



**COMMERCIAL
EXHIBITOR
GUIDE
2023**

26 & 27 AUGUST

INTRODUCTION

The Gawler Show is South Australia's Largest Regional Show and Gawler's key tourism event and has been going since 1854. The Gawler Show is planned, managed and coordinated by a not-for-profit organisation and is almost exclusively run by volunteers. The Gawler Show is held annually on the last weekend in August, at the Gawler Showgrounds on Nixon Terrace. We see crowd numbers of over 30,000 people attend the event.

2023 KEY DATES

Gawler Show	Saturday 26 & Sunday 27 August
Carnival Bump In	Tuesday 22 - Friday 25 August
Pre-Show Bump In	Friday 25 August - 12.30 to 8pm
Exhibitors restocking	Sunday 27 August - 7 to 8am
Post Show Bump Out	Sunday 27 August - 6.30 to 8pm

OPERATING HOURS

Indoor & Outdoor Sites	Saturday 9am - 8pm
	Sunday 9am - 5pm

REFUNDABLE BOND PAYMENT

The Society has introduced a refundable \$90 Bond payment, please see T&C's for more information. Refund will be issued 14 days after the show.

PUBLIC LIABILITY INSURANCE

All exhibitors MUST hold Public Liability and Product Liability Insurance for a minimum of \$10,000,000 each.

FOOD BUSINESS NOTIFICATION

Exhibitors providing samples or selling any food and/or beverages must provide the Food Business Notification as per your local council.

LIQUOR LICENCE

Exhibitors are required to obtain a 'Limited Liquor Licence', if

- Providing taste samples as part of the exhibit
- Selling of sealed bottles of alcohol
- A copy of your Limited Liquor Licence MUST be provided before your passes will be issued.

14K

**FACEBOOK
FOLLOWERS**

SOCIAL MEDIA

We encourage you to engage with our
social media pages, check out
www.gawlershow.org.au for the links.



gawlershow



@gawlershow



gawler_show



Gawler Show

21K

DISTRIBUTED

SHOW MAGAZINE

44-page, full colour magazine
distributed to over 21,000 people

For information about advertising in our
magazine, email info@gawlershow.org.ua

KEY CONTACTS

EMERGENCIES - DIAL 000

- Give details eg "Fire/Ambulance, Princes Park, Gawler Showgrounds"
- Please also advise the Show Office on 8523 1477.
- Police Officers are located onsite, contact 8523 1477 for assistance.

SHOW OFFICE

Telephone - (08) 8523 1477

Postal - PO Box 116, Gawler SA 5118

Email - info@gawlershow.org.au

Web - www.gawlershow.org.au

Office Hours during Show

Fri 25th - 9am to 8pm

Sat 26th & Sun 27th - 8am to 6pm

FIRST AID

A St John First Aid Station is located near Nixon's Function Centre building, adjacent to the Main Arena. Please refer to the map provided.

LOST CHILDREN

All lost children are to be taken to the Gawler Show Information Booth (located near the main gate), who will then contact the onsite Police to assist.

INCIDENT REPORTING

Exhibitors must notify the Show Office immediately if an incident occurs which has resulted in:

1. The injury, illness or death to people or animals
2. Damage, destruction or loss of property
3. A near miss incident that could have resulted in the consequences listed in 1 and 2.

HAZARD REPORTING

Exhibitors must notify the Show Office immediately of any hazards detected. Hazards are any situation that could result in:

1. Injury, illness or death to people
 - or animals immediately or in the future
2. Damage or destruction to property

PASSES & PARKING

VEHICLE MOVEMENT & ACCESS

- The speed limit within the Showgrounds is 10km.
- There is to be absolutely no onsite vehicle movement outside of the scheduled times.
- There are NO EXCEPTIONS to these rules

Vehicles are ONLY PERMITTED:
Friday 25 August - 12.30pm to 8pm
Saturday 26 August - 7am - 8am
Sunday 27 August - 7am to 8am
Sunday 27 August - 6pm to 8pm

PARKING

- Onsite parking will NOT be permitted in 2023
- Please obey parking restrictions which apply in the streets around the Show. The Show Society will not be held liable for any infringements received.
- Suggested parking for Commercial Exhibitors is Lawrence Avenue, it's a user pays system.

PASSES

- You will receive two (2) Exhibitor Passes as part of your application.
- Additional Exhibitor Wrist Bands can be purchased for \$30 per pass.
- The Show Society does not take responsibility in case of loss or theft so please take care of your passes.
- Exhibitors must not resell, offer for resale at a premium or transfer passes to any other person under any circumstances
- If the Society believes a pass is sold or used in breach of these conditions, the exhibitor will be liable for payment to the Society in full (at gate prices).
- Tickets may be cancelled without a refund and the bearer of the pass may be refused admission.

FOOD & BEVERAGE

FOOD AND BEVERAGE SAMPLING & GIVEAWAYS

Sampling

Within designated areas, Trade Exhibitors will be able to offer samples of food and beverages as part of their promotion at the Gawler Show. Trade Exhibitors will be allowed to provide samples of food and beverage under the following conditions.

- The Society is notified of the proposed sampling in advance of the Show.
- The Trade Exhibitors comply with all the Food and Safety standards and all relevant Town of Gawler policies and procedures.
- The portion size represents a sample (eg the sample does not exceed 20% of the full product size, 50gms or 50mls whichever is the lesser).
- The sample will be consumed at the point from which the sample was received and appropriate facilities are provided to accommodate any waste generated.
- The sample is provided free of charge
- Food Business Number is required

Giveaways

1. With regard to the Society's contracted Caterers any competitor food and beverage products cannot be supplied as give away or promotional items.
2. Food and beverage products not competing with those of our contracted Caterers may be permitted as giveaway or promotional items. Exhibitors are required to notify the Society if they intend to provide any food or beverage giveaways at the Show.

Trade Exhibitors

The sale of food and beverage products in direct competition to our contracted Caterers is not permitted unless the goods are packaged in a way that is intended to be consumed off the Showground. ie in multipacks, not impulse packaged or ready to consume, un-refrigerated (where safe to do so) or products which require further processing.

A full list of products to be sold must be submitted for approval.

STAND INFORMATION

GENERAL CONDITIONS & REQUIREMENTS

- Any damage to the venue resulting from the construction of your exhibit will be the sole responsibility of the exhibitor. No item is to be attached directly to the walls.
- All stands and fittings must be free standing and must conform with the requirements of all Acts of Parliament and Regulations. All stands are subject to the approval of the Society.
- Exhibitors must not negatively impact any other exhibitor and non-compliance will result in an eviction from the Showgrounds and future attendance.
- Exhibitors shall not drive any metal pipes or other type of fittings into sealed or paved surfaces.
- Weights are to be used for any marquees on hard surfaces.
- Loose display material such as board & wood chips must be positioned on suitable protective sheets. Any costs incurred for clean up will be passed on to the responsible exhibitor in full.

AISLES & PUBLIC WALKWAYS

- Care must be taken to minimise trip hazards and obstacles. Avoid laying unprotected cables or pipes on or above paths, walkways or roads.
- All aisles and public walkways at the Show must remain unobstructed and accessible at all times.
- Under no circumstances will any part of your stand, furniture, lighting, catering or exhibits etc, be allowed to protrude beyond the boundary of your site(s).
- Demonstrations, presentations and samplings must be conducted far enough within your site(s) so that crowds, which gather, are contained within the limits of the site(s) where possible. The Society may request modification or elimination of the presentation.
- Exits and emergency equipment must not be obstructed.

BREACHES

- Any breach of these conditions will result in a forfeit of the \$90 BOND.

STAND INFORMATION

WASTE MANAGEMENT

- Exhibitors shall equip their exhibit site(s) with litter bins provided by the exhibitor which are to be emptied into the nearest litter bin at the close of each days trading. All cartons and boxes are to be flattened before being placed in the waste containers.
- While the Society employs cleaners to clean the Showground during the show, this does not extend to exhibitor sites. Exhibitors are required to keep their site(s) in a clean and tidy conditions and shall be held responsible for the condition of this area during the opening hours of the Show.
- Exhibitors are also responsible for cleaning their site(s) prior to opening each day.
- If a site requires cleaning at the end of Show, this will result in a forfeit of the \$90 BOND or the cost of the service will be passed on, whichever is greater.

STAFFING

Exhibitors shall keep their site(s) staffed and properly operating during exhibition hours throughout the full period of the Gawler Show.

HAZARDOUS MATERIALS

- The Society are to be advised of all hazardous material that are brought onto the Showgrounds.
- Appropriate warning signs and Material Safety Data Sheets are required before such materials will be permitted.

STAND NAME

- The name of the Exhibitor must be prominently displayed.
- If participating in the Treasure Trail you must clearly display the Treasure Trail Map Number allocated.

STAND SECURITY

- Exhibitors are solely responsible for the security of their site(s) and their equipment and property.
- Exhibitors are warned against the possibility of pilferage or loss of goods during stocking, exhibitions and departure periods.
- The Society strongly recommends that Exhibitors effect insurance to cover such risks and to ensure that all valuable items on their stand are adequately safeguarded at all times.

VENUE INFORMATION

ATMS

ATMs are conveniently located throughout the Showgrounds. Please refer to the maps provided.

DELIVERIES

The Society cannot accept delivery of any goods and cannot responsibility for any goods delivered to unstaffed site(s). Any delivery to the Show Office will be returned at the senders cost.

MEDIA COMMENTS

Any public comment on emergencies, incidents or other venue matters should only come from the Society. The key media spokesperson for the Society is the President, Isaiah Tesselaar.

LOST PROPERTY

Any Lost Property should be taken to the Gawler Show Information Booth.

SECURITY

Police are on site during the operational hours of the Show and Security is present outside of these hours.

SMOKE FREE ZONE

The Gawler Show is a Family Friendly Event and as such is a SMOKE FREE ZONE. Smoking is allowed outside of a 20m radius from the Showgrounds. Pass outs are available.

EXHIBITOR SERVICES

ELECTRICAL

- No electrical installations permitted, any electrical items installed will be removed by the Society's electrician at the Exhibitors cost.
- All equipment brought onto the Showgrounds must be tested and tagged to comply with Australian Standard 3760-2003.
- Exhibitors attention is drawn to the Regulations under the Work Health & Safety Act (SA) 2012 which requires that a hand held electrical appliance must incorporate an Earth Leakage device in the circuit provided by the Exhibitor and must be safety tagged.
- All stand lighting must be switched off at the end of each day.
- Extension cords (minimum 50m) must be earthed and all electrical appliances must be earthed or double insulated.
- Appliances must be in sound working order and safety tagged.
- Power boards with overload protection can only be used at the discretion of the Society's Electrician and/or WH&S Officer with prior approval.
- The use of double adapters and bar heaters is strictly prohibited.

GENERATORS

- If your site qualifies you can provide your own silent generator, but it can NOT exceed 60dB within 7m.

LPG GAS CYLINDERS

- Should you plan to use LP gas at your site(s) you must inform us by email by the first Friday in July.
- Cylinders must not exceed 45kg in size and connections must be checked by the Society's WH&S Officer

LIGHTING

- The Society provides general lighting only in the indoor area and does not take responsibility for inadequate lighting at individual sites.
- You are encouraged to provide your own lighting to best showcase you exhibits.

SAFETY INDUCTION

- It is compulsory for ALL Commercial Exhibitors, Contractors, Volunteers and Staff to undergo a Safety Induction Process. This can be done via our website.
- You must provide the Show Office with proof of completion if asked, this proof must also be kept on you at all times during the show as you may be asked to provide evidence by SafeWork SA.

Trade Spaces at the Show



1 Village Green

2 Indoor Trade

3 Princes Park Bitumen

4 Central Bitumen