

**CAIRNS  
SHOW**  
17-19 JULY



# EXHIBITOR MANUAL

STALL HOLDER INFORMATION



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# 1

## Cairns Show Committee

President	Mr. Ian Allen
Senior Executive Vice President	Mr. Desmond Tong
Treasurer	Ms. Narelle Phipps
Executive Vice Presidents	Mr. Bevan Clayton Mr. Glen Hunter Mr. Ley James Mr. Nathan Lee Long
Assistant Treasurer	Mrs. Linda Halliwell Mr. Chris Van Dorssen
Management Committee	Mrs. Carol Allen Mr. Kent Hams Mr. Leslie Plath Mr. Danny Sale Mr. Michael Tonion Mr. Louis Underwood
General Committee	Mrs. Jan Anderson Mr. Michael Fischer Mrs. Belinda Flynn Mr. David Green Mr. Dean Hault Ms. Amanda Hunter Mrs. Glenda McAuliffe Mr. Warren March Mr. Rob O'Malley Mr. Michael Pattini Mr. Bryan Poppett Mr. William (Bill) Smith Mrs. Christine Stoddart Mr. Robert Stoddart

# 2

## Cairns Show Staff

Secretary Manager	Mr. Ian Moller-Nielsen
Events Co-Ordinator	Ms. Heather Coulson
Venues Co-Ordinator	Mrs. Sunny Tan
Administration	Ms. Amy Jones
Finance Officer	Mrs. Naomi Stewart
Grounds Team	Mr. Anthony Miano Mr. Chris Rose Mr. Chris Waltham

# 3

## President's Welcome

It is my sincere pleasure to welcome your registration of interest to participate in Australia's largest regional show in 2024. For more than 115 years, Cairns has provided an exceptional 3-day community experience in partnership with The Federal and State Governments, The Cairns Regional Council, Sponsors, The Cairns Show Association Committee Members, Volunteers and Staff.

The Exhibitors Manual has been designed to convey important information regarding exhibition sites in the Fred Moule Pavilion and all Outside Sites. It is imperative that all site holders read and understand the terms and conditions prior to signing the application to secure a site, in particular, clauses regarding bonds, payment terms and pricing emergency exit plans.



Ian Allen  
President,  
CAPMA

To take advantage of our Early Bird rates, place a 50% deposit upon the submission of the application and pay the balance by 30<sup>th</sup> November 2023 to secure your site. Payment terms and conditions are stipulated in this Exhibitors Manual.

Exhibitors are to comply with the hours of operation recorded in this Manual. Exhibitors inside the Fred Moule Exhibition Centre and/or their staff who leave their stall unattended during the hours of operation or who do not abide by the conditions stated in this Manual will risk losing their bond. The Site Steward will be consulted and the Steward's decision will be final.

We look forward to partnering with you again in the Cairns Show.

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## Key Dates

Applications open to existing site holders	1 October 2023
Early bird discount (\$60 per site) booking due dates · Application + 50% deposit · Final balance due	1 Oct – 14 Nov 2023 30 November 2023
Standard booking · Application + 50% deposit · Final balance due Site applications open to general public	Within 7 days of tax invoice 30 April 2024 15 November 2023
All site fees due date	30 April 2024
Exhibitor site set-up	15-16 July 2024
Exhibitor site pack-down	20-22 July 2024



# 4

## Booking Information



### Early bird discount

An early bird discount of \$60 per site applies for those exhibitors who submit their application between 1<sup>st</sup> October – 14<sup>th</sup> November 2023 with a 50% deposit within 7 days of issue of tax invoice. The balance of site fees must be received by 30 November 2023. The Early bird discount only applies to returning exhibitors who must comply with our early bird terms and conditions and will receive first reservation rights to secure their 2024 Cairns Show site.

### Standard rate booking

Complete our online site application form and an invoice will be issued to you. A 50% deposit will be required within 7 days of issue of tax invoice to secure your site. Indicate your 3 preferred locations. If your site choice is not available, the sales team will contact you to discuss. To secure your site, balance of payment must be received by 30 April 2023.

### Late bookings

All site applications received after 30 April 2024 must be accompanied by a completed application and full payment to secure booking if sites are still available.

### Late payments

Payments not received by the due date will authorise the Cairns Show Association to cancel the booking. The site holder will forfeit all payments in accordance with the Terms & Conditions (clause 16) and the site will be made available to the public.

### Bond (Fred Moule Exhibition Centre only)

There is a \$100 bond applicable to sites in the Fred Moule Pavilion. Bonds will be refunded to site holders provided the site is left in good condition and exhibitors trade as per trading hours. Please note that bonds will no longer be rolled over to the next show period. Bonds will be refunded into your account and will need to be reinstated for the next show or event.

### Site cancellation

Refer to clause 16 in the terms and conditions.



### Returning stall holders

All sites will be released after 15<sup>th</sup> November 2023, unless the site holder has paid the application deposit. Book early to ensure you secure your preferred site.

It is also very important to list all products / services you intend to sell and promote.

## Operating times

During Show days Exhibitors are required to ensure their site is operational and manned from 9.00am until closing time. The Fred Moule Exhibition Centre will be open from 7.30am. Bonds will be forfeited if exhibitor sites are not manned (short breaks allowed) during the scheduled operating times.

Closing Time	Fred Moule Sites	Outside Sites
Wednesday 17 July	9.00pm	9.00pm
Thursday 18 July	9.30pm	9.30pm
Friday 19 July	9.30pm	9.30pm

Fred Moule sites must be vacated by 9.30pm on Wednesday, 10.00pm on Thursday and 10.30pm on Friday, after which the building will be locked-up and secured.

## Set-up

Set-up Time	Fred Moule	Outside Sites
Monday 15 July	9.00am - 5.00pm	9.00am - 5.00pm
Tuesday 16 July	9.00am - 9.00pm	9.00am - 9.00pm

Sites must complete their set up no later than 9pm on Tuesday 19th July 2024. No vehicles allowed in Fred Moule Exhibition Centre to set-up or pack-down without prior arrangements from the Site Steward and/or Site Coordinator.

## Pack-down

Pack-down Time	Fred Moule Sites	Outside Sites
Saturday 20 July	9.00am - 5.00pm	9.00am - 5.00pm
Sunday 21 July	Closed	9.00am - 5.00pm
Monday 22 July	9.00am - 5.00pm	9.00am - 5.00pm

Displays, sites or fixtures must not be dismantled, or goods / materials removed before 9.30pm on the final day of the Show. If sites are not manned (short breaks allowed) until closure, the bond will be forfeited. The decision by the Pavilion Steward is final. The pink slip will be in operation again denoting forfeiture of the bond.

For Exhibitors in the Fred Moule Exhibition Centre, please make sure that you have placed the required number of bump in or out passes on your site application to allow entry in and out for pack-down. Additional passes can be issued on Friday. Please see the Pavilion Steward.

Goods can be walked out on Friday night after 9.30pm up until 10.30pm. Sites must be totally cleared by 5.00pm Monday 22 July 2024. This includes containers which must be removed from the grounds.

# 5

## General Information



### Covid-19 requirements and site allocations

There are currently no mandates by the Queensland Government relating to COVID-19 for entertainment venues and activities – indoor or outdoor on Show Grounds.

The Cairns Show Association highly recommends all exhibitors continue in implementing COVID safe measures including staying at home if unwell, taking reasonable steps to direct customers away from gathering, keeping 1.5m apart, practice good hygiene (providing hand sanitizer and cleaning high traffic areas on their site) and encouraging cashless transactions.

The general policy is for exhibitors to be allocated the same site as the previous year. Every effort will be taken to follow this policy, however The Cairns Show Association reserves the right to alter allocations and location of sites at its discretion and where necessary to comply with COVID directives (if any at the time of the event).

### Speed limit on the show grounds

For the entire period of the show, set-up and pack-down, the vehicle speed limit on the grounds will be strictly no more than 10kph.

### Youth centre car park for site holders

Access is available through the Horticultural Pavilion building during open hours only. The number of car parks allocated for the use of site holders are limited to a maximum of two car park spaces per site which need to be pre-purchased. Car park cost \$15 per vehicle, per day and non-transferable. Car park requirements are to be requested upon application and paid for with site fees. Additional car park spaces may be allocated subject to availability.





## Delivery of stock during showtime

Delivery of stock during showtime, will be via Gate 4 at the Severin Street entrance. A charge of \$10 (Cash) for the entry bond fee per vehicle will apply. Deliveries will only be permitted prior to opening times and all vehicles must vacate from the grounds by 8.45am. The bond will be refunded upon a timely exit. Vehicle deliveries will **not** be allowed after 8.30am.

Please advise all delivery drivers of the bond requirements and ensure they have access to accurate information regarding entry points and delivery deadlines.

## Loading and unloading

Vehicles may only park near a site for unloading only and for a maximum of 20 minutes. Should additional time be required to complete a site set-up, you may park your vehicle on the track on the main arena. Entry is via gate 1 or 2 of the main arena (see map on the next page). All other gates are nominated as pedestrian gates only.

**Vehicles are not to be left unmanned on site without leaving mobile contact details, clearly displayed on the dashboard.** If you leave your vehicle unattended, without displaying your contact number, your car will be towed away. Vehicles blocking doorways, entry areas or impacting on the other deliveries will be towed away.



## Boundaries of sites

Each site has a boundary which must not be exceeded. If site holders exceed their site boundaries, they will be asked to rectify the situation or be liable for charges applicable to the costs of larger sites. The boundary rules and regulations apply to **all** sites - outside site holders and Fred Moule Exhibition Centre exhibitors. Please note that site dimensions are nominal and to the centre of partitions only – not to the extent of caret flooring tiles.

## Fire regulations

The installation of any fuel burning appliance using either liquid or solid fuel shall conform to the regulations available from the Authorities. The use of LPG gas for cooking or demonstrations shall comply with regulations available from the Authorities. Fire extinguishers and hose reels are located in strategic locations around the Fred Moule Exhibition Centre and the Showgrounds.



### Exhibitor Bump-in

Remember to put your mobile number on a piece of paper and leave this on the dashboard just in case we need your car moved.

## Single-use plastic items ban

Queensland's ban on the supply of single-use plastic items started on 1 September 2021. Banned single-use items are straws, stirrers, swizzle sticks, plates, unenclosed plastic bowls, plastic forks, spoons, knives, splayds, chopsticks and food picks, expanded polystyrene (EPS) takeaway containers and polystyrene (EPS) cups.

A business or not-for-profit organisation may face a maximum fine for not complying with this ban.

For more information visit the Queensland single-use plastic items ban website for more information or phone the hotline on 1800 844 946.

## Food vendors

All food vehicles/sites etc, must have a current "Food Business License" certificate. All temporary food permit applications must be received by Cairns Regional Council no later than **30 days out from the Cairns Show**.

Waste from grease and oil arrestors, other than treated effluent from approved installations (section 13.2 Cairns

Regional Council - Water and Waste, Trade Management Plan), shall not be disposed of to the sewerage system. Such wastes shall be disposed of in a manner and/or at a site approved in accordance with requirements of the Environmental Protection Act 1994 and the Environmental Protection Regulation 2019 and operated in accordance with the requirements of the Environmental Protection (Waste Management) Regulation 2000.

No food, oil and other trade waste is to be discharged onto or left on the grounds.

## Illegal disposal of cooking oil and other waste— fines applicable

It has come to our attention that some food vendors are negligible in the way they dispose of cooking oils and other waste. The Cairns Regional Council inspectors will be on site and will issue on the spot fines for those not complying with EPA regulations. Cairns Regional Council and the EPA can impose fines of up to \$10,000 for non-compliance.

## LPG Gas Safety and Gas compliance certificates

It is of utmost importance to prioritise gas safety to ensure the well-being of event attendees, staff, and vendors. By adhering to strict safety protocols, we can mitigate the risks associated with LPG usage and create a safe environment for everyone.

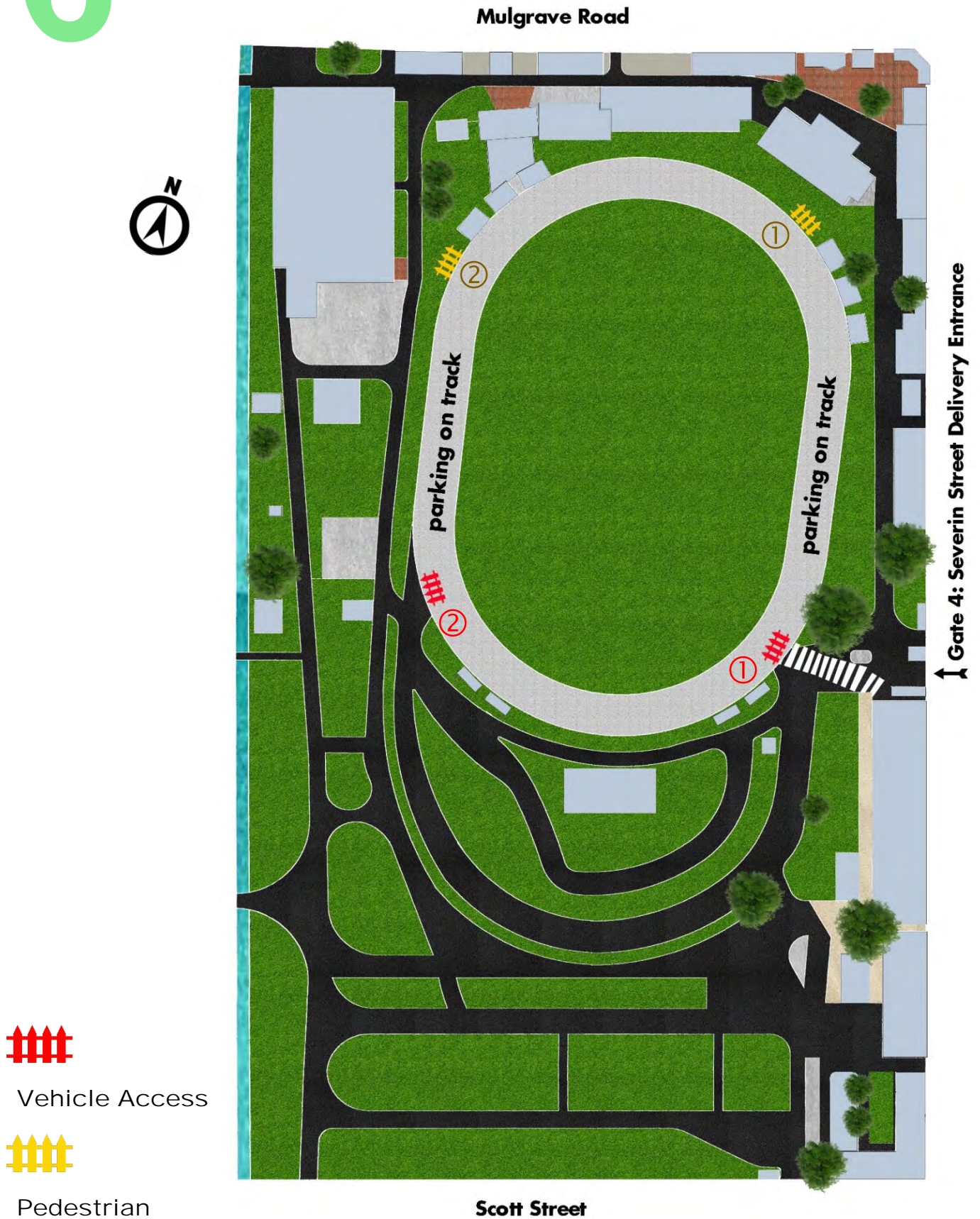
All Exhibitors (especially Food Vendors) will need to engage a certified gas professional to ensure all gas-related installations, connections and maintenance are safe to use. We will be requesting a valid compliance certificate at the time of application that meets the AS/NZS 5601 gas installation safety standards.





# 6

## Ground Access for Set-up





# FRED MOULE EXHIBITION CENTRE

INSIDE STALLS



All weather, convenient & secure  
option

# 7

## Fred Moule Exhibition Centre Sites

### Inclusions

The following items are included\* in your site cost:

- Wall partitions 2.4 metres high (as required- refer to plan).
- Carpet tiles
- Fascia board, signage and lighting
- 1 x 10 amp power point (wired)

Charges apply to reconfiguring the site during set-up to either partitions or fascias that have not been noted on the site application. The Fred Moule Exhibition Centre is fitted with large ceiling fans for your comfort.

\* For sites inside the Fred Moule Exhibitor Centre – Marketplace (Sites 12, 13, 18, 19 and 30), only a trestle table and chair are included in your site cost.

### Exhibitor's One-day passes

Fred Moule EC Site Cost	Complimentary One Day Passes
Under \$599	3
\$600 - \$2,000	6
\$2,001 - \$4,000	9
\$4,001 - \$6,000	12

### Additional Worker's Passes

Additional one day passes must be purchased by the site holder for working staff at \$18 each. The Cairns Show

Association reserves the right to limit these. The purchase of more than 10 worker's passes must be accompanied by a copy of a current staff roster. Volunteers and staff must work a minimum of 4 hours to qualify for worker's passes.

Worker's passes must be ordered and paid for by Tuesday 16 July or full admission prices apply. Worker's passes can be collected during business hours from Thursday 11 July until Tuesday 16 July from the Cairns Show Association office. Ticket collection will require identification by site holder or authorised person. Passes will not be posted out.

### Site Steward's Office - Fred Moule Exhibition Centre

A Site Steward's office is located at the southern end of the Fred Moule Exhibition Centre.

The office will be open Tuesday to Friday from 9.00am until closing time. If this office is unattended contact the Site Co-ordinator on 0429 496 805.

### Exhibitor's Tearoom

Fred Moule Exhibition Centre offers its exhibitors the use of a tearoom located at the southern end of the building. It will be open Tuesday to Friday of show week.



### Additional Workers Passes

Workers who do split shifts only need 1 pass per day as they will be permitted to return to the Showgrounds. Ensure the worker gets a stamp out upon their first exit from the Showgrounds.



## Security

The Fred Moule Exhibition Centre will be securely locked & patrolled outside opening hours as listed on page 5. If you require access when the Fred Moule Exhibition Centre is locked please contact security on 0404 922 605. Exhibitor identification will be required.

## Power

A four outlet power board with an overload facility (eg. Ring Grip or Kambrook) is allowable if more than one x 10 amp power point is required. All leads must be tested and tagged as state law requirement and be clear off the ground (must not impede the flow of pedestrians and vehicles). If requirements are different, our electrician must be advised to avoid an electrical overload. The Cairns Show Association do not allow the use of double adaptors to prevent overloading of circuits.

## Best Dressed Exhibition Site Competition

The best dressed exhibition site in the Fred Moule Exhibition Centre will win a complimentary standard site (3m x 2.4m) for 2025 as well as a wide format print package worth \$500 which may include your choice of banners, posters or A-frame. The runner-up site will win a ribbon. This competition is kindly sponsored by Inspired Signs and Underwood Party Hire / Total Exhibition Services.

## 2023 Fred Moule Exhibition Centre Best Dressed Winner

The calibre of sites exhibiting in Cairns Show 2023 were very high quality and the task of narrowing down to 2 sites was challenging. The best dressed exhibitor site winner was Gumnut Creations with their vibrant display of handmade jewellery, accessories and artwork. The runner up Exhibitor was local primary producers Tablelands to Tabletop.



**CAIRNS SHOW**  
17-19 JULY 2024

# Fred Moule Exhibition Centre

The floor plan is divided into several main sections:

- Top Section (Entrance Area):** Includes a 'PAKIMAG VAN' (stall 4), 'STEAM TRAIN ENGINES' (stalls 8-11), and a 'KIDS ZONE' (stalls 12-24). There are also restrooms and an 'EXHIBITOR TEA ROOM'.
- Left Section:** Labeled 'GOVERNMENT / POLITICAL / SCHOOLS / CLUBS', containing stalls 25-79.
- Right Section:** Labeled 'HOME / LIFESTYLE / GIFTWARE', containing stalls 80-121.
- Bottom Section:** Labeled 'FOOD / MARKETPLACE', containing stalls 30-48.

Stalls are color-coded: blue for general exhibition, red for food/marketplace, and green for other specific zones. The plan also shows 'Roller Door' and 'Fire Hose' locations.

**Keys:**  
 • Fred Moule pillar  
 • Trestle table  
 .... Picket fence

**\$300**  
Trestle Table  
1.8m x 0.7m

**\$710**  
2m x 2.4m

**\$750**  
2m x 2.4m

**\$840**  
3m x 1.8m

**\$880**  
3m x 1.8m

**\$990**  
3m x 2.4m

**\$1050**  
3m x 2.4m

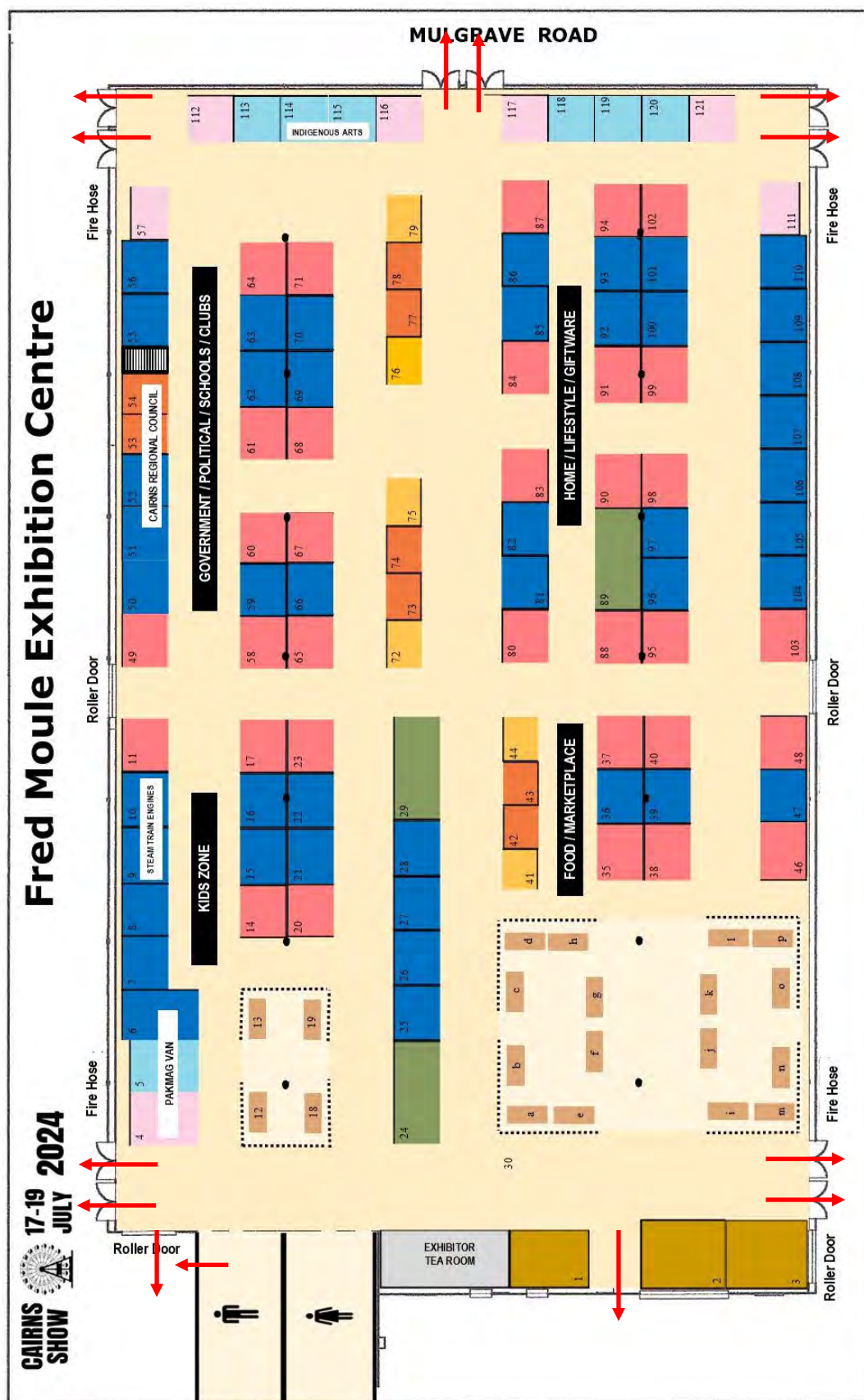
**\$1600**  
6m x 2.4m

**FOOD**  
Not available

MULGRAVE ROAD



## Fred Moule Exhibition Centre Emergency Evacuation Plan



### IN THE CASE OF EMERGENCY (IE FIRE, BOMB THREAT, ETC.)

1. Evacuation of the building will be announced by P.A. System in the Fred Moule Centre.
2. if you are operating a site in a quarter, ensure you know which exit is your closest. If evacuation has been announced, evacuate immediately and direct the public in your quarter to exit via the nearest access.
3. In the case of extreme danger, move to safety areas as per Map.
4. Await appropriate Authorities to give the all clear.



# AROUND THE SHOW GROUNDS

OUTSIDE STALLS



Economic, spacious and lively  
option

# 8

## Cairns Showgrounds (Outside) Sites

### Inclusions

An outdoor space clearly marked perfect for vans, marquees / hoeckers and custom-built stands.

### Exhibitor's One-day passes

Outside Showgrounds	Complimentary One Day Passes
\$600 - \$2,000	6
\$2,001 - \$4,000	9
\$4,001 - \$6,000	12

### Additional Work Passes

Additional one day passes must be purchased by the site holder for working staff at \$18 each. The Cairns Show Association reserves the right to limit these. Purchase of more than 10 worker's passes must be accompanied with a copy of the staff roster. Volunteers and staff must work a minimum of 4 hours to qualify for an additional worker's pass.

Worker's passes must be ordered by Tuesday 16 July or full admission prices apply. Worker's passes can be collected during business hours from Thursday 11 July until Tuesday 16 July from the Cairns Show Association office. Ticket collection will require identification by site holder or authorised person. Passes will not be posted out.



### Security

After hours security of the general grounds is provided from Monday 15 July to the evening of Saturday 20 July. If you require access when the show grounds gate is locked please contact security on 0404 922 605. Exhibitor identification will be required.

### Power

Most Cairns Show Ground sites may not have any power as there are a limited number of areas that have access to power. If this is the case be prepared to organise your own quiet generators (75-85 dB(A) at 1m). Also outside vendors need to consider appropriate lighting for the evening trading.

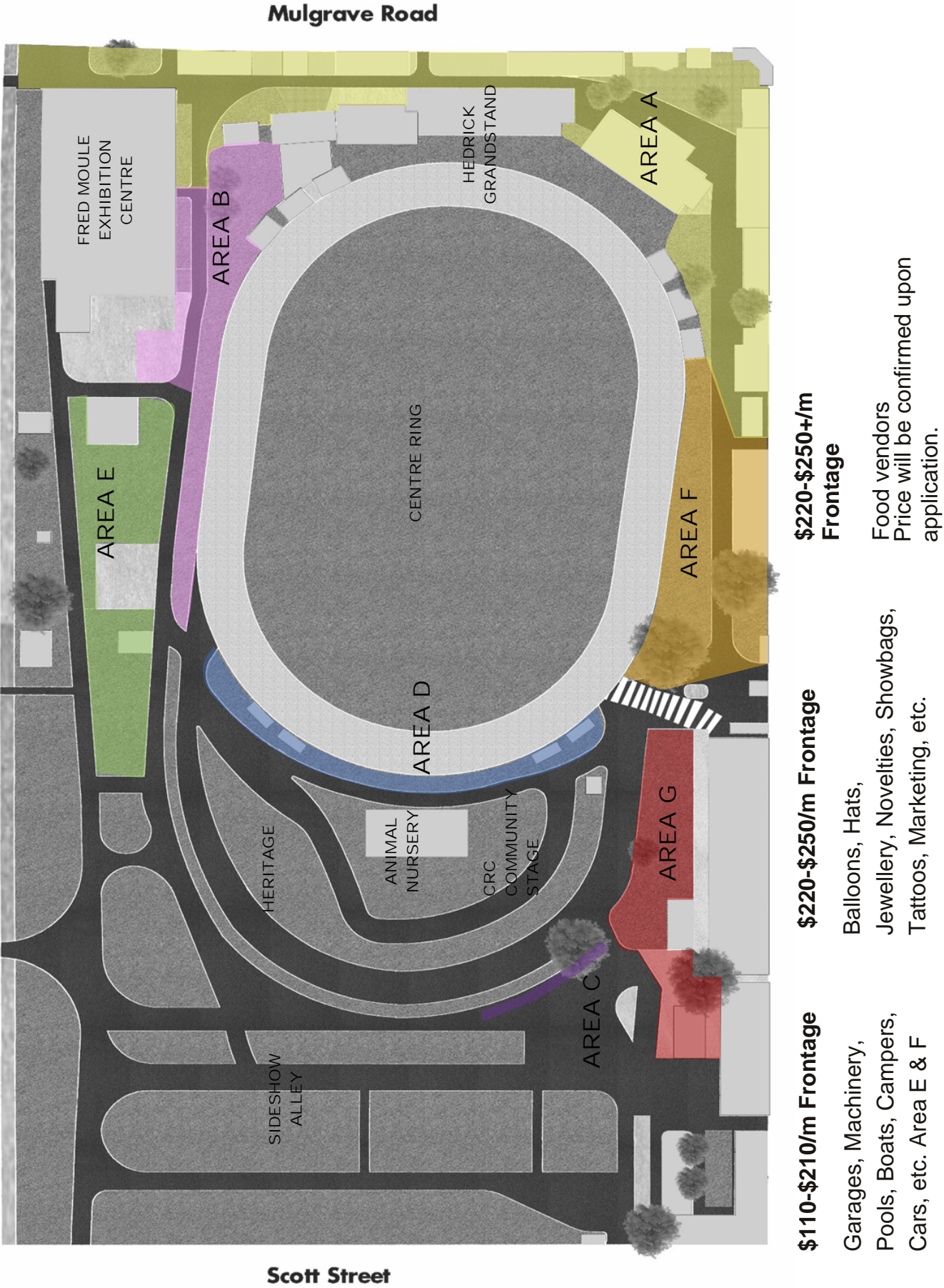


### Security

Whilst we have overnight Security at the Cairns Showgrounds it is imperative you secure your belongings and stock with a walled marquee and not leaving any valuables on the grounds.

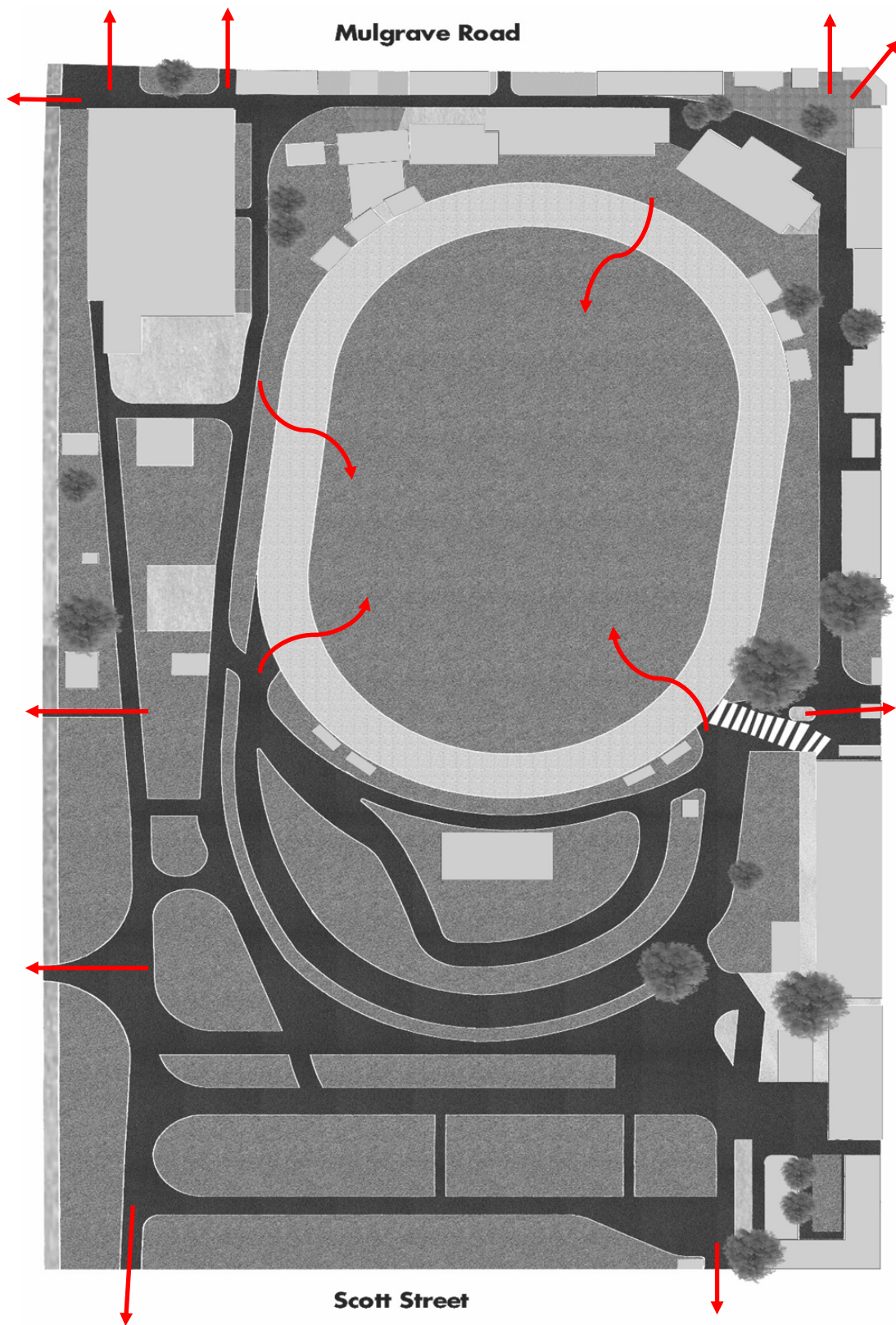


Cairns Showgrounds (Outside) Site Plan





## Cairns Showgrounds (Outside) Emergency Evacuation Plan



### **IN THE CASE OF EMERGENCY (IE FIRE, STRUCTURAL COLLAPSE, BOMB THREAT, ETC.)**

1. The Chief Steward of that area or Security should be informed immediately.
2. If such Person is not located then call the Cairns Show Office on 4042 6699 or send a runner
3. Identify which area you are in.
4. If evacuation is necessary, proceed to the nearest emergency exit & inform public to move with you in an orderly manner.
5. Await appropriate Authorities to give the all clear.

# 9

## Safety and Compliance

### Electrician On Site

Big Electrics is our nominated Cairns Showgrounds electrician and will be available on Monday 15 July and Tuesday 16 July to tag and test your electric appliances and electrical cords for a nominal fee. Big Electrics can be contacted on 0419 899 995.

### Electrical Usage From Point Of Supply

The Cairns Show Association requests that all exhibitors, operators of show amusements, show sites or commercial activities always use electrical safety switches which are plugged in at the 'point of supply'.

*Under the Electrical Safety Act 2002* it is compulsory to use electrical safety switches at the point of supply and leads must be tested and tagged at the site holders expense. Everyone must comply with the following:

- Electrical safety switch at 'point of supply'
- Tagged and tested electrical leads and
- No double adaptors or piggy back leads to be used at all

At all times electrical leads must not impede the flow of pedestrians and vehicles. Leads will be checked at the Cairns Show.

### GAS CYLINDERS IN PUBLIC LOCATIONS:

Where a cylinder exceeding 12 litres capacity is permanently installed on the

showgrounds, the following requirements shall apply:

- the cylinder and any associated regulator shall be enclosed in a lockable cage or cabinet ventilated top and bottom;
- the cylinder valves and regulator shall be guarded by a covering metal hood, and the cylinder shall be protected against accidental dislodgement and
- The connecting piping shall be arranged so that it is not vulnerable to accidental impact or tampering.

### Food Licence and Gas System Compliance Certificate for Food Vendors

All food operators using LP gas for cooking, need to have been inspected by a gas work licence holder in the previous 12 months and have a gas system compliance certificate. Additionally, inspections by the Cairns Regional Council will occur prior and during the show for the appropriate food licence and food handling compliance.

### Environmentally responsible Exhibitors Camping

Campers must not contaminate waterways, roadside gutters, stormwater drainage as per the Environmental Protection Regulation 2019. Laundry wastewater may be discharged to ground provided the lines are appropriately covered with a filter sock measuring 50-100 micron. Feet socks and stockings are not appropriate methods. These socks must be securely attached to ensure no pollution to the ground. Filter socks can be purchased from the Cairns Show office for \$7each. A full list of prescribed water contaminants can be found on the Cairns Regional Council's website. For compliance, your details may be passed on to the Cairns Regional Council. EPA Inspectors will be on site and fines will be issued for those who are not compliant.



# 10

## Terms and Conditions

Our agreement with you is made up of your application, these terms and conditions, the application for site space, relevant correspondence, COVID compliance and the exhibitors manual. As such the conditions of occupancy shall be deemed to be the agreement between the "Cairns Show Association" and "The Exhibitor", as they relate to your participation in The Cairns Show. Failure to comply with the undermentioned clauses will result in the cancellation of your site rental contract and forfeiture of fees paid.

### 1. Stall Regulations:

#### a. Food sites

All food vehicles/sites, must have a current "Food Business Licence" certificate. All food sites producing grease must supply their own grease trap, which must be accessible for a daily pump out. A sullage surcharge applies. Fines of \$2,000 will be imposed on vendors not complying with regulations relating to correct disposal of cooking oil.

#### b. Camping

There will be no camping at any building or any part of the Cairns Showgrounds under any circumstances, except for the designated camping grounds. See clause 24.

### 2. Sub-Letting:

The allocated site is to be used solely for the purpose specified on the application and by the person or firm to whom it has been allocated. Sub-letting or on-selling of sites is not permitted under any circumstances.

### 3. Fundraising / Raffles / Gambling:

Gambling, disposal of any article by lot or chance and sale of art union tickets is strictly prohibited except on those sites specifically allocated for that purpose. Exhibitors must not allow their areas, other than those specified, to be used for fundraising raffles even though the exhibitor may be sponsoring a charity.

### 4. Site And Selling Restrictions:

The exhibitor must confine his/her business to the purpose accepted on the site application. No selling, canvassing, hawking or distributing of printed or other matters will be permitted outside the area allocated; penalties include closure of your site and forfeiting of fees paid.

The Cairns Show Association reserves the right to forbid the sale of any line for which specific application has not been made.

#### a. Showbags

The selling of showbags of any description on any site is strictly limited to licensed showbag operators only.

#### b. Showbag, novelty and related toy retailers

All showbag, novelty & related toy retailers are to comply with the "National Guidelines on the Safety of Toys & Novelties in Showbags" and the Memorandum of understanding between Queensland Chamber of Agriculture Society (QCAS) and the Showman's Guild of Australasia. In submitting your site application form you are agreeing to comply with these guidelines and agreement. The guideline

is available from the Office of Fair Trading - Department of Employment, Economic Development and Innovation on the Queensland Government website - [www.fairtrading.qld.gov.au](http://www.fairtrading.qld.gov.au) and the agreement can be requested by contacting the show office.

c. Food

The selling of the following food lines are not permitted as they are exclusive Showmen's Guild lines: fairy floss, dagwood dogs, waffles, doughnuts, toffee apples and snow cones.

d. General

The sale of the following items are not permitted as it is our view and aim to protect families at our show.

- |  |   |  |
|--|---|--|
| <ul style="list-style-type: none"><li>· Bomb Bags</li><li>· Bouncing Beans</li><li>· Cigarettes / Fake Cigarettes</li><li>· Drug Related Goods (including Cocaine Kits, Bongs etc.)</li><li>· Explicit and Hardcore T-shirts</li><li>· Explicit DVD's or videos</li><li>· Fire Wallets</li><li>· Fireworks - Crackers</li><li>· Fuel type Fire Lighters (Zippo)</li><li>· Horns and Trumpets</li><li>· Iridescent Hair Spray</li><li>· Knives (including Pen</li></ul> | <ul style="list-style-type: none"><li>Knives)</li><li>· Laser Pointers, Lights, Guns or similar distractive items</li><li>· Metal and wooden Martial Art Nunchakus</li><li>· Offensive Material</li><li>· Playing Cards (nude or lurid)</li><li>· Pressure Pack Snow</li><li>· Pressure Pack Fart Gas</li><li>· Silly String</li><li>· Stink Bombs</li><li>· Shang-hi /Sling Shots</li><li>· Water Bomb</li></ul> | <ul style="list-style-type: none"><li>· Toy guns with the following are unacceptable:</li><li>· Ball bearing guns</li><li>· Eight shot caps</li><li>· Pellet guns</li><li>· Pop downs (throw downs)</li><li>· Potato Gun</li><li>· Replica guns (bullet type)</li><li>· Roll caps</li><li>· Water pistols over 150mm (6")</li><li>· Gel Blaster Guns.</li></ul> <p>Samurai Swords, English Swords and Fencing Swords are to be sold in Sealed Packages by Licensed Traders</p> |
|--|---|--|

5. Site Allocation Restrictions:

No banners, flags or display stands must be outside the site boundary. No part of an exhibitor's display material, tents, pegs, ropes, marquees or items for sale etc. to encroach on another site. All exhibitor staff must remain within their own site boundaries: - marked out lines for outside and carpet for Fred Moule Exhibition sites.

6. Advertising Signs:

The display of approved advertising signs of any description is restricted to the area occupied by the exhibitor. No permanent signs to be erected.

7. Exhibitor Conduct:

The exhibitor and their staff are to conduct themselves in an orderly and respectful manner while they are on the showgrounds. Alcoholic beverages must not be consumed on sites by the site holder and/or workers. No smoking at any of the sites on the Showgrounds only in designated outside smoking areas — Queensland Government fines apply.

8. Offensive Material:

The Secretary Manager or Executive Committee Members of the Cairns Show Association shall have the power to enter sites and remove any article, sign, picture or printed matter, which in their opinion may be a cause of offence to the public or the officials of the Cairns Show Association.

9. Display Fastenings:

Under no circumstances shall an exhibitor excavate, dig or place pegs in their area without first obtaining authority from the Cairns Show Association. For inside sites, nails, screws or bolt fasteners into concrete floors are not permitted. Securing of floor coverings to floors is to be by tape. No screws or pins to partitions. With permanent stalls, please advise the Cairns Show Association of any alterations you are intending to make.



#### 10. Display Layout:

The Cairns Show Association undertakes to rent the site and/or building thereupon in their present condition. All subsequent plumbing, carpentry and electrical requirements will be the responsibility of the exhibitor. Except for permanent stalls, erection of structures of a permanent nature are not permitted. All erections are to be temporary in nature and removed at the conclusion of the show.

#### 11. Sound Systems:

PA Systems, projectors, sound units etc must be governed so that their volume is not objectionable to other exhibitors or show patrons. The Cairns Show Assoc. is empowered to order objectionable systems disconnected on receipt of a legitimate complaint.

#### 12. Electrical:

Please refer to Pages 12, 16 & 19.

#### 13. Double Adaptors:

The Cairns Show Association do not allow the use of double adaptors to prevent overloading of circuits. Four outlet power boards with an overload facility are allowable.

#### 14. Rubbish Disposal

Site holders will be responsible for the cleanliness of their site for the entire duration and conclusion of the show. No food, oil and other trade waste is to be discharged onto or left on the grounds.

There is a recycling and cardboard only skip bins for Exhibitors to use located creek side of Fred Moule Exhibition Centre. Other Recycling skip bins are located near the Fulton Bar, Centre Ring (near the Toilet Block 2) and the Outback Bar.

#### 15. Site Allocations:

The Cairns Show Association has the final word on site allocation. No further matters will be entered into. Sub-letting of any sites will not be allowed. A fine, penalty or ruling will be imposed for site holders in breach. Site allocations will also be subject to the approval of the COVID safe event plan approval and current restrictions as stipulated by the Chief Health Officer.

#### 16. Site Cancellation:

If the site holder cancels his/her site for any reason whatsoever, (such cancellation to be in writing addressed to Cairns Show Association), then a cancellation fee being a proportion of the prescribed fees and relative to commencement date of the show (as detailed below) shall be paid by the site holder to Cairns Show Association.

Prior to 90 days	-	50% site fee non refundable
89 - 60 days prior	-	75% site fee non refundable
59 - 1 day prior	-	100% site fee non refundable

#### 17. Site Holder Information:

For the safety of our community the Cairns Show Association will comply with all Queensland Health and Cairns Regional Council requests for information. The Cairns Show Association reserves the right to pass on your information for marketing purposes (eg. on the CSA website). If you do not wish this to happen, please note this on the site application form in the Privacy Act Section.

#### 18. Loss Or Damage:

The Cairns Show Association will not under any circumstances be held responsible for any loss of or damage to stock in trade, etc. or any part thereof of any site holder or exhibitor from any cause whatsoever.

#### 19. Indemnity:

The Cairns Show Association will not be responsible for any accident, incident or injury which may be caused through or by the site holder, or which may happen in connection with his/her business. The site holder shall indemnify the Cairns Show Association against any legal proceedings arising from such accident, incident or injury.

#### 20. Public Liability - Certificate of Currency:

A copy of the current public liability policy held by each trader or site holder must be supplied with a standard cover of \$20 million. Any cover less than this amount will be reviewed by the Cairns Show Association upon application. **All exhibitors/traders are to list the Cairns Showgrounds and the Cairns Regional Council as an interested party on their Public Liability Insurance.** Without a certificate of currency, the Cairns Show Association will reject access to site holders at its absolute discretion.

#### 21. Workplace Health & Safety Regulations:

Written and signed assurance is required from you, that any temporary structures, vans, equipment etc. and any activity that takes place on or adjacent to your site, complies in all respects with current Workplace Health & Safety Legislation. This includes but is not limited to testing and tagging of all electrical equipment and fitting of earth leakage detection devices if equipment is not double insulated. You are also required to provide a written report of all accidents, injuries and/or dangerous occurrences immediately after.

#### 22. Alterations:

The Cairns Show Association reserves the right to alter these terms and conditions at any time and without further reference to site holders.

#### 23. Roving Mascots:

The Cairns Show Association may allow a roving mascot providing a permit has been granted at the discretion of the Cairns Show Association. The mascot must only roam on the pedestrians' pathways. Only site holders can apply for a roving mascot permit as part of their site application. A cost will be incurred and a permit number is required and must be displayed at the site.

#### 24. Exhibitor Camping:

There shall be no camping at any building or any part of the Cairns Showgrounds under any circumstances, with the exception of the designated camping grounds. Campers must not contaminate waterways, roadside gutters, stormwater drainage as per the Environmental Protection Act 1994 and must comply with all measures including installing appropriate filter socks that measure 50-100 micros. A full list of contaminants can be found on Cairns Regional Council's website - Schedule 10 - Prescribed Water Contaminants Environmental Regulation 2019. Exhibitor details will be forward to Council for compliance. Cairns Regional Council's Environmental Officer/ Regulators will be on site and fines will be issued for those who are not compliant.



# 11

## Sponsorship

The Cairns Show has been showcasing the very best of the Cairns region for more than 115 years with emphasis on local businesses, major industries, agricultural, pastoral, education and mining sectors. Our program is designed for the wider community audience featuring families, competitors, exhibitors and all community members interested in agricultural, horticultural, creative activities,

spectacular entertainment and the largest regional sideshow alley.

There is an increasing demand for commercial and display sites within the Cairns Show which offers a connection to the wider community and brand exposure to over 70,000 people over 3 days.

We foster partnerships through sponsorship opportunities and encourage you to consider the benefits of showcasing your brand to local businesses and individuals within our local, regional and remote communities.

We invite you to partner with the Cairns Show Association and be part of an exciting and growing community.

Level	Amount
Diamond Corporate and In-kind Sponsorship	\$20,000 and over
Platinum Corporate and In-kind Sponsorship	\$10,000 - \$19,999
Gold Corporate and In-kind Sponsorship	\$5,000 - \$9,999
Silver Corporate and In-kind Sponsorship	\$2,500 - \$4,999
Bronze Corporate and In-kind Sponsorship	\$1,000 - \$2,499
Supporter	\$500 - \$999
Minor Supporter	\$200 - \$499
Competition Donation	\$50 - \$199
Prize Donation	
Unconditional Donation	

For additional information on sponsorship opportunities please contact:

Secretary Manager - The Cairns Show Association

T: 07 4042 6610 | M: 0467 006 100 | E: [secretary@cairns-show.com](mailto:secretary@cairns-show.com)

# CAIRNS SHOW 17-19 JULY 2024

The Cairns Agricultural Pastoral and Mining Association would like to thank our sponsors for supporting primary and local industries in Far North Queensland.

## Government



Australian Government

## Platinum



## Gold



## Silver



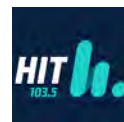
## Bronze



## Supporter



## Media





# 12

## Exhibitor Checklist

- ☐ Complete all pages of the site application form online and clearly mark 3 sites or area preferences.
- ☐ Supply all appropriate paperwork including Public Liability certificate of currency with a minimum \$20 million cover and food licence / Gas compliance certificate. The Cairns Show Association and The Cairns Regional Council must be listed as an interested third party on this certificate.
- ☐ Deposit and 50% site fee paid within 7 days of issue of tax invoice to reserve site.
- ☐ Sites paid in full by 30<sup>th</sup> November 2023 to take advantage of early bird discount or balance paid by 30 April 2024 to secure site at standard rates.
- ☐ Bookings made after 30<sup>th</sup> April 2024 will require completed application, bond (Fred Moule Exhibition Centre sites only) and 100% site fee paid by the time of booking to secure site.
- ☐ Order any car parking, additional worker's passes with site application.
- ☐ Understood and accept terms and conditions of booking.

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# NEED MORE INFORMATION?

Cairns Show Association's Sites Co-ordinator  
PO Box 811 Bungalow Queensland 4870  
07 4042 6699 | [sites@cairns-show.com](mailto:sites@cairns-show.com)  
[www.cairnsshow.com.au](http://www.cairnsshow.com.au)

CONTACT US

