



Atherton Tableland Agricultural Society Inc.

(Est. 1904)

"Australia's Tropical Tableland Show"

PO Box 114
Atherton Qld 4883

Telephone (07) 4091 4260 Facsimile (07) 4091 4641 Email: athertonshow@westnet.com.au

Trade Exhibitors Rental Terms & Conditions

Atherton Show - 9th & 10th July 2012

Rental Agreement

- Please read these Rental Terms and Conditions carefully before signing & returning the Application for Trade Exhibitors Rental Site form as this will be considered a binding contract.
- Owing to the limited space in both the pavillions and on the showgrounds, please sign and return the contract as soon as possible.
- Sites are let subject to the Rules of the Queensland Chamber of Agricultural Society Inc and to the Rules and Constitution of this Society and any special regulations that may appear in the Show Schedule.
- Failure to comply with these conditions could result in cancellation of site.
- If you need to cancel the site booking, you must notify the Show Office 14 days prior to Show. Failure to give the Show Society sufficient notice of your cancellation will result in you being charged the full amount owed for the site requested on your signed Application for Trade Exhibitors Rental Site form.

Site Selection

- Using the site number on the maps, please indicate three preferred sites on the Application for Trade Exhibitors Rental Site form. If no site exists in the size required, adjacent sites can be purchased.
- Indoor sites are mostly 3 metres deep. These sites are calculated at \$25 per square metre, and premium sites are charged at \$30 per square metre.
- Outdoor sites vary in depth. These sites are calculated at \$30 per lineal metre across the front. If you require more than 20 metres of outside frontage, the site will be charged at a \$25 per lineal metre. Premium sites are charged at \$35 per lineal metre of frontage.
- All prices quoted include GST.
- While every effort will be made to grant the preferred site(s), the allocations will be made by the Atherton Show Society and the decision will be final.
- All site holders will be notified of their confirmed site as soon as the application has been processed.
- No vehicle will be allowed on or off the showgrounds after 10am Show Monday. Trade vehicles, vehicles carrying supplies and vehicles owned by site holders or exhibitors are not permitted to remain on the grounds after unloading unless the vehicle is part of the display.
- A 20-minute loading zone is available on Mazlin Street from Sunday before Show until the end of Show Tuesday.
- Camping areas are not provided with Trade Sites on the Showgrounds. A camping area with limited power, toilets & showers is provided within 300 metres of the showgrounds. Camping sites must be booked and paid in advance.

Insurance

- It will be necessary for any persons renting a site on the Showgrounds to show proof of their Public Liability Insurance. A valid Certificate of Currency must be provided with the Application for Trade Exhibitors Rental Site form prior to site being confirmed.
- Atherton Tableland Agricultural Society (or "all QCAS affiliated Shows") must be shown as an Interested Party on your Insurance Policy.

Payments

- Payment is required in advance to secure your site. Please send a payment of 50% of the site fees with your Application for Trade Exhibitors Rental Site form.
- A Tax Invoice for rent will be sent after receiving your completed Application for Trade Exhibitors Rental Site form.
- All final payments must be received at the Show Office by the 1st June 2012.

Passes

- 2-day gate passes are provided at two [2] for each display; not per site. Large displays may apply for extra passes.
- Passes are ONLY provided to Site-Holders who pay the full rental rate for their site; discounted or free sites, must purchase their own extra passes.
- Extra 2-day passes are available for any Site-Holders to purchase at the time of booking the site or anytime before Show starts for ten dollars (\$10) each.
- It is the site holders responsibility to apply for passes and collect them at the Show Office prior to Show.



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Times

- Sites may be accessed for setting up displays from Thursday prior to the Show.
- Display stands are to be set up and operating by 10am Show Monday and must remain manned and operating until close of the event on Show Tuesday.
- Displays, stands or fixtures must NOT be dismantled or goods & materials removed prior to 4.00pm Show Tuesday. The main pavilion will be locked at 7.30pm Show Tuesday but arrangements may be made with the Security Officer to continue to dismantle.

Electricity

- Limited power is available to each site; mostly 10 amp single phase. Some sites may have 15 amp and 3-phase power available on application. Leads may be required. Please discuss your needs with the Show Office when applying.
- One power outlet is provided per display; excess power usage will be assessed and payment required.
- Any Site-Holder intending to bring electrical equipment onto the Showgrounds will be required to ensure that such equipment is fitted with earth leak circuit breakers and that all electrical leads, tools and appliances have been inspected by a licensed electrical contractor and currently tagged by a licensed electrical contractor. This is essential for the safety of all exhibitors and the general public, and is a requirement of the current Electrical Safety Regulations.
- The use of double adaptors is prohibited, and all power boards must be tested and tagged.

Tables and Chairs

- A limited number of tables and chairs are available to site holders inside Merriland Hall only. Please indicate how many tables and chairs you would like on your Application for Trade Exhibitors Rental Site form.
- While every effort will be made to grant the number of tables and chairs requested, availability will depend on demand. The allocations will be made by the Atherton Show Society and the decision will be final.

General Rules

- The Society reserves the right to refuse entry to any stallholder if the Society reasonably believes that it is necessary to do so in order to ensure that the standard, quality and safety of the Show is maintained.
- The Society reserves the right to cancel, alter site or position of any site, whether previously held by the Site-Holder or not, should the circumstances dictate.
- Subletting is not permitted without written permission from the Society.
- The Society undertakes to rent the site in its present condition. All subsequent plumbing, carpentering & electrical work will be the responsibility of the lessee.
- Under no circumstances shall the lessee excavate, dig or place pegs in his area without authority of the Society.
- Litter bins are provided and are emptied early Show Tuesday morning. Litter bins are to be left in a noticeable position.
- The Society will not, under any circumstances, be held responsible for any loss or damage to stock in trade etc, or any part thereof of any site holder for any cause whatsoever. The Show Society will not be responsible for any alterations to any part of the site holder's equipment or property. Some security is provided but loss or damage to stock in trade and property remains the owner's responsibility.
- PA systems, TVs, projectors or any sound equipment are allowed to operate at a volume that does not disturb other lessees or the general public.
- Where site has been let and the lessee does not maintain an adequate or creditable display the Society reserves the right to declare the site forfeited.
- The lessee must confine the business to the purpose described on the Application for Trade Exhibitors Rental Site form.
- No canvassing, hawking or distribution of printed matter will be permitted outside the area contracted.
- The lessee &/or his employee must conduct themselves in an orderly and respectable manner whilst on the grounds.
- Any authorised member of the Society shall have the power to enter the area described and remove any article, sign, picture or printed matter which in the Society's opinion may cause offence to the public.
- The display of advertising signs is restricted to the area occupied by the site holder.

EVACUATION SIGN and DIAGRAM

Merriland Hall (MER01)

REMOVE PEOPLE
from immediate danger

ALERT THE FIRE SERVICE
• break manual call point
• call 000

CONFINE FIRE & SMOKE
close doors and windows (if safe to do so)

EVACUATE
to the ASSEMBLY AREA

EVACUATION PROCEDURES

STAGE 1:- Removal of people from the immediate Danger Area

Occupants and staff in the immediate danger area are to assemble a safe distance away from the fire and smoke. When the area has been evacuated all doors and windows should be closed to contain fire.

STAGE 2:- Removal to a Safe Area

If the severity of the smoke or fire warrants further evacuation, occupants should be moved through fire/smoke doors to a safe area.

STAGE 3:- Complete Evacuation of Entire Complex

Should the emergency necessitate evacuation of the whole building, the Manager or the Fire Service will direct occupants from the safe place to the **ASSEMBLY AREA**.

STAGE 4:- Roll Call.

To be conducted as soon as possible and to ensure all Persons are accounted for. Report all missing persons to **FIRE OFFICERS**.

Mobility impaired persons should evacuate immediately on hearing the fire alarm assisted by a nominated person.



000
EMERGENCY
In an emergency dial 000

AA



EXIT Exit AA

Assembly Area



Exit path



Alternate path



Extinguisher



Fire Hose Reel



Manual Call point



Fire indicator Panel