



9-11 JUNE 2021

EXHIBITOR PROSPECTUS

FOR FURTHER DETAILS

The 2021 Rockhampton Show Committee

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WELCOME

Dear Exhibitor,

This 2021 Exhibitors Prospectus is designed to assist you in your Rockhampton Agricultural Show application and outlines key requirements under which exhibitors, exhibition staff and associated services are to operate. It is important that exhibitors read carefully the following information and are able to provide a copy of your insurance cover before completing the application form.

If you are willing to adhere to our requirements and your products meet our criteria, we welcome your application.

KEY DATES

Applications open	1 March 2021
Applications close	21 May 2021
Successful exhibitors notified	As applications come through
Site fees due date	1 June 2021
Exhibitor site bump-in	7 - 8 June 2021
Show dates	9 - 11 June 2021
Exhibitor site bump-out	11 - 14 June 2021

ENQUIRIES & QUESTIONS

For more information contact:

Rockhampton Show

Show Co-ordinator

PO Box 1860, Rockhampton, QLD, 4700

Telephone: 07 4936 8800 | Fax: 07 4936 8862

Email: show@rrc.qld.gov.au | Website: www.rockyshow.com.au

COVID-19

Rockhampton Agricultural Show will implement a COVID Safe Event Plan approved by the QLD Chief Health Minister. Social distancing and strict hygiene rules will be in place and exhibitors must follow all Government recommendations and legislation to minimise risk to staff, exhibitors and visitors.

SECURITY

Whilst every reasonable precaution is taken, Rockhampton Agricultural Show and Rockhampton Regional Council accepts no responsibility for any loss or damage which may occur to persons or property from any cause whatsoever. The Rockhampton Regional Council will not be responsible for any goods left unattended.

SITE CANCELLATION

Exhibitors may reduce their space or completely withdraw from the Rockhampton Agricultural Show without penalty provided they advise the Show Office within 14 days prior to the commencement of the Show. Exhibitors reducing their space or completely withdrawing from the Rockhampton Agricultural Show less than 14 days prior to the Show will not be entitled to a refund and shall be liable for the total cost of the space.

INSURANCE

All Exhibitors are responsible for insuring their own property and stock. They should note that insurance for their goods and exhibits should take effect from the day that such goods are delivered to the venue and such insurance should remain in force until they are removed.

Exhibitors are required to take out adequate cover against the kinds of risks they will incur in connection with the Show, e.g.: All Risks Property, Employers' Liability and Personal Accident to Staff. In addition, exhibitors may wish to insure against wasted expenditure in the event of the Show being abandoned or curtailed. **Public Liability (for no less than \$20 million) is a mandatory requirement at the Rockhampton Agricultural Show.**

ACCOUNTS

All accounts payable to the Rockhampton Regional Council for site fees and associated exhibition costs must be paid in full before taking up your allotted site and before passes will be issued. Exhibitors are reminded to observe the payment terms and conditions as specified in their Show Space Agreement as non-compliance may result in the re-letting of space to another exhibitor.

SPONSORSHIP

Opportunities are available for exhibitors to maximise their participation in the Show by sponsoring traditional show displays, events or promotional materials. Phone the showground's office on 07 4936 8800 or email show@rrc.qld.gov.au for further details of how you can get involved.

CAMPING

Please provide details of your camping site requirements on your application form. Campers will comply with Show Exhibitor Regulations terms and conditions.

BOOKING INFORMATION

STALLHOLDER REQUIREMENTS AND SELECTION CRITERIA

We look for stallholders who:

- Show initiative and are able to follow the application process.
 - Are honest and reliable.
 - Have a minimum of \$20 million Public Liability Insurance.
 - Can maintain their sites, stalls and staff for the duration of the show.
 - Can bump in on time and leave their site as they found it: clean and devoid of waste.
-

STALLS THAT ARE NOT APPROPRIATE

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

- Fairy Floss	- Dagwood Dogs,
- Waffles	- Doughnuts
- Toffee Apples	- Snow Cones
- Cordial based Drinks	- Toys
- Novelties	- Dolls on Sticks
- Inflatable and Soft Plush Toys	- Other items as advised

LIST OF ITEMS BANNED FROM SALE

The display and/or sale of laser lights, knives, offensive T-shirts, and vehicle stickers, bongos and liquid string merchandise is strictly prohibited at the Rockhampton Show. The Showmens Guild of Australasia and the respective Agricultural Shows have agreed that the following lines be banned at Agricultural Shows as it is our view and aim to protect and attract families to the Local Shows.

- Explicit and Hardcore T Shits	- Explicit DVD'S & Videos
- Fake Cigarettes	- Fuel type Fire Lighters (Zippo)
- Iridescent Hair Spray	- Trumpets
- Knives (including Pen Knives)	- Metal and Wooden Martial Art Nunchucks
- Laser Pens lights and or Laser Toys	- Playing Cards (Nude or Lewd)
- Pressure Pak Fart Gas	- Pressure Pak Snow
- Pressure Pak Silly String	- Drug related goods (including Cocaine kits and Bongos etc)
- Stink Bombs	- Water Pistols longer than 150mm
- Water Bombs	- Other items as advised

Toy Guns are acceptable, however the following are not:

- Pellet Guns	- Ball Bearing Guns
- Replica Guns (Bullet type)	- Pop downs (throw downs)
- 8 Shot Caps (caps only banned)	- Strip Caps (caps only banned)
- Roll Caps (caps only banned)	- Fire Works - Crackers

TOY & NOVELTY GUIDELINES

Showbag Traders and Exhibitors selling toy or novelty products are reminded that they must comply with regulations set by the Department of Fair Trading and the Guidelines for the Safety of Show Bags, Toys and Novelties.

STALL PRESENTATION

At the Show, we look for stalls with great presentation. If your stall is attractive, welcoming and accessible, we find that more people visit your stall. Show management reserve the right to request that a stallholder undertake any reasonable maintenance on their site to improve the safety of the stall, and/or to raise the level of presentation of the stall and its products.

STALL ALLOCATION AND SET-UP

Stall placement and overall layout is at the discretion of the organisers and the Stall Manager and if possible is undertaken in consultation with the applicant. It is not acceptable for stallholders to encroach onto the walkways for access and safety reasons. When deciding what site size you require, include your entire stall footprint in your site map including all ropes and awnings and back of house. If you are a food vendor you need to include cold rooms, storage and freezers. If you arrive at the Show and you have brought a 6mx6m marquee but only booked a 3mx6m site, you may be disappointed with the area you have been designated.

Set up from 8am Monday 7th of June 2021 to 9pm Tuesday 8th of June 2021. Stallholders may request to set up earlier on Saturday 5th June and Sunday 6th June, however this will be at the discretion of Show management.

STORAGE

No on-site storage facilities are available at the showground's for stock or materials. Exhibitors should allow for the storage of items such as brochures and give-aways in their exhibit design.

SUBLETTING

Stallholders can share part of their site with consent from the Stalls Manager but stallholders are not allowed to sublet the stall. If you are sharing a site with another business, we will require a copy of the public liability certificate of the additional business/s.

SITE PLANS

Rockhampton Agricultural Show reserves the right to alter the layout, plans and positions of exhibitions.

RIGHT OF VETO

Show management retain the right to enter your stall at any time and remove any article, sign, picture or printed matter which, in our opinion, is either not eligible for display or is considered offensive or is of a political nature.

SHOW HOURS OF OPERATION

Stallholders are expected to operate for the duration of the Show from Wednesday the 9th of June to Friday the 11th of June as per our required trading hours.

Date	Open	Close
Wednesday 9th of June	8am	10pm
Thursday 10th of June	8am	10pm
Friday 11th of June	8am	10pm

SHOW OFFICE HOURS

24th May - 5th June	Mon-Fri	8.00am – 4.00pm	
	Saturday	5th June	10am - 3pm
	Sunday	6th June	10am - 3pm
	Monday	7th June	8am - 5pm
	Tuesday	8th June	8am - 9pm
Show Office Hours	Wednesday	9th June	7am - 10pm
	Thursday	10th June	7am - 10pm
	Friday	11th June	7am - 10pm
	Saturday	12th June	8am - 4pm
	Sunday	13th June	8am - 1pm
	Monday	14th June	8am - 4pm
Please note: The Show office is closed from 12:30pm to 1pm for lunch during the Show.			

PAVILION OPENING & CLOSING TIMES

Pavilion open and close times are arranged by exhibitors and show management. All pavilions are open to the general public from 8.00am. Live exhibits and animal closure times are in keeping with best animal practice.

BUMP-IN

Exhibitors are requested to move in and set up sites between the hours specified (above) unless otherwise advised. Please remember that bump-in is often congested and you are asked to be considerate regarding the placement and movement of vehicles, stock and materials in areas other than your allotted space.

- Bump-in Saturday 5th & Sunday 6th by arrangement.
- Monday 7th from 8am - 5pm and Tuesday 8th from 8am – 9pm.
- Vehicles must sign in at gate security for vehicle access.

BUMP-OUT

- Stall holders are permitted to pack up from 8pm on Friday 11th.
- Vehicles will be permitted onsite as directed on Friday 11th.
- Pavilions will close Friday 11th at 10pm and reopen Saturday 12th at 8am.
- You must display your vehicle pass provided on your windscreen for vehicle gate access and security monitoring purposes.
- All exhibits and rubbish must be fully removed by 4.00pm Monday 14th June 2021.

FOOD STALL OPERATION

The operation of temporary food vending facilities at the Rockhampton Agricultural Show falls within the jurisdiction of the Rockhampton Regional Council. It is a requirement that all temporary food vending facilities in operation at the Rockhampton Agricultural Show hold a food business licence with Rockhampton Regional Council.

Information on the requirements of the temporary food stalls can be found at www.rockhamptonregion.qld.gov.au/CouncilServices/Environment-and-Public-Health/Food-Business-Licences.

Mobile food vans that have a current mobile food business licence with another Queensland local government do not require further food business licensing with Rockhampton Regional Council.

Application for Food Business Licence can be made to Council at the following address:
Rockhampton Regional Council
PO Box 1860, ROCKHAMPTON QLD 4700 or by following this [link](#).

Applications should be submitted at least 30 days prior to the event, to allow adequate time for processing and must contain the required supporting documentation.

For further information regarding food business licensing contact Environment and Public Health Unit on 4932 9000.

ENVIRONMENT AND SUSTAINABILITY

It is a requirement of Rockhampton Regional Council's events, including the Show that all stallholders comply with our environmental policy.

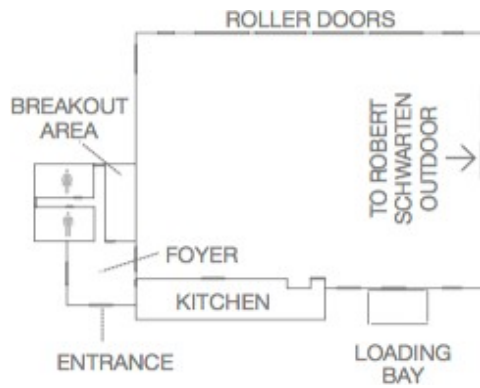
Rockhampton Regional Council is working towards making all of its events single use plastic free and encourages all stallholders to use reusable bags and compostable food service items or packaging. There are bins for general waste, recyclable products and cardboard around the Showgrounds.

You must leave your site the way you found it and be mindful of our goal 'to leave no trace'.

INDOOR SITES

ROBERT SCHWARTEN PAVILION

FLOOR PLAN



OUTDOOR SITES

CREMORNE AREA



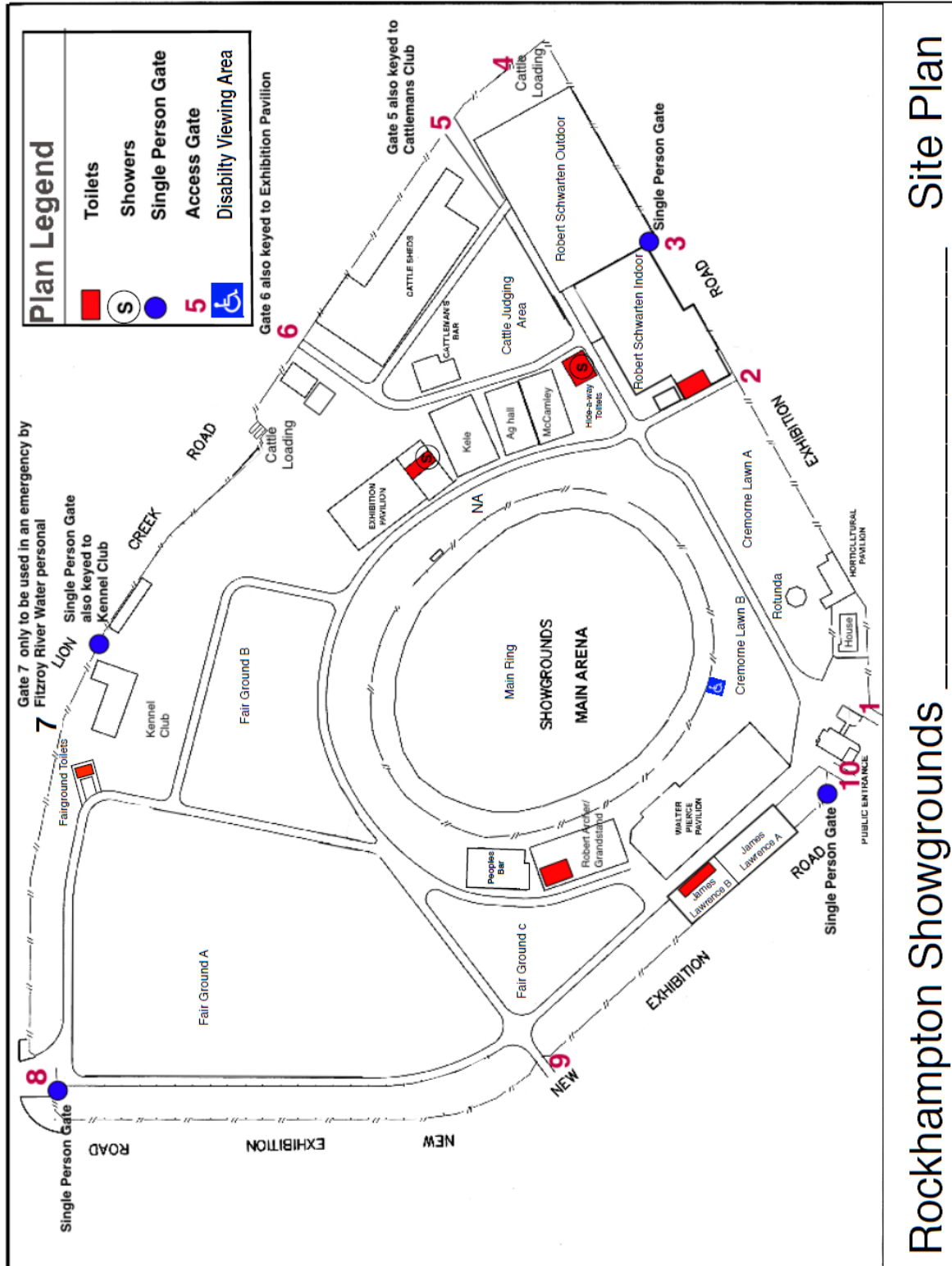
EXHIBITOR'S THREE DAY PASSES

Included in your site fees are complimentary three day pass wristbands which are non-transferrable. The number of passes you receive will depend on your site size.

3m x 3m site	3x exhibitor passes
4m x 3m site	4x exhibitor passes
5m x 3m site	5x exhibitor passes
6m x 3m site	6x exhibitor passes
7m x 3m site	7x exhibitor passes
8m x 3m site	8x exhibitor passes
9m x 3m site	9x exhibitor passes
10m x 3m site	10x exhibitor passes
11m x 3m site	11x exhibitor passes
12m x 3m site	12x exhibitor passes

ADDITIONAL EXHIBITOR'S PASSES

Trade Exhibitors can purchase additional passes prior to the commencement of the Show. Please specify the required number of additional 3 day passes on your Expression of Interest form. Each additional pass costs \$5.00.



Site Plan

Rockhampton Showgrounds