



PROUDLY BROUGHT TO YOU BY
Atherton Tableland Agricultural Society



phone: 07 4091 4260
PO Box 114 Atherton QLD 4883
email: info@athertonshow.com.au
web: www.athertonshow.com.au

2024 TRADE SITE APPLICATION

Company Name			
Contact Person			
Postal Address			
Phone		Mobile	
Email			
Website		Facebook	
Description of Goods and/or Services			

Trade Site Required <small>Please refer to venue maps</small>	Frontage	Depth	Inside / Outside	Preferred Site/s
				*please note top 3 preferred
Number of Tables	*indoor sites only		Number of Chairs	*indoor sites only
Special Requests	*please note electrical requirements here			
Camping Vehicle/s	Rego Number/s		at \$20 each	Subtotal \$
Additional Vehicle/s	Rego Number/s		at \$10 each	Subtotal \$
Site Costs			+ \$100 Trading Bond	Subtotal \$
Gate Passes	2 FREE Passes (only included for Full Paying Trade Sites)		_____ at \$10 each	Pass total \$
Preferred Payment Method:				
<input type="checkbox"/> Credit Card	<input type="checkbox"/> Direct Deposit	<input type="checkbox"/> Cheque	TOTAL:	\$
Please charge Card No _____ Expiry _____/____ CVV ____				
*credit card payments will incur a 2.5% surcharge				

Please refund my trading bond to (refunds will be processed by 30th July)	
<input type="checkbox"/> Credit Card	as above, or:
<input type="checkbox"/> Direct Deposit	Account Name: BSB: _____ Account Number: _____
<input type="checkbox"/> Cheque	Payable to: _____
<input type="checkbox"/> Rollover, for next Show	*held for a maximum of 2 years

- I have read and agree to abide by the Trade Exhibitors Rental Site Information (Terms & Conditions) and hereby acknowledge that they form the terms and conditions which are a binding part of this Application for Trade Exhibitor Rental Site.
- This information is available from www.athertonshow.com.au/trade/sites
- I understand that my booking is **not confirmed** until **all fees** are **fully paid**. I agree to pay a refundable trading bond of \$100, which will **only** be refunded if my site is manned and operational during all opening hours of the Atherton Show and I will **not start** packing up until after 4pm on the final day of the Show.
- I have provided my **Certificate of Currency for Public Liability insurance**. (Entry to grounds will not be permitted if not received by office staff prior to show).
- I understand this is a Covid-19 Safe Event and have supplied a copy of my **Statement of Compliance** and will adhere to all policies and procedures.
- I understand this is a Non-Smoking, Vap and E cigarette Free event.
- For the current advice on COVID-19 requirements and our event please visit our website.

Name: _____ **Signature:** _____ **Date:** _____

Office Use Only	Deposit \$ Date:	Full Payment \$ Date:	ShowDay	Inv #	Insurance
Bond Refund	Receipt #	Receipt #	Conf Sent	Camp #	Site #



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Trade Site Application Checklist

Atherton Show – Monday 8th & Tuesday 9th 2024

Have you?

- Chosen your preferred sites from the maps
You must nominate a depth x width on the application form and nominate which area of the Showgrounds you would like.
- Do all your vehicles including camping fit within your site? *If not, you will need to either organise additional space or park off site.*
- Read the Trade Exhibitors Rental Site Information
- Completed all sections and signed the Application for Trade Exhibitors Rental Site form?
Please make sure you provide up-to-date information and a current email address.
- Attached a copy of your Certificate of Currency for your Public Liability Insurance?
*Make sure the dates of the policy cover the Show dates and that Atherton Tableland Agricultural Society (or "all QCAS affiliated Shows") is noted as an Interested Party.
Short-term **Market Stallholder's Insurance** is available through various companies which you can find online.*
- Payment options
*You can pay by credit card, direct deposit, or cheque once an invoice has been issued. Please provide your credit card details on your application form, alternatively for payment via direct deposit or cheque your invoice will have our bank details. Please use your invoice number as reference.
Credit card payments incur an additional fee of 2.5% of total amount owing.*
- So that we may promote your attendance at the Atherton Show through our website and social media pages, please email a copy of your logo, brief promotional description of your business and links to your website and social media pages. We will happily promote trade sites that provide this information to us upon application.
- Once you are done, please send all information to tradesites@athertonshow.com.au!!



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2024 Atherton Show Trade Site Prices

Pavilion – Merrilands Hall (Map 1 & 2)

Merrilands Pavilion is a popular draw card for show goers visiting Merrilands (Map 1 & 2) for the Arts Crafts, Agricultural, Needlework, Floral Art, Culinary Art, Photography sections plus the School & Community displays and the Art and Crafts displayed on the lower level. It is also home of our Show office. These are the only indoor trade sites available at the Atherton Show and are limited.

Size	Standard	Premium
3m x 3m	\$195	\$240
<i>*add square metre</i>	<i>\$65</i>	<i>\$80</i>

Show Grounds – includes Map 3 to Map 6

Join the excitement and soak in the atmosphere of the show with a trade site located outside. Site frontage sizing is flexible so please let us know when booking how much space you need.

Size	Standard	Premium
3m Frontage	\$120	\$135
6m Frontage	\$240	\$270
9m Frontage	\$360	\$405
<i>*add lineal metre</i>	<i>\$40</i>	<i>\$45</i>
Additional Camp Site	\$20 – 6m x 3m	
Additional Vehicle Parking	\$10 per vehicle	

If all your vehicles including camping do not fit within your allocated space, you will need to book and pay for additional space.

Please refer to our Trade Site Maps for Site Numbers and additional info. NB. Our maps are constantly being updated, they only give an indication of unbooked sites and in no way guarantee availability.

Trading Bond – A \$100 refundable trading bond will be charged for all site bookings. This amount will be refunded after the show if your site has been manned for all show opening hours.

Please submit your completed application form to tradesites@athertonshow.com.au. Our team will send you a confirmation once your booking is confirmed.



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Trade Site Rental Information

(Terms & Conditions)

Atherton Show – Monday 8th & Tuesday 9th 2024

Rental Agreement

- **Please read** the Rental Site Information (this document) carefully **before signing** & returning the 2023 Trade Site Application form, as they **become the terms and conditions** which are considered a **binding contract**.
- Owing to the limited space in both the pavilions and on the showgrounds, please sign and return the contract as soon as possible.
- All sites must **remain occupied** and operational for the entire event operating hours.
- 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 trade site requested on your signed Application for Trade Exhibitors Rental Site form.

Site Selection

- Please provide dimensions of space required and, using the site number on the maps, please indicate preferred sites on the Application for Trade Exhibitors Rental Site form. If no site exists in the size required, adjacent sites, or parts thereof can be purchased.
- Indoor sites are mostly 3 metres deep. These sites are calculated at \$65 per frontage metre, and premium sites are charged at \$80 per frontage metre.
- Outdoor sites vary in depth. These sites are calculated at \$40 per lineal metre across the front. Premium sites are charged at \$45 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**. Your site is **not** confirmed until you have received **written confirmation** from the Atherton Show Society.
- All site holders will be **notified** of their confirmed site as soon as the **application has been processed** and full **payment received**.
- **No vehicle** will be allowed **on or off** the showgrounds **after 9am 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 remains **within the boundaries** of the rented site area, **or an additional vehicle space is booked and paid for** prior to show. These sites are \$10 per vehicle. A register of **all** vehicles on site will be kept in the show office for security purposes. You are required to give the details of all vehicles on site at the show office.
- 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. If you require camping within the grounds and cannot fit within the boundaries of your trade site, then you will need to **book a site** with your trade site application. These sites are very limited. An additional camping area with limited power, toilets & showers **provided** within 300 metres of the showgrounds. Camping sites **must be booked** with the Atherton Show Society and paid in advance. Camp sites include electricity, are 6m x 3m and are \$20 each.

Payments

- A Tax Invoice for rent will be sent after receiving your completed Trade Site Application form.
- **Payment is required in advance to secure your site.** Please send payment of the site fees when you receive the Tax Invoice. Payments not paid for in full **by 24th June** will incur a **5% surcharge**.
- A refundable trading bond of \$100 **must be paid** with your booking. This bond will only be **refunded** if the site is manned and operational during **all opening hours** of the Atherton Show. These hours may vary between Pavilion sites and Showground sites (see details of operating times below).
- Your site **will not be held** for you **until full payment** has been **received**. Confirmation will be sent when booking is complete.

Passes

- 2-day gate passes are provided at **two [2] for each display, not per site**. Please note that adjacent sites booked by the one applicant are considered to be one display.
- Passes are **ONLY** provided to Site-Holders who pay the full rental rate for their site; discounted or free sites, must purchase their own passes.
- A limited number of extra 2-day passes are available for Site-Holders at the discretion of the Show Society. You may purchase at the time of booking the site or before Show starts for a discounted price of ten dollars (\$10) each.
- Traders Passes will **not** be available **at the gate** on Show days. It is the site holder's responsibility to **collect** them at the **Show Office prior to Show**. Full rate will be charged for gate entry to traders who have not collected their passes.

Times

- Sites may be accessed for seeing up displays **from Thursday** prior to the Show and **must be ready to operate by 9am Show Monday**.
- Gates are open to traders from 8.00am each day and open to the public at 9.00pm on Monday and 9.00am on Tuesday. **VEHICLES ARE NOT PERMITTED TO BE DRIVEN ON THE GROUNDS DURING THESE TIMES.**
- Operating times for the Show event are Monday 9am - 9.30pm; Tuesday 9.00am - 4.00pm and sites **MUST** be manned at all times.
- **Displays, stands or fixtures must NOT be dismantled or goods & materials removed prior to 4.00pm Show Tuesday** unless prior approval by Management committee is given in writing. Bond will not be refunded to any site holders who dismantle and leave early.
- The main pavilion will be locked at 6.00pm Show Tuesday but arrangements may be made with the Show Society to continue to dismantle.
- Sites W1, W2 and W3 can only access their sites from Sunday after the Showmen's Guild have had access to bring in their semi-trailers and must be packed up as soon as possible after show has finished no later than 8pm.
- All sites must be emptied and cleaned before 5pm on the Thursday after the Show.

Electricity

- Limited power is available to each site; mostly 10-amp single phase. **One 10amp power outlet** is provided per display. Some sites may have 15 amp and 3-phase power available. Leads may be required.
- Please refer to the map of Power Outlets positions and note that outlets are not allocated and may be in use by another site holder. Leads must not be allowed to run across doorways, walkways, or roads.
- 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 of each you would like on your Application for Trade Exhibitors Rental Site form. Tables are 900 x 1800 x 740mm high.
- 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.

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 Trade Site Application 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.
- If you do not hold current Public Liability Insurance, short-term Market Stallholder's Insurance is available online from several companies.

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 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.
- 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.
- **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 Trade Site Application form.
- No advertising, canvassing, hawking or distribution of printed matter will be permitted outside the contracted site.
- The lessee &/or his employee must conduct themselves in an orderly and respectable manner whilst on the grounds.
- The Atherton Show Grounds are Non-Smoking, Vap and E cigarette free for the duration of the event.
- All pets must be contained at all times. Any animal found roaming will be removed by Local Laws.
- No Itinerant Traders may sell traditional showmen lines without specific permission from Showmen's Guild of Australia. Traditional Showmen Lines means fairy floss, dagwood dogs, waffles, doughnuts, toffee apples, snow cones and cordial based drinks and toys and novelties including dolls on sticks, inflatable and soft plush toys.