



SHOWBAG SITE APPLICATION
FOR EXHIBITOR SITE AT THE BUNDABERG REGIONAL SHOW
AND
AGREEMENT
TO ABIDE BY THE SITE CONTRACT AND APPLICABLE RENTAL CONDITIONS

Written applications **ONLY** will be *considered*.
****Your application is only APPROVED once an INVOICE has been issued****
 Site fees **MUST** be finalized within 14 days of Invoice date to **CONFIRM** booking.

Show Dates: 29th, 30th & 31st of May 2024

APPLICATION DETAILS

(Please use BLOCK letters)

Trading Name:		ABN:	
Contact Name:			
Address:			Postcode:
Mobile:		Telephone:	
Email:		Fax:	
Product type/Sale items: <i>(Please list full description of goods)</i>			
Public Liability Insurance	Name of Insurer	Policy No:	<i>A copy must be supplied</i>

****OFFICE USE ONLY**** *(Site Manager to fill in)*

Date:	Total Site Fee:	Invoice No:	Site Number:
Date:	Amount Paid:	Receipt No:	
Date:	Balance Due:	Invoice No:	Public Liability Insurance attached: Yes / No
Date:	Balance Paid:	Receipt No:	
Electricity: Yes / No 15amp or 32 amp	A single 15 amp or 32 amp outlet is included in site fee	Camping: Yes / No	Sticker Issued: Yes / No
Extra Power Req: Yes / No 15 amp or 32 amp	Number of Entry Passes Req:	Pass Numbers:	Passes Issued: Yes / No
Booking Cancellation:/...../.....			
<i>NO site fees will be refunded after 30th April, 2024.</i>			

SITE HOLDER REQUIREMENTS

- When booking your site, the total meterage MUST include all towbars on vans, ropes on marquees, etc. An accurate request for your required area allows us to accurately allocate your site.
- Your site including all stock, signs and accessories MUST ALWAYS remain within your site boundary.
- All Site Holders MUST report to the Site Manager, located in the main pavilion, before moving onto their allocated site.
- All relevant passes MUST be collected from the Site Manager by 5pm Tuesday 28th May 2024
- ALL USED COOKING OILS AND GREYWATER MUST BE CONTAINED AND REMOVED FROM THE GROUNDS. Failure to do so will result in a cleaning fee.
- All sites to remain on the grounds and trading during pavilion opening hours:

Wednesday 9am – 8.30pm

Thursday 9am -8.30pm

Friday 9am – 6pm

CHECKLIST FOR YOUR APPLICATION

- I have clearly completed ALL sections of this application.
- I will pay all fees IN FULL within 14 days of Invoice date to confirm the booking.
- I have indicated ALL the passes that will be required for the duration of the 2024 Bundaberg Show.
- I have SIGNED the Site Application where necessary.
- I have attached a CURRENT copy of the Public Liability Insurance Certificate valid for the 2024 Bundaberg Show.
- I have attached a copy of Food Licence (*where applicable*)
- I have READ and UNDERSTAND the Site Contract & Rental Conditions and AGREE to the Terms and Conditions of the Bundaberg A. P. & I. Society Inc.

Name:

Signature:

Date:

****Please return this signed form with application****