



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 132nd Show and will be a three (3) day event being held on Thursday 14th, Friday 15th and Saturday 16th May 2020.

KEY CONTACTS

Show Office	07 5482 1721	admin@gympieshow.com.au
David Warren (Space Steward)	0407 132 565	admin@dkwtoilethire.com.au
Olivia Walton (Site Supervisor)	0409 279 529	accounts@ajwmdr.com.au

TRADING HOURS

<u>Pavilion:</u>	Thursday 14 th : Open 9am	Closed: 9pm
	Friday 15 th : Open 9am	Closed 9pm
	Saturday 16 th : Open 9am	Closed 5pm

Outside Space and Machinery Alley

	Thursday 14 th : Open 9am	Closed 9pm
	Friday 15 th : Open 8am	Closed 9pm
	Saturday 16 th : Open 8am	Closed 5pm

PRE-SHOW REQUIREMENTS (Vendors and Site Holders)

1. All site holders must have **full payment** made **by 5pm 24th April 2020**
 - 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
 - Worker's Show Pass at a 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 14th to Saturday 16th May 2020 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 13th May and from 7am Thursday 14th May.

The Pavilion is open to the public from 9am Thursday 14th May 2020 onwards.

All other areas

Set up time and Days: From Monday 11th May to Wednesday 13th May 2020, between the hours of 8am to 5pm.

EVENT PACK DOWN DETAILS (Vendors and Site Holders)

Pack up time: **Saturday 16th 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 16th May, as you may forfeit your bond.**
- 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 16th 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 22nd May 2020 so that electronic payment can be processed.



SECTION: _____

STEWARD: _____

RECIPIENT: _____

VALUE USED: \$ _____

GENERAL APPEARANCE REQUIREMENTS

- Sites are always to be kept clean and tidy 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 13th May 2020. 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 loudspeakers 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 2020 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:

- Vendors must hold a current Food Business Licence with Gympie Regional Council or their local council and have the licence on display at all times for the duration of the Show.
- 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 to view the Food Act 2006 or 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 28th February 2020.
- 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. All public liability insurance policies must be current for the duration of the Show.

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 Co-Ordinator.
- Upon arrival to the venue, please report to the Show 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, the 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 Gympie District Show Society 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 11th May till Sunday 17th May 2020.

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 Gympie District Show Society (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 liable for any accident, which may occur in connection with his/her business and the site holder shall 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 num-chuks, 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 erected, 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 2020.
- The Show will only be cancelled in case of dangerous adverse weather conditions e.g. flood.
- You will be notified by 6am on Sunday 10th May 2020, if the Show is to be cancelled.
- 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 of an alarm over the main arena or Pavilion, depending where the fire is.
- Please keep roadways and entrances clear of obstacles.

A Complete List of Preferred Suppliers will be provided in March 2020

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
Brown Macaulay Warren	John Weller	84 Monkland Street 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 Milk	Dick Schroder	1275 Mary Valley Road Dagon Q 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
Groves Electrical	Doug	5 Corella Court Gympie Q 4570	07 5483 6298	no website	Electrician
Newk's Plumbing	Andrew	Greens Creek Q 4570	0418 800 018	www.newksplumbing.com.au	Plumber
Gympie Gold City Cabs	Jackie	11 Drummond Drive Gympie Q 4570	07 5480 1900	www.131008.com/cgi-bin/cart/services.cgi?display=1769	Taxi Service
Tom Grady Rural Merchandise		53 Tozer St, Gympie QLD 4570	07 5482 1692	www.tomgrady.biz/	Rural Supplies
Corbets Group	Mick	3 Corbet Road, Gympie QLD 4570	(07) 5482 7388	www.corbets.com.au	Haulage, transport, sawdust and landscape supplies, heavy plant & equipment hire
Bendigo Bank		68 Mary St, Gympie QLD 4570	(07) 5481 1787	www.bendigobank.com.au/public/community/our-branches/gympie	Banking