



4WD SPECTACULAR

&

OUTDOOR RECREATION SHOW

EXHIBITORS MANUAL

INVITATION TO EXHIBIT

The Combined ACT Four Wheel Drive Clubs' Promotion Committee (hereafter the Promotion Committee) extends to you an invitation to exhibit at the **2012 4WD Spectacular & Outdoor Recreation Show** being held on **February 11 and 12, 2012** at Queanbeyan Showground, NSW.

The **4WD Spectacular & outdoor Recreation Show** is held to promote the safe and responsible use of 4WD vehicles in the Australian environment, to demonstrate to owners and potential owners of 4WD vehicles the benefits of being a member of a recognised 4WD Club and to provide an opportunity for commercial exhibitors to display and demonstrate products related to 4WD vehicles and outdoor recreation. Exhibitors are encouraged to actively demonstrate their products in a manner that supports the objectives of the Show.

HISTORY

The **4WD Spectacular & outdoor Recreation Show** has been held bi-annually since 1986. It was initially held in the village of Hall, ACT but the events popularity saw a move in 1998 to Queanbeyan Showground, NSW.

Despite its increasing size, the organizing Committee has decided that it will continue to offer the relaxed atmosphere of a country Show, and thereby maintain its reputation among exhibitors as the friendliest 4WD & Outdoor Recreation Show on the eastern Australia circuit.

GENERAL INFORMATION

Location

Queanbeyan is located on the eastern boundary of the ACT and its Showground is in the centre of the city and is bounded by the Kings Highway (Farrer Place), Lowe Street and Glebe Avenue. Vehicular Entry to the Showground is only available from Glebe Avenue.

Hours of operation

The show will be open to the public from 8.30 AM to 5:00 PM on Saturday 11 February 2012, and from 8.30 AM to 4:00 PM on Sunday 12 February 2012.

Public admission charges

Public admission charges are \$15.00 general admission and \$10.00 concession, available only to holders of a Government approved

Senior's or Pension Card. Children under 16 are free. Prices are inclusive of GST.

Exhibitor site bookings

Exhibitors may apply for exhibition space, in accordance with the Terms and Conditions indicated in this Manual, by completing the attached Application Form and posting it to: **The Combined ACT 4WD Clubs Promotion, P0 Box 110, Erindale ACT 2903.**

Payment of a deposit equal to 30% of the site fee (including GST) is required to reserve a site. This can be paid by cheque or money order payable to the Combined ACT 4WD Clubs' Promotion, or by direct deposit to the St George Bank account listed on the Application Form.

The balance of the site fee, plus power charges if relevant, is required by Close-of-Business, Friday, 16 December 2011.

TERMS AND CONDITIONS

Site charges and allocation

The site fee is \$8.20 per square meter for sites over 49 square metres and as a per site price for sites under 50 Square metres (plus GST).

Most sites in the centre of the Queanbeyan Showground are nominally 75 sq meters and 100 square metres with a number of 25 square metre sites. Larger sites can be allocated in increments of smaller sites.

Sites on the perimeter of the Queanbeyan Showground vary in size, with areas as shown on the Site Plan. The Promotion Committee will adjust perimeter site areas wherever possible to meet Exhibitor needs.

Exhibitor site preferences will be accommodated wherever possible but it is recommended that potential exhibitors indicate site preferences on the Application Form. They should also indicate any factors that the Promotion Committee should take into account when allocating sites.

The allocation of exhibitors to sites remains at the discretion of the Promotion Committee, who reserves the right to refuse an application for exhibition space at their discretion.

Allocation of Exhibitors to sites will be on a first come basis, in the order that deposits are received.

All applications will be confirmed in writing or by Email. Exhibitors who are successful in their application for exhibition space agree to accept the Terms and Conditions and all rules relating to the conduct and presentation of the show as detailed in this Exhibitors Manual.

Deposits

A deposit of 30% of the total site fee is required to reserve a site.

Due date for balance payable

The balance of site fees must be paid by Close-of-Business, Friday, 16 December 2011. Invoices for any unpaid amounts will be mailed to exhibitors on 24th October 2011.

The Promotion Committee reserves the right to reallocate sites to other exhibitors if site fees remain unpaid after 16 December 2011. Entry to the Showground may be refused if the site fee is not paid in full before the commencement of the 4WD Spectacular & Outdoor Recreation Show.

Cancellations

Monies paid for site fees will be refunded for cancellations advised before 16 December 2011.

The Promotion Committee is not obliged to refund any site fees paid for cancellations advised after 15 December 2011.

Any request for cancellation of a site should be forwarded to the Combined ACT 4WD Clubs Promotion, P0 Box 110, Erindale, ACT 2903.

Power charges and connections

A standard GPO outlet, with a power limit of approximately 1000 watts can be made available to each site for \$100.00 (plus GST) per connection. The Promotion Committee may approve power connections in excess of this upon request. Power charges are additional to the site charge.

Portable generators **are not** to be used on sites.

Exhibitors must provide their own **tagged** electrical leads for connection to power sources. Queanbeyan City Council requires all electrical leads connected to the Showground power reticulation system to be labeled in accordance with NSW Work cover Regulations. Non-complying leads will be removed. Extension leads should also be identified with the Exhibitor's name and site number at the plug end.

EFTPOS facilities

EFTPOS machines for public access are currently being finalized and we anticipate they will be provided on-site.

Sub-Letting of Sites

Exhibitors **are not** permitted to sub-let any part of their site without the prior approval of the Promotion Committee.

Exhibitor Entry Passes

Each Exhibitor will receive two Exhibitor passes for every 100 square metres of site, or part thereof. Additional passes may be purchased for \$5.00 per pass.

Food and beverages on sites

A number of charities have been approved by the Promotion Committee to operate venues for the sale of food and beverages. Any food and beverages provided at an Exhibitor's site are to be for consumption by Exhibitors and their guests, only. No food or beverages are to be offered to the general public for sale unless otherwise agreed in advance by the Promotion Committee.

Raffles and other fund-raising activities

A number of charities have been approved by the Promotion Committee to conduct raffles on-site. The soliciting of donations, or conduct

of raffles and other fund raising activities by other Exhibitors is strictly prohibited.

Advertising and publicity

An extensive advertising campaign utilizing television, radio and print media will be undertaken in the Canberra and southern NSW regions. Press releases will also be issued through the Canberra Tourism and Events Corporation channels.

Exhibitors are advised that a list of Exhibitor contacts will be provided to the local newspapers, unless otherwise advised. Exhibitors may be contacted by the local newspapers to ascertain if they wish to place an advertisement in the print promotion for the **4WD Spectacular & Outdoor Recreation Show**.

A complementary program will be provided to all members of the public at the entrance to the showground. Exhibitors are asked to provide a clearly printed 20-word narrative describing their product, service or company for promotion purposes. The listing may be edited if necessary to comply with space requirements. Errors due to unclear writing will not be the responsibility of the Promotion Committee.

Announcement of demonstrations and seminars

Where required, announcements will be made over the PA system to advise the public of demonstrations or seminars being conducted at Exhibitors' sites. Relevant details should be provided to the show Administration Office during the event.

Exhibitor hours of operation

Exhibits are required to be staffed and operational during the entire open to public period unless variations are negotiated with the Promotion Committee prior to the opening of the show.

Access to showground

Members of the Promotion Committee will man the Glebe Avenue access gate between the hours of 8:00 AM and 8:00 PM on Thursday 9 February 2012 and from 8:00 AM on Friday 10 February 2012 for Exhibitor access to the Showground. Access outside of these times may be provided, if necessary, at the discretion of the 4WD Promotion Committee (contact 0409 462 482). Exhibitors are required to have their exhibits/displays fully operational by 8.00 AM, Saturday 11 February 2012.

Exhibitors must report to the Promotion Committee Office inside the entry gate before entering the Showground exhibition area for the first time.

Vehicle Admission and Parking

Access to the Showground for the show shall be through the Glebe Avenue gate. Exhibitors wishing to gain access to the Showground outside of the public hours of entry must check with the Showground Security staff before proceeding to a site.

Only vehicles essential to the nature of an Exhibitor's display should remain on site during the public hours of access to the show. All other vehicles should be parked in the designated exhibitor parking areas, outside the exhibition area.

Hire of tents and associated equipment

The Promotion Committee have endorsed Barlens Event Hire as the preferred supplier of marquees and related exhibition equipment. Barlens are offering competitive rates for Exhibitors.

Exhibitors are encouraged to use their services and should deal directly with Barlens who may be contacted on (02)6206 2000 or 131387, fax (02)6206 2161.

Care of sites

Exhibitors must observe marked site boundaries and all vehicles, displays, tents, guy ropes, etc must fit within the marked site area. The Promotions Committee may request the removal, from the exhibition area, any equipment found to be outside the marked site area.

Sites are to be maintained in a clean and tidy condition. Rubbish and unwanted packaging or display material is to be placed for disposal in the large skip located on the southern side of the Showground.

Exhibitors must make good any damage to the sites before departure and leave the site in a clean and tidy condition.

Camping on site

Exhibitors may camp at the Showground free of charge if they so desire. This may be either on the Exhibitor's site, provided the camping facilities do not detract from the Exhibitor's display during the public hours of operation, or, they may camp in the designated camping area at the Showground.

On-site activities

Activities at an Exhibitor's site are to be conducted in a safe and orderly manner and shall cause a minimum of disruption, or disturbance, to surrounding Exhibitors. The Promotion Committee shall be the sole determinant as to the acceptability of activities conducted at any site.

Insurance requirements

Exhibitors at this event are required to have, for the duration of the set-up, show and pull-down periods, the following insurances with a reputable insurance company.

- Public liability insurance (\$10,000,000 cover as a minimum);
- Workers compensation insurance; and,
- Third party property damage, including industrial, special risk, fire, theft, etc. of no less than \$2 million.

A copy of the certificate of currency for each of the insured events must be provided to the Promotion Committee by Friday, 16 December 2011. Showground access will be denied if documentation is not provided.

Weather and related claims for losses

The Promotion Committee is committed to staging an event that is beneficial to both the participating 4WD Clubs and Exhibitors and will use their best endeavors to publicize the event widely in the Local and Southern NSW region. However, the number of people who may attend the event is beyond the control of the organising Committee.

Exhibitors will not have any claim against the Promotion Committee should factors such as weather or competing activities in the region result in a lower level of patronage than was expected. Lodgment of an Application Form and payment of the associated site fee by an Exhibitor constitutes acknowledgement of this.

Showground security

The Promotion Committee will use its best endeavors to ensure that Exhibitors' property at the Showground is secure but must advise that attendance at the show is at the Exhibitor's risk and the Promotion Committee takes no responsibility for any theft, loss, or damage to an Exhibitor's property that may occur.

Exhibitors must ensure that they have appropriate insurance cover for the activities to be undertaken. Security staff, either a commercial security organisation or the SES, will be manning the gates and patrolling the Showground from 6:00 PM each night to 8:00AM the following morning from Thursday 9th through to Sunday 12th February 2012.

Emergency services

Qualified First Aid personnel will be on duty throughout the public hours of operation of the Show.

Police and Fire Brigade services are located in the near vicinity at Queanbeyan. (Emergencies call 000, Police Assistance 131444)

Amendment to Terms and Conditions

The Promotion Committee reserves the right to vary the above conditions without notice. Exhibitors will be advised of any variations that may occur.
