



Gympie Show Information **GUIDE**

General Terms and Conditions for all

- contractors
- vendors
- site holders

IT IS IMPORTANT THAT YOU READ AND UNDERSTAND THESE CONDITIONS FULLY

Welcome to the Gympie Show!

The Gympie District Show Society Inc (GDSS) is a non-profit community-based organisation, staffed by volunteers, which organises the Gympie District Show. Last year over 38,000 people passed through our gates. This year marks our 131st Show and will be a three (3) day event being held on Thursday 16th, Friday 17th and Saturday 18th May 2019.

KEY CONTACTS

| | | |
|----------------------------------|--------------|--|
| Show Office | 07 5482 1721 | admin@gympieshow.com.au |
| Sarah Niemand (Secretary) | 0421 755 153 | secretary@gympieshow.com.au |
| Steve Clough (Space Steward) | 0427 581 247 | cluffy3@bigpond.com |
| Olivia Sweeney (Site Supervisor) | 0409 279 529 | accounts@ajwmdr.com.au |

TRADING HOURS

| | | |
|-------------------------|--------------------------------------|-------------|
| <u>Pavilion:</u> | Thursday 16 th : Open 9am | Closed: 9pm |
| | Friday 17 th : Open 9am | Closed 9pm |
| | Saturday 18 th : Open 9am | Closed 5pm |

Outside Space and Machinery Alley

| | | |
|--|--------------------------------------|------------|
| | Thursday 16 th : Open 9am | Closed 9pm |
| | Friday 17 th : Open 8am | Closed 9pm |
| | Saturday 18 th : Open 8am | Closed 5pm |

PRE-SHOW REQUIREMENTS (Vendors and Site Holders)

1. All site holders must have **full payment** made **by 5pm 30th April 2019**
 - Payment confirms your site booking.
 - Full charges apply to site or sites cancelled after this date and no refunds will be issued.
 - Cancellation of a site booking must be in writing.
2. The bond fee of \$100 is liable to be forfeit if your site has been damaged or rubbish left on site or if you vacate your site early.
3. Whilst every effort will be made to allocate a preferred site, no guarantees can be given or assumed.
4. All vendors and site holder staff must purchase workers passes
 - 3 day or single day pass cost \$5 each with a limit of 10 per site
5. Armbands to be worn at all times; failure to comply could lead to eviction from the grounds.
6. The Show Office will provide E tickets to your nominated email address(es) as per the roster provided.
7. E tickets will need to be shown (either printed or on smartphone) at any of the entrance gates or Office to exchange for armbands.

EVENT SET UP INFORMATION (Vendors and Site Holders)

Vehicle Movement: Strictly no vehicles allowed on site after 8am each day, from Thursday 16th to Saturday 18th May 2019 inclusive.

Please follow all traffic controller instructions. Please advise your service vehicles that the speed is to be 10km per hour at all times and they must have their hazard lights on when delivering goods and they must be gone by 8am each day of the Show.

Pavilion Only

Pavilion can be accessed all day (9am to 5pm) Wednesday 15th May and from 7am Thursday 16th May.

The Pavilion is open to the public from 9am Thursday 16th May 2019 onwards.

All other areas

Set up time and Days: From Monday 13th May to Wednesday 15th May 2019, between the hours of 8am to 5pm.

EVENT PACK DOWN DETAILS (Vendors and Site Holders)

Pack up time: Saturday 18th May after 5pm.

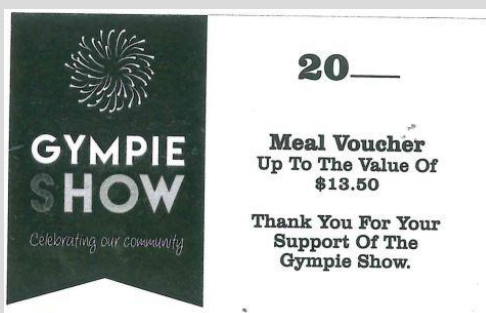
Vehicle movement: Strictly no vehicles allowed before 5pm unless authorised by Space Steward.

Please note:

- Vendors and Site Holders must not vacate their sites before 5pm Saturday 18th May.
- Sites must be left clean and tidy to receive a refund of your bond.
- At the end of the Show, vendors and site holders are to leave their allocated area in a clean and tidy state, removing any litter, spills or by-products from their activities.
- Should the site require further cleaning at the end of the Show, this expense may be passed onto the vendor or site holder.
- Any equipment brought to the site, either from vendors or site holders or their suppliers must be removed from the site at the end of the Show.
- Any equipment left on site will be removed at the expense of the site holder.
- The bond fee of \$100 is liable to be forfeit if your site has been damaged or rubbish is left on site or the site is vacated before the 5pm Saturday 18th May.

MEAL VOUCHERS

- Each staff and volunteer meal supplied requires the completion of a Meal Voucher (see scan below). All sections on the reverse side of the voucher must be completed for payment to be made.
- Completed Meal Vouchers can be redeemed for cash via the Show's Treasury during Saturday or Sunday morning. Failing that, please ensure they are provided to the Show Office by 24th May 2019 so that electronic payment can be processed.



SECTION: _____
STEWARD: _____
RECIPIENT: _____
VALUE USED: \$ _____

GENERAL APPEARANCE REQUIREMENTS

- Sites are to be kept clean and tidy at all times during the Show.
- All signage and banners are to be professionally presented.
- Please always use correct bins when disposing of waste – Red/ GENERAL WASTE and Green/RECYCLING. Cardboard boxes need to be flattened and placed in bulk skip bins
- All sites in Pavilion must have carpet or similar coverage of the pavilion floor.
- The GDSS does not supply partitions or marquees for vendors or site holders.
- Disposal of cooking oils and fats are the sole responsibility of the site holder – this waste must not be dumped onsite.

ELECTRICAL REQUIREMENTS

- Your space will only have access to power if this was requested on your application.
- Vendors and Site Holders must bring their own power leads and power boards to the event;
- All electrical equipment and leads and power boards must have a current test tag and comply with Workplace Health and Safety Standards.
- The Gympie Show reserves the right to inspect all electrical equipment or materials brought onto the site and remove items that do not comply;
- There will be an electrician on the grounds to do test and tag of all electrical equipment on Wednesday 15th May 2019. Please advise the Show Office if this is required. Vendors and Site Holders will pay the electrician directly for any testing undertaken.

WATER SUPPLY

- Machinery Alley has water points at power boxes.
- Outside Space has water points at power boxes.

NOISE

- Use of amplifiers or loud speakers by vendors and site holders is prohibited.
- Vendor and site holders are not permitted to employ, contract or program any performer or performance.

WASTE POLICY

The Gympie Show encourages Gympie Regional Council's "Zero Waste" policy.

- For the 2019 Show we encourage the use of recyclable procedure whenever possible.
- Items that are discouraged at our Show – Plastic bags, Non-recyclable plastic plates, knives, forks and spoons, polystyrene cups, plates, balloons & plastic straws. We encourage vendors and stallholders to consider the following:
 1. Only use recyclable serve ware, cups, bags and cutlery.
 2. Eliminate or minimise plastic packaging on products where possible
 3. Separate their waste and recycling when using the bins provided at the Show.

This will help to prevent contamination and reduce waste to landfill.

NO RAFFLES OR ART UNIONS PERMITTED

NO DOGS ALLOWED ON GROUNDS, ONLY EXEMPTION TO THIS RULE WILL BE FOR DISABILITY SUPPORT DOGS & EXHIBITORS.

Site Safety and Goods Displayed and Sold

- For vendors and site holders bringing your own marquee, you must bring sufficient weights to secure your stall.
- The event organisers reserve the right to refuse or stop any vendor or site holder displaying, selling, promoting or otherwise any goods which do not, in the sole opinions of the event organisers, comply with the description of display goods referred to in the application form.
- Failure to comply with these regulations could result in eviction from the event.

Food Licenses:

- Food must only be prepared in accordance with the Gympie Regional Council Food Standards.
- A council Compliance Officer may contact all food stall holders prior to the event to ensure licenses are up to date and answer any questions. Officers may be present during the setup and operation times to ensure all food standards are being met.
- Please visit the Gympie Regional Council website for more information.

Public Liability Insurance: Minimum of \$20 Million

- All vendors and site holders must obtain their own individual public liability insurance.
- This must be received with your application by Friday 14th January 2019.
- Gympie Show or its insurers in any circumstances for negligence claims will extend no indemnity to stallholders.
- Application not accepted without this copy of your public liability insurance. Policies current at the application stage but expiring before Show will need to be attended to by Friday March 29th.

Workplace Health and Safety

- Emergency First Aid – located in Machinery Alley
- Any possible risks to the public or yourself, please report immediately to the Event Manager Show Secretary.
- Upon arrival to the venue, please report to the Secretary Office (John Mawhinney Building).
- Portable toilets, toilet blocks and showers are located on the site.
- Please refrain from smoking within the event site or toilets only smoking area is at the bar areas and the rest of the showgrounds is a smoke free zone.
- There is no alcohol to be consumed in any other area of the showgrounds except for the bar areas.
- Please ensure that your display area is void of any items where people can hurt themselves
- Please do not bring any valuable personal items. No responsibility is taken by GDSS for the security of personal items.

First Aid and Security

- First Aid Officers will be available during the Show operation hours.
- The First Aid officers can be found in Machinery Alley.
- This service is available to all event patrons and vendors should they require first aid.
- A Security Service will be provided for the duration of the Show, they will be starting Monday 13th May till Sunday 19th May 2019.

GENERAL RULES APPLYING TO AGRICULTURAL SHOWS IN QUEENSLAND

1. No subletting, selling, canvassing, hawking or distribution of printed or other matter will be permitted outside of your site area.
2. It is agreed that the GDSS, will not under any circumstances be held responsible for any loss or damage to the stock in trade etc., or any part thereof any site holder or exhibitor from any cause whatsoever.
3. The GDSS will not be responsible for any accident, which may occur in connection with his/her business and the site holder shall save the society harmless and indemnify it against any legal proceedings arising from every such incident. The society will not under any circumstances be responsible for any loss or non-delivery of exhibits at the Gympie Show or for damage done thereto.
4. Items banned at agricultural shows – Drug related goods, explicit and hard core t-shirts, fake cigarettes – fireworks – crackers – fuel type fire lighter(Zippos), horns, trumpets, knives(including pen knives), Laser pointers, metal and wooden martial art nunchuks, nude or lewd playing cards, pressure pack snow, silly string or stink bombs, ball bearing guns, cap guns or caps, pellet guns, pop downs(throwdowns), potato guns, replica guns(bullet type), roll caps, strip caps or water pistols.
5. Site proprietor have a duty to co-operate with other exhibitors and the GDSS when sharing exhibition space whether temporarily or permanently.
6. Site proprietor understands the fire and emergency regulations of the GDSS and we know where medical services and emergency assembly points are located
7. Site proprietor will maintain our exhibit ensuring walkways are kept clear and free from any hazardous materials.
8. Site proprietor will ensure all hazardous liquids are safely stored.
9. Site proprietor will ensure that all vehicles (including loading/unloading) are driven by qualified personnel only and that all equipment including slings etc., are to have appropriate test certificates available for inspection. Ensure that for unloading/loading of all machinery/vehicles to have a spotter present and a contingency plan in place for safe loading/unloading in poor weather conditions or in poor light.
10. Site proprietor ensure that all display materials, fencing, scaffolding, tower, ladders are properly used and secured.
11. Site proprietor are responsible for their own property for any loss or damage. Please ensure you are covered in terms of the cost of taking a site at the Gympie Show being abandoned, cancelled or curtailed due to reasons beyond our control. Your insurance against any legal liability incurred in respect to injury or damage to your property or persons belonging to third parties.

Cancellations Policies

- Cancellations of a site booking must be in writing.
- Full charges will apply to a site or sites cancelled after 30th March 2019.
- The Show will only be cancelled in case of dangerous adverse weather conditions e.g. flood.
- You will be notified by 6am on Sunday 12th May 2018.
- Should the Show find it necessary to cancel the event, it is understood that they shall not be liable to the site holder or for any compensation whether on the grounds of loss of profits or otherwise in respect of such cancellation at all.

Emergency Response

Emergency Evacuation Procedure and Sequence

- Ensure all exits are always kept clear
- Take note of fire hose points
- Evacuation Assembly Areas are situated at:
 - Gate 1 - Main Gate
 - Gate 2 - Top Gate - entrance to the Pavilion,
 - Gate 4 - Showman's Guild gate.
 - Gate 6 - Ramsey Road – exhibitor entrance gate
- Detection from show society member of the area(s) under threat
- Decision
- Alarm
- Reaction
- Movement and Transportation

Emergencies include: fire, earthquake, electrical storm, bomb threat, terror threat, protest, major chemical spill, death.

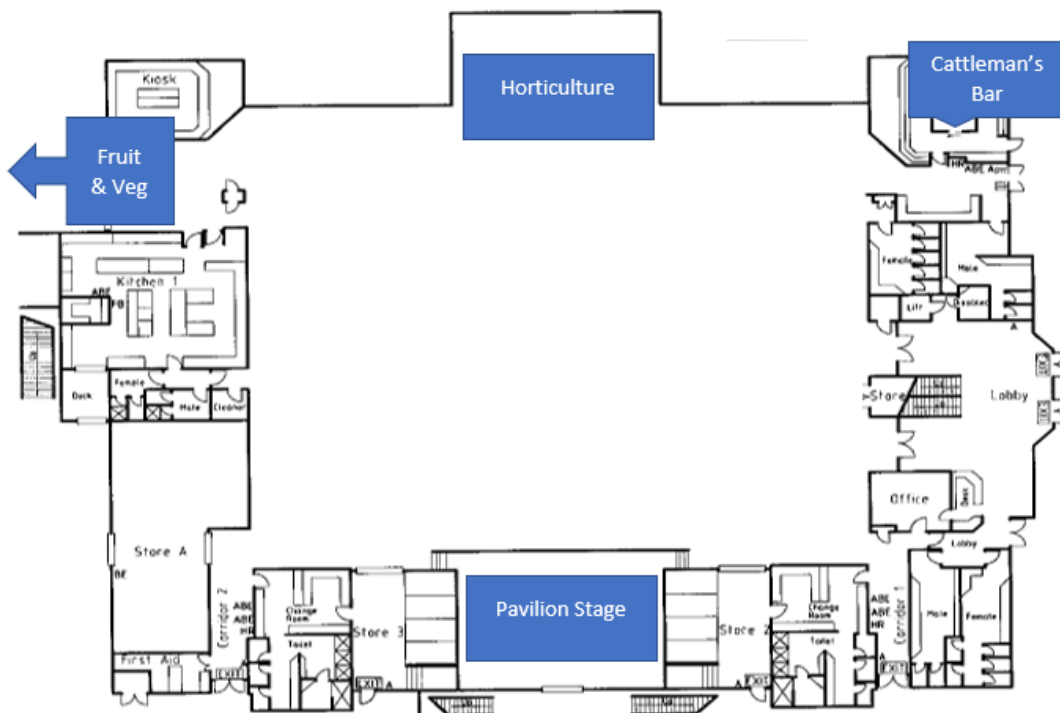
Planned response actions:

- In event of fire contact the Show Office (John Mawhinney Building) 5482 1721
- Call 000 for Ambulance, Police or Fire
- Sounding an alarm over the main arena or Pavilion, depending where the fire is.
- Clear entrance ways

GROUNDS PLAN – GATES



FLOOR PLAN - PAVILION



**Gympie District Show Society
Preferred Supplier Listing**

| Company Name | Contact | Address | Phone | Website | Category |
|-------------------------------------|------------------|---|--------------|--|---|
| Cooloola Food Services | Michelle | 7 Langton Road, Gympie Q 4570 | 07 5482 7233 | www.cooloolafs.com.au | Wholesale & Retail Food Supply, Packaging |
| Coates Hire | Chris Zillman | Lot 406 Pronger Pr Gympie Q 4570 | 07 5489 5700 | www.coateshire.com.au | Equipment Hire |
| Brown Macaulay Warren | John Weller | 84 Monkland St Gympie Q 4570 | 07 5482 1266 | www.bmwca.com.au | Accounting & Financial Services |
| Budget Steel / Cavalier Engineering | Jamie L'Estrange | 41 Dennis Little Drive Gympie Q 4570 | 07 5481 1602 | www.budgetsteel.com.au | Engineering, Shed supply, cattle handling equipment |
| Cooloola Custom Stockfeeds | Robyn Hayes | 3 Tozer Lane Gympie Q 4570 | 07 5483 8766 | www.ccstockfeed.com.au | Stockfeed |
| Cooloola Milk | Dick Schroder | 1275 Mary Valley Rd Dagon 4570 | 07 5483 2332 | www.cooloolamilk.com.au | Milk & Dairy Products |
| Cooloola Pump & Irrigation | Ian Frampton | 40 Station Road Gympie Q 4570 | 07 5482 8222 | www.cooloolapumps.com.au | Irrigation supplies |
| Gold City Pest Services | Wendy Elsley | 760 Bruce Highway North Chatsworth Q 4570 | 07 5482 8244 | www.goldcitypestservices.com.au | Pest control & carpet cleaning |
| Groves Electrical | Doug Rose | 5 Corella Court Gympie Q 4570 | 07 5483 6298 | no website | Electrician |
| Newk's Plumbing | Andrew Newcombe | Greens Creek Q 4570 | 0418 800 018 | www.newksplumbing.com.au | Plumber |
| Gympie Gold City Cabs | Jackie Fallon | 11 Drummond Drive Gympie Q 4570 | 07 5480 1900 | www.131008.com/cgi-bin/cart/services.cgi?display=1769 | Taxi Service |
| TMI (The Tractor Shop) | Shane Green | 124 Howard Street, Nambour, QLD | 07 5476 4888 | www.tractorshop.com.au/ | Tractors, mowers, ATV |
| Pryde's Easifeed | | 256 Quia Rd, Gunnedah 2380 | 0427 423 966 | www.prydes.com.au | Stockfeed |
| Tom Grady Rural Merchandise | Tom Grady | 53 Tozer St, Gympie QLD 4570 | 07 5482 1692 | www.tomgrady.biz/ | Rural Supplies |
| Corbets Group | Mick Fleming | 3 Corbet Road, Gympie QLD 4570 | 07 5482 7388 | www.corbets.com.au | Haulage, transport, sawdust, landscape supplies, heavy plant & equipment hire |
| Blair Agri | Kai Blair | | 0417 115 638 | http://www.blairagriadvisors.com/ | Ruminant nutrition |
| Bendigo Bank | | 68 Mary St, Gympie QLD 4570 | 07 5481 1787 | www.bendigobank.com.au/public/community/our-branches/gympie | Banking |
| Vanderfields Pty Ltd | Tod Fleming | Bruce Hwy, Glanmire QLD 4570 | 07 5480 6800 | www.vanderfield.com.au/Locations/gympie.html | Tractors, mowers, ATV |