

BUNDABERG AGRICULTURAL PASTORAL AND INDUSTRIAL SOCIETY INC.

P.O. BOX 915
 BUNDABERG Queensland 4670
 A.B.N: 21 134 402 026



TELEPHONE: (07) 4138 7605
 EMAIL: admin@bundabergshow.com.au

EXHIBITOR SITE APPLICATION
 AT THE BUNDABERG REGIONAL SHOW
 AND
AGREEMENT
 TO ABIDE BY THE SITE CONTRACT AND APPLICABLE RENTAL CONDITIONS

Written applications **ONLY** will be considered.
Your application is only APPROVED once an INVOICE has been issued

Site Applications CLOSE 14th MAY 2025

SHOW DATES: 28th, 29th & 30th of May 2025

APPLICATION DETAILS

Trading Name:		ABN:	
Contact Name:		Contact Number:	
Email:			
Business Address:			
Other Contact:		Contact Number:	
Product type/Sale items: <i>(Please list a description of goods)</i>			
Public Liability Insurance: <i>(Copy must be supplied)</i>	Insurer:	Policy Number:	
Preferred Payment Method:	<input type="checkbox"/> Bank Transfer	<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque

****OFFICE USE ONLY****

Date:	Total Site Fee:	Invoice Number:	Issued:
Date:	Amount Paid:	Receipt Number:	Issued:
Electricity: YES / NO	Extra Passes: YES / NO	Total site size (mtrs):	Passes Issued:
15amp x	Exhibitors x	Public Liability: YES / NO	Food Licence: YES / NO / N.A.
32amp x	Single Day x	Camping: YES / NO	Site Location:
Booking Cancellation: / / No site fees will be refunded after 19th May, 2025			Comments:

PLEASE COMPLETE THE FOLLOWING BOOKING FORM

NO POWER IS INCLUDED IN SITE FEE and MUST be indicated & purchased separately

SITE OPTIONS & DETAILS		COST	BOOKING
PAVILION SITES:	STRICTLY NO marquees in the Pavilion! Any food or animal products for consumption must be in sealed packaging.		
	3m frontage x 3m depth	\$450	
	6m frontage x 3m depth	\$700	
	9m x 3m (open all sides) (Limited available)	\$950	
	6m x 6m (open all sides) (Only 1 available)	\$1,200	
OUTDOOR General Sites:	PLEASE CONSIDER your vehicles drawbar, marquee ropes, etc when booking your site.		
	3.5m frontage x 6m depth	\$350	
	7m frontage x 6m depth	\$600	
	10.5m frontage x 6m depth	\$850	
Main Arena: All 3 days & RODEO night	LIMITED number of sites available! Allocated at Site Manager's discretion.		
	3.5m frontage x 4m depth ONLY	\$450	
	7m frontage x 4m depth ONLY	\$700	
Agricultural Lane:	Machinery, vehicles, ag equipment for DISPLAY or SALE ONLY!		
	7m frontage x 6m depth ONLY	\$500	
	10.5m frontage x 6m depth ONLY	\$750	
POWER OUTLETS: (None included in site fee)	15 amp outlet – maximum of 2 Number required: _____	\$25 ea	
	32 amp outlet – maximum of 1	\$50	
EXTRA PASSES: (If required)	PLEASE NOTE: 2 x Exhibitor Passes are issued per booking.		
	Exhibitor Pass (3 days) - maximum of 3	\$30 ea	
	Single Pass (1 day) - maximum of 10	\$10 ea	
CAMPING:	Standard fee regardless of the amount of nights		
	Anytime from 26/05/25 to 01/06/25	\$50.00	
ALL PRICES ARE INCLUSIVE OF GST		TOTAL COST:	

Please, DO NOT make any payments until an INVOICE has been issued

All payment details will be provided on the Invoice.

Payment MUST be received by 19th of May, 2025 to confirm the booking.

PLEASE NOTE

You MUST have Public Liability Insurance to the value of \$20,000,000 to be eligible for a site at the 2025 Bundaberg Show. A copy MUST be supplied with this application.

Please read and understand the terms of the **SITE CONTRACT & RENTAL CONDITIONS**, as laid down by the Bundaberg A.P. & I. Society Inc. and agree to abide by said terms.

****THE LAST PAGE OF THIS FORM MUST BE SIGNED AND SUBMITTED WITH APPLICATION****

SITE INFORMATION FOR TRADERS

- The Site Manager for 2025 Bundaberg Show is Karly. All correspondence is to be made via email to: admin@bundabergshow.com.au

If it is completely necessary and a more immediate response is required, Karly's number is 0458219920. *(Contact via text messaging prior to the show is preferred. Please include your name and business name in message for reference)*

- Camping on the grounds is permitted from 26/05/25 to 01/06/25. Please specify whether you require camping on your booking form as there is a fee.
- All Site Holders **MUST** report to the Site Manager, located at the front of the Main Pavilion. You will then be directed to your site location and given your exhibitor passes.
- **Bump in day is Tuesday 27th of May, from 8:00am to 6:00pm** *(Site Manager Office hours)*.

PLEASE contact the Site Manager as soon as possible if you are unable to arrive during these hours, so that alternative arrangements can be made

- Entry to the grounds on Tuesday until 6pm, is via the Rotary Club gates on Kendalls Road and the Service Gate on University Drive.

After 6pm Tuesday, exhibitors will only have access to the grounds via the Service Gate on University Drive (opposite the Bundaberg Waste Facility) and a code will be required to access the lock on the gate. Please speak to Karly for the code if you wish to leave/enter after hours.

- All sites must be ready to trade by 8:30am on Wednesday 28th of May and there is strictly NO vehicle movement in site areas after this time.
- All sites are expected to trade for **all three days** of the show (28th, 29th & 30th of May, 2025).
- The Show is open to the public 8:00am to 9:30pm each day with the Rodeo being held from 5pm on Friday.
- The Main Pavilion is open to site holders from the Site Manager's Office:
Wed-Thu: 8:00am to 8:30pm Friday: 8:00am to 6:00pm
- The Main Pavilion is securely locked each night from 9pm and there are security patrols on the ground 24 hours a day. Although, early stall closure while the public are still on the grounds increases the risk of theft or damage to stock or stalls and the Bundaberg Show Society will not be responsible for damage or theft that may occur.
- ALL USED COOKING OIL MUST BE CONTAINED AND REMOVED FROM THE GROUNDS. GREY WATER AND WASTE MUST BE CONTAINED AND DUMPED AT APPROPRIATE DUMP POINTS ON THE GROUNDS OR REMOVED. Please speak to the Site Manager, when collecting your passes so that they can direct you to the nearest dump point, if necessary.

Anyone who dumps oil or waste on the Bundaberg Recreational Precinct grounds *WILL BE CHARGED* for the damage and entire clean up.

BUNDABERG AGRICULTURAL PASTORAL AND INDUSTRIAL SOCIETY INC.

P.O. BOX 915

BUNDABERG QLD 4670

TELEPHONE: (07) 41387605

EMAIL: admin@bundabergshow.com.au

Hitz 93.9 BUNDABERG SHOW - 28th, 29th & 30th MAY 2025

SITE CONTRACT AND RENTAL CONDITIONS

FAILURE TO COMPLY WITH THE UNDERMENTIONED CLAUSES WILL RESULT IN THE CANCELLATION OF SHOW SITE AND EVICTION FROM GROUNDS

1. Applications for a site can be made by completely filling out and returning the Site Application Form or Showbag Site Application Form to the Show Office or email: admin@bundabergshow.com.au
2. Invoices will be issued once application is approved. Fees **MUST** be received at the Bundaberg Show Office by the 19th of May 2025. If not paid by this date, the booking may be cancelled and may result in missing out on a site at the Show altogether.
3. **Payments can only be made via the following options:** Cash, Cheque or Direct Deposit. *Please note - *If paying by direct deposit, a copy of the bank receipt MUST be forwarded to the site manager**
4. **Bundaberg Show is a THREE DAY show** – ALL exhibitors are expected to be OPEN and TRADING for all three dates stated on Site Application.
5. Notification of intended cancellation must be lodged in writing as soon as possible. **NO site fees will be refunded after 19th of May 2025.**
6. **TWO (2) complimentary THREE-DAY EXHIBITOR'S PASSES are issued PER SITE.** These passes admit the bearer to the showgrounds for the entire duration of the 2025 Bundaberg Show. They are to be retained by the holder and to be presented on demand.
7. **ADDITIONAL** Three-Day Passes **MUST** be included in site application and paid for when booking a site, at the cost of **\$30.00 each** to the exhibitor/site holder.
8. **SINGLE ADMISSION PASSES** can be used **ONCE ONLY and MUST** be handed in upon entry at the gates. Single admission passes are subject to issue at the discretion of the Site Manager, upon application by the exhibitor/site holder. Single admission passes are charged to the exhibitor/site holder at the concessional rate of **\$10.00 per pass**. These must be applied and paid for when booking a site. The limit of **TEN (10) Single Admission Passes**, applies to all exhibitors/site holders.
9. **ALL SITE SETUPS MUST BE COMPLETED BEFORE 8:00am Wednesday, 28th May 2025.**
10. Displays, stalls, or fixtures **MUST NOT** be dismantled, nor movement of vehicles on the showgrounds before 3pm Friday 30th May 2025, without prior consent by the Site Manager.
11. The Bundaberg A.P. & I. Society Inc. undertakes to rent the site and/or building in its present condition. All subsequent plumbing, carpentry, and electrical requirements remain the responsibility of the exhibitor.
12. **NO VEHICLE MOVEMENT** is permitted within the grounds while the Bundaberg Show is OPEN to the public.
13. All electrical leads must be tested and tagged and must not impede the flow of pedestrians and vehicles. **Leads may be randomly checked during the Show.**
14. Rental of site allocations remains the prerogative of the Bundaberg A.P. & I. Society Inc. to within described area to be used only and solely for the purposes specified hereon, **no subletting will be permitted.**
15. Only those goods of the nature stated on the Site Application form are to be displayed and/or sold. The Show Committee obtains the right to enter upon the area described and to remove any article, sign, pictures, or printed matter, which may be deemed as obscene, or cause offence to the general public.
16. All foodstuffs, human or animal, for display or sale in the Main Pavilion **MUST** be in sealed packaging. There are to be **NO** marquees or gazebos erected in the Pavilion. **NO** dogs permitted in the Main Pavilion.
17. The lessee must confine his/her business to the purposes described herein. No selling, canvassing, hawking or distribution of printed or other matter, will be permitted outside of the area contracted for.

18. **ANY** attempt by site holders within the commercial exhibit area (including gate entry points), to **RELOCATE** without the specific authority of the Site Manager, **shall incur IMMEDIATE FORFEIT of trading rights at the Bundaberg Show.**
19. Exhibitors, their representatives, and employees will always conduct themselves in an orderly and respectable manner. Alcohol must **NOT** be consumed on exhibit stands by site holders, representatives, or employees.
20. The Site Manager reserves the right, in unforeseen circumstances, to amend or alter the size or location of allocated sites, and site holder/trader hereby undertakes to agree to any such alteration as deemed necessary.
21. **Under NO circumstances** shall site holders excavate, dig or place pegs in his/her site area, without firstly securing permission from the Site Manager.
22. Each stand is to carry at least **ONE** fire extinguisher of approved type, and suitable for use on the prospective display.
23. Site Application bookings **MUST** allow for actual frontage measurement, in metres, including drawbar lengths and shutter/shade extensions, and tent pegs.
24. Application **MUST** state specific power requirements for anticipated load capacity, single (15amp) or three phase (32amp) connection. **If power needs are not stated or paid for**, there will not be any power allocated to your site.
25. **A copy of the current Public Liability Policy held by each Trader/Exhibitor must be supplied with every site application form.** Given details of current Public Risk Insurance coverage will be respected as private and confidential information.
26. **Food vendors MUST have their Food Licence displayed while trading.**
27. The exhibitors shall comply with all Commonwealth, State and Local Government statutes, regulations and local laws including but not limited to the guidelines on the safety of showbags, toys and novelties as published by the Queensland Department of Consumer Affairs.
28. Where a site has been allocated to any Trader/Exhibitor, The Bundaberg Show Committee reserves the right, in case the said person shall fail to make or maintain an adequate or creditable display, to declare that allocated position (or any part thereof) subject to forfeit.
29. NB: Trade exhibitors/site holders must NOT allow their allocated site to be used for fundraising activities, even though said exhibitor/site holder may be involved in a sponsorship programme on behalf of a particular charitable cause, without prior exemption by the Bundaberg Show Committee.
30. Itinerant traders must not display or sell any fare recognised as an approved line of the Showmen's Guild of Australasia.
31. **Vehicles and machinery** for show-time exhibits **must be on site at the Bundaberg Show by 7.00 a.m. on Wednesday 28th of May 2025.** Compliance with this direction will allow ground staff to secure access gates before public gates are open for public admission. With the general exception of vehicles for exhibit purposes, only those with Exhibitor Passes will be allowed to enter the Showgrounds during the Bundaberg Regional Show.
32. All service vehicles must use the allocated Service Gate, and ALL vehicles must be removed from within the Showgrounds **by 8.00am daily.** This condition will be strictly enforced, and offending vehicles may be towed from the Showgrounds at the OWNER'S EXPENSE.
33. It remains the responsibility of the trader/exhibitor to ensure the cleanliness and tidiness of occupied positions for the duration of the Show. The Show Society will arrange for general cleaning of aisles and passageways daily.
34. It is agreed that the Bundaberg A.P. & I. Society Inc. **WILL NOT, under any circumstances** be held responsible for any loss or damage to the Stock in Trade etc. or any part thereof, or any site holder or exhibitor, from any cause whatsoever.
35. The Show Society will use its best endeavours to ensure the supply of standard services, but it shall not incur any liability to the trader/exhibitor for losses, damages or expenses or otherwise if through strike, lock/out, accident, force majeure or other cause beyond the control of the Society, or any such services

which wholly or partially fail or cease to be available nor shall the exhibitor/site holder be entitled to any allowance in respect of rental due or paid under this Agreement.

36. Although public address systems are not officially banned, the use of same must be governed and will be strictly monitored by officers of the Show Society. Offending equipment will be confiscated for the remainder of the Show.

37. The Society shall determine when the Exhibition shall be opened to the general public

ADVERTISED HOURS OF SHOW 2025:

Wednesday 28th May – 8:00am to 9:00pm
Thursday 29th May – 8:00am to 9:00pm
Friday 30th May – 8:00am to 9:00pm

ADVERTISED HOURS OF PAVILION 2025:

Wednesday 28th May – 8:30am to 8:30pm
Thursday 29th May – 8:30am to 8:30pm
Friday 30th May – 8:30am to 5:00pm

38. INDEMNITY CLAUSE

‘The exhibitors shall indemnify and hold indemnified the Bundaberg A.P. & I. Society Inc. from and against all actions, claims, demands, losses, damages, costs and expenses which the Bundaberg A.P. & I. Society Inc. may sustain or incur or which the Bundaberg A.P. & I. Society Inc. may become liable during or after the term of this Agreement in respect of or arising from any personal injuries sustained by any person in or about the site occupied by the exhibitor, howsoever caused, other than the wilful or negligent act of the Bundaberg A.P. & I. Society Inc. or its servants, loss or damage or injury from any causes whatsoever to property or person caused by or contributed to by the use of the site by the exhibitor or any servant, agent, sub-licensee, or other person authorised by the exhibitor, loss, damage or injury from any cause whatsoever to property or person within or without the site, occasioned or contributed to by the neglect or default of the exhibitor or any servant, agent or other person claiming through or under the regulations and restrictions on the part of the exhibitor/trader under this Agreement whether positive or negative expressed or implied.’

39. The Bundaberg A.P. & I. Society Inc. **WILL NOT** be held responsible for any accident which may be caused through or by the site holder, or which may occur in connection with his/her business, and the site holder shall indemnify the Society against any legal proceedings arising from any such accident.

CHECKLIST FOR YOUR APPLICATION

- I have clearly completed **ALL** sections of this application.
- I have indicated ALL power requirements to trade during the Show *(If required)*
- I have indicated ALL the passes that will be required for the duration of the Show
- I have SIGNED the Site application below and this page will be supplied upon submission
- I have attached a CURRENT copy of the Public Liability Insurance Certificate valid for the Bundaberg Show 2025
- I have attached a copy of the Food Licence *(where applicable)*
- I have READ and UNDERSTAND the Site Contract & Rental Conditions and AGREE to the Terms and Conditions of the Bundaberg A. P. & I. Society Inc.

Name:

Signature:

Date: