



Grimmo Promotions

'the event organisers'



18th & 19th April, 2015

Invitation to Exhibit

Grimmo Promotions cordially invites you to exhibit your business at



The 2015 Coffs Coast Home Show will be staged at Coffs Harbour Racing Club on the weekend of the 18th & 19th April, 2015 between 10am and 4pm both days.

Our previous shows have all been outstanding successes, with exhibitors reporting substantial sales and quality leads. The last Home Show attracted over 4,000 visitors.

Advertising & Promotion

A full cross media campaign will take place using print, television and radio.

This level of advertising and the success of our previous shows will ensure the whole of the Coffs Harbour community knows about the 2015 Coffs Coast Home Show.

To Book Your Site

Simply complete the site booking application form, complete the safety and risk awareness survey and sign. Forward both forms via return email to **homeshowcoffs@gmail.com**



Site Booking Application

Company Name:

Contact Person:

Address:

Suburb/Town:

Postcode:

Phone:

Mobile:

Email:

Site Requirements

Site No. (if known):

Site Size:

Site Cost:

Type of equipment to be displayed:

Special requirements (e.g. power, etc.)

Public Liability Declaration

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

Insurer:

Policy No.:

Terms & Conditions

1. All displays will be allowed at the discretion of the event organisers, Grimmo Promotions.
2. The content of displays must be of a suitable nature for such an event.
3. No sub-letting or multiple occupancy displays will be allowed without the organiser's prior 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 – January 18, 2015, February 18, 2015, and March 18, 2015. Exhibitors will not be permitted to set up 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 the event without notice or prior warning being given to the exhibitor.

Please complete and return to Grimmo Promotions, P.O. Box 220, Toormina NSW 2452.
You can also return your form by email to homeshowcoffs@gmail.com or by fax on 02 6651 5251.

Safety & 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:

Actions to minimise the risk of hazard:

TRIPS, SLIPS & 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:

Actions to minimise the risk of hazard:

EQUIPMENT, PLANT & MACHINERY:

List any items or practices which may cause or exacerbate the hazard including stationary and mobile equipment and any dangerous components that you may have including sharp objects:

Actions to minimise the risk of hazard:

DANGEROUS GOODS, HAZARDOUS SUBSTANCES & CHEMICALS:

List any items or practices which may cause or exacerbate the hazard:

Actions to minimise the risk of hazard:

OTHER HAZARDS:

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

Actions to minimise the risk of hazard:

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:

Company Name:

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