

IPSWICH SHOW SOCIETY



TRADE SITE APPLICATION FORM

IPSWICH SHOW 2024

OUR STORY

... SO FAR

As a premier exhibition of industry and enterprise for the Ipswich and West Moreton region, the Ipswich Show is one of the largest regional shows on the Queensland Agricultural Show calendar, regularly attracting up to 36,000 visitors.

The Show promotes excellence in all forms of regional enterprise by encouraging competitive exhibitions of primary industry, animals, and arts and crafts to name a few of the many Sections. The economic benefits to the region from the Show and associated activities are considerable. Substantial numbers of urban and rural people visit the Show each year generating an enormous economic benefit to the Ipswich Community.

An extensive array of attractions, amusements and wholesome family entertainment are planned for the Show on an ongoing basis over the three days. The Ipswich Show is produced and managed by the Ipswich Show Society, a not-for-profit organisation, and in 2024, will celebrate its 151st anniversary with gates opening on Friday 17th May until Sunday 19th May.

In short, Ipswich Show aims to:

- Promote, raise awareness and build appreciation of the agricultural, pastoral, horticultural and industrial wealth of the district
- Create an event that builds community identity, pride and sense of place
- Nurture creativity in the region by providing a 'stage' to showcase our talent
- Create a vibrant and engaging community atmosphere for people of all ages and abilities to enjoy
- Attract visitors to the region



SNAPSHOT

IPSWICH SHOW 2023



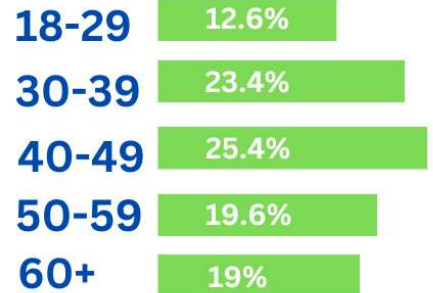
Total number
of days

150

years

In 2023, we celebrated
our 150th
annual show

Our attendees' ages



More than

36,000

visitors attended the 2023 Ipswich Show.
42% of attendees were new in 2023

Peak attendance times



Friday
9am to 12pm
& 4pm to 6pm
Saturday
2pm to 5pm
Sunday
10am to 1pm

167 877

Organic Facebook reach

5,124

Organic Instagram reach

74 960

Paid Facebook reach



149

Vendors





IPSWICH SHOW SOCIETY

IPSWICH SHOW TRADE SITE APPLICATION FORM 2024

17 to 19 May 2024

Please note that this application form does NOT guarantee automatic approval to participate.

EXHIBITOR DETAILS

FIRST NAME	
SURNAME	
BUSINESS OR ORGANISATION	
ABN	
POSTAL ADDRESS	
SUBURB	
STATE	
POSTCODE	
MOBILE/PHONES	
EMAIL	
SOCIAL MEDIA LINK/S:	
PRODUCT DESCRIPTION	
<input type="checkbox"/> Please attach current images/photos of your display/stand/business	

SITE APPLICATION DETAILS

INDOOR SITES

SIZE Please select ✓	COST	QUANTITY
<input type="checkbox"/> 3x3 metre	\$ 630 including GST	
<input type="checkbox"/> 6x3 metre	\$1 170 including GST	
<input type="checkbox"/> 9x3 metre	\$1 800 including GST	
<input type="checkbox"/> 12x3 metre	\$2 430 including GST	
<input type="checkbox"/> CUSTOMISED SIZE – please provide meterage: _____ m2 (\$65/m2)		

OUTDOOR SITES

SIZE Please select ✓	COST	QUANTITY
<input type="checkbox"/> 3x3 metre	\$ 395 including GST	
<input type="checkbox"/> 6x3 metre	\$ 725 including GST	

FOOD VENDORS

<input type="checkbox"/>	\$45/m2 including GST
Site Size (Overall) including drawbar (minimum frontage of 3m and depth of 3m)	FRONTAGE _____ m
	X DEPTH _____ m
	TOTAL AREA _____ m
	Height - for site planning only _____ m
TOTAL COST @ \$45 per m2 \$ _____	

SITE LOCATION

While every effort is made to accommodate vendors with their preferred site location, we cannot guarantee your preference.

Preferred Site	Please select ✓
EXHIBITION/TRADE CENTRE <i>Indoor Site Fee</i>	<input type="checkbox"/>
EVENTS CENTRE <i>Indoor Site Fee</i>	<input type="checkbox"/>
SIDESHOW ALLEY <i>Outdoor or Food Site Fee</i>	<input type="checkbox"/>
HERITAGE PRECINCT/BOULEVARD <i>Outdoor or Food Site Fee</i>	<input type="checkbox"/>
LANEWAY AND OUTER PRECINCTS <i>Outdoor or Food Site Fee</i>	<input type="checkbox"/>
EATS ALLEY <i>Outdoor or Food Site Fee</i>	<input type="checkbox"/>

DO YOU HAVE A PREFERRED LOCATION WITHIN THIS AREA?

POWER REQUIREMENTS

The Ipswich Show Society is unable to process your application until your power requirements have been supplied.

PLEASE NOTE all cables, leads, power boards and electrical items must display current tested tags. NO piggy back extension leads or cables are to be used.

Select if applicable ✓	Please list the equipment/items requiring power
NO ELECTRICITY	<input type="checkbox"/>
10 AMP X 1	<input type="checkbox"/>
10 AMP X 2	<input type="checkbox"/>
10 AMP X 3	<input type="checkbox"/>
10 AMP X 4	<input type="checkbox"/>
10 AMP X 5	<input type="checkbox"/>
15 AMP X 1	<input type="checkbox"/>
15 AMP X 2	<input type="checkbox"/>
15 AMP X 3	<input type="checkbox"/>
15 AMP X 4	<input type="checkbox"/>
3 PHASE X 1	<input type="checkbox"/>
3 PHASE X 2	<input type="checkbox"/>
OTHER:	<input type="checkbox"/>

FOOD VENDORS

All areas below are mandatory to finalise the application.

WHAT FOOD OR BEVERAGES DO YOU SELL?	
DO YOU REQUIRE A FOOD LICENCE?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT REQUIRED
DO YOU HAVE A CURRENT FOOD LICENCE WHICH IS VALID TO OPERATE IN IPSWICH CITY COUNCIL?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT REQUIRED
HAVE YOU APPLIED FOR AN IPSWICH CITY COUNCIL TEMPORARY FOOD LICENCE?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT REQUIRED
<input type="checkbox"/> PLEASE ATTACH YOUR IPSWICH CITY COUNCIL TEMPORARY FOOD LICENCE NUMBER	FOOD LICENCE #
WHAT COUNCIL AREA IS YOUR FOOD LICENCE ISSUED?	

WHAT IS YOUR FOOD LICENCE NUMBER. Please attach a copy	<input type="text"/>
EXPIRY DATE OF FOOD LICENCE:	/ /

PUBLIC LIABILITY INSURANCE

Do you have public liability insurance cover (minimum of \$20m)?

<input type="checkbox"/> YES <input type="checkbox"/> NO	If NO, please advise reason you do not have PLI cover?
	If YES, please attach a copy of your current PLI Certificate of Currency

VEHICLE INFORMATION

One vehicle may be used for bumping in and out of the showgrounds before and after the show. Please provide your vehicle registration, make and model.

VEHICLE REGISTRATION NUMBER	
MAKE/ MODEL	

TICKETS

Complimentary tickets are provided as per your site size. Please confirm the TOTAL number of tickets required over the three (3) days

Site Size	Tickets per Show per Site	Please confirm TOTAL number of tickets over the 3 days - please include additional (for consideration)
3 X 3 Metre Site	9 x one day tickets	
6 X 3 Metre Site	15 x one day tickets	
9 X 3 Metre Site	21 x one day tickets	
12 X 3 Metre Site	30 x one day tickets	

DECLARATION

I hereby apply for a site at the 2024 Ipswich Show. I acknowledge that I have read the Ipswich Show Society Terms and Condition. I undertake to be bound by and comply with the document information as provided and I further undertake to be responsible for ensuring that all individuals attending on behalf of my organisation, in association with this application, comply with the Terms and Conditions.

I acknowledge that I am authorised to act on behalf of, and sign on behalf of, the organisation or business or organisation with respect to this agreement. In making this application I confirm all information provided is true and accurate.

By signing the declaration, I confirm that any third-party contractor operating at the event or activity will comply with all requirements, terms and conditions and that I have presented and sighted all current licences and certificates including Public Liability insurance cover.

APPLICANT SIGNATURE	
APPLICANT POSITION	
PRINT NAME	
DATE	/ /

INVOICE AND PAYMENT

Please note that lodgement of the application does not guarantee automatic approval or acceptance to attend the Ipswich Show 2024. Once your application is received, it will be reviewed and notice of approval or decline will be sent to you. Following the approval, an invoice for 50% of the total site fee will be issued to you, to secure your site. If the deposit is not received within the payment terms, your site will be released.

OFFICE USE ONLY	<input type="checkbox"/> Application Received	Date: / /
	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined	Reason:
	<input type="checkbox"/> PLI CofC Received	Expiry Date: / /
	<input type="checkbox"/> Food Licence Details Received	Expiry Date: / /
	<input type="checkbox"/> Deposit Invoice Issued	Date: / / Invoice #
	<input type="checkbox"/> Balance Invoice Issued	Date: / / Invoice #
	<input type="checkbox"/> Site Map/Event Tickets Sent	Date: / /

Ipswich Show Society collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which the Society manages personal information is governed by the *Information Privacy Act 2009 (Qld)*. We are collecting your personal information in order to assess and finalise your application. We will not disclose your personal information outside of the Ipswich Show Society unless required to by law, or unless you have given us consent to such disclosure.

TRADE OR ORGANISATION EXHIBITOR

TERMS AND CONDITIONS

With respect to the terms and conditions as set out herein, Ipswich Show Society will be referred to as “ISS” and the business or organisation undertaking the trade site will be referred to as “exhibitor”.

1.0	GENERAL
1.1	ISS reserves the right to accept or reject an application at its sole discretion, including the allocation of sites. Site allocations are not preference based.
1.2	ISS staff directives must be adhered to and followed promptly. ISS does not tolerate any abuse or threats to its staff, volunteers, other exhibitors or the general public.
1.3	The showspace/trade site area is a SMOKE FREE ZONE. The smoke free zones include all footpath and garden areas and building, including while transferring and accessing the site for bump in and bump out.
1.4	ISS undertakes to offer short term rent for the site and building in its present condition. All subsequent plumbing, carpentry and electrical requirements remain the responsibility of the exhibitor, with prior approval required by ISS before any works may proceed. The costs of such works including and damage or repairs of the building or site surroundings remain the responsibility of the exhibitor, to the satisfaction of ISS.
2.0	SITE BOOKINGS AND FEES
2.1	Lodging an application DOES NOT guarantee automatic site allocation. Once the application is received, ISS will notify in writing whether it is accepted.
2.2	Once the exhibitor has been notified that the application is approved, an invoice for 50% of the site fee is payable within 7 days. The 50% site fee balance is payable by 31 March of the event year. Sites are not secure/confirmed until the deposit funds have cleared. <i>Refer to payment terms/method – Schedule A</i>
2.3	ISS reserves the right to amend exhibitor fees at any time. All exhibitors will be advised in writing, prior to any change of fees.
2.4	The Exhibitor is not permitted to assign or sub-let all or part of the site at any time.
2.5	Exhibitors will be notified prior to the event booking, of the allocated site, information kit and induction and bump in/out times. ISS reserves the right to change the site allocation of exhibitors at any time. Changes or alterations to the site allocation will be processed without prejudice.
2.6	The exhibitor must confine its business to trade within the prescribed trade site area. Sites must not extend past the allocated area. Any attempt by exhibitors within the commercial exhibitor or trade site areas to occupy further space or area, including gate entry points, without specific authority of ISS, shall immediately forfeit the right to trade at the Ipswich Showgrounds for the event. Promoting the sale of items which glow in the dark form a vantage point of public passage is not permitted and as such, items will be confiscated by ISS.
2.7	The exhibitor’s complete site measurements including towbar lengths, shutter/shade extensions form part of the site requirements and as such, will be used to determine the site fee.
3.0	CANCELLATION
3.1	Exhibitors who forward notice in writing to the office of ISS to cancel their site booking 30 days or more from the first day of the event, will be issued a refund of the site fees. Exhibitors who forward notice in writing to the office of ISS to cancel their site booking within 29 days or less from the first day of the event will forfeit their site fees. This decision is at the discretion of ISS Management and may be reviewed on a case by case basis. Sound

3.2	ISS has the right to cancel the event without notice if the safety of patrons at the event is considered to be at risk. Where applicable, site fees collected by ISS will be refunded if the event is cancelled prior to the advertised trading times. It is a condition of the booking that the exhibitor agrees to accept ISS's right to cancel the event, and as such, the exhibitor will be acknowledged as to have consented to such cancellation, with no claim at law or in equity for any loss or damage as a consequence of the cancellation.
4.0	TRADE SITE BUMP IN AND BUMP OUT
4.1	Full details of bump in and bump out times will be provided through the Showspace Kits – released once the application is approved.
4.2	Exhibitors, contractors, agents and employees must abide by the directives of the ISS volunteers/management during the induction and bump in/out process, respecting these directives at all times.
4.3	When accessing the facility, vehicles must take due care of the safety of the ISS team and fellow exhibitors. Exhibitors are required to maintain the speed limit of 5km per hour whilst on the grounds of the event. Vehicles must have hazard lights flashing while it is moving within the event site.
5.0	GAMBLING, FUNDRAISING AND RAFFLES
5.1	Gambling, disposal of any article by lot or change and sale of art union tickets is strictly prohibited, except for sites specifically allocated for that purpose. Exhibitors must not use their area for fundraising raffles unless on specified and pre-approved sites.
6.0	PUBLIC LIABILITY INSURANCE
6.1	All exhibitors must hold a current \$20 million Public Liability Insurance. A copy of the current Certificate of Currency for public liability insurance must be lodged as part of the exhibitor application. If you operate as a business, commercial entity or enterprise, Public Liability Insurance is required. Ipswich Show Society must be acknowledged on the Certificate of Currency.
7.0	WHS COMPLIANCE AND LICENCES
7.1	Exhibitors must adhere to health and safety procedures at all times. Exhibitors are required to have in place Safe Work Method Procedures and Emergency Plans relating to Work Practices, Health and Safety Act for their employees. This is a statutory requirement of all small businesses in Queensland. For further information in formulating a document or plan for your site .. visit https://www.worksafe.qld.gov.au/safety-and-prevention All incidents must be reported to ISS immediately.
7.2	Contractors, exhibitors, their agents and employees must wear protective clothing and use safety code compliant equipment when undertaking trades/works in respect of their site installation/dismantle.
7.3	LABELLING: It is the responsibility of exhibitors to ensure that their products comply with the relevant safety, labelling and consumer standards and any other regulatory standards that apply to the product under local, state and federal law. Packaged goods and the sale of whole produce/fruit & vegetables must be labelled as per legislative guidelines and requirements. ISS does not take responsibility for exhibitors who fail to meet the applicable standards.
7.4	FOOD: It is the responsibility of the exhibitor to ensure that all obligations with respect to Council and Government Guidelines for Health Regulations are met, and that all appropriate food licences are obtained; and the setup of the site meets all Council, health and safety requirements during trade. Commercial food sites must hold a valid food license from Ipswich City Council. Under the Food Act 2006 licensable food businesses are required to have a Food Safety Supervisor Certificate. Sites which hand out samples of food/taste testing must ensure that they comply with Council and health regulations and that all required licences are in place. Food Vendors who hold a mobile food business licence issued by a Queensland Council, must ensure that all food preparation, processing and cooking is undertaken within the approved food vehicle. If the vendor intends to utilise a marquee or other structure, then an additional temporary food business licence with Ipswich City Council will be required. To apply for a temporary food licence please go to ICC Temporary Food Licence

	<p>For all Food Licence information – please go to the Ipswich City Council link: https://www.ipswich.qld.gov.au/business/local/food-licences or phone 07 3810 6666 ISS does not take responsibility for exhibitors who do not comply with legal obligations.</p>
7.5	<p>BIOSECURITY: Exhibitors in attendance at the event must comply with the National Fire Ant Movement Controls including:</p> <ul style="list-style-type: none"> • understanding what fire ants look like and what materials they could be moved in; • being aware if you are living or working in a fire ant biosecurity zone and the movement controls that apply to you and materials you are working with; • taking all reasonable steps to ensure you do not spread fire ants when producing, storing, and moving materials; • checking the fire ant advice tool to check if you can legally move your materials within or out of the biosecurity zones before doing so; and • understanding that a biosecurity instrument permit may be required to move some materials. <p>For more information regarding fire ant movement controls please visit https://www.fireants.org.au/treat/business-and-industry/movement-controls</p>
7.6	<p>WASTE REDUCTION: All exhibitors must comply with the Waste Reduction and Recycling Amendment Bill 2017 which forbids retailers from providing or selling single-use lightweight plastic shopping bags.</p>
7.7	<p>ELECTRICITY: All electrical equipment used at the event should meet all current safety standards and used only in accordance with the manufacturer's instructions. Exhibitors are to ensure all electrical equipment and leads have been inspected and tagged by a licensed electrical contractor in accordance with AS/NZS 3760 to ensure they remain in serviceable condition. Tags must be made available for inspection by ISS at any time. It is essential that electrical leads and cables do not cause trip hazards therefore any electrical cables that cross pathways or lawn areas must be either covered by cable covers, safely secured or alternatively flowed a minimum of 2.4 metres above the ground. Cables or leads are not to be attached to trees or other structures that do not form part of the allocated site without prior approval. All applicants must notify the load requirement for electricity. The site electrician, at its discretion, may apply a levy for excess loading. The site electrician of ISS remains the final arbitrator. In the interest of public safety and general efficiency the site electrician has the right to request that exhibitors withdraw the source of power supply to any site found to exceed standard power consumption or fails to meet safety standards. NOTE piggy back leads/cables are not permitted on site at any time.</p>
7.8	<p>Personal Generators are not permitted unless by approval in writing by ISS.</p>
7.9	<p>GAS CYLINDERS: All exhibitors using gas appliances are to ensure that they comply with relevant Australian Standards and non-portable gas appliances must be installed by a licenced gas fitter. All exhibitors are required to ensure that gas cylinders have been approved and display a certification badge. The test date is required to be not more than 10 years prior. Gas Cylinders must be located away from excessive heat and must be restrained to prevent them from falling over.</p>
7.10	<p>SITE STRUCTURES: Exhibitors must supply their own marquee/shade structures including all other equipment to operate the site. Marquee/shade structures must be constructed in line with Workplace Health and Safety requirements and its erection, maintenance and dismantlement is the sole responsibility of the exhibitor. All marquee/shade structures must be secured at each point with suitable weights. The weights (minimum 10 kg) for every leg/point on the marquee/shade. Exhibitors must use sandbags, steel leg weights, concrete weights or water ballast. No makeshift weights (ie Plastic bags or buckets filled with sand) are permitted. Pegs are not permitted. Due to safety compliance, exhibitors who do not have weights on their marquee/shade structure will not be permitted to trade at the event.</p>
7.11	<p>Exhibitors must not excavate, dig, peg, screw, bolt or fasten to the floors or walls of any area without prior approval and discussions with the ISS.</p>
7.12	<p>The Ipswich show undertakes to rent the site and building in its present condition. All subsequent plumbing, carpentry and electrical requirements remain the responsibility of the exhibitor. Any works undertaken by the Exhibitor, at their own expense, remains subject to prior approval by ISS and must be proceeded in a tradesperson manner, with the exhibitor responsible to make good for any damage which may be sustained to the building or facility.</p>

7.13	<p>FIRE EXTINGUISHER:</p> <p>It is a requirement of the Ipswich Show Society's Operational Risk Management Plan that;</p> <ul style="list-style-type: none"> • All food outlets must have at least a 1A20B(E) Dry Chemical Powder extinguisher or equivalent. • Any food outlets using deep fryers to have a minimum of a 40B(E) Dry Chemical Powder extinguisher or equivalent. • Wood fire pizza and other vendors using ordinary combustibles as fuel (wood, paper etc) only can use a water extinguisher. • Extinguishers that are less than 1kg in size are not permitted. • All firefighting equipment must comply with relevant legislative provisions, and your fire blanket and/or fire extinguisher must have either one of the following: <ul style="list-style-type: none"> ○ Yellow AS 1851 Compliant Tag or; <p>A legible copy of a receipt or tax invoice for your firefighting equipment which is less than 6 months old. You must also ensure that your firefighting equipment is located so that it is unimpeded and not obstructed. For example, do not store it in a box under a shelf, where it cannot be reached if needed.</p>
8.0	PERMITTED PRODUCTS & PRODUCT EXCLUSIVITY
8.1	Exhibitors must list all product lines/services that they are selling/displaying on the application form. All efforts are made to manage the allocation of sites to avoid conflicts of ISS reserves the right to enter upon the site of any exhibitor at any time and request that any article, sign, picture or printed matter, at ISS' sole discretion, be removed. (eg. cap guns/crackers, illegal products, offensive signs etc) Refer to banned items as per clause 8.4
8.2	The exhibitor acknowledges that the following food lines are NOT PERMITTED to be sold or displayed during the event as they remain the exclusive right of sale for the Showmen's Guild of Australasia: Dagwood Dogs, Toffee Apples, Waffles and Fairy Floss. Any exhibitor displaying or selling these items will be immediately requested to cease and remove these items.
8.3	The selling of showbags on any site is strictly limited to licenced showbag operators only.
8.4	<p>The sale of the following items is not permitted during the event:</p> <ul style="list-style-type: none"> • Drug Related Goods (including Cocaine Kits, Bongs etc.) • Explicit and Hardcore T-Shirts • Fake Cigarettes • Fireworks – Crackers • Fuel type Fire Lighters (Zippo) • Horns and Trumpets • Knives (including Pen Knives) • Laser Pointers • Metal and wooden Martial Art Nunchakus • Playing Cards (nude or lurid) • Pressure Pack Snow • Pressure Pack Fart Gas • Silly String • Stink Bombs • Bouncing Beans • Shang-hi/sling shots • Bomb Bags • Fire Wallets • Water Bomb • Explicit DVD's and Videos • Iridescent Hair Spray <p>Toy Guns are acceptable, however the following are NOT PERMITTED:</p> <ul style="list-style-type: none"> • Ball Bearing Guns • Eight Shot Caps

	<ul style="list-style-type: none"> • Pellet Guns • Pop Downs (Throw Downs) • Potato Guns • Replica Guns (bullet type) • Roll Caps • Strip Caps • Water Pistols over 150mm (6") • Gel Blaster Guns <p>Samurai Swords, English Swords and Fencing Swords are to be sold in Sealed Packages by Licensed Traders ONLY.</p>
8.5	Exhibitors with novelty products and toys must comply with the relevant Federal, State and Local Government regulations as outlined at the Office of Fair Trading website
9.0	PRESENTATION AND REFUSE CONTROL
9.1	<p>Exhibitors must present and conduct themselves in an appropriate manner. Only well-presented professional trade sites will be invited to return to ISS events.</p> <p>Dangerous activities are prohibited at the event. Dangerous activities include, but are not limited to, open flames, extreme heat surfaces, gas use of any kind, fireworks, firearms, explosive devices and personal confrontations.</p> <p>No selling, canvassing, hawking, or distribution of printed or other matter will be permitted outside of the allocated site.</p>
9.2	Signage may only be erected within the boundaries of the allocated site and MUST relate entirely to the product being sold or displayed. Signs for political endorsements or political causes OR non-relative signs to the organisation/products or services that are offered will not be permitted. Signage must be of a reasonable size and not impinge on the aspect of surrounding sites. ISS reserves the right to enter upon the site of any exhibitor at any time and request that any article, sign, picture or printed matter, at ISS' sole discretion, be removed. Signage must not be erected or affixed to the Showground buildings or facilities including any use of adhesive products.
9.3	Exhibitors are responsible for the removal of any rubbish and waste on the allocated site. Exhibitors are responsible for ensuring that their site and surrounding area is left clean, tidy and undamaged on departure. ISS reserves the right to charge a cleaning fee of \$100 if an exhibitor departs the site leaving rubbish after an event.
10.0	SECURITY / CASH TRANSFERS
10.1	The exhibitor is solely responsible for, and bears all risk associated with the collection of money and transfer of money to and from the site. The security of the stock, equipment, cash and personal items is the responsibility of the exhibitor. Exhibitors are required to staff their site for the duration of the trading period.
11.0	CAMPING
11.1	Due to the facility constraints, camping is not permitted/ available for exhibitors
12.0	EXHIBITOR PASSES/ACCESS
12.1	Each exhibitor receives complimentary passes to the event based on the booking level. These are activated with specified armbands. All recipients of the passes must wear the specified armband at all times.
13.0	RIGHT OF FREE ACCESS
13.1	The right of free access to any part of the facility including the event is reserved to the staff of ISS at all times.
14.0	CODE OF CONDUCT
14.1	<p>Exhibitors are required to:</p> <ul style="list-style-type: none"> • Act with respect, courtesy, and dignity at all times; • Interact with the public, members of ISS, fellow exhibitors, and retailers in a courteous manner • Work safely and ensure the safety of others • Conduct themselves and their businesses with honesty, transparency and in the spirit of cooperation

14.2	<p>UNACCEPTABLE BEHAVIOUR: ISS will not tolerate behaviour that contravenes the Code of Conduct (14.1) Unacceptable behaviour includes:</p> <ul style="list-style-type: none"> • Bullying of any nature • Gender discrimination (treating someone less favourably because of their gender) • Sexual harassment (unwanted or uninvited sexual behaviour) • Racist behaviour • Offensive, insulting, or derogatory language (including shouting or yelling) or communications including emails, social media, correspondence • Unwarranted, unjustified, or unsubstantiated criticism or comments • Intimidating or aggressive behaviour • Victimisation (treating another person poorly because they have made a complaint against you) • Damaging facilities or property. <p>Exhibitors must not be under the influence of alcohol whilst trading at the event.</p>
15.0	AMPLIFIED SOUND
15.1	Use of amplifiers or loudspeakers (or any other audio devices. ie projectors) by exhibitors must be governed to ensure that their volume does not disrupt or interfere with other exhibitors or event patrons. ISS is empowered to order objectionable systems to be disconnected if a legitimate complaint is received.
16.0	ADVERTISING AND PROMOTION
16.1	As an exhibitor, by participating at the event, you acknowledge and permit ISS the right to take photographs or videos of your trade site and product and reproduce these images in any form, in whole or in part, and distribute the works by any medium including internet, CD-ROM and other multimedia for future promotional purposes including social media content. The exhibitor acknowledges that as a condition of the site booking, that the exhibitor and/or any other persons associated with the trade site will not be entitled to any fee for such promotional use and can withdraw or modify consent at any time in writing to Ipswich Show Society, 81 Warwick Road, Ipswich Qld 4305 or email info@ipswichshow.com.au
16.2	Exhibitors are encouraged to promote the event including social media posts whilst attending at the event, in support of ISS.
17.0	RELEASE AND INDEMNITY
17.1	<p>The exhibitor is responsible for any accident, loss, damage sustained to any person or property or any injury sustained by any person using any part of the Showgrounds facility during the currency of the site booking, notwithstanding that such an event arose from or by reason of any defect at the event, the exhibitor hereby releases, discharges, indemnified and holds harmless ISS, its servants, members, staff, agents and contractors against all claims and demands made or the costs or expense incurred in connection therewith. Without limit to the former that includes:</p> <p>14.1.1 any legal liability whatsoever arising from the participation or use by the exhibitor and/or any other persons associated with the exhibitor, and in the activity of conducting the business operation at, and/or occupying the Showgrounds (facility) and in all activities in connection therewith, due to any cause;</p> <p>14.1.2 any and all loss, damage, expenses, claims, demands, actions and causes whatsoever which might be made or instituted or suffered or incurred or sustained by any person or body for injury, loss, damage arising in any manner for the said participation or use;</p> <p>14.1.3 all loss or damage to any property, buildings, equipment or materials of ISS and /or any other persons on or outside the location caused by the exhibitor and/or any persons associated with the exhibitor due to the said participation or use; and</p>

	<p>14.1.4 any and all loss, damage, injury or illness, including death, sustained or incurred by the and/or any person associated with the exhibitor arising in any manner from the said participation or occupation,</p> <p>14.1.5 In addition, the exhibitor must not do or neglect to do or permit to be done or leave undone anything, which will affect ISS's insurance policy or policies relative to fire or public risk in connection with the Showgrounds (facility). The exhibitor hereby indemnifies ISS to the extent that such policies are affected through any such act of commission or omission.</p>
18.0	BREACH OF TERMS AND CONDITIONS
18.1	<p>Any exhibitor found to be in breach of the terms and conditions will be expelled from the event.</p> <p><i>All reports will be treated seriously and investigated promptly, confidentially, and impartially. Consideration of complaints will be guided by the principles of fairness, impartiality, and ethical behaviour. If the Exhibitor Code has been breached, the ISS may take disciplinary action appropriate to the severity of the violation. Such actions may include verbal and written warnings, suspension or expulsion from event participation.</i></p>
19.0	DISPUTES
19.1	In the event of any dispute or difference arising as to the interpretation of these terms and conditions, or any matter contained therein, the decision of ISS shall be final and conclusive.
20.0	GOODS AND SERVICES TAX (GST)
20.1	All fees and charges imposed by the exhibitor application form are subject to GST. All fees and charges are inclusive of GST, unless otherwise stated.

SCHEDULE A - SHOWSPACE TRADE/ORGANISATON SITES

Payment Terms	50% of site fees payable on receipt of application approval and an invoice from ISS.
	50% balance of site fees is payable by 31 March of the event year, once an invoice is issued. Sites that are not paid in full will be released and not permitted to operate at the event.
	<p>Methods of Payment for the site fees include authorisation for credit card or Direct to Bank.</p> <p>If you require further details on payment methods – please call the Office on 07 3281 1577</p> <p>Office Hours: 8.30 am to 4.30 pm</p>