



Brookfield Show Society Inc.

550 Brookfield Road, Brookfield QLD 4069
tradespace@brookfieldshowsociety.org.au

Tradespace Application Package – Brookfield Show 23 – 25 May 2025

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 the 2025 Brookfield Show. It is preferred applications be lodged online. Alternatively, applications can be lodged through email or Australia Post.

Applications can be filled out online at:

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

Alternatively an application package can be emailed to you. Please request via email at:
tradespace@brookfieldshowsociety.org.au

Prior to completion of the Application Form please ensure that you have carefully read the following information. Application Packages not fully completed will be returned to the Vendor for finalising prior to allocating Tradespace at the 2025 Show.

1. Early Bird applications, together with full payment, must be received by 5pm 31 December 2024.
2. All other applications, together with full payment, must be received by 5pm 31 March 2025.
3. Payment will be deducted from your debit or credit card once your site allocation is confirmed.
4. Following allocation of your confirmed site for the Brookfield Show 2025 there will be **no refund**.
5. Stallholders must be fully set up in their allocated positions no later than 8am Friday 23 May 2025.
6. Twenty-four hour security of all vendor sites will commence at 5pm Thursday 22 May 2025.
7. Gates open at 9am daily. Friday night family entertainment in the arena concludes at 8:30pm. Friday night Bar and musical entertainment will conclude at 10pm. Saturday and Sunday night family entertainment, Bar and musical entertainment will conclude at 8pm.
8. The Showground is zoned. Certain zones are charged at different rates. Please check carefully to ensure you are applying for your preferred zone.
9. Special Concessional Rates apply to Community Groups, Government Groups and Parents & Citizens Fundraising groups only.



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10. Stallholder activities are required to be clearly defined in your application. Please include your specific menu items and/or product list.
11. Garbage levies apply on all vendor sites regardless of the stall activity.
12. Power supply charges will be assessed on an individual basis although a minimum charge has been rendered with your application. Each applicant must complete the "Power Supply" section of the application form.
13. 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 your Application Form.
14. Strict safety requirements must be adhered to with respect to stall structures, in particular the anchoring of tents. Brookfield Show staff will inspect all stall structures and we reserve the right to remove any structure deemed to be unsafe.
15. All Public Liability Insurance Certificates must specifically and clearly list the Brookfield Show, to be held from 23 to 25 May 2025, as an insured event.
16. 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.

Tradespace Site Information

Zones Tradespace is allocated in the following three (3) zones:

- Zone A
- Zone B
- Special Concessional Group

Site Plan

The Site Plan indicates where Zones A & B are located. Special Concessional sites to be advised. If you have a site preference please indicate in the Application Package to ensure the Tradespace Coordinators are aware of your preferential position for 2025. Please Note: While no guarantees can be made regarding preferred sites your comments will always be considered.



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Fees

Tradespace Rental Fees (incl. GST) are based on the square meterage you require for your stall. For example, if you require a 3 x 3 metre space, this is equivalent to 9 square metres. The following are the applicable space allocation fees:

	<u>Early Bird Rates</u>	<u>After December 31, 2024</u>
Zone A space	@ \$60.00 per sq. metre	@ \$65.00 per square metre
Zone B space	@ \$40.00 per sq. metre	@ \$45.00 per square metre
Special Concessional Space	@ \$20.00 per sq. metre	@ \$25.00 per square metre

Stall Size

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

IMPORTANT:

- **It is imperative that you include the size of your trailer draw bar or any other external attachments to the stall and/or trailer such as restricted height, overhang or generators.**
- **Some sites have height restrictions.**

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 potential hazards, for example hazardous signage or sharp corners, that 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 events and, to this end, particular styles of tents may be inappropriate for use on our Showgrounds. Please make sure you inform the Show Society, in the Application Package, of how you will anchor your stall.

Car, Truck & Storage Information

- Your tradespace rental allocation is for the retail space that your stall physically occupies **only**. You must advise, in your application package, of your requirements for all vehicles. Fees may be levied at the discretion of the Brookfield Show Society Inc. You must also advise us if you have additional requirements for storage of your stock. All vendor vehicles must be removed from the Brookfield Showgrounds to the carpark upon completion of your stall set up.



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Show Passes

Every stall vendor will be issued, at no charge, two 3-day passes which include parking. Please ensure you state on your Application Form if extra vendor staff tickets are required. These tickets will cost \$10 per person per day and **do not** include parking. You must include the cost of the extra staff tickets in your payment with your application package.

Garbage Levy Fees (incl. GST)

All allocated sites will incur a garbage levy fee. Please ensure that you include this cost in your Application Package payment. See below for pricing.

Zone A and Zone B – minimum charge per site	=	\$40.00
Special Concession Sites minimum charge per site	=	\$11.00

Tent Hire Fees (incl. GST)

To hire a tent the following fees will be charged per square metre:

Zone A	=	\$25.00 per square metre
Zone B	=	\$25.00 per square metre
Special Concessional Site	=	\$18.00 per square metre

Please ensure you include this cost in your Application Package payment.

Power Supply Charges (incl. GST)

The Application Package lists a number of questions about the power supply requirements for your stall. Please answer these questions accurately so that the power supply meets your needs. Specify whether you require single or 3 phase power. Also, please specify the number of outlets you will require. All power leads used on equipment must be tagged as “electrically safe”.

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

- EFTPOS and/or Square Terminals
- Computer and/or Laptop
- Lights
- Refrigeration and/or Cooking

Below is a list of our charges for power supply. This cost must be included in your Application Package payment.

Refrigeration and/or Cooking Equipment per site	=	\$100.00
Lights / Computer / EFTPOS or Square Terminals	=	\$30.00

Important Notes:



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- An additional charge may be rendered to a stallholder in the event of a power equipment failure during the show. Please refer to the question regarding power failure in your application package.
- Brookfield Show Society will assess your individual stall power requirements based upon your expected power usage before and during the show. We may render a separate tax invoice to you, in addition to the above charges, at the conclusion of the 2025 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-come, first-served basis. No levy is charged for water supply and usage however it is the stallholder's obligation to responsibly use the water in accordance with the Brisbane City Council water restriction guidelines. Brookfield Show Society Inc. reserves the right to refuse water supply to stallholders deemed not responsibly using the water.

Menu List and Product Sales

As always, we are attempting to create a varied and suitable mix of cuisine and product types available for our patrons. We ask that you be very specific as to the food type and/or product you intend to sell and/or promote. Please list on your application what food and/or products you are offering. Your response will enable us to make sure similar food/products are evenly distributed around the showgrounds to ensure all vendors get a "fair go". Please go to <https://qldagshows.com.au/rules-of-association-and-by-laws/> and scroll down to download and review the list of Banned Items at Queensland Agricultural Shows.

Stall Setting Up and Pulling Down

- Brookfield Show 2025 will run from Friday 23 May 2025 to Sunday 25 May 2025.
- Vendors must have their stalls fully set up within the allocated site position no later than 8am on Friday 23 May 2025.
- Twenty-four hour security will commence at 5pm on Thursday 22 May 2025.
- Strict safety requirements must be adhered to with respect to all stall structures and, in particular, the anchoring of stalls and tents. The Brookfield Show Management Committee reserves the right to inspect all stall sites and/or structures and remove any structures deemed unsafe.
- Vendors may start setting up from Monday 19 May 2025 after 8am only after appropriate negotiations with Brookfield Show Tradespace Coordinators.
- On arrival at the Showgrounds all vendors are to contact: Cath Fullerton 0488 741 559
- All vendor passes and staff passes will be issued upon your arrival at the Brookfield Show Society Inc. office at the Brookfield Showgrounds. These passes must be carried on your person at all times while attending the Brookfield Show 2025.



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