



MEMO TO COMMERCIAL SPACE EXHIBITORS - (FORM A)

72nd HUON SHOW

to be held at Ranelagh on
SATURDAY, 17TH NOVEMBER 2018

Our Show is the major one day Show in Tasmania and offers commercial firms the opportunity to exhibit their merchandise in a relaxed country atmosphere. Our Show is well supported by Commercial exhibitors and as a community based organisation, we feel that by keeping our rental at such a low level we are giving you, as an exhibitor, the opportunity to promote your product.

Please complete the attached form and return with remittance by the **14th SEPTEMBER 2018**.
PLEASE NOTE THE EARLIER CLOSING DATE

Applications after this date will be at the discretion of the Ground Space Supervisor.
Return form to:

**Mr. John Marshall
34 Waggs Gully Road
RANELAGH 7109**

As Ground Space is eagerly sought after, we urge you to get your application in early. All Ground Space inquiries should be directed to John **0417 032 209** or **groundspace@huonshow.com.au**

**YOUR ATTENTION IS ALSO DRAWN TO OUR REGULATION THAT ALL DISPLAYS
MUST BE IN PLACE BY 8.30 AM. AND OPERATIONAL BY 9.00 A.M. ON SHOW DAY**
(Failure to do so will jeopardize application the following year)

GATES WILL BE LOCKED TO VEHICLES AT 9.00 A.M.

Please note that arrangements have been made to have Security on the Showground, Friday night prior to the Show. All materials/equipment left at the conclusion of the Show on Saturday night is at the owner's own risk.

We trust that you will accept our invitation to attend our Show and we will look forward to receiving your reply.

Marion Woodward
Secretary
info@huonshow.com.au

HUON AGRICULTURAL SOCIETY INC.

TERMS & CONDITIONS

N.B. INDOOR SPACE NOT AVAILABLE

1. Committee of Management reserves the right to reject or cancel any application.
2. Unless advised to the contrary, every endeavour will be made to accommodate all applications.
3. **In the event of the Ground rental not being paid by the time specified, the application may be cancelled and the site re-allocated. If payment is by direct debit, full reference with name of stallholder must be indicated. Payment must be completed by closing date – 14^h September 2018. REFUND ON PAYMENT WILL ONLY BE MADE AT THE DISCRETION OF THE HUON AGRICULTURAL SOCIETY INC. COMMITTEE.**
4. Stalls must be erected to the satisfaction of the Ground Committee which shall have the right to reject any stall which is untidy or dilapidated. The use of hessian and similar materials are prohibited.
5. **The use of amplifiers must be restricted to meet the requirements of the Ground Steward and excessive noise is prohibited. Amplifiers must be toned down if so required by the Ground Steward.**
6. As the Huon Agricultural Society Inc. is responsible for the tidiness of the Ground, the applicant must leave the Ground in a clean and tidy state. If this Special Condition is not complied with, a **SURCHARGE** will be applied and **FUTURE APPLICATIONS REJECTED**. All Stalls etc. (including frames, timber and all other waste material used) must be removed from the area by the applicant not later than 12 noon on the Sunday following the Show.
7. **ALL STALLS, DISPLAYS, VANS ETC. MUST BE ERECTED BY 8.30 AM AND IN PLACE BY 9.00 A.M. SHOW DAY AND MUST REMAIN ON SITE UNTIL 4.00 P.M. SHOW DAY. GATES WILL BE LOCKED AT 9.00 A.M.**
8. Cancellations of space by applicant will only be accepted up until one week prior to the Show. Failure to occupy space applied for will result in the normal Ground Space charge applying.
9. **ALL APPLICANTS MUST HOLD A CURRENT PUBLIC LIABILITY INSURANCE COVER WITH DETAILS OF SUCH COVER COMPLETED ON THE APPLICATION FORM.**
10. **EVERY STALL OPERATOR AND STAFF MUST HAVE A GATE PASS OR PAY ADMISSION AT THE GATE. ADDITIONAL PASSES CAN BE PURCHASED PRIOR TO THE EVENT.**

THE HUON SHOW IS A SMOKE FREE EVENT



APPLICATION FOR GROUND SPACE – HUON SHOW

N.B. EARLY RETURN OF FORM TOGETHER WITH PAYMENT IN FULL WILL BE TO YOUR ADVANTAGE
BUT MAY NOT NECESSARILY GUARANTEE A SITE.

FULL PAYMENT MUST BE MADE BY CLOSING DATE FOR APPLICATIONS 15TH SEPTEMBER

CONTACT DETAILS

Exhibiting Name		
Contact Name		
Postal Address		
Suburb		Postcode
Contact Number		
Mobile Number		
Email Address		
Website		
Have you exhibited before at the Huon Show?		

I AM APPLYING FOR:

COMMERCIAL SPACE	
Machinery	
Garden / Nursery	
Craft	
Non Commercial displays – eg Vintage Machinery, Show displays etc	
Trade stall	Please identify fully goods offered for sale.

DESCRIPTION OF STALL/ GOODS OFFERED FOR SALE OR DISPLAY:

SITE SIZE – Machinery Firms: Maximum size of site 20mts x 14mts

FRONTAGE REQUIRED.....metres

DEPTH REQUIRED.....metres
(Please make allowance for tow bar, guy ropes etc. when giving measurements)

ALL TENT PEGS ETC. MUST BE COVERED AND EASILY IDENTIFIED. ALL MARQUEES MUST BE SECURELY ANCHORED. 20lt FILLED WATER DRUMS CAN BE USED

Please state if tent, caravan, trestle etc. is to be used:.....

POWER REQUIRED ALL EXTERNAL LEADS/CORDS MUST BE COVERED

COMMERCIAL (A connection and charge fee of **\$10 PER POWER POINT** will apply for power.)

Yes	No
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PLEASE STATE AMPERAGE REQUIRED _____ NUMBER OF P/POINTS REQUIRED _____

WATER REQUIRED

Ye	No
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ADDITIONAL ADMISSION PASSES REQUIRED –

ALL STALLHOLDERS, STALL ASSISTANTS ETC. REQUIRE AN ADMISSION PASS

TICKET TYPE	COST	NUMBER REQUIRED
Adults	\$10.00	
Children (age 5 to under 16)	\$5.00	
Membership (2 adults, 2 children)	\$25.00	

INDEMNITY & PUBLIC LIABILITY

INDEMNITY FORM MUST BE SIGNED PRIOR TO ACCEPTANCE OF APPLICATION.

INDEMNITY

I undertake to keep the Huon Agricultural Society Inc. indemnified against all claims, demands, proceedings, damages, expenses or costs by or at the instance of any person in relation to or in connection with the erection, maintenance, operation and removal of the said display or operation. I also agree to abide by the decision of the Huon Agricultural Society Inc. Committee or its Representative in respect to position of site allocated to me

TRADE SPACE LIABILITY:

This extension indemnifies the Exhibitor for their legal liability against bodily injury or damage to property of third parties as a result of an occurrence caused by the NEGLIGENCE of the Exhibitor.

PUBLIC LIABILITY - INFORMATION REQUIRED	
Name of Company	
Address of Company	
Address	
Suburb	Postcode
Contact Person	
Phone Number	
Email Address	

Signature:

PUBLIC LIABILITY COVER DETAILS:

(This section must be completed if payment for Public Liability has not been taken out under the Huon Show Society's Trade Space Liability cover)

PUBLIC LIABILITY - INFORMATION REQUIRED	
Amount of present cover	\$
Policy Number	
Renewal Date	
Insurance Company	

PLEASE COMPLETE ALL SECTIONS OF THIS FORM

CONSENT

I hereby undertake to pay the prescribed Ground Rental no later than the application closing date – 14th September. I hereby agree to abide by the Rules and Regulations of the Society in connection with letting and control of the Show Ground and any Special Conditions which may be issued from time to time in this respect. **REFUND ON PAYMENT WILL ONLY BE MADE AT THE DISCRETION OF THE HUON AGRICULTURAL SOCIETY INC. COMMITTEE**

I am also of the understanding that my stall/site covered by this form must have and display a fire extinguisher or fire blanket appropriate to my application.

CONSENT	
I/We, (full name) (please print)	
On behalf of name of Club/Association or Individual (please print)	
Have read and understand the terms and conditions of this application on page 2, 5 & 6 of this document and agree to abide by them	
Signature of Applicant (please print)	
Date	

THIS SECTION MUST BE COMPLETED

APPLICATIONS CLOSE ON 14th SEPTEMBER 2018 WITH THE GROUND SPACE SUPERVISOR

**Mr. John Marshall
34 Wagg's Gully Road
RANELAGH TAS 7018**

groundspace@huonshow.com.au

COSTS

SITE/STALL RENTAL

COMMERCIAL SPACE - \$60.00 Minimum (4 metres) \$7.00/metre thereafter

POWER REQUIRED

COMMERCIAL - A connection and charge fee of \$10 per Power Point will apply for power. **ALL EXTERNAL LEADS/CORDS MUST BE COVERED IN PUBLIC WALKWAYS. THIS REQUIREMENT WILL BE STRICTLY SUPERVISED.**

ADMISSION PASSES REQUIRED

Pass allocation free of charge: 4 metres = 2 Passes & 6 metres = 3 Passes

Where Ground space rental paid is over \$100.00, number of free passes allocated will be at the discretion of the Ground Space Supervisor.

ADDITIONAL PASSES

Adults	\$10.00
Children (age 5 to under 16)	\$5.00
Membership	\$25.00

PAYMENT DETAILS – THIS SECTION MUST BE COMPLETED

ITEM	COST
Stall/Site Rental (See above)	
Power Charge (See above) (NUMBER OF POWER POINTS.....)	
Additional Passes (See above)	
Huon Show Membership (\$25.00)	
Donation to the Huon Agricultural Society Inc	
TOTAL PAYABLE Please circle method of payment – Cheque / Direct Debit / Cash Phone banking reference.....	Total: \$

Cheque: Please make payable to: *Huon Agricultural Society Inc.*

Direct Deposit:

Huon Agricultural Society Inc.

Bank: ANZ Huonville.

BSB: 017531

Account No: 48-04516

IMPORTANT: IF PAYING BY DIRECT DEBIT PLEASE ENSURE THAT THE BANK OR THE HUON AGRICULTURAL SOCIETY info@huonshow.com.au IS SUPPLIED WITH IDENTIFICATION OF YOUR STALL AND/ OR THE NAME OF THE OPERATOR

WORK HEALTH & SAFETY

THIS FORM MUST BE COMPLETED AND ATTACHED TO YOUR APPLICATION FORM

Exhibitor Name:		RISK LEVELS (if applicable) H = Act immediately to fix the problem M = Establish appropriate control measures & monitor L = Manage by routine procedure

Hazards	Suggested Risk	Risk Level				Control Measure in Place
		H ✓	M ✓	L ✓	N/A ✓	
Slip Trips and Falls	Exhibit designed to minimise exposure to hazards, slips, trips and falls					
	Barrier in place to separate people from hazardous conditions expected on your site					
	Mats placed over uneven surfaces and cables					
	Warning signs to indicate hazards					
	Surface dried and clean as soon as hazards occurs					
	Hand rails and steps to be of solid construction and manufactured in accordance with Australian Standards					
	Supervision in place to assist and instruct visitors climbing onto plant and machinery					
Electrical	All leads and power boards must have a current testing and compliance tag attached. On site testing and tagging available at exhibitors cost					
	Cables and leads inspected "in situ" to identify risk of crushing/cutting or exposure to moisture. All cables to be covered to public.					
Fire	Public and others separated from sources of fire by barriers					
	Combustible/flammable material kept to a minimum and segregated from sources					
	No smoking near flammable material					
	A fire blanket is required where any cooking activity is taking place					
	Site with Marque/Temporary Structure less than 15m x 20m Minimum of one (1) Dry Chemical Powder extinguisher AB(E) rating					
	Site with Marque/Temporary Structure greater than 15m x 20m Minimum of one (1) Dry Chemical Powder extinguisher AB(E) rating and Minimum of one (1) water extinguisher.					
Plant & Machinery	Segregation of patrons by means of barriers, fences and supervision					
	All machines operating excessively must provide noise control measures for public safety					
	Protective clothing and equipment supplied and used					
	Provide protection to others from injury and contamination with omitting dust and fumes					
Dangerous Goods and Hazardous Substances	All dangerous goods/hazardous substances in suitable containers, labeled and with appropriate warning signs, barriers where applicable and effective supervision					
	Material safety data sheets available at your site					
	Required protective equipment must be made attainable or provided to be worn by workers					
	Exhibitors using Fuels and Gas on their site must advise maximum volume that will be stored on site.	Type:		Volume:		
Cuts and Laceration Hazards	Eliminate sharp objects and protrusions from your exhibit					
	Place barriers between sharp objects and workers/visitors, limit					

	exposure to hazards					
Gravitational Hazards	Heavy items not to be stored at heights					
	Temporary structures checked for stability and strength taking into account possible weather conditions (eg. wind, rain etc.) All silos and tanks should be securely anchored					
Marquee	If a marquee is larger than 100 sq. metres, IT MUST BE ERECTED by a person who has qualifications to do so.	Name of qualified erector:				
	If you are hiring a Marquee please advise company hired from:	Name of hiring company:				
	Do you have the appropriate weights to peg down your marquee? For a guide please contact the Huon Show Groundspace Supervisor and one will be provided.					
Other Hazards Identified						

This statement indicates that I / We, the Exhibitor

Name of Exhibitor's Site: _____

Have implemented the above control measures for our site and activities for the Huon Show to be held on the 17 November 2018 and all assistants at my/our site will be inducted in the Risk/Hazards and understand what controls are necessary.

Person Responsible: _____ Signed: _____

Title: _____ Date: _____