



# Brookfield Show Society Inc.

550 Brookfield Road, Brookfield 4069

[tradespace@brookfieldshowsociety.org.au](mailto:tradespace@brookfieldshowsociety.org.au)

[www.brookfieldshowground.com.au](http://www.brookfieldshowground.com.au)

[www.brookfieldshow.com.au](http://www.brookfieldshow.com.au)

## Tradespace Application Package – 2024 Brookfield Show 17 – 19 May 2024

This application package has been developed for all our valued and interested Stall Holders who wish to display and or sell their products and or services at our Annual Brookfield Show. All applications must be preferably lodged online at [www.brookfieldshow.com.au](http://www.brookfieldshow.com.au). Alternatively through email or Australia Post.

### Applications can be filled out online from this website:

<https://www.brookfieldshow.com.au/trade-space/>

Alternatively the hard copy application form can be emailed to you. Please request it via email: [tradespace@brookfieldshowsociety.org.au](mailto:tradespace@brookfieldshowsociety.org.au)

Prior to completion of the Application Form please ensure that you have carefully read the following information. Application Packages not completed fully may be returned to the Vendor for finalisation prior to the allocated of Tradespace at the Show.

1. All Applications together with Full Payment must be received by 1700 Hrs 31 March 2024.  
Please note: Payment will not be banked or deducted from your credit card until your site allocation is confirmed.
2. Following allocation of your confirmed site for the Show there will be no payment refund.
3. Stallholders must be fully set up in their allocated positions by no later than 0800 Hrs Friday 17 May 2024. Twenty-four-hour security of all Vendor sights will commence at 1700 Hrs on Thursday 16 May 2024. Show gates open at 0900 Hrs daily, nightly family entertainment in the arena concludes at approximately 2030 Hr; the Bar and Musical entertainment will conclude at 2300 Hrs.
4. The Showground space is 'zoned' and certain Zones attract differing rental charges. Please check carefully to ensure you are applying for your preferred zone.
5. Special Concessional rates apply to Community Groups, Government and Parents & Citizens Fundraising only.
6. Stallholder activities are required to be clearly defined. You need to provide us with your specific menu items and or product mix.
7. Garbage levies apply on all Vendor sites regardless of the Stall activity.
8. Power supply charges will be assessed on an individual basis although a minimum charge has been rendered. Each applicant is to complete the Power Supply section of this Application Form.
9. Pressured water supply is only available to a select number of sites; if this is a requirement for your site, please ensure that this information is clearly identified on the Application Form.
10. Strict safety requirements must be adhered to with respect to stall structures and in particular the anchoring of tents. We will inspect all stall structures and reserve the right to remove structure deemed to be unsafe.
11. All Public Liability Insurance Certificates must specifically and clearly list the Brookfield Show to be held from 17th – 19th May 2024 as an insured event.
12. The content of this Application remains confidential between the Applicant and Brookfield Show Society Inc.

The following information is provided for you to ensure that all aspects of your Application Package are completed comprehensively.



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## Tradespace Site Information:

Tradespace is allocated in the following three (3) categories:

- Zone A
- Zone B
- Special Concessional Group

### Site Plan:

The Site Plan indicates where Zone A, B and Special Concessional sites are located. If you have preference for a certain position, please indicate in the Application Package to ensure that the Tradespace Coordinators are aware of your preferential position for 2024. Please Note: While no guarantees can be made regarding preferred sites your comments will always be considered.

### Fees:

Tradespace Rental Fees (inc GST) are based on the square meterage you require for your Stall; for example if you require a space of 3 x 3 metres this is equivalent to 9 square metres. The following are the applicable space allocation fees

Zone A Space	@ \$60.00 per m <sup>2</sup>
Zone B Space	@ \$40.00 per m <sup>2</sup>
Special Concessional Space	@ \$20.00 per m <sup>2</sup>

### Stall Size:

A requirement of the Application Package is that you ensure you note the length, width and height of your Stall.

Please note:

- √ It is imperative that you include the size of your trailer draw bar or any other external attachments to the stall and or trailer itself such as restricted height overhang or generators. Additionally, some sites have height restrictions.
- √ Please specify clearly if you are bringing a cold room to the Brookfield Showgrounds. It is important that the size of the cold room is noted in the Application Package.

### Stall Structure:

Safety is our priority! Therefore, it is important that your stall does not have any sharp corners or such like which might cause harm to our Show Patrons. Furthermore, it is important that all Stalls are anchored correctly and made from sufficiently durable material so as to withstand strong wind and or heavy rain. Incorrectly anchored Stalls can become dangerous projectiles during strong wind and to this end particular styles of tents maybe inappropriate for use on our Showgrounds. showgrounds. Please ensure that you note how your Stall in anchored in the Application Package.

### Camping, Car and or Truck Parking:

Yours space rental allocation is for the retail space that your Stall physically occupies **only**. If you have additional trucks and or vans (including cold rooms) that hold your stock or you intend to camp on the Showgrounds, you must advise of your requirements. Fees may be levied at the discretion of the Brookfield Show Society Inc.



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## Show Passes:

Every Stall Vendor will be issued, at no charge two (2) three (3) passes which include parking. Please ensure that you note on the Application Package if extra Vendor Staff tickets are required; the charge for these tickets is \$10.00 per person per day and **do not** include parking.

## Garbage Levy Fees: (inc GST)

**All** allocated sites will incur a garbage levy fee. Please ensure that you include this cost in your Application Package.

Zone A and Zone B minimum charge per site = \$40.00

Special Concession Sites minimum charge = \$11.00

## Tent Hire Fees: (inc GST)

Should you require to hire a tent for the Show the following fees will be charged per square metre as outlined below; ensure this cost is included in the Application Package.

Zone A Charge = \$25.00 per m<sup>2</sup>

Zone B Charge = \$25.00 per m<sup>2</sup>

Special Concessional Charge = \$18.00 per m<sup>2</sup>

## Power Supply Charges: (inc GST)

The Application Package lists a number of questions of the requirements for the power supply required by your Stall. Please ensure that you include accurate information so that the power provided meets the requirements of your Stall, for example whether your single phase or 3 phase power supply and the number of power outlets that you will need. All power leads use on your equipment should be tagged as 'electrically safe'.

Please note power will be required where you have such things as:

- ✓ EFTPOS and or Square
- ✓ Computer and or Laptop
- ✓ Lights
- ✓ Refrigeration and or Cooking.

Refrigeration and or Cooking Equipment per site \$100.00

Lights and or Computer and or EFTPOS per site \$ 30.00

In the event of a power failure at your Stall, which is the fault of your Stall, will you authorise the Brookfield Show Society Inc, to incur relevant expenses on your behalf in the interest of getting your stall up and running? It should be noted that an additional charge may be rendered to the Stall Holder for this purpose. Please note the power charges are listed above.

**Please Note:** Brookfield Show Society Inc will assess your individual Stall power requirements based upon your expected power usage before and during the show and may render you a separate tax invoice in addition to the above at the conclusion of the 2024 Brookfield Show.

## Water Supply:

Only a small number of spaces have pressured water supply available to them, therefore these spaces will be allocated on a first in, first served basis. (No levy is charged for water supply and usage. However, it is the Stallholder's obligation to responsibly use the water and in accordance with the Brisbane City Council (BCC) water restriction guidelines. Brookfield Show Society Inc. reserves the right to refuse water supply to stall holders deemed not be being responsible with their water use.



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## Menu List and Product Sales:

As always, we are attempting to create a varied and suitable mix of food cuisine and product types available for our patrons. We ask that you be very specific as to the food type and or product you wish to sell and or promote. Please list below what it is that you are offering. Your response will enable us to distribute like activities more evenly around the show grounds to ensure that all vendors get a 'fair go'.

Please review our website for the list of banned items at Queensland Agricultural Shows, this has been published by Queensland Agricultural Shows.

## Stall Setting Up and Pulling Down:

- √ The Brookfield Show 2024 will run from Friday 17 May 2024 through to Sunday 19 May 2024.
- √ Vendors must have their Stalls fully set up within the allocated site position no later than 0800 Hrs on Friday 17 May 2024.
- √ Twenty-four (24) hour Security will commence at 1700 Hrs on Thursday 16 May 2024.
- √ Please note that strict safety requirements must be adhered to with respect to all Stall structures and in particular the anchoring of any stalls and or tents. The Brookfield Show Society Management Committee reserve the right to inspect all Stall sites and or structures and remove any structures deemed to be unsafe.
- √ Vendors may start setting up from Wednesday 15 May 2024 after 1200 Hrs; following the appropriate negotiation with The Brookfield Show Society Management Committee.
- √ On arrival at the Brookfield Showgrounds all Vendors are to contact either of the following persons:
  - Narelle Sommerfeld 0408 984 013
  - Dan Petrie 0408 919 767
- √ All Vendor passes and Staff passes will be issued on your arrival at the Brookfield Show Society Inc Office, these passes must be carried on your person at all times while attending the Brookfield Show 2024 – this includes during stall set up and pull down.
- √ All Vendor vehicles must be moved removed from the Brookfield Showgrounds on completion of your Stall set up.
- √ Brookfield Showground gates will open daily at 0900 Hrs.
- √ Nightly family entertainment will be scheduled to take place in the arena concluding at approximately 2030 Hrs. **Please Note:** The Bar and Band entertainment will conclude at 2300 Hrs.