



Commercial Exhibitor Application

For the 2019 Royal Hobart Show

Our Details

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2 Howard Road, Glenorchy

Prospectus

Please ensure you read and understand the Prospectus when it becomes available.

To access the Prospectus and additional Exhibitor resources, please visit the [Commercial Exhibitors](#) webpage.

IMPORTANT INFORMATION – MUST READ*

Food, Liquor and Temporary Structure Permits

Please note that there are provisions that must be adhered to under Australian Food, Liquor and Building standards. If you sell food, liquor or plan on bringing a temporary structure as part of your exhibit, you must submit the relevant documentation in coherence with Australian legislation.

- In the case of selling **food or non-alcoholic drink**, the Exhibitor is required to submit a **Food permit**. **Exhibitors** must apply through Glenorchy City Council, TEL: 03-6216 2700. Alternatively, RAST can apply for you at an additional cost of \$50.
- In the case of sampling or selling liquor, the Exhibitor is required to submit a Liquor permit.
- In the case of a **Temporary Structure** the Exhibitor is required to submit a **Certificate of Likely Compliance** supplied by a Building Surveyor to RAST. Exhibitors must apply to Glenorchy City Council, TEL: 03-6216 2700.

Electrical Supply

All power supply must be ordered and paid for as part of your application. You must supply your own in date tested and tagged electrical cord and should carry barrier tape or protective strips to cover your cord. Unauthorised and unprotected connection to Showground power supply will not be tolerated and will incur penalties. All other electrical equipment must also be tested and tagged before bump-in for the Royal Hobart Show.

Site Safety

Safety of Exhibits must be to the standard required by Workplace Safety Authority, Electrical Standards, and any State or Local Council requirements. Exhibitors **duty of care** is to assist and comply with these instructions. It forms part of The Royal Agricultural Society of Tasmania's **Safety & Risk Management Policy**. All Exhibitors must complete an online safety induction prior to bump-in for the Royal Hobart Show. On completion of this induction, you will be emailed a safety card. You **must** carry this on you at all times during show. A paper version of this induction can be sourced from administration. During bump-in, high-visibility safety vests must also be worn.

Online safety induction link: <http://hobartlauncestonshows.induction.integralcs.com/>

Public Liability

All Exhibitors must provide a copy of their public liability alongside this application.

Section 1: Contact Details

First Name*		Trading Name*	
Surname*		Billing Name*	
Phone Number*		ABN/ACN	
Email*		Fax	

Postal Address*			
Suburb/City/Town*		State*	
Postcode*		Last time exhibiting at the Royal Hobart Show?	

* Indicates mandatory field

Section 2: Your Products

2A. As per Australian Competition and Consumer Commission (ACCC) definitions are your products: *

Made in Australia Product of Australia Imported

2B. List all your products and services *

- You must submit a full menu of all products to be sold at the Show, including prices before your application can be processed in full.

Please list all products and/or services for sale (or attach product/service brochure/list). The Royal Agricultural Society of Tasmania (RAST) reserves the right to determine which products/services may be sold or promoted at the Show. If your products require a licence to be sold within Australia, you will be required to provide a copy before your application is accepted.

2C. Do you sell products that contain pre-packaged or ready to eat /drink food or beverage? *

- Yes (please read conditions below)
- No

All Food and Beverage Vendors must apply for a Food Business Permit which will be issued by Glenorchy City Council. Permit Form will be sent to you on completion of your Application, fees do apply. Your Permit must be displayed at your site.

All Food and Beverage Vendors (including alcohol) to complete question 2D

2D. In Accordance with Glenorchy City Council (GCC) guidelines, will you sell...

- Potentially-Hazardous Food

May contain pathogenic micro-organisms and will support the rapid formation of toxins or growth of pathogenic micro-organisms unless kept at controlled temperatures. Examples are: meat; poultry; seafood; dairy; eggs; smallgoods; cooked rice and pasta.

- Non-Potentially Hazardous Food

Unlikely to contain micro-organisms and will not normally support their growth due to food characteristics. Examples are: grains; cereals; bread; fats; oils; milks, hot beverages, carbonated beverages and sugar based confectionary.

- State Registered Food Van

Food Van must be registered within the state of Tasmania and a copy of the registration will need to be supplied for your booking to be confirmed

2E. Do you sell and/or sample alcohol? *

- Yes (please read conditions below)
- No (go to section 3)

Selling and/or sampling alcohol is subject to RAST approval. Strict requirements must be met. All Exhibitors selling and/or sampling alcoholic product must complete the **Liquor Permit** section of the **Booking Form**. All liquor Exhibitors will be required to provide copies of RSA Certificates for all staff working at their site. Copies of RSA Certificates must also be held at the Exhibitor's site during the event.

Section 3: About Your Exhibit

3A. Does your exhibit include a tent, marquee or hoecker? *

- Yes (for general purposes over 20sqm)
- Yes (for food purposes over 10sqm)
- Yes

**Please be aware that special requirements exist for structures with the purpose of general use 20sqm and larger; and for food purposes 10sqm and larger. Conditions below.*

- No (go to next question 3B)

3A Continued. Does your exhibit include a tent, marquee or hoecker?

If you answered yes, you must read the conditions below.

Any structure erected by the exhibitor or supplied to the exhibitor must conform to current regulations regarding temporary structures, as enforced by Glenorchy City Council. Structures requiring permits are food marquees, hoeckers and tents over 10 square metres. All general marquees, hoeckers or tents over 20 square metres. Please enquire about obtaining a Temporary Occupancy Permit at Glenorchy City Council or contact the Commercial Space Manager on 03 6272 6812.

All Exhibitors using a temporary structure of any type should note that weather conditions are unpredictable at this time of year. It is **STRONGLY** recommended that Exhibitors use an all-weather, compliant structure from a reputable supplier. Market gazebos and general use structures are **NOT SUITABLE**. Exhibitors are responsible for ensuring that their structures are properly anchored with appropriate devices. Dynabolts, stakes and other pegging devices are **NOT TO BE USED ON ANY SEALED SURFACES** on RAST property. Offenders will incur a minimum penalty of \$500. RAST accepts **NO RESPONSIBILITY** for damage to any Exhibitor structure or resultant loss of business. RAST can provide weights at an additional cost. See section 8 for more information.

3B. Do you require power on your site?

- Yes (read conditions below)
 No (go to section 4)

Food Exhibitors are encouraged to use gas wherever possible to minimise impact and reliance on Showground power supply. All Exhibitors requiring power must order their estimated power requirements in the **POWER SECTION** of the **BOOKING FORM**. Exhibitors are required to declare all power equipment detailing watts, volts and amps for all electrical items. The RAST will determine final power supply requirements and costs in accordance with Workplace Safety Standards, Electrical Authority Requirements and current legislation. Undeclared power and equipment usage on-site will be charged to the Exhibitor at the scheduled rate plus 50% and the Exhibitor shall be liable for any other resultant costs incurred. Electrical equipment not directly required for exhibition or display purposes (such as personal heaters, kettles, cooking equipment, etc) are **STRICTLY PROHIBITED**. Exhibitors must use power strictly in accordance with RAST Terms and Conditions and comply with any reasonable request from RAST staff to ensure the maximum possible safety of all Exhibitors.

3C. Do you require water?

- Yes (read conditions below)
 No

Water connection is subject to availability and approval. All Exhibitors must supply their own water connection device.

3D. Does your exhibit include gas, naked flames and/or compressed air?

- Yes (read conditions below)
 No

You must tell RAST if you intend to use gas, naked flames or compressed air. All Exhibitors must supply a detailed list of equipment with this application and: are subject to approval; must demonstrate compliance with Workplace Safety Standards and relevant legislation for use; and provide appropriate emergency safety equipment on their site.

Section 4: Vehicle and Entry Passes

VEHICLES

All Exhibitors requiring vehicle access to the Hobart Showground for any reason during the Royal Hobart Show must apply for a vehicle permit. Permits are limited and will be granted to Exhibitors with the most need. Unauthorised vehicles will be towed off site at the vehicle owner's expense. All Exhibitors will be required to provide a vehicle description, registration number and driver mobile number prior to approval.

COMPLIMENTARY EXHIBITOR AND STAFF PASSES

All Exhibitors will be issued with a complimentary Exhibitor Pack per site containing:

- 1 x Exhibitor Medallion (1 x person unlimited entry to grounds across 3 days of event)
- 8 x Single Day Passes (1 x person entry for single day)
- 1 x Member Car Park Pass (1 x vehicle complimentary parking located at Elwick Member Car Park)

ADDITIONAL PASSES

- All additional passes must be ordered by 31 August: Single Day Passes \$13.00ea

CONDITIONS

- These tickets are **not transferable** and **cannot** be sold or used for promotional purposes.

4A. Do you intend to have a vehicle on-site at any time during the Royal Hobart Show?

- Yes (please list all vehicles and state the reason for use below)
 No

Vehicle Type (make & colour)	Vehicle Registration Number	Reason (for being on site)

Section 5: Licenses and Certificates of Currency

5A. Do you have Public Liability Insurance?

- Yes (please send Certificate of Currency covering the period of Show, with this application)
 No (please obtain this and read the conditions below)

The RAST Public Liability insurance policy does not cover Commercial Exhibitors. It is in the best interests of all Exhibitors to maintain their own public and products liability insurance. All Exhibitors in the following categories must provide proof of cover for the period of the Show: Show Rides; Games; Novelty Goods; Food Vendors.

5B. Do you sell, serve or give samples of alcohol?

- Yes (please send a copy of your Liquor Permit and read conditions below)
 No (go to next question)

As per conditioning in section two, all Exhibitors selling and/or sampling alcohol are subject to RAST approval. Exhibitors must hold copies of RSA Certificates for ALL STAFF working at their site. Copies of RSA Certificates must also be available for inspection at the Exhibitor's site for the duration of the event. A Liquor Permit must also be obtained and presented with this application form.

5C. Are you required to have a license to sell your product within Australia?

- Yes (please read conditions below)
 No

All Exhibitors requiring a license to sell their product within Australia are required to submit copies of product licenses. Copies should also be available for inspection at the Exhibitor's site for the duration of the event.

Section 6: Promotional Opportunities

6A. Please indicate any promotional opportunities that you would like to take part in.

- Public Address Announcements

Prepare your own 30 second advertisement or use a pre-recorded advertisement that will be played over the Showgrounds public address system throughout the duration of the Show. If your advertisement is pre-recorded it must be in a Windows Media Player or MP3 format. If you are providing written words for us to convert to a voice announcement, please limit to no more than 60 words.

- Social Media Promotion

This promotion is subject to availability.

Prepare a short post about your business, accompanied by a logo or image and we will post it to our Facebook page (prior or during the event). With 12K followers and high levels of interaction during show week this is a great opportunity for your business.

- Sponsor Program

Become a sponsor of the Royal Hobart Show and receive sponsor benefits. Tick this box to find out more.

Section 7: Showbag Exhibits

7A. Will your exhibit involve the distribution of showbags?

This includes the **selling showbags for trading purposes or **giving away** showbags for promotional purposes.*

- Yes (you must read and agree to the conditions below)
 No (go to next question)

IMPORTANT INFORMATION FOR ALL SHOWBAG EXHIBITS, INCLUDING PROMOTIONAL SHOWBAGS

Any Exhibitor who plans on selling or giving away showbags during the course of show **must provide two samples of each different showbag** for consumer affairs inspection and RAST inspection. On conclusion of inspection, these bags will be used by RAST at RAST's discretion for promotional and charitable purposes. These samples **must** be provided **two weeks** prior to the commencement of show or else you will not be able to distribute your showbags during the event.

Section 8A: Location & Pricing *All pricing inclusive of GST

8A. Please select your desired location. Placement in these locations will be subject to availability.

Area	3x3	#	6x3	#	9x3	#	Additional	#
Showcase Pavilion	\$500	<input type="checkbox"/>	\$1000	<input type="checkbox"/>	\$1500	<input type="checkbox"/>	Corner \$100	<input type="checkbox"/>
Tassie Showcase	\$450	<input type="checkbox"/>	\$900	<input type="checkbox"/>	\$1350	<input type="checkbox"/>	Corner \$100	<input type="checkbox"/>
Fine Art pavilion	\$500	<input type="checkbox"/>	\$1000	<input type="checkbox"/>	\$1500	<input type="checkbox"/>		
Lawn Premium	\$500	<input type="checkbox"/>	\$1000	<input type="checkbox"/>	\$1500	<input type="checkbox"/>		
Food Hub & Show Village	\$500	<input type="checkbox"/>	\$1000	<input type="checkbox"/>	\$1500	<input type="checkbox"/>	Premium \$100	<input type="checkbox"/>
Showcase Concourse	\$450	<input type="checkbox"/>	\$900	<input type="checkbox"/>	\$1350	<input type="checkbox"/>		
Arena	\$250	<input type="checkbox"/>	\$500	<input type="checkbox"/>	\$750	<input type="checkbox"/>		
Activities Hub	\$250 / special rates for charities & non-for profit organisations & local sporting clubs.							
Showbag Vendors	\$400 x metre frontage (each m purchased includes 5m of space in width)							

Total: \$

- For pricing over 9 metres (unless showbag vendor) please contact us via email.
- We do offer special prices for charities & non-for profits organisations - enquire by email.
- RAST reserves the right to make changes to floor plans, site layouts and site allocations

Email contact: operations@hobartshowground.com.au

Section 8B: Power & Pricing

8B. If you require power, please select your required amount.

Power-Amps	Price	#	Totals
10 Amp	\$75	<input type="checkbox"/>	\$
15 Amp	\$100	<input type="checkbox"/>	\$
3 Phase	\$125	<input type="checkbox"/>	\$
Personal Distribution Box	\$150	<input type="checkbox"/>	\$

Total: \$

THE SITE HOLDER IS RESPONSIBLE FOR ENSURING THAT USE AND INSTALLATION OF ALL ELECTRICAL EQUIPMENT, LEADS AND POWER BOARDS MEET WORKPLACE AND SAFETY STANDARDS AUSTRALIA AND CURRENT LEGISLATION. THE ROYAL AGRICULTURAL SOCIETY OF TASMANIA (RAST) WILL DETERMINE FINAL POWER SUPPLY AND COST REQUIREMENTS.

Section 8C: Pricing for Additional Extras

8C. If you require RAST to apply for a permit on your behalf, please indicate below.

Food Permit Type	Cost	#
High Risk Potentially Hazardous Vendor	\$232.00	<input type="checkbox"/>
Low Risk Vendor	\$95.00	<input type="checkbox"/>

If you require RAST to supply marquee weights, please indicate below.

Number of weights	Cost (per unit)	#	Total
1	\$25.00	<input type="checkbox"/>	\$

Total Additions: \$

Section 9: Additional Information

9. Additional Requirements/Information

Please use this section to include any additional detail about your application

Section 10: Payment, Cancellations, Refund Policy and Conditions

- BOOKINGS WILL NOT BE CONFIRMED UNTIL AT LEAST A DEPOSIT OF \$150.00 HAS BEEN RECEIVED.
- ALL DEPOSITS MUST BE PAID WITHIN SEVEN DAYS OF NOTIFICATION OF BOOKING ACCEPTANCE UNLESS OTHERWISE ARRANGED BY THE EXHIBITOR AND CONFIRMED IN WRITING BY RAST.
- CREDIT CARD BALANCES WILL BE AUTOMATICALLY DEDUCTED ON 30 AUGUST UNLESS OTHERWISE ARRANGED BY THE EXHIBITOR AND CONFIRMED IN WRITING BY RAST
- ALL SITE FEE BALANCES MUST BE COMPLETED BY 30 JUNE UNLESS OTHERWISE ARRANGED BY THE EXHIBITOR AND CONFIRMED IN WRITING BY RAST.
- OUTSTANDING BALANCES DUE OR BOOKINGS LATER AFTER THE 30 SEPTEMBER WILL INCUR A LATE FEE PENALTY RATE OF 10% OF THE OUTSTANDING BALANCE.
- OUTSTANDING BALANCES DUE AFTER THE 30 SEPTEMBER WILL BE DEEMED CANCELLED UNLESS ARRANGEMENTS HAVE BEEN MADE BY THE EXHIBITOR AND CONFIRMED IN WRITING BY RAST.
- BOOKINGS ACCEPTED AFTER 30 SEPTEMBER MUST BE PAID IN FULL UPON ACCEPTANCE OF APPLICATION TO AVOID LATE BOOKING FEE.
- CANCELLATION OF A BOOKING MUST BE ADVISED IN WRITING TO RAST BY 30 SEPTEMBER AND SUCH CANCELLATION WILL BE GRANTED A FULL REFUND OF ALL FEES PAID LESS A \$150 PROCESSING FEE
- CANCELLATION OF A BOOKING AFTER THE 30 SEPTEMBER WILL NOT BE REFUNDED.

Section 11: Total Payment

11A. Please fill out accordingly.

Cost Type	Description	Amount
Location		\$
Power		\$
Additional Extras		\$
	Total	\$

Section 12: Payment Options

Credit Card

DO NOT PROVIDE YOUR CREDIT CARD DETAILS IF YOU ARE APPLYING ON LINE. SIMPLY SELECT THIS OPTION. ONCE YOUR BOOKING HAS BEEN ACCEPTED AND PROCESSED, OUR FINANCE CONTROLLER WILL CONTACT YOU FOR YOUR CARD DETAILS.

Direct Deposit

TO ACCOUNT: THE ROYAL AGRICULTURAL SOCIETY OF TASMANIA
BSB: 017-209
ACCOUNT NO: 8367-24957
QUOTE ACCOUNT REF: YOUR BILLING NAME (EXAMPLE, 'ABC ENTERPRISES')

Cheque

ALL CHEQUES TO BE MADE OUT TO:

ROYAL AGRICULTURAL SOCIETY OF TASMANIA THE FINANCIAL CONTROLLER, RAST, PO BOX 94
GLENORCHY, TAS 7010

Section 13: Terms and Conditions

I agree to accept RAST policies, terms and conditions.

Yes

By checking this box, I hereby declare that I have read and will adhere to the Exhibitor Conditions on pages 12 & 13 of the Prospectus.

No

I DO NOT accept to the Exhibitor Conditions on pages 12 & 13 of the Prospectus.

Signature:

**only required if application is completed by hand*

****Bookings will not be accepted without your signature or online acceptance of the RAST policies, terms and conditions as outlined on application form and on pages 12 and 13 of the Prospectus.***

