



**Grimmo
Promotions**
'the event organisers'

Presents



17 & 18 SEPTEMBER 2011
Port Macquarie Indoor Stadium

Invitation to Exhibit

Grimmo Promotions cordially invite you to exhibit your business at the ...



The 2010 Port Macquarie Home Show will be staged at The Port Macquarie Indoor Stadium on the weekend of the 17 & 18 September, 2011, between 10am and 4pm both days.

It will be a 'carbon copy' of our highly successful Coffs Coast Home Show which recently attracted over 3,000 visitors and provided huge sales results for our exhibitors.

Advertising and Promotion

A full media campaign will take place, using the print & electronic media. The level of advertising will ensure the success of the 2011 Port Macquarie Home Show, with the whole Hastings Region knowing about the Show.

Admission Prices

Admission prices will be extremely affordable - Adults \$5, Concession (Pensioner & Student) \$3, and Kids under 16 free.



Site Booking Application

Company Name:

Contact Person:

Address:

Suburb / Town: Postcode:

Phone: Mobile:

Email:

Site Details

Site No.: Site Size: Site Cost:

Type of equipment to be displayed:

.....

Special requirements (eg power etc):

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Public Liability Insurance Declaration

I / We hereby certify that current public liability insurance is held by my / our business.

Insurer: Policy Number:

Terms & Conditions

1. All displays will be allowed at the discretion of the event organisers, Grimmo Promotions.
2. The content of all displays must be of a suitable nature for such an event.
3. No subletting or multiple occupancy display will be allowed without the organisers permission.
4. Current public liability insurance must be carried by every exhibitor
5. Site fees are payable in full on booking, or by three equal installments. Payable on booking 31st July and 31st August 2011. Exhibitors will not be permitted to setup if any part of the site fee is unpaid.
6. Site fees are not refundable unless the organiser manages to sell the said site.
7. Grimmo Promotions reserves the right to alter or adjust any details or organisation relating to their event without notice or prior warning being given to the exhibitor.

SAFETY AND RISK AWARENESS SURVEY

Our site is an extension of your workplace and hence the same Occupational Health and Safety Legislation issues apply. Remember to inform your staff of the hazards and ways to avoid injury while exhibiting. You are responsible to ensure members of the public are not exposed to hazards on your site. The organiser reserves the right to inspect your site to ensure that you as an exhibitor comply with the Occupational Health and Safety regulations.

List in the fields provided any specific hazards or risks your exhibition may cause in the topic areas along with the actions you will undertake to minimise the risk of hazard.

FIRE HAZARDS: List any items or practises which may cause or exacerbate fire hazard. Please list all gas bottles and any flammable substances and your actions to ensure these items safety:

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Actions to minimise the risk of hazard:

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TRIPS, SLIPS AND FALLS: List any items or practices which may cause or exacerbate the hazard including slippery surfaces, guy ropes, tent pegs, any objects which may be subject to instability etc:

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Actions to minimise the risk of hazard:

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EQUIPMENT, PLANT AND MACHINERY: List any items or practices which may cause or exacerbate the hazard including stationery and mobile equipment and any dangerous components that you may have including sharp objects:

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Actions to minimise the risk of hazard:

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DANGEROUS GOODS, HAZARDOUS SUBSTANCES AND CHEMICALS: List any items or practices which may cause or exacerbate the hazard:

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Actions to minimise the risk of hazard:

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OTHER HAZARDS: List any items or practices which may cause or exacerbate the hazards.

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Actions to minimise the risk of hazard:

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I certify that the above information is an accurate assessment of the hazards and risks and that I will undertake to address these risks as indicated.

Signed:

Dated:

IMPORTANT: This survey must be completed and returned to Grimmo Promotions prior to exhibitors setting up.

Company Name: