

ORANGE SHOW SOCIETY INC.  
P.O BOX 312, ORANGE NSW 2800 PH: (02) 6362 0535  
AFTER HOURS: 0451 326 623 (SECRETARY)  
Email: orangeshowsecretary@gmail.com  
OFFICE HOURS: WEDNESDAY 11AM TO 1PM  
PRESIDENT: PETER NAYLOR. SECRETARY: EMMA BRADFORD

Dear Trade Space Holder

I would like to thank you for expression of interest in holding a trade space at the 2020 Orange Show, which is to be held on the 9<sup>th</sup> to the 10<sup>th</sup> of May.

Below you will find all the information that will assist you in making your application successful. Please find enclosed an application / contract form for trade space, regulations and conditions pertaining to trade space.

**Conditions covering Trade Space** – There has been significant changes to the conditions covering trade space (see attached). You are urged to review the information to ensure your compliance in all areas including; food and drink vendors; access times; parking restrictions; electricity arrangements; banned product; site sizing and zoning.

- Food and drink vendors are required to make contact with the Orange City Council to ensure compliance of their van prior to the show. There will be no refund made to any food provider who is closed for any reason by Council's Food Inspectors. Phone (02) 6393 8000
- No refund will be made for cancelled space if site cannot be reallocated. A cancellation fee may apply to a cancelled application.
- Type of goods being sold must be fully identified on application.
- Banned products such as laser lights, spot pellets, knives, etc must not be displayed sold, given or exchanged.

**Public Liability:**

A current copy of your Public Liability Insurance policy up to a minimum of \$10M is required with your application. The policy must identify the; insurance company; policy number; amount covered; and the date. If no cover is able to be provided a charge of \$20.00 (incl. GST) is required to ensure coverage under the Orange Show Society Public Liability Insurance Policy.

- **Advertising Opportunities** – to assist you in selling your product at the 2019 Orange Show the following opportunities are provided.
- Public Address advertising on the grounds during the show hours.  
(Please provide a copy of your material in written form)
- Local newspaper advertisements.

## **Entry Charges to the Show**

- Trade space site exhibitors will be provided with 4 x single one day passes per site. Additional one day ticket are available to be purchased at a cost of \$10 (incl.GST). Each to a maximum of 5 per exhibitor. These additional tickets are only available for purchase when placing your application and payment is required with your final payment due on the 25th March 2020.
- Accommodation list can be provided on request from either the Show Society or the Orange Visitors Centre. Ph.1800 069 466.

We look forward to hearing from you soon.

Regards

Emma Bradford  
Secretary

Attachments:

- 1) Trade space contract & regulation
- 2) Site costing
- 3) Application form
- 4) Site maps

## **TRADE SPACE CONTRACT AND REGULATIONS 2020 ORANGE SHOW**

(All prices and charges include GST) **Payment :**

- 1) **Payment** of site fees are due in full prior to 5pm Monday 4<sup>th</sup> of May 2020
- 2) On placing your application a \$100.00 deposit is required.
  - a) The booking fee will be deducted from the total of your site fee and is non-refundable.
  - b) Site costing and map attached
  - c) All sites will receive 4 x single day passes at no additional charge.  
Additional passes are available to purchase from the Show Office prior to  
The show or at the gate on show day

### **Gate Admission Prices:**

Adults \$15.00 Child (5yrs –12yrs) \$8.00 Aged pensioners \$8.00  
Family (2 adults & 2 children) \$40.00

### **Membership Prices**

Ordinary Membership (3 x 2day passes) \$30.00  
Life Membership (3 x 2 day passes) \$200.00  
Junior Membership (under 16 yrs) 1 x 2 day pass \$8.00

- d) **Site fees** can be paid by cash or cheque or direct deposit to Orange show society BSB082774 ACC 645205548 with your name as a reference. EFTPOS and credit card facilities are not available at current stage.
- 3) **Power:** Standard power is accessible to all indoor sites. Unfortunately not all outdoor sites have access to power. Please ensure that you state if you will require a power site when completing your application form.(Note this will be checked after set up)
  - a) Standard power includes running of lights, TV, video or DVD player or any other Small electrical device. Please ask if you are not sure that you will be Covered under this section.
  - b) We request all Cooking / Freezers / Coffee Machine food and drinks stalls to provide their own generator. However under no circumstances are they to provide power to other site holder, (all sites will be checked after set up, to reduce problems with power please nominate the correct power supply!!!)
  - c) Any site holder that requires access to power supply from behind or near another Site holder are requested to notify the site holder that they wish to access.
  - d) Due to OH&S reasons all lines that are cross roads or other areas that have traffic Flow are required to be covered with a non-slip mat.

- 4) **Public Liability:** All Agricultural Show Societies require trade holders to carry \$20,000,000 or over public liability cover. If your company does not carry this amount of cover the Orange Show Society can provide you cover under their insurance scheme for \$30 per trade site. All trade site holders carrying their own insurance must attach a copy of the policy with the application and also carry the policy on the two days of the show. Any applications received without a copy of the insurance policy will not be accepted.
- 5) **Parking:** Parking on site will be provided to all trade space holders at no Additional charge. Indoor vendors parking site will be outside of the pavilions And specified outdoor trade space holders will be able to park on their site or at Allocated parking area (indicated on site map). Please indicate on your application If you require a parking label to place on your vehicle.
- 6) **Banned or Restricted Items:** The Agricultural Societies Council of NSW and the Showmen's Guild of Australasia have agreed that the following lines (distributed for sale, exchange, free distribution or in sample bags) be strictly prohibited at country agricultural shows as it is our aim to protect and attract families to the show.

Explicit and hard-core T-Shirts  
 Playing cards (nude or Lurid)  
 Fireworks – Crackers  
 Knives (including pen knives) or cutting instruments  
 Stink or water bombs  
 Fuel Type lighters (Zippo)  
 Pressure pack snow  
 Laser Pointers

Horns and Trumpets  
 Drug related goods  
 Fake cigarettes  
 Pressure pack fart gas  
 Water pistols over 150mm (6'')  
 Metal & Wooden Material art Nunchakus  
 Silly String

Toy guns are acceptable, however the following are not: Pellet Guns, Ball Bearing Guns, Replicas Guns (bullet Type), Pop Downs (throw downs, eight shot caps, strip caps or roll caps).

- 7) **General Conditions:**
- a) The sub-letting or transference of trade space sites to any other person is NOT permitted unless approved by the trade space coordinator.
  - b) The allocated space must be solely used for the purpose specified in the application to the show society.
  - c) Amusement rides or simulation are allocated only in the area by the Showmen's Guild of Australasia and a letter to the Showmen's Guild must be enclosed with your application. These site locations will be allocated the week of the show.
  - d) The show society shall not be liable to the exhibitor for loss of profit or merchandise as a result of any cause beyond the reasonable control of the show society, incomplete or partial failure or suspension of; the supply of electricity, water, storm water or sewerage services to the Showground or should the exhibitor be prevented or impeded in using the allocated space as originally contemplated.
  - e) The Show Society reserves the right to relocate any exhibitor to an alternative site.
  - f) The application is not valid unless signed. The signature appearing on the application form indicates that the conditions set out have been accepted and that the exhibitor and his/her representatives agree to abide by them.
  - g) Under no circumstances are there to be any driving of nails, staples, screws, sticky tape and the like into the pavilion walls, by order of the trustee of the Orange

Showground. The exhibitor shall be liable for the repair or restoration of any damage occasioned to any building or grounds by exhibitors or their employees, to the satisfaction of the committee.

- 8) **Services - Security:** The Orange Show Society provides a limited amount of security personnel who are in attendance from Friday until Sunday afternoon on the grounds and in the pavilions. Specific security for any individual space holders should be arranged privately and must be presented to the committee in writing two weeks prior to the show.
- 9) **OH&S Requirements:** All hazards (including trailer draw bars, etc.) must be kept clearly identified, marked and barricades installed. If star posts are to be used, safety caps must be in place.
- 10) **Serving of stands and movement of vehicles:** Where servicing and replenishing of trade site is required, it must be completed by 8.30 am on each day of the show and the movement of vehicle bearing parking ticket will be restricted after this time. This also applies to movement of exhibitors vehicles to and from stands.
- 11) **Alcohol & Tobacco:** The Orange Show is an alcohol free show. The sale and consumption of alcohol is **Strictly Prohibited**. The selling of tobacco products is also **Strictly Prohibited**.

ANY CONTRAVENTION OF THESE CONDITIONS COULD RESULT IN THE AUTOMATIC CANCELLATION OF THE SPACE HOLDER RIGHT TO OCCUPY SPACE AND THE IMMEDIATE CESSATION OF THEIR TRADING OPERATION AT THE SHOW WITHOUT RECOMPENSE FOR SPACE CHARGES ALREADY PAID.

FAILURE TO COMPLY WITH THESE CONDITIONS COULD ALSO RESULT IN SPACE HOLDERS NOT BEING PERMITTED TO ATTEND FUTURE SHOWS.

2020 Site Fees.

Indoor Sites.

Site Size	Non Power Site	Standard Power Site
3m x 2m	\$90.00	\$120.00
5m x 2m	\$140.00	\$180.00

Outdoor Sites.

Site Size	Non Power Site	Standard Powered Site	Cooking/Freezer/Coffee Machine Powered
<b>3m x 3m</b>	<b>\$85.00</b>	<b>\$120.00</b>	<b>\$150.00</b>
<b>3m x 6m</b>	<b>\$105.00</b>	<b>\$145.00</b>	<b>\$175.00</b>
<b>6m x 6m</b>	<b>\$170.00</b>	<b>\$210.00</b>	<b>\$240.00</b>

**Alternative sites for food trade site holders are available upon application.**

President: Peter Naylor

Orange Show Society Inc.

Secretary: Emma Bradford

P.O.Box.312 Orange NSW 2800

Phone 0263620535

[www.orangeshowociety.org.au](http://www.orangeshowociety.org.au)

**TRADE SPACE APPLICATION AGREEMENT**  
 Orange Show 9<sup>th</sup> and 10<sup>th</sup> of May 2020

Name	Phone
<input style="width: 450px; height: 20px;" type="text"/>	<input style="width: 120px; height: 20px;" type="text"/>

Postal Address	Fax
<input style="width: 400px; height: 20px;" type="text"/>	<input style="width: 120px; height: 20px;" type="text"/>
<input style="width: 400px; height: 20px;" type="text"/>	
<input style="width: 400px; height: 20px;" type="text"/>	

Site Location	Inside	Outside
	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>

Size Required	Inside Space Sizes	3m x 2m	5m x 2m	
		<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	
	Outside Space	3m x 3m	3 m x 6 m	6m x 6m
		<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>
	Other (food traders only)	Frontage	x	Depth
		<input style="width: 80px; height: 20px;" type="text"/>		<input style="width: 80px; height: 20px;" type="text"/>

Powered Required	Nil	Standard	Cooking/Freezer/Coffee machine
	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>

Public Liability Insurance	Yes	No
	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>

\$20,000,000 cover must be held and a copy of the policy enclosed with application.  
 If you do not hold a current policy or your policy is not to this value, a fee of \$20.00 is applicable.

Site Deposit: A deposit of \$100 is required with all bookings to ensure security of site.  
 Deposit is non refundable

Signature	Date
<input style="width: 380px; height: 30px;" type="text"/>	<input style="width: 170px; height: 30px;" type="text"/>

OFFICE USE ONLY		
Site	Deposit	Final Payment
<input style="width: 110px; height: 20px;" type="text"/>	<input style="width: 120px; height: 20px;" type="text"/>	<input style="width: 140px; height: 20px;" type="text"/>
Receipt	Own Insurance	A S C Insurance
<input style="width: 120px; height: 20px;" type="text"/>	<input style="width: 140px; height: 20px;" type="text"/>	<input style="width: 150px; height: 20px;" type="text"/>