

COMMERCIAL SITES APPLICATION 2020



Friday 7th and Saturday 8th February, 2020

Dear Exhibitor,

Preparations are well underway for the 2020 Nowra Show, which is one of Shoalhaven's largest events and is the longest running annual event in the region.

The Nowra Show provides a huge consumer market for exhibitors and allows exhibitors to promote their goods and services with an anticipated 10 000 plus visitors over the two days of the show. Both Friday and Saturday support large attendances for the afternoon and evening entertainment programmes with Saturday being the most popular.

The attached 2020 Site Terms, Conditions and Regulations are designed to assist you in the preparations and the operation of your exhibit for the duration of the Show. They outline the requirements under which exhibitors, exhibition staff and associated services are to operate.

The 2020 Application and Site Terms, Conditions and Regulations forms the exhibitor's agreement. You must comply with these terms and ensure that your staff is aware of the contents of this agreement and operate under its requirements and guidelines.

The Nowra Show Committee would like to wish you a successful 2020 Nowra Show.

Thank you for your support.

Robyn Nelson/Amanda Garratty
Site Co-Ordinators

Phone: 0491 128 900

Email: sites@nowrashow.org.au

ABN 36 200 908 752

PO Box 494

Nowra NSW 2541

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GENERAL INFORMATION

IMPORTANT TELEPHONE NUMBERS:

EMERGENCY	000	Ambulance	000
Shoalhaven City Council	4429311	Fire Brigade	000
Show Office	0491128900		
Shoalhaven Hospital	44213111		
Police (Nowra)	44219699		
James Thomson – Ground Steward Attractions Arena Sites			0411 016 078
Mr Wayne Dunn – Ground Steward and Safety & Security			0418424810
Mr Jim Purtell – Ground Steward			0423211230

SHOW OFFICE HOURS – 2020:

General Hours – Thursdays from 6 th December 2020	10am – 4.30pm
20 rd January – 6 th February Monday to Friday	10am – 4.30pm
Thursday 6 th February	9am – 5pm
Friday 7 th February	8am – 9pm
Saturday 8 th February	8am – 9pm
Sunday 9 th February	8am – 12 noon
Monday 10 th February	10am – 4.30pm

SHOW OPENING AND CLOSING TIMES:

Friday 7 th February, 2020	8am – 11pm
Saturday 8 th February, 2020	8am – 11pm

BANKING:

There are no Banking Facilities at the Nowra Show Office.

The Office will accept cash or cheque.

Direct Deposit to be made to Nowra Show Society

BSB 032 691 A/c No 692478

ATM Machine will be on site

MEDICAL AND FIRST AID:

First Aid Facilities will be located on the Showground.

The nearest Public Hospital Casualty Department is Shoalhaven District Hospital, Scenic Drive NOWRA 44213111

CAMPING:

Camping is permitted in designated areas. Approval from the Nowra Show Society Inc. is required prior to camping.

Camping fee is included with site costs for Thursday 6th, Friday 7th, Saturday 8th and Sunday 9th Additional nights will be charged at \$ 20 per night.

Fees will be collected daily.

Please Note: Nowra Show ground is a **primitive** campground.

TERMS, CONDITIONS and REGULATIONS

1. BANNED ITEMS LIST AT AGRICULTURAL SHOWS AS PER THE FEDERAL COUNCIL OF AGRICULTURAL SOCIETIES:

Drug Related Goods (including Cocaine Kits, Bongs Etc.)	Playing Cards (Nude or Lurid)
Explicit and Hard-core T-Shirts	Pressure Pack Snow
Fake Cigarettes	Pressure Pack Fart Gas
Fireworks – Crackers	Silly String
Fuel Type Fire Lighters (Zippo)	Stink Bombs
Horns & Trumpets	Bouncing Beans
Knives (including Pen Knives)	Water Bombs
Laser Pointers	
Metal and wooden Martial Art Nun chukkas	
Samurai Swords, English Swords and Fencing Swords are to be sold in Sealed Packages by Licensed Traders ONLY	
Toy Guns are acceptable, however, the following are NOT : Ball Bearing Guns, Eight Shot Caps, Pellet Guns, Pop Downs (Throw Downs), Potato Guns (Bullet Type), Roll Caps, Strip Caps, Water Pistols over 150mm (6")	

2. BUMP IN AND BUMP OUT TIMES:

Movement of vehicles during Show hours must be restricted to a minimum.

Bump in: Prior to 8am Friday 7th February

Access to showgrounds from Friday 25th January 2020

Vehicle movement during the show is prohibited unless the vehicle is accompanied on foot by a delegated show representative, wearing a high vis jacket, walking pace allowed only for the vehicle whilst displaying hazard lights.

3. CANCELLATION:

Exhibitors may reduce their space or completely withdraw from Nowra Show without penalty provided they advise the Show Office by 3th February, 2020. Exhibitors reducing their space or completely withdrawing from the Nowra Show 2020 after 3th February, 2020 will not be entitled to a refund and shall be liable for the total cost of the space including any fees in their signed Application unless the cancelled site has been resold.

4. COMPETITIONS:

Exhibitors are to make application to the Nowra Show Society Inc. if they intend to conduct a competition at the Show, in order to gain permission. Competitions may be permitted in conjunction with exhibits provided that no entry fee is required. All necessary permits to conduct such competition must also be in place.

NOTE: The sale of raffle tickets is strictly prohibited. Exhibitors must remain in their designated area.

5. COMMUNITY DISPLAYS:

On application selected space will be available at a reduced fee to registered charities (who supply their registration number) and community groups.

6. DELIVERIES: The Nowra Show Society will not take delivery of any goods, packages or other materials on behalf of the exhibitor, nor will the Nowra Show Society Inc. accept responsibility for the safety or well-being of such items on or delivered to the site in the absence of the exhibitor, his agent or contractor.

7. ELECTRICAL LEADS AND POWER:

Any exhibitor intending to bring electrical equipment to the showground will be required to ensure that such equipment is tagged and tested and fitted with or connected to "Earth Leakage Circuit Breakers: and also to ensure that all electrical leads, tools and appliances are in good condition and meet all safety standards of work cover requirements. No power leads to be placed on ground and shall be affixed to power box without the use of power boards/double adaptors. Non complying equipment will be removed and disposed of. NOTE: Immediate disconnection from the power supply shall be enforced if an Earth Leakage Protection Device is not evident at the connection switchboard. Limited 3 phase power connections are available however, you must advise the Nowra Show Society with your application.

8. EXHIBITORS RESPONSIBILITY:

An Exhibitor's responsibility whilst on the Showground can be summed up simply. "BE A GOOD NEIGHBOUR". All exhibits, regardless of size, should be given equal opportunity to present and sell their products or services. All exhibitors are requested to read the details in this manual carefully. Should any exhibitors breach any clause in the Application or fail to comply with any of the requirements in this manual, the exhibit and/or the exhibitor may be removed from the Showground by the Nowra Show Society. All exhibits and associated equipment to be displayed safely meeting Work Cover requirements and any object deemed unsafe by Committee of Nowra Show Society Inc. to be removed or rectified as requested by Steward.

All displays to be of a static nature unless prior approval for non-static display has been granted in writing by Nowra Show Society Inc.

Any instruction/direction given by Stewards during the Show to be followed and in the case of an accident you will be required to immediately contact a Steward or Show Office.

The Nowra Show Society Inc. wishes the Nowra Show to be a safe, friendly place for all visitors, exhibitors, competitors, staff and participants. This cannot be achieved without your help.

If you see or hear anything which is likely to cause damage, injury or offence, please contact the Nowra Show Office immediately 0491 128 900

9. FOOD STALL OPERATION:

The operation of temporary/mobile food vending facilities at Nowra Show falls within the jurisdiction of Shoalhaven City Council as an enforcement agency of the Food Authority of NSW.

It is a requirement that all temporary/mobile food vending facilities in operation at the Show be approved and Licenced by the Shoalhaven City Council.

10.GROUP STANDS:

Organisers of group stands are responsible for ensuring that all staff on their stands are fully aware of and agree and abide by the Terms, Conditions and Regulations

11.INSURANCE:

A copy of your Public Liability Certificate of Currency for a minimum of \$20,000,000 (Twenty Million) is to be submitted with your application. The liability cover provided by the exhibitor/stallholder must be from an APRA approved insurer.

Exhibitors may only apply for cover under the Show Societies Public liability policy provided they are not register with an ABN. Acceptance is at the discretion of the Show Society and no product Liability cover will be provided under any circumstances. An excess of \$1500 is payable by the Exhibitor/Stallholder in the event of a claim payable under the Public Liability policy. If you are accepted for cover under the Show Societies Cover Public Liability Insurance, you will be required to pay an additional amount of **\$55**

The Nowra Show Society Inc. will not themselves be responsible for the safety of any articles of any kind brought onto the Showground by exhibitors, their servants, agents or contractors, members of the public or any person whatsoever. Exhibitors shall fully insure against risks, including Public Liability not less than \$20,000,000 in addition to all risks

12.NOISE:

Noise from activities which you perform is to be kept to a level which is acceptable by Nowra Show Society Inc.

13.OPERATING OUTSIDE ALLOCATED SPACE AREAS:

All Site Holders must operate and display their goods within the confines of the area for which they pay and have been allocated space. This also includes the handing out of pamphlets and the like which is restricted to the allocated space.

14.PASSES TO THE SHOW:

ONLY two complimentary passes will be issued – any additional passes are available for a reduced fee of \$10 from the Show Office. The passes will be held at the Show Office for your collection or posted on request prior to Show.

15 PAYMENT:

Once application has been approved a tax invoice will be issued, once paid your site package will be forwarded to you.

16. REMOVAL OF EXHIBITS:

Should any exhibitor, their agent or contractors fail to remove any exhibit, stand, wire, ropes, rubbish or fitting within the move out times stipulated, then the Exhibitor shall indemnify the Nowra Show Society Inc. in respect of any claim thereby occasioned for failure to give possession of any part of the Exhibition venue on the due date and the Nowra Show Society Inc. shall be entitled, but not obliged, to remove such materials as they consider best at the cost of the Exhibitor who shall be liable for all loss and costs thereby occasioned.

17. SECURITY:

The Nowra Show Society Inc. provides a limited number of security personnel who are in attendance. Specific security for individual Stall holders should be arranged privately, at the space/stall holders expense

18. SELLING RIGHTS:

The Nowra Show Society reserves the right to give an exhibitor exclusive selling rights for any products or service to be exhibited on the Showground

19. SIGNAGE AND ADVERTISING:

Exhibitors advertising or signage should be of a high, professional quality and is only permitted within the boundaries of the display. Exhibitors with special requirements (such as the hanging of any large banners above their stand) are asked to contact the Show Office prior to the 29th January, 2020. The cost of hanging any large banners will be borne by the Exhibitor. The Nowra Show Society Inc. reserves the right to remove any advertising or signage.

20. STALL OPERATING TIMES – FRIDAY AND SATURDAY:

Trading is permissible from 8am to 10pm Friday 7th and Saturday 8th February, 2020

21. SUB-LETTING OF SPACE:

Exhibitors **must not** transfer, dispose of, part with or otherwise sub-let the whole or any part of their space, offer, store or offer accommodation whether for financial consideration or otherwise, or enter into any agreement to do so. An exhibitor may not, except by express written permission from the Nowra Show Society, display or indirectly advertise or give credits to any products other than their own or their principals nominated on their 2020 Application.

22. TOY AND NOVELTY GUIDELINES:

Show Bag Traders and Exhibitors selling toy or novelty products are reminded that they must comply with regulations set by the Office of Fair Trading, and information regarding these guidelines needs to be obtained from the Office of Fair Trading on 13 13 04

23. Stakes and Star post are not to be driven into the ground unless authorised by show society member.

24. VEHICULAR ACCESS – Show Exhibitor Vehicle Policy:

Vehicle movement during the show is prohibited unless the vehicle is accompanied on foot by a delegated show representative, wearing a high vis jacket, walking pace allowed only for the vehicle whilst displaying hazard lights.

(emergency vehicles exempted) Parking is permitted on the Showground directed by Nowra Show Society Inc. Officials. Vehicles parked incorrectly on commercial sites where the owner is unable to be located and creating a long term difficulty for other stall holders will incur a fine and the vehicle may be removed from the showground at the registered owners expense. Your complimentary pass must be worn to entitle you to free vehicle access during Show hours.

All vehicular exhibits to be secured in such a way as to prevent accidental roll away/movement or operation.

25. WASTE WATER:

No waste water is to be allowed to run onto the grounds or into storm water gutters at any time.

Exhibitors need to comply with Shoalhaven City Council Requirements. Any enquiries please contact Shoalhaven City Council on (02) 44293111

26. "Right to Refuse Exhibitor":

The Nowra Show Committee will not accept any exhibitions, displays or promotions that are of a political or religious nature or otherwise in the opinion of the Nowra Show Committee, does not meet the agricultural objectives of the Nowra Show. The Nowra Show Committee reserves the right to refuse any such exhibition, display or promotion in accordance with this condition.

An exhibitor will not be entitled to a refund and shall be liable for all associated fees where the Exhibitor does not disclose the nature of their exhibit by 13th Jan 2020 or misleads the Nowra Show Committee as to the true nature of the exhibit, and the exhibit, display or promotion is refused in accordance with this condition.

27. "Indemnity":

The Exhibitor shall indemnify and hold harmless the Nowra Show Committee against all loss or damage, directly or indirectly arising from any breach of these conditions or any law by the Exhibitor or any negligent act or omission by the Exhibitor.

CLOSING NOTE:

***ANY CONTRAVENTION OF THESE TERMS, CONDITIONS AND REGULATIONS STATED COULD RESULT IN THE AUTOMATIC CANCELLATION OF THE STALL HOLDERS RIGHT TO OCCUPY SPACE AND FOR THE IMMEDIATE CESSATION OF THEIR TRADING OPERATIONS AT THE SHOW WITHOUT RECOMPENSE FOR SPACE CHARGES ALREADY PAID.**

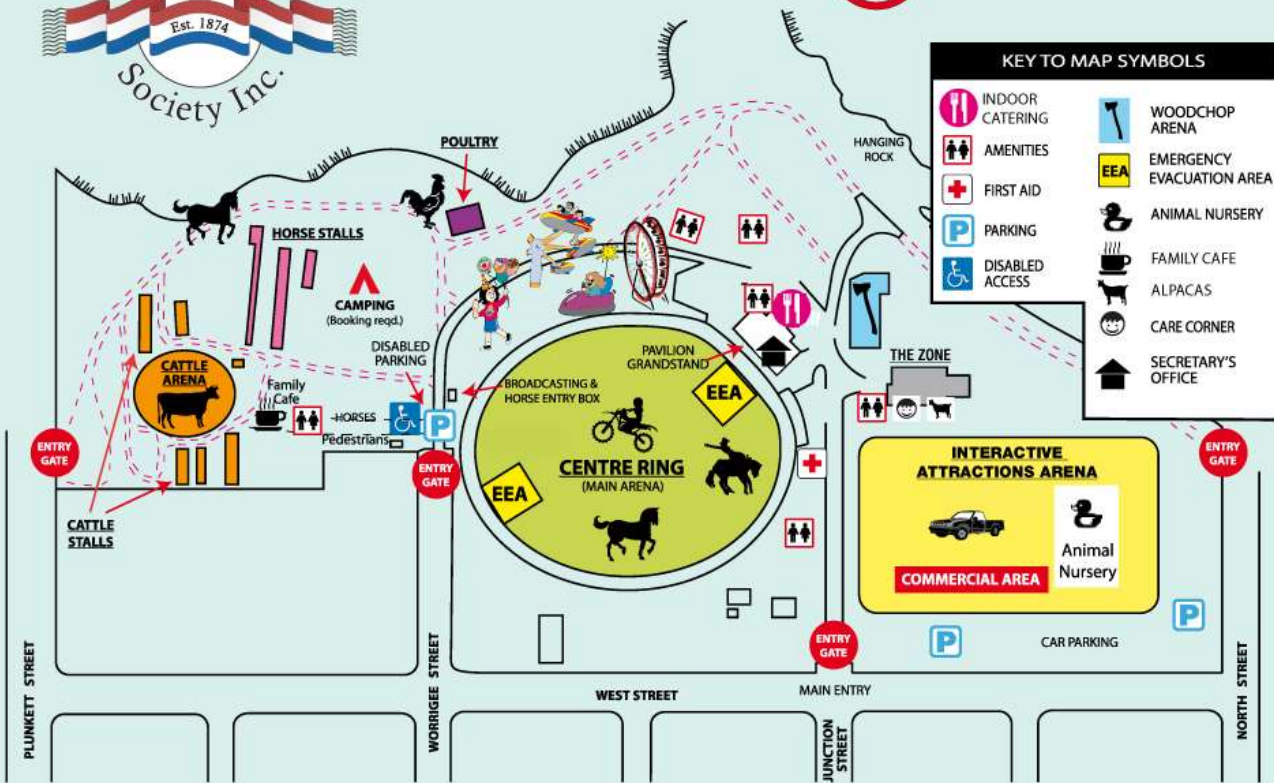
***FAILURE TO COMPLY WITH THESE TERMS, CONDITIONS AND REGULATIONS COULD ALSO RESULT IN A STALL HOLDER NOT BEING PERMITTED TO ATTEND FUTURE SHOWS.**

***IT MAY BE NECESSARY TO REALLOCATE THE SITE ALLOCATION AT THE DISCRETION OF THE GROUNDS CO-ORDINATOR OR THE NOWRA SHOW SOCIETY.**

***PLEASE READ AND BE AWARE OF ALL THE TERMS, CONDITIONS AND REGULATIONS BEFORE SUBMITTING YOUR SITE APPLICATION.**



The Nowra Show is an alcohol free zone



KEY TO MAP SYMBOLS	
	INDOOR CATERING
	AMENITIES
	FIRST AID
	PARKING
	DISABLED ACCESS
	WOODCHOP ARENA
	EMERGENCY EVACUATION AREA
	ANIMAL NURSERY
	FAMILY CAFE
	ALPACAS
	CARE CORNER
	SECRETARY'S OFFICE



phone: 0491 128 900
 Email: info@nowrashow.org.au
 ABN 36 200 908 752

Address all mail to:
 Secretary
 PO Box 494, Nowra NSW 2541

2020 NOWRA SHOW - 7th & 8th February 2020 – SITE APPLICATION FORM

Name: _____
Business Name: _____
Postal Address: _____
 Suburb/City: _____ State: _____ Post Code: _____
 Phone: _____ Email: _____
 Description of Products/Goods and Services: _____

APPLICATION TO BE RECEIVED BY NOWRA SHOW SOCIETY BY 13th January 2020

OUTSIDE –INTERACTIVE ATTRACTIONS ARENA SITES:

Grassed Oval (Added Area)
COST: 3 metre frontage - \$120 For 2 Days
 \$75for Saturday
6 metre frontage - \$220 For 2 Days
 \$ 150 For Saturday
12 metre and above frontage - \$330 For 2 Days
 \$ 220 for Saturday

APPLICATION SUMMARY

ALL SITES ARE GST INCLUSIVE
SITE REQUIREMENTS:

- Interactive Attraction Arena **YES/NO**
- Junction St **YES/NO**
- **ZONE** **YES/NO**

Frontage _____ metres
 Depth _____ metres
 Additional Passes _____

OUTSIDE - JUNCTION ST SITES & FOOD COURT

Bitumen Surface at main entrance:

For the **TWO DAY** show
COST: 3 metre frontage - \$220
 6 metre frontage - \$360
 9 metre frontage - \$440
 12 metre frontage - \$550

**Greatly Reduced
Rate**

HAVE YOU.....

- Completed All Areas of this application **YES/NO**
- Signed and dated the application form **YES/NO**
- Attached a copy of your Current
 1. Public Liability showing a min. insured of \$20,000,000 **YES/NO**
 2. NSW Safe Food Handling Cert (If Applicable) **YES/ NO**
- Do you require camping **YES/NO**

Inside - ZONE – for Two Day Show

Cost: 3 metre x 3 metre - \$120

**Two complimentary passes will be issued. Additional two day passes are available at a reduced rate of \$10 and must be purchased pre-show. Daily Show Gate Admission of \$15 will apply and will not be refunded.
 NO PASS NO ENTRY**

**An invoice for payment will be forwarded.
 Once approval for site has been granted**

**APPROVAL TO ATTEND WILL NOT BE GIVEN
 UNLESS INSURANCE CERTIFICATE IS PROVIDED
 POSITIONS WILL NOT BE GUARANTEED.**

I and my employees, servants and agents shall observe and be bound by the Nowra Show Society Inc. Terms, Conditions and Regulations as attached in this application.

Name of Applicant: _____

Signature of Applicant: _____ **Date:** _____