

THE BRISBANE MODEL TRAIN SHOW 2019

LAYOUT APPLICATION

4 - 5 MAY 2019

EXHIBITION BUILDING, BRISBANE SHOWGROUNDS
GREGORY TERRACE, BOWEN HILLS

Please ensure the following documents are sent back to us with your application.

1. Complete pages 1 to 4 of the Layout Application.
2. Notice of Currency for Insurance.
3. Photographs and diagrams must be included.
4. Preferred bump in time (Please be aware unloading times are limited to 30mins). Please arrive at least 5-10 minutes before allocated "bump in time". You will be guided to into the venue to your allocated position to unload your vehicle. Vehicles must be shut off for the duration of unloading. Vehicle will not be permitted entry to the venue without permission from the appropriate AMRA official.

Please Note:

1. All Layout Applications must be received by 31 January 2019. Any applications received after this date will not be accepted.
2. Receipt of all applications will be acknowledged. **Please Note: The Exhibition Building is substantially smaller than The Marquee and therefore it cannot be guaranteed that all layouts will be accepted.**
3. We will confirm your participation in the Brisbane Model Train Show 2019 by the 28th of February.
4. Please provide a valid email address and postal address as all relevant information and notices will be sent via email and mail, where applicable.

Applications are to be forwarded to:

Brisbane Model Train Show 2019

PO Box 352

Zillmere QLD 4034

Or by email to: brisbanemodeltrainshow@gmail.com

Application Type: Layout

Name of the Operator/Owner: _____

Email Address: (This is the email address where invoices will be sent) _____

Phone/Mobile for Contact: _____ / _____

Name of Layout: _____

Show Guide Information (Do Not Write 'Same As Last Year')

Address: _____

Contact No.: _____ / _____

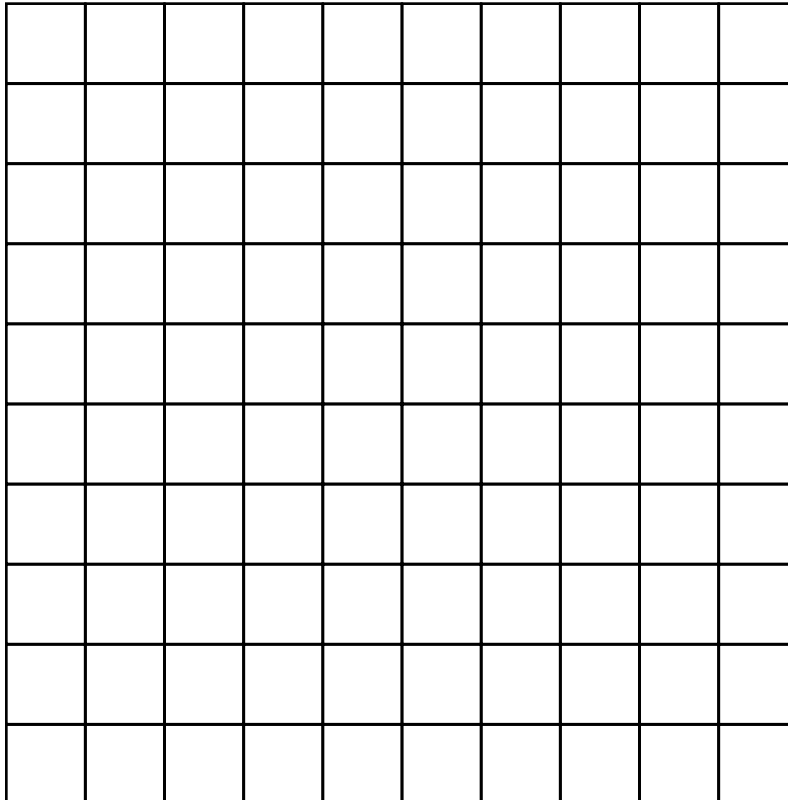
Email Address: _____

Web Address: _____

Space Allocation This information given below is critical for the floor plan and placement

- Please do not write 'Same as Last Year', Your Application will be returned for it to be completed.
- Each square represents one square metre.
- Any external operation areas are to be included in your required space
- Layout stalls are to be a maximum of 10 square metres.
- All exhibits will be accepted at the discretion of the AMRA QLD Show Committee whose decision is final.

To fill in the grid: mark viewing sides with 'F' and the rest of the area with 'X'



1 square = 1 sqm.

Is there any other information about your stand the show committee should be aware of?

Layout description for the Brisbane Model Train Show Website. This description may be edited prior to publication to ensure that grammar and punctuation are appropriate.

GENERAL INFORMATION

THE FOLLOWING REQUIREMENTS APPLY TO ALL EXHIBITORS INCLUDING TRADERS, HERITAGE GROUPS AND LAYOUT OWNERS.

- SAFETY:** During all setup and pack down times (Friday all day and Sunday evening) all persons on site are required to have the following, no exceptions;
 - HIGH VISIBILITY VEST OR HIGH VISIBILITY CLOTHING (VESTS WILL BE AVAILABLE FOR PURCHASE AT THE AMRA INFO STAND, LIMITED STOCK AVAILABILITY), PLEASE BE PREPARED**
 - CLOSED IN SHOES**
 - NO CHILDREN UNDER 16 YEARS**

You will be refused access to the site if you do not comply with the above requirements. This requirement is enforced by the "Brisbane Showgrounds". This is due to the vehicle heavy traffic in and around the Exhibition Building during the above times.
- FLOOR:** The Exhibition building may have small inconsistency in the floor. Exhibitors should be prepared to level their layout/stands.
- ADVERTISING:** Advertising for the Brisbane Model Train Show in 2019 will indicate the "Exhibition Building" at the "Brisbane Showgrounds" as the location.
- CATERING:** AMRA QLD and/or "Brisbane Showgrounds" will not be providing lunch for exhibitors. Similar to previous years, an Exhibitors Lounge where tea, coffee, hot water and a microwave will provided. All exhibitors including layout operators are requested to avoid consuming food behind layouts and other exhibits. There is no restriction on exhibitors bringing their own food and drink to the venue, although alcohol is not permitted on site.
- PARKING:** Car parking is available on site in the Main Arena. Parking costs are at the discretion of the "Brisbane Showgrounds" and are to be advised at this time. Trailer parking is also available.
- PUBLIC RISK INSURANCE:** Every trader/heritage group is required to have their own public liability insurance. AMRA QLD will require a 'Notice of Currency' with this documentation for applications to be accepted.
- ACCEPTANCE OF APPLICATIONS:** AMRA QLD does not guarantee that all applications will be accepted given the number of application likely to be received. The AMRA QLD Show Committee will exercise discretion in the event of space being unavailable. Applications will be placed on a reserve list and the contact persons will be advised and updated as appropriate.
- LIGHTING:** Layouts are encouraged to provide their own lighting sources as the space allocated in the "Exhibition Building" may not have sufficient ambient lighting to illuminate products or layouts at perceived optimum levels.
- COMPETITION:** All layouts will be participating in a competition to choose the most popular layout as voted by paying attendees. Voting will be tallied after 12 Noon on Sunday and a prize will be awarded Sunday.

THE FOLLOWING TERMS AND CONDITIONS ARE APPLICABLE TO ALL TRADERS AND EXHIBITORS ATTENDING THE BMTS 2019.

- FENCING:** AMRA QLD and BMTS 2019 do not provide fencing.
- POWER:** AMRA QLD will provide the power drops, however all electrical items must have a current and valid "electrical safety tag".
- SAFETY:** Closed in footwear is required at all times.
- SETUP/PACK DOWN/MOVE OUT:** High visibility vests/clothing are required during setup and pack down times.
- SMOKING:** There is NO smoking inside or within 5m of the doors to "Exhibition Building".
- ILLCIT DRUGS & ALCOHOL:** Any person found to have alcohol or illicit drugs will be requested the site immediately. Police assistance may also be sought.
- PUBLIC LIABILITY INSURANCE:** All exhibits must have public liability insurance. Notice of currency is required with this application.
- HOUSEKEEPING:** Layouts and surrounding areas are to be kept clean and hazard free over the course of the entire event.
- PRIVATE SALES:** Sale of any items over the weekend from layouts is prohibited. This is in fairness to attending traders.
- OPERATIONS:** Layout exhibitors are encouraged to run as many trains as possible and respond to patrons queries.
- AUDIO:** Layout exhibitors are encouraged to use DC or DCC Sound and other audio equipment. However such audio must not interfere with any other layout or trader.
- WRISTBANDS:** Layout stand exhibitors must wear their exhibitors wristband at all times. Please be accurate with the amount of wrist

bands required (extras will not be given out on the day without sufficient notice). Replacements can be provided.

- **CATERING:** AMRA QLD does not provide any lunch for layouts/traders/exhibitors, however the tea room is available.
- **SECURITY:** AMRA QLD will be taking photographs and video over the weekend. AMRA QLD reserve the right to use photographic products for security purposes and future promotional usage for The Brisbane Model Train Show.
- **WALLS:** Nothing may be affixed to “Exhibition Building” walls which are to be kept clear and undamaged.
- **SET-UP:** Due to limited access to venue you will be required to provide a preferred set up time which will be required to provide a preferred set up time which will be confirmed with you application confirmation. **If you do not provide a preferred set up time you will be given one. (Please give notice if you are going to be late). Please arrive at least 5-10 minutes before allocated “bump in time”. You will be guided into the venue to your allocated position to unload you’re vehicle. Vehicles must be shut off for the duration of unloading. Vehicles will not be permitted entry the venue without permission from the appropriate AMRA official. If you are late to your allocated bump in time with out notice you will go to the back of the queue and will have to wait. (NO EXCEPTIONS).**
- **PACK UP:** Due to limited access to the building there will be no vehicles allowed in the venue till you are notified. You must be quick with loading your vehicle. Blocking of door ways is unacceptable and will not be tolerated. Please be patient and have your stand ready to load before bringing your vehicle into the venue. Loading must be as swift as possible to make way for other exhibitors leaving the venue.
- **ACCOMMODATION:** AMRA QLD or BMTS 2019 does not provide transportation or accommodation for exhibitors.

Please tick below (Not all these may apply to your stall)

Would you be interested in receiving promotional materials for the Brisbane Model Train Show 2019?

Please indicate requirements below

Number of wristbands required for staff over the weekend (1 wristband per person for entire weekend). AMRA QLD reserves its rights to limit the issue of wristbands as it thinks fit having regard to reasonable requirements of exhibitors. If you require extra wristbands please let us know before the event weekend.

Preferred Time for Setup:

I/We accept the terms and conditions herein and undertake to follow the rules and requirements for “The Brisbane Model Train Show 2019”, including directions from “The Brisbane Showgrounds” and “The Brisbane Model Train Show 2019” staff. This acceptance and undertaking includes all employees/associates/family and friends who are working on exhibits and stands throughout the duration of the BMTS 2019 including setup and pack down times.

Signed _____

Date: _____

Please indicate name of person signing _____

Name of organisation _____