly manner whilst on the grounds and shall be responsible for the actions of their employees.
12. Under the Licensing Act, no alcohol is to be brought onto the grounds.
13. Siteholders are not permitted to conduct raffles or to engage in spruiking.
14. Microphones, sound amplifiers and machine demonstrations are acceptable only when the level of sound causes no annoyance to the neighbouring siteholders or the general public. The Society shall be the sole judge as to whether annoyance is being created. In the first instance, such systems shall not be operated without the approval of the Society.
15. Siteholders should ensure that they are fully aware of, and that their sites comply with, all of the regulations and requirements of all statutory bodies.
16. Siteholders shall accept the responsibility to remove all rubbish from their site and place it in bins provided.
17. Siteholders cannot assign or sub-let any part of their site without the consent in writing from the Society.
18. Displays, stalls or fixtures may not be removed or dismantled before 4pm on the Sunday of the Show. Every display must be fully staffed and operational during the entire period of the Show.
19. The Society accepts no liability for the loss of profit, damage to exhibits by loss, deliberate act, theft, fire, water, flood, storm strikes, riots or any cause whatsoever. Insurance for the loss or damage is the responsibility of the siteholder.
20. The Society reserves the right at all times to postpone or amend the advertised dates for the Show, utilising the right only where circumstances necessitate such action, without any liability to the Society.
21. The Society reserves the right in unforeseen circumstances to amend or alter the exact site or location of any display and the siteholder undertakes to agree to such alterations or re-locations.
22. Sites shall be allocated relevant to each annual Show and the Society reserves the right to allocate each site each year to whomever it desires. Factors such as years or regular attendance will be taken into account.
23. The Society reserves the right to cancel and to retain all monies paid in relation thereto if there is or has been, in the opinion of the Committee, any infringement of any part of the foregoing conditions and/or if the siteholder does not occupy the contracted site at the commencement of and during the full period of the Show.
24. The Society reserves the right to reject any application for display site or the right to exhibit at its sole discretion and its decision in this regard shall be final. Furthermore, failing to comply with conditions may result in a siteholder being excluded from further shows.

CHECKLIST OF REQUIREMENTS:

- Deposit payable 5 March 2019
- Final payment date for balance of site fees 30 May 2019
- Certificate of Currency to be provided by 30 May 2019
- Final date for posting/collection of passes 7 June 2019
- Current Food Licence
- Current Gas Certificate
- Current Test and tagging of all electrical equipment