



2019 Show Set Up Tender Specifications

General Information: The Gympie District Show Society Inc. (GDSS) is a non-profit community-based organisation, 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 3-day event being held on Thursday 16th, Friday 17th and Saturday 18th May 2019.

REQUIREMENTS

Target

The Contractor is to provide equipment and personnel capable of set up, maintenance and pull down of grounds equipment (e.g. grandstands, signage) as detailed below and as per the Contract Schedule.

Contractor

- The contractor is to supply the GDSS with the name and mobile telephone number of their onsite person in charge.
- The contractor will ensure that all staff are provided with a copy of the Gympie Show Information Guide.
- Setup runs for approx. nine (9) days and it is estimated that a minimum of three (3) paid personnel are required.
- During the Show, troubleshooting on-site is required for four (4) days with a 24 hour on call requirement.
- Pull down – Pavilion, Boardwalk, marquees etc. – takes up to four (4) days commencing Saturday 18th May 2019 and estimated a minimum of three (3) paid persons required.
- If required personnel must available up to three (3) weeks before Show to assist with some training - minimum four (4) hours of orientation if required.
- The below is an indicative timetable of events involved in the site setup, maintenance and pull down
 - **Tuesday 7th May 2019 (from midday)**
 - This is handover day for grounds and Pavilion.
 - Take possession of the Racecourse & Administration tractor.
 - Undertake a reconciliation of works required; assess materials on site and report any identified issues to the Site Supervisor.
 - (Ongoing task) Load & unload of trucks (panels etc). **Note this does not include unloading of exhibitor's items.**
 - Commence shed clean outs – Bob Hensel Pavilion, Stud shed, tractor shed.
 - Move Ring chip van to rear of showgrounds.
 - Clear the rear section of showgrounds to make room for cattle truck parking.
 - Transfer equipment from Bob Hensel Pavilion shed to designated areas in Bill Bishop Building for the Fruit and Vegetable committee and to Pavilion for the Horticulture committee, in conjunction with the Chief Stewards.
 - **Wednesday 8th May 2019.**
 - Take out and assess rubber matting.
 - Clean out of sheds continues.
 - Set up of cabinets and stage in the Pavilion, in conjunction with the Chief Stewards. **NOTE:** This does not include the setup of the space (exhibitors) area in the Pavilion as this is handled by the Space committee.
 - Cavalier panels – to be placed in marshalling yard and gates locked.
 - Lay rubber matting and set up the walkways over the race track.

- **Thursday 9th May 2019**
 - Move grandstands into location per site plan.
 - Commence erection of signs as per the signage plan – this will continue right up until Wednesday 15th May.
 - Erect bicycle racks in Stud judging area as per site plan.
 - Erect safety barriers in Ring as per site plan.
 - Erect safety fencing and the disable viewing platform in Woodchop arena as per site plan.

- **Friday 10th May 2019**
 - Set up Cattleman's Bar fencing etc as per site plan.
 - Set up tables & chairs to various locations as seating around grounds per site plan. This includes the Gold City Pest Services seating located in the GDSS shed.
 - Mark out cattle truck parking and camping areas as per site plan.
 - Barrel Racing hire equipment delivered – portaloos, generator, lighting tower. To be placed according to site plan.

- **Saturday 11th May 2019**
 - Committee working bees will be in progress (Dairy, Ring, Prime, Stud)
 - Rotary hoe Rodeo Arena.
 - Deliver panels at Barrel Racing camping area as per site plan.
 - Clean out the Dairy shed and deliver panels.
 - Move Lions van to Dairy committee area as per site plan.
 - Set up panels in the Comet Stadium as per site plan, for and with Stud Cattle committee.
 - Deliver panels in Prime Cattle area as per site plan for and with the Prime Cattle committee.
 - Deliver panels for Ring for set up on Saturday 12th May.

- **Sunday 12th May 2019**
 - Committee working bees will be in progress (Dairy, Ring, Prime, Stud)
 - Deliver panels for and with Stud and Ring committees
 - Move pallet tables to Machinery Alley Food Court area as per site plan.
 - Move timber tables from in front of Pavilion to other areas as per site plan.
 - Barricade all racecourse stewards' towers and cover Turf Club ATM sign.
 - Bunt camping zones
 - Bunt no parking zones (inside rail racetrack galloping straight)

- **Monday 13th May 2019**
 - Erect harness racing pens and horse yards, if required.
 - Commence fencing / bunting to Machinery Alley as per the site plan, including the division between Sideshow Alley and disabled parking areas and any other areas deemed necessary. **Note: this cannot commence before the Recreational Flying Company plane has landed.**
 - Commence car park signage erection as per the signage plan.
 - Commence erection of horse corridor as per site plan includes small horse corridor in camping quadrant.
 - Coates hire equipment is delivered – to be placed according to site plan.

○ **Tuesday 14th May 2019**

- ATM to go into Show Office ATM enclosure (depending on delivery).
- Repair fence perimeter (daily), if required.
- Erect Committee Car Park panels.
- Mark out Emergency Assembly Areas as per site plan.
- Place all generators and lighting towers as per site plan
- Place security office as per site plan (if required)
- Refuel all equipment at end of day.
- Distribute hay arrives - 10 bales to Rodeo Arena, 10 to main ring. **Note**, remainder is put for seating. **This should not be placed until Wednesday 15th May.**

○ **Wednesday 15th May 2019**

- 10am - Hang banner for Gympie Regional Council Producers next to Bill Bishop Building.
- Setup Biosecurity exclusion area – to be confirmed with the Site Supervisor as per site plan.
- Erect gate signs
- Erect Committee car park marquee
- Erect Prime Cattle committee marquee
- Shift safes from Show Office to Treasury room.
- Distribute hay bales for seating around the grounds as per site plan
- Place chairs to top deck of Bill Bishop Building for limited mobility seating.
- Set up gates for ticket staff
 - Gate 1 - Top Gate – 2 x crowd barriers
 - Gate 2 - Pedestrian Gate – Marquee, table, chairs x 2, extension cord, power boards
 - Gate 4 - Main Gate - Marquee x 2, chairs x 8, tables x 2, extension cords, power boards
 - Gate 5 - Ramsey Road Exit Gate - Marquee, chairs x 2, table, extension cord, power board
 - Gate 6 - Ramsey Road Competitor Gate - Marquee, chairs x 2, table, extension cord, power board
- **Note:** Vanderfields will be on site doing signage for Cattleman's Bar and may need some alterations to the fencing.

○ **Thursday 16th May, Friday 17th May 2019**

- Refuel lighting towers, etc at the start of each day
- Early Thursday 16th May – deliver diesel and unleaded fuel for Historic Motor Club in Machinery Alley
- Be onsite to monitor and move anything and everything as requested – **DOES NOT INCLUDE loading or shifting exhibitor equipment.**
- Start lighting towers on dusk
- Panelling will be required for Team Penning on Friday 17th May.
- Refuel all gators at end of each day.

- **Saturday 18th May 2019**

- **4AM** - move grandstands from other areas to Rodeo Arena as per site plan.
- Refuel lighting towers, etc at the start of the day
- Be onsite to monitor and move anything and everything as requested – **DOES NOT INCLUDE loading or shifting exhibitor equipment.**
- Alter horse corridor inside Alain Henderson marshalling yards for Rodeo Bar.
- Set up rodeo bar in conjunction with Ring Stewards as per Rodeo Bar placement plan.

Post Show pulldown

- **Sunday May 19th to Thursday May 23rd**

- Pull down / remove
 - All Cavalier / Budget Steel panels.
 - All signs.
 - Safety fencing and bicycle racks– Cattleman’s Bar, Woodchop, etc
 - Barricades etc to Racecourse amenities.
 - Car park bunting & stakes.
 - Return
 - All grandstands to the Rodeo Arena area.
 - All ground signage to GDSS shed
 - All sponsor signage to Show Office.
 - All rubber matting to Stud shed – lockable area – by 5pm on 20th May
 - Pallet tables to Stud shed – lockable area.
 - Tables and chairs to previous locations
 - Fruit & Vegetables and Horticulture equipment to Dairy Shed (Bob Hensel)
 - All marquess to GDSS shed
 - Ring chip van etc to previous storage location.
 - Pack up for collection
 - All hired equipment – to be collected on Monday 20th
 - All Cavalier / Budget Steel panels
 - Hay for disposal
 - Clean up
 - Woodchop arena
 - Chainsaw racing area
 - Tractor Pull area
 - Inspect all area of grounds for excessive damage from vehicles etc and blade over if required.
 - Assist load trucks removing grandstands, panels and equipment as required
- Any variations to the above including any associated costs will be negotiated with the Show Secretary.

Gympie District Show Society Inc.

For the handover of the ground's facilities and keys, please liaise with Show Secretary to organise meeting time on Tuesday 7th May 2018.

Volunteers will be available by request. Committees will generally have working bees scheduled for Saturday May 11th and Sunday May 12th.

Note: Deliveries, e.g. wheelie bins, sawdust etc, will be made in accordance with the logistics schedule. These deliveries may have some impacts on the work undertaken in this contract. The Site Supervisor will be responsible for notifying the Contractor or any impacts associated with deliveries.

CONTRACT SCHEDULE

- ✚ Starting Date: Tuesday 7th May 2018
- ✚ Completion Date: Wednesday 22nd May 2018

TERMS and CONDITIONS

- ❖ Please refer to the attached Gympie Show Information Guide for the complete set of terms and conditions relating to this tender.
- ❖ The organisation cannot assign or subcontract the tender without the prior written consent of the GDSS.
- ❖ The tendered amount must be inclusive of GST
- ❖ Upon successful provision of the services being provided (as above) to the GDSS, the GDSS will pay the fee as tendered to the contractor.
- ❖ Payment of the fee by the GDSS will be made within 28 days of receipt of a complying tax invoice from the contractor.
- ❖ The contractor will provide the GDSS with a complying tax invoice by Friday the 31st May 2019

PASSES

- The following will apply to the successful contractor.
 - Electronic tickets will be issued as per the ticket roster to be completed by the contractor.
 - Electronic tickets can be exchanged for armbands upon entry via the show entrances from Thursday 16th May 2019.
 - Vehicle passes to be discussed with the Show Secretary.