



North Western Agricultural Society Inc

CRYSTAL BROOK SHOW

Saturday 9 August 2025

GENERAL RULES & CONDITION OF ENTRY (including banned items)

Location	Size	Cost
Outdoors	Mobile Coffee / Food Truck 3m x 3m (LN)*^	\$200
Outdoors	Food Truck 6m x 6m (LN)*^	\$250
Outdoors	6m x 6m	\$85
Outdoors	9m x 6m	\$100
Outdoors	Large Machinery (LN)	\$600
Indoors (Trade Hall)	3m x 3m (LN)	\$120

All sites include 1 x Adult Ticket + 1 x Vehicle (unless noted otherwise)

LN = Limited Numbers

* = 2 x Adult Tickets + 1 x Vehicle

^Food vendor preferences are provided to the Crystal Brook Combined Supporting Bodies.

TRADE SITE APPLICATION FORMS

- Must be returned by 30 June 2025
- Applications will be accepted on the North Western Agricultural Society Inc ("*Society*")'s Application Form only
- Any application for a trade site is not necessarily accepted
- Allocation of trade sites will be at the discretion of Society
- The Society reserve the right to relocate any site holder as it deems necessary

APPLICANT PASSES

The Applicant will be sent an admission ticket for 1 adult and a vehicle once their fees and application form is received. The Applicant shall not sell or transfer their pass to any other person. The pass is to be used only by the personnel who will be staffing the trade site. Breach of this condition will render the Applicant liable for payment to the Society in full for all Applicant passes issued in the name of the Applicant. Any

additional workers on the site will be required to purchase additional entry pass(es).

Coffee vans are provided with 2 Adult admission tickets and vehicle pass.

CANCELLATION POLICY

Any Applicant unable to attend may apply in writing (letter or email) for a refund. Any refund will depend on whether the site can be re-let. Full fees will be forfeited if the allocated trade site is not able to be reallocated to another site holder. Refunds will be

attended to after completion of the Show. No refunds will be issued if cancelled 1 week prior to show date.

In the event of the contact person nominated on the application form being unable to attend the Show, it is the responsibility of the nominated contact person to inform the Trade Site Coordinator prior to commencement of the Show, who the new contact person will be. The new contact person(s) will need to identify themselves to the Trade Site Coordinator or Society representative on arrival at the Showgrounds.

Prior to or during the Show, the North Western Agricultural Society Inc reserves the right to cancel any trade site by notice served on the Applicant.

The permit cancellation may occur:

- In the event of an occurrence happening which, in the opinion of the Trade Site Coordinator, justifies such action;
- If the Applicant is in breach of any of the Applicant's Rules and Conditions;
- If the Applicant does not occupy the trade site(s) at the commencement of and during the full period of the Show;
- The Society will not be liable to pay the Applicant any compensation whether on the grounds of loss of profit or otherwise or refund any money paid by the Applicant in respect to such cancellation

If the show is cancelled due to COVID-19, as per SA Health recommendations, a refund will be issued, less a \$20.00 admin fee.

ON ARRIVAL

Trade sites will be available for setting up from 9am the day before Show Day. Please note however that no on-site security is provided overnight.

On arrival, a Trade Site Steward will provide directions for where you will be positioned. They will be wearing hi-vis vests for easy identification.

Space allocated must be adhered to, boundary creeping is strictly prohibited. Walkways must be kept clear at all times.

Trade sites must be in place by 8:30am on Show Day with all vehicles removed or parked in the correct parking area.

Applicant must stay for the duration of the Show and remain open for business from 9am to 5pm. No traffic movement by Applicant allowed in the Showgrounds between 9am and 5pm on Show Day. If any site holder does not adhere to this rule, they may be banned from

any further commercial involvement with the Crystal Brook Show and future events.

Applicant is required to provide their own equipment for loading and unloading goods.

Applicant shall at all times comply with the direction given by the Trade Site Coordinator or the Trade Site Stewards during set up and whilst the Applicant occupies the site.

CAR PARKING

Where a Trade site holder requires their vehicle, for stock purposes only, to be on their trade site or close by, this is to be indicated on the application form and mandatory selection of a 9m x 6m Trade site is required. This will assist the committee in planning trade site spaces. Any vendor that does not provide this information on their application, will not be permitted to park their vehicle on their trade site.

PACKING UP SITE

Site holder's vehicles are not permitted in ANY PUBLIC SPACE to start packing up prior to 5pm. The sites must be cleared by the Saturday evening.

SITE SHARING

The Applicant must not sub-let, underlet, assign or grant a license or in way part with, divide or allocate any portion of space allocated to the Applicant to any other commercial company or sole trader.

LPG CYLINDERS

It is a requirement that the Applicant notify us if they intend to use LP gas on their trade site. Cylinders cannot exceed 45kg in size, they are not to be used inside the buildings, only on outside trade sites. They must be secured and comply with Acts and Regulations and the connection must be checked for leakage every morning.

ELECTRICAL EQUIPMENT

Applicants' attention is drawn to the Regulations under the *Work Health and Safety Act 2012 (SA)* which requires that a handheld electrical appliance must incorporate an Earth Leakage Device in the circuit provided by the Exhibitor and must be safely tagged. In addition, please ensure that

- Applicant must supply their own "Safety Switch" (RCD) for installation at each power outlet they use.
- Extension cords must be earthed, and all electrical appliances must be earthed or

double insulated. Appliances must be in sound working order and safety tagged.

- All electrical appliances and power leads must comply with AS3760:2003 and AS/NZ3112:2004
- All electrical appliances and power leads to have current compliance tags attached to the supply end of the lead.
- Appliances and power cables must not be used or laid through any area that may become wet. Power cables must not be laid across walkways, paths, roads or any area where damage could occur to the cable.
- Cables must not be laid on the ground in areas accessible to the public or vehicular traffic.
- Leads may be supported overhead (no joins permitted).
- Minimum clearance:
 - ✓ Areas subject to vehicular traffic 6 metres
 - ✓ Other areas – 2.5 metres.
- Power boards with overload protection can only be used at the discretion of the Society site supervisor.
- The use of double adaptors is strictly prohibited.
- Bar (resistance) heaters are strictly prohibited.
- Light sockets must not be used for any other purpose.

HOUSEKEEPING/CLEANING

Applicants are responsible for the condition of the area allotted to them for the duration of the show and upon the completion of the show, exhibitors shall clean such area to the satisfaction of the committee. Non-compliance will incur a fee of \$50 and/or refusal of future site applications. All waste must be placed in the bins provided.

ADVERTISING

Exhibitors/Traders must not distribute any advertising material from any location except from within the boundaries of their site(s).

The use of sandwich boards is not permitted outside the boundaries of their site without approval from the Society (in writing).

FUNDRAISING

To sell raffle tickets, the Applicant must seek approval in writing from the Society. The placing of fundraising coin collection tin/s at the trade site is prohibited.

SECURITY

Applicant is responsible for securing their tools, equipment and property adequately as well as personal belongings including commercial stock during setting up, packing up and whilst the Show is in progress. The Society strongly recommends that Applicant's effect insurance to cover such risks to ensure that all valuable items on their stands are adequately safeguarded at all times. The Society accepts no liability for damage to exhibits by loss, fire, water, theft, storm, strike, riots or any other cause whatsoever.

BANNED ITEMS

The Society requests that the Applicant respects the spirit of the Society's intention to promote a family atmosphere, and refrain from selling and exhibiting items of explicit and obscene nature or items promoting or referring to prohibited substances. The Society reserves the right to request that a site holder remove any item deemed to contravene this condition. A list of banned items is attached. A more comprehensive list is available on Consumer and Business Services website: www.cbs.sa.gov.au

Please note: It is the site holder's responsibility to ensure they are compliant with the relevant state and commonwealth legislation with regard to sale of prohibited substances, novelty items etc.

PUBLIC AND PRODUCT LIABILITY INSURANCE

All Applicants will carry appropriate insurance for their legal liability against bodily injury or damage to property of third parties as a result of an occurrence caused by the negligence of the Applicant or as a result of the Applicant's products. You will provide us with evidence of currency of the insurance policy no less than 28 days prior to Show day.

The Society accepts no responsibility for the safety of an Applicant's staff or any other person in any circumstances whatsoever.

Note: Operators failing to produce a Certificate of their insurance will not be permitted to operate. The Society accepts no liability for any damage to exhibits by loss, fire, water, theft, storms, strikes, riots or any other cause whatsoever. The Crystal Brook Show security arrangements do not extend to include the surveillance of the Applicant's stands.

FOOD VENDORS

Applicant's selling food must comply with all Food Safety. Local community groups will be given priority when allocating food trade sites. Hygiene must be adhered to when selling or offering food products for tasting.

All applicants using cooking facilities must provide an appropriate fire extinguisher. The Society reserves the right to close any site that fails to comply with this condition.

ALCOHOL

Alcohol may only be consumed in the licensed bar area only.

FIRST AID

First Aid will be provided by a private First Aid provider whilst the Show is in operation. Applicants are advised to keep a basic first aid kit available for minor injuries.

SMOKING POLICY

Smoking is prohibited throughout the Showgrounds and its buildings, unless in a designated area.

DOGS & OTHER ANIMALS

Dogs and animals (pets) are not allowed on the Showgrounds during Show time. Should the Applicants animal be present, it must be tied up or on a leash within your site boundary at all times.

WASTE DISPOSAL

Bins are located in various areas of the Showgrounds.

EMERGENCY

The Emergency Assembly area will be on the Southern end of the Oval. Patrons will be asked to assemble there and will be directed away to a safe area by the Marshals should an incident occur.

WORK HEALTH & SAFETY

All Applicants must adhere to the Regulations relating to the *Work Health and Safety Act 2012 (SA)*.

HAZARD REPORTING

Applicants must notify Society Trade Site Coordinator or other authorised Committee representative immediately of any hazards detected. Hazards are any situation that could result in:

1. Injury, illness or death to people or animals.
2. Damage or destruction to property.

INCIDENT REPORTING

Applicant must notify the Society Secretary or other authorised Committee representative immediately an incident occurs which has resulted in:

1. The injury, illness or death of any person or animal
2. The damage, destruction or loss of property
3. A near miss incident that could have resulted in the consequences listed in 1 and 2.

Incident Report Forms are available from the Show Office.

DUTY OF CARE

All Applicants have a "Duty of Care" to avoid exposing themselves or other people to situations which could lead to injury. This "Duty of Care" extends to the prevention of damage to property. Applicants are to comply with the *Work Health & Safety Act 201 (SA)*.

PRIVACY ACT STATEMENT

The North Western Agricultural Society Inc. uses the information provided by Applicant pursuant to this Application for the primary purpose of determining the occupancy of space for the Crystal Brook Show. Any information lodged with the Society will remain confidential at all times except for the disclosure which Applicant may have consented to, or which otherwise required by law. We may pass the Applicant's information onto any operational service providers or such other persons the Society deems helpful in enabling the successful applicant to adhere to and perform the Permitted use. The Applicant may request access to their information and request that it be corrected at any time.

Please note that the following items are BANNED from exhibition and sale at Country Shows and ensure that your Show adheres to this list:

- ✘ Drug Related Goods (incl. cocaine kits, bongos etc)
- ✘ Fake Cigarettes
- ✘ Fireworks/Crackers
- ✘ Fire Wallets
- ✘ Horns and Trumpets
- ✘ Laser Pointers
- ✘ Laser Pen Lights and/or Laser Toys
- ✘ Knives (including pen knives but excluding appropriately packaged kitchenware sets)
- ✘ Metal and Wooden Martial Art Nunchaku
- ✘ Playing Cards (Nude or Lewd)
- ✘ Pressure Pack Snow
- ✘ Pressure Pack Fart Gas
- ✘ Pressure Pack Silly String
- ✘ Stink Bombs
- ✘ Bouncing Beans
- ✘ Water Bombs
- ✘ Bomb Bags
- ✘ Explicit and Hardcore T-shirts
- ✘ Explicit DVD's and Videos
- ✘ Fuel Type Fire Lighters (Zippo)
- ✘ Iridescent Hair Spray

Toy Guns are acceptable, however the following are NOT PERMITTED:

- ✘ Ball Bearing Guns
- ✘ Eight Shot Caps
- ✘ Pop Downs (Throw Downs)
- ✘ Potato Guns (Bullet Type)
- ✘ Roll Caps
- ✘ Strip Caps
- ✘ Replica Guns (Bullet Type)
- ✘ Pellet Guns
- ✘ Gel Blaster Guns
- ✘ Water Pistols over 150mm (6")