



TRADE SITE PROSPECTUS

Emerald Show
4th-5th June 2024



Welcome to the Emerald Show

2024 will see the Emerald Agricultural Show celebrate its 95th year and continue to showcase the region's agriculture industry. Enjoy the variety of fun with animal exhibits, section competitions and family entertainment through sideshow alley, commercial site displays and centre ring events. This iconic event delivers a feast for the senses with art and crafts displays, live entertainment, night-time fireworks show and so much more. Running over two days, the 2024 Emerald Agricultural Show will have an exciting program of events to entertain the whole family from Tuesday 4th and Wednesday 5th June. Emerald's Show public holiday will be Wednesday 5th June 2024. Find program and competition information at www.emeraldshow.org.au as details are locked in.

2024 Key times and dates

Sites fees due	30th April 2024
Trade site bump in	Sunday 2nd June 9am-5pm Monday 3rd June 7am-5pm
Event Dates	Tuesday 4th June & Wednesday 5th June Gates open Tuesday 8am - midnight Wednesday 8am-4pm
Trade site hours	Tuesday 8.00am -8.00pm Wednesday 8.00am-4.00pm
Trade site bump out times	Wednesday from 5.00pm Thursday anytime

Application process

Trade site applications will be assessed based on suitability to the event and the following event selection criteria:

- Applicants must meet all requirements, including fully completed forms and supply the relevant documentation outlined in the application checklist.
- Emerald Show Society reserve the right to reject any application in our sole discretion and in this regard will be final.
- Applicants will be notified by email that they have been successful.
- Site deposit and refundable holding amount must be paid within 2 weeks of the application being approved. Sites are not secure until payment has been made.
- Once we reach site capacity, unsuccessful applicants will be placed on a waiting list. In the event of a cancellation or declined offer, we will refer to the waiting list and make second round offers.

Trade site fees

Food Vendor	\$55 per M front
Outside	\$40 per M Front
Inside	3x3M site \$231 , 6x3M site \$396.00, 9x3M site \$550.00
Machinery	15M front \$450.00

Additional trade pass per day \$11.00

*Please ensure accurate measurements when selecting a site size, this will be the total of space provided, this includes back of house requirements. If you don't specify complete space, we cannot guarantee spacing on the day.

Waste

Wheelie bins are scattered throughout the show for the vendors and patrons use.

Site holders are required to maintain their site throughout the event and leave their site in a clean and tidy condition. Please remove any items belonging to your site, including any large cardboard boxes, wrapping etc. NO oil drums are to be left, it is your sole responsibility to discard safely.

Trade Passes and Vehicle Movement

- Each site is issued with 2 exhibitor passes, any extras required will need to be purchased at \$11 each per day.
- No parking on grounds unless the vehicle is part of your display. If your vehicle forms part of your display, no vehicle movement is permitted during event operating hours. All vehicles can be parked in the showgrounds carpark.

Site Allocation

- Trade site placement and overall event layout is at the discretion of the Emerald Agricultural Show organisers. Trade site applicants can request a preferred location, however this cannot be guaranteed in all instances.
- When advising what site size you require, the entire stall footprint including all ropes and awnings and back of house must be included. If you are a food vendor you need to include cold rooms, storage and freezers.

Items Not Approved

The sale of Traditional Showmens Lines are restricted as per the agreement with the Queensland Chamber of Agricultural Societies Inc. The following products can only be sold by members of the Showmen's Guild of Australasia and thus are not to be sold by exhibitors.

Fairy Floss *Dagwood Dogs *Waffles *Doughnuts *Toffee Apples *Snow Cones *Cordial based drinks *Toys & Novelties – Dolls on sticks ,*Inflatable toys and soft plush toys

Safety Instructions

All persons working on site during the event are required to have the following on them at all times:

- All relevant licenses for the operation of plant and equipment (if applicable)
- Current Food License (if applicable)
- Current Insurance
- Pegs greater than 300mm are prohibited on the showgrounds

If you require the use of pegs greater than 300mm a council permit will be required. **Please contact:**

admin@emeraldshow.org.au

to obtain further information and requirements.



- It is not acceptable for stallholders to encroach onto the walkways for access and safety reasons.
- If you require first aid and are able to take yourself to the onsite first aid facility during the event period, the In4Training First Aid tent is available to all patrons.
- In the event of an emergency, please call 000
- There are 3 areas allocated for an Emergency Evacuation, please make yourself familiar with the area(s) allocated for any event precinct you may be working in.
- Evacuate the area as directed – [MAP ATTACHED](#)
- Go to the nearest assembly area and wait for further instructions.
- Follow the instructions of the Fire Officers or Emergency Service Officers.
- Do not go back to your work area without prior approval from the chief warden or emergency services personnel.

General Information

- All Exhibitors **MUST** contact the Trade Site Steward or General Manager before setting up
- All items relating to your site **MUST** be within your allocated site space, this includes advertising materials (sandwich boards, flags, banners)
- You must keep your area in a clean, tidy and safe state at all times
- All electrical equipment used on site, including power cords **MUST** be tested and tagged with a valid and up-to-date tag. Random compliance checks are done throughout set up time by the Compliance Officer.
- All leads on the grounds are to be covered. Stallholders to supply their own lead covers.
- Emerald Show Society has a **ZERO TOLERANCE** approach to discrimination, harassment, bullying, victimisation and violence.
- Consumption of alcohol by any personnel working on site is prohibited.
- Smoking is not permitted within the designated event precinct at any time
- All animals must be on a leash or chain at all times. Any dogs found roaming the grounds will be removed by council at the owners cost
- Licensed security is onsite from 8am Monday 3rd June – 5pm Wednesday 5th June 2024

Terms and Conditions

By submitting an application for 2024 Emerald Show , you agree to abide by and be bound by the following terms and conditions:

1. When advising what site size you require, the entire stall footprint including all ropes and awnings and back of house. If you are a food vendor you need to include cold rooms, storage and freezers.
2. The site fees must be paid in full to the Emerald Show Society by the payment deadline to secure your booking.
3. Emerald Show Society reserves the right to cancel or postpone the 2024 show for any reason. In the event of cancellation by us prior to the commencement of the event, we will reimburse all the site fees. All other costs incurred by the site holder such as accommodation and travel will not be reimbursed.
4. Cancellation by the trade site holder must be in writing to admin@emeraldshow.org.au with minimum FOUR week's notice to be eligible for a refund on your trade site.
5. The trade site holder indemnifies Emerald Show Society against claims by any person in respect of injury, death or loss of or damage to any property, resulting from or in any way connected to the trade site holder.
6. All trade site holder are required to hold a public liability insurance policy current at the time of the Emerald Agricultural Show 2024 (including bump-in/bump-out period) for an amount not less than twenty million dollars (\$20,000,000). The insurance policy must list Emerald Show Society as an interested party and cover liability to the Emerald Show Society for loss of or damage to property and death or injury to any person.
7. Trade site holder are not permitted to sublet their site.
8. Any trade sites deemed by the Emerald Show Society to have NOT complied with trade site regulations including early pack up, encroaching outside your allocated space will for fit their \$100 trade deposit.
9. Emerald Show Society retains the right to enter your site at any time and request the removal of any article or sign which is deemed not eligible for display or is considered offensive.
10. Any faults or power failures caused due to a trade site holder's underestimation will be charged to the trade site holder.
11. All food vendors must comply with health requirements of the Food Act 2006, Food Regulation 2016 and the Food Safety Standards. Council Environmental Health Officers may inspect your business to ensure the requirements are being met.
12. Dumping of your used water or waste on the ground/or in the gardens is not permitted and is a direct breach of Environmental Laws in place across Australia.

13. Trade site holders must not encroach onto any walkways or pedestrian access. If Emerald Show Society identifies a potential safety hazard within the site, you must comply with instructions to remove the hazard. This includes any form of signage, promotional or advertising material on or around the precinct outside the boundaries of their allocated site.

14. Emerald Show Society will not be liable for any theft, loss or damage to property during the event including bump in and bump-out period.

15. Microphones, sound amplifiers and machine demonstrations will be permitted only so long as they cause no annoyance to neighbouring trade site holders or the visiting public. If you are asked to see use by the Emerald Show Society you must comply.

16. The site set up must be completed and the display open for business and manned at all times during the event operating hours. The trade site holder shall not dismantle, remove or pull-down the site or any part of it before the close of business on the final day of the event.

17. Vehicles involved in the dismantling of trade sites will not be permitted entry to the event site before the close of the event on the final event day. Vehicles forming part of the trade site display are not permitted to move during event operating hours.

