

Terms & Conditions

Site charges and allocation

Queanbeyan Showground site fee is \$9.90 per square metre (incl GST). For example, a 10 x 10 metre site will cost \$990.00.

Most sites in the centre of the showground are nominally 100 sq metres. Larger sites can be allocated in 50sq metre increments. Small market style stalls may be available.

Sites on the perimeter of the showground vary in size. The Exhibitor Manager will adjust perimeter site areas wherever possible to meet exhibitor needs.

Exhibitor site preferences will be accommodated wherever possible. However, it is recommended that exhibitors indicate at least **three** site preferences. Please advise any restrictions that should be considered before sites are allocated.

Allocation of Exhibitors to sites will be undertaken in the order that deposits are received.

The allocation of exhibitors to sites remains at the discretion of the Exhibitor Manager.

The Management Committee reserves the right to refuse an application for exhibition space.

All applications will be confirmed either by mail or e-mail.

Successful applicants must have signed the Exhibitor Application form and agree to accept the Terms and Conditions in this document.

Deposits

A deposit of 20% of the estimated site fee is required to reserve a site.

Discounts for early payment

A discount of 20% of the full site fee will apply if payment is received in full by close of business, Friday 31 August 2007.

For example, a 100 sq metre site with a nominal cost of \$990.00 (incl GST) will be granted a discount of \$148.50 if paid within the discount period.

Due date for balance payable

The balance of site fees must be paid by close of business, Friday 7 December 2007.

Invoices for any unpaid amounts will be mailed to exhibitors by 9 November 2007.

The Management Committee reserves the right to reallocate sites to other exhibitors if site fees remain unpaid after 7 December 2007.

Entry to the Showground may be refused if the site fee is not paid in full before the start of the show.

Cancellations

All cancellations must be in writing. Cancellations received before 7 December 2007, will receive a refund minus an administration fee amounting to 20% of the full site fee.

The Management Committee is not obliged to refund any site fees paid for cancellations advised after 7 December 2007.

Any request for cancellation of a site should be forwarded by certified mail to the Combined ACT 4WD Clubs Promotion, PO Box 110, ERINDALE ACT 2903.

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Electricity

A 240vac 1ph mains supply power (single GPO) is available to a number of sites. If power is required, you must request this at the time of your application.

One x 10 amp outlet cost = \$75.00
Two x 10 amp outlet cost = \$150.00

Exhibitors are required to provide their own electrical extension leads.

All electrical leads connected to the showground power reticulation system must be tagged and the certification must be current. Non-complying leads will be removed.

Portable Generators **are not** permitted.

Power charges are additional to the site charge and are not subject to early payment discount.

Sub-Letting of Sites

Exhibitors **are not** permitted to sub-let any part of their site without the prior approval of the Management Committee.

Exhibitor Entry Passes

Each Exhibitor will receive two Exhibitor Passes for every 100 square metres of site, or part thereof. Additional passes may be purchased for \$5.00 per pass.

Food and beverages on sites

A number of charities have been approved by the Management Committee to operate venues for the sale of food and beverages.

Any food or beverages provided at an Exhibitor's site are to be for consumption by Exhibitors and their guests, only.

No food or beverages are to be offered to the general public for sale unless otherwise agreed in advance.

Raffles and fund-raising activities

A number of charities have been approved by the Management Committee to conduct raffles on-site.

The soliciting of donations, or conduct of raffles and other fund raising activities by other Exhibitors is strictly prohibited.

Announcement of demonstrations and seminars

Where required, announcements will be made over the PA system to advise the public of demonstrations or seminars being conducted by Exhibitors. Relevant details should be provided to the show office.

Exhibitor hours of operation

Exhibits are required to be staffed and operational during the entire show period unless variations are negotiated with the Management Committee.

Exhibitors are required to have their exhibits/displays fully operation by 8.00am, Saturday 9 February 2008.

Access to showground

The Glebe Avenue gate to the showground will be manned between 8.00am and 5.00pm on 8, 9 and 10 February 2008 for exhibitor access. Outside these times access times may be provided by contacting the Exhibitor Manager on 0409 992 810 and making the necessary advance arrangements.

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Vehicle Admission and Parking

Vehicle access to the showground will be through the Glebe Avenue gate.

Exhibitors wishing to gain access outside the public hours of entry must check with the showground Security staff before proceeding to a site.

Only vehicles essential to the nature of an Exhibitor's display should remain on site during the public hours. All other vehicles should be parked in the designated Exhibitor parking areas.

Pets and Animals

NO pets or animals are allowed on the showground during the duration of the show.

Hire of tents and equipment

The Management committee have endorsed Kennards Event Pty Ltd as the preferred supplier of marquees and related exhibition equipment.

Exhibitors are encouraged to use their services and should deal directly with Kennards who may be contacted on (02) 6211 3050; Fax (02) 6211 3061.

Care of sites

Exhibitors must observe marked site boundaries and all vehicles, displays, tents, guy ropes, etc must fit within the marked site area.

Sites are to be maintained in a clean and tidy condition.

Rubbish and unwanted packaging or display material is to be placed for disposal in the large skip located on the southern side of the showground.

Exhibitors are requested to make good any damage to the sites before departure and leave the site in a clean and tidy condition.

On-site activities

Activities at an Exhibitor's site are to be conducted in a safe and orderly manner, and shall cause a minimum of disruption, or disturbance, to surrounding Exhibitors.

The Exhibitor Manager shall be the sole determinant as to the acceptability of activities conducted at any site.

Insurance requirements

Exhibitors at this event are required to have insurance cover for the duration of the set-up, show, and pull down periods.

Insurance must be underwritten by a reputable insurance company.

- Public liability insurance (\$10,000,000 cover as a minimum);
- Workers compensation insurance

A copy of the certificate of currency for each of the insured events must be provided to the Management Committee by Friday 7 December 2007.

Weather and related claims for losses

Exhibitors will not have any claim against the Management Committee should factors such as weather or competing activities in the region result in a lower patronage than was expected.

Lodgment of an Application Form and payment of the associated site fee by an Exhibitor constitutes acknowledgement of this.

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Showground Security

The Management Committee will use its **best endeavours** to ensure that Exhibitors' property at the showground is secure.

However, it must advise that attendance at the show is at the Exhibitor's risk and the Management Committee takes no responsibility for any theft, loss, or damage to an Exhibitor's property that may occur.

Exhibitors must ensure that they have adequate insurance cover for the activities to be undertaken.

Security staff, either a commercial security organization or the SES, will be manning the gates and patrolling the showground from 5.00pm each night to 8.00am the following morning from Thursday 8 through to Sunday 10 February 2008.

Amendment to Terms and Conditions

The Management Committee reserves the right to vary the above conditions without notice.

Exhibitors will be advised of any variations that may occur.

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General Exhibitor Information

Location

Queanbeyan is located on the eastern boundary of the ACT and the showground is in the centre of the city. Vehicular entry to the showground is from Glebe Avenue, Queanbeyan.

Hours of operation

The show will be open to the public from 8.30am to 5.00pm on Saturday 9 February 2008 and from 8.30am to 4.00pm on Sunday 10 February 2008

Public admission charges

Public admission charges are \$10.00 general admission and \$8.00 concession, available only to holders of a Government approved Senior or Pension Card. Children under 16 are free. Prices are inclusive of GST.

Advertising and publicity

An extensive advertising campaign utilizing television, radio and print media will be undertaken in the Canberra and Southern NSW Regions.

Press releases will also be issued through the Canberra Tourism and Events Corporation channels.

EFTPOS facilities

At this stage there are no EFTPOS facilities available at the showground

Programs

A complimentary program will be provided to all members of the public at the entrance to the showground.

Exhibitors are asked to provide a clearly

printed 20-word narrative describing their product, service or company for insertion into the program.

The listing may be edited if necessary to comply with space requirements. Errors due to unclear writing will not be the responsibility of the Management Committee.

Emergency services

Qualified First Aid personnel will be on duty throughout the public show period.

Police and Fire Brigade services are located in the near vicinity at Queanbeyan. (Emergencies call 000, Police Assistance 131444).

Camping on site

Exhibitors may camp at the showground free of charge.

After hours this may be either on your site or in the designated camping area at the showground.

Shower facilities are available 24 hours.

Exhibitor Dinner

All exhibitors are invited to join with the Combined ACT 4WD clubs for dinner on the Saturday evening during the show. Please advise in your application if you will be attending.