



Tenterfield Show Society Inc
Postal Address: PO Box 283
Tenterfield NSW 2372
Phone: 02 6736 1464
Email: tenterfieldshow@outlook.com
ABN: 90 930 874 742
www.tenterfieldshow.com

Tenterfield Show Society TRADESPACE APPLICATION FORM 2026

Friday 6th - Saturday 7th February 2026

Outdoor Tradespace Steward - Kate Lee 0456 065 262

Indoor Tradespace Steward - Heather Alexander 0458027530

CHECK LIST

- ☐ Tradespace Application & Fees
- ☐ Insurance - Certificate of Currency Public Liability
- ☐ Tenterfield Shire Council Food Business Notification
 - ☐ Food Handlers Certificate
 - ☐ WHS Documentation
 - ☐ Online Induction

IS YOUR TRADE SPACE (PLEASE TICK):

INDOOR ☐

OUTDOOR ☐

BUSINESS/COMMERCIAL STALLHOLDER ☐

HOBBYIST ☐

TRADING NAME:

ABN:

TYPE OF GOODS OR PRODUCTS ON OFFER:

CONTACT NAME(S):

CONTACT NUMBER(S):

EMAIL ADDRESS:

ADDRESS:

DO YOU NEED (PLEASE TICK):

WATER ☐

POWER ☐

PLEASE INDICATE NUMBER POWER POINTS:



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OUTSIDE

OUTSIDE SPACE REQUIRED (FRONTAGE, DEPTH IN METRES):

VEHICLES REQUIRED ONSITE (YES OR NO):

OTHER (PLEASE DESCRIBE IN DETAIL):

INSIDE

1 SITE (3mx2m) ☐

MORE THAN 1 SITE ☐

NUMBER:

HAVE YOU ATTENDED THE TENTERFIELD SHOW PREVIOUSLY?

YES ☐

NO ☐

CAMPING:

ARRIVAL DATE:

DEPARTURE DATE:



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TRADESPACE TERMS & CONDITIONS

Tenterfield Show Friday 6th - Saturday 7th February 2026

INSURANCE: For Business/Commercial Stallholders: Defined as those who are a commercial enterprise and have an ABN. These stallholders must have their own insurance policy with a minimum \$20M Public Liability cover.

Do you have your own Public Liability insurance - \$20M minimum (Yes or No)? _____

Insurer: _____ Amount: _____ Policy Number: _____ Expiry Date: _____

Please attach a copy of your Certificate of Currency to this application.

For Hobbyist Stallholders: Defined as those who are not running a formal commercial enterprise, nor have an ABN and they earned under \$20,000 per year from their stall activity. Those Hobbyist Stallholders who meet this definition and have signed below are automatically covered under the Tenterfield Show Societies insurance cover for Public Liability. The ASC's Public Liability insurance does not extend to Hobbyists in any manner for any Products Liability exposure.

I declare that I am a Hobbyist Stall Holder, do not have an ABN and do not earn more than \$20,000 in this enterprise on an annual basis. I am therefore protected under the Show's Liability policy for Public Liability only. I am aware that this protection does not extend to Products Liability.

Signature: _____ Date: _____

FOOD VENDORS: The NSW Government require all food preparation business (including mobile food vendors) to have at least one staff member certified by the completion of an accredited food hygiene training course. Food Safety Licensee's must comply with all laws and meet the statutory requirements of all relevant legislation including the NSW Food Act 2003, Food Regulation 2015 and Food Standards Code.

Please attach a copy of your Food Handlers Certificate and complete the Tenterfield Shire Council Food Business Notification (refer to below) to comply with local regulations.

OUTDOOR TRADESPACE: \$16.50/metre without power, additional \$30/day if power is required. Powered sites are provided with 2 power points. An additional \$20/day if more points are required, subject to availability. Price is inclusive of entry passes for two people. Prices will vary depending on space and utilities required. **No three phase power.**

INDOOR TRADESPACE: All inside space will be in the Reid Pavilion. Due to the number of exhibitors needing to be accommodated, all sites will be 3mx2m at \$50/site and \$60/site if power is required to operate. You may have more than one site which must be indicated on the Tradespace Application Form. Price is inclusive of entry passes for two people.

TRADESPACE & CAMPING ALLOCATION: Allocation of tradespace and camping areas will be decided by the Tradespace Stewards. Allocation of sites may differ from previous events. Camping at your assigned tradespace location may not be practical, but your Tradespace Steward will reach out to collaborate with you in order to achieve the most favourable outcome.

TRADESPACE APPLICATION: Please make certain that every section of the application form is filled out completely and accurately reflects the information required. Tradespace Stewards will reach out to you to discuss specific details regarding the event, so it is essential to provide a phone number. All vendors must remain operating until 4:00pm on Saturday 7th February 2026, unless sold out prior.

CAMPING: Between Monday 2nd February 2026 to Thursday 5th February 2026, you are required to pay \$35.00/night for a powered site, and \$25.00/night for a non-powered site. Camping on the grounds on Friday 6th February 2026 and/or Saturday 7th February 2026, you are required to pay \$10/person/night.

ARRIVAL: Once you arrive on the grounds you must contact your Tradespace Steward for further instructions. Exhibitor Gate Passes will be given to you on arrival by your Tradespace Steward. No vehicle access to trading areas from 6:00am Friday 6th February 2026 until 6:00am Sunday 8th February 2025.

OUTDOOR VENDORS CHECK IN: If you are arriving prior to Thursday 5th February 2026, check in will be from 3:00pm to 6:00pm. Check in on Thursday 5th February 2026 will be from 7:00am to 6:00pm.

EARTH LEAKAGE CIRCUIT BREAKERS: All trade stall operators intending to bring electrical equipment to the Showground will be required to ensure that such equipment is fitted with earth leakage circuit breakers and that all electrical leads, tools and appliances have been inspected and tagged by a competent person. This is a requirement of the Work Health and Safety Act 2011 (NSW). Please check all your electrical equipment and leads before you arrive to ensure adherence with these conditions. Electrical inspectors will be patrolling the trade sites. All electrical cords will need to be suitably covered to ensure they are not a tripping hazard to patrons - this will be at your own cost.

WHS: Stall owners and operators are required to comply with Work, Health and Safety (WHS) laws and have in place their own WHS policy and safe systems of work for their activities. All exhibitors must conduct a risk assessment on the equipment or exhibit activities that they will be undertaking during the event and provide a copy of the risk assessment on request to the Trade Steward.



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Gazebos: Persons erecting a gazebo on site are required to apply weights to each gazebo leg, guy rope tie down points using tent pegs are not adequate in strong & gusty wind conditions and are also a trip hazard. As a guide, a 3m x 3m gazebo to have 10kg – 20kg of weight securely applied to each leg. An inadequately secured gazebo dislodged by wind can potentially cause a serious or fatal injury to a person.

Safework (QLD OR NSW) - Rego Number: _____ Expiry Date: _____

Note: Your worksite and mandatory WHS documentation will be inspected by the site Safety Officer. All persons conducting work (including volunteers) require a compulsory site WHS induction. The induction handbook will be sent via email, you need to read the handbook, complete the details on the sign-off page and return (the sign-off page only) to tenterfieldshow@outlook.com. Need help with WHS compliance: For assistance in complying with your WHS duty at our event please contact: Michael Manser DipWHS (Safety Officer) M: 0408 731 832 E: mickar23@bigpond.com.

Fees: All tradespace site fees and camping fees must be paid in full prior to arrival. Call the Tenterfield Show Society on (02) 6736 1464 for bank details.

I agree to abide by the terms and conditions outlined by the Tenterfield Show Society Inc, as well as to follow all directives provided by stewards and volunteers. Noncompliance with these stipulations will result in the inability to exhibit at the Tenterfield Show or Tenterfield Showgrounds.

Name: _____ Signature: _____ Date: _____