



SHEPPARTON, VICTORIA
20-25 May, 2019

PRO-SHOP PROSPECTUS

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1. EVENT DETAILS

1.1. EVENT NAME

This prospectus applies to the 2019 BMX National Championships – Shepparton BMX Club, Shepparton, Victoria

1.2. DATE

Event Start Date: Monday, 20 May 2019

Event Finish Date: Saturday, 25 May 2019 (Sunday, 26 May 2019 – spare day)

1.3. VENUE

Shepparton BMX Club – 96 Packham St, Shepparton VIC 3630

1.4. EXPECTED NUMBERS

7,500 people are expected over the duration of the event.

1.5. CATERING

Food and beverage vendors will be operating within the Pro Shop vicinity and throughout event opening hours

2. EXHIBITOR STAND SPECIFICATIONS

BMX Australia ensures the exhibitor area for the 2019 BMX National Championships will be of a standard that ensures our competitors and spectators will experience a great level of professionalism and satisfaction.

Specifications of exhibitor site include:

- The trade marquees will be made up of 6m deep marquees
- Each 'site' is 3m x 6m, however spaces will also be available in 6m x 6m, 9m x 6m or 12m x 6m.
- Power will be provided to each site
- Signage featuring the exhibitor name will be provide for each exhibitor
- Lighting will be provided for each exhibitor
- To ensure you comply with Safety Measure, Fire extinguishers will need to be positioned accordingly throughout the area once marquees have been erected.
- Each marquee will have a wall separating each site and covers to close the front of the marquees at the end of trading each day. Please ensure that you securely lock your marquee up and note that BMX Australia takes no responsibility for lost items or belongings.
- Roaming security will be at the event outside of hours
- Should any electrical equipment be brought in, all electrical equipment must be tagged and tested prior to event commencement

Exhibitors may bring their own branded marquee, structure, vehicle etc. into the exhibitor area **with approval from BMXA** for any retail purposes. All equipment and branding must be exhibited from Exhibitors designated area. **Using your own marquee does not change the price.**

- Excessive load music coming from a Pro-Shop based on a complaint will be investigated by BMX Australia and appropriate action will be taken.
- Once you have unloaded equipment, products and signage, all vehicles and trailers will be required to be moved to the car park for the duration of the event.
- **Any exhibitors found displaying items outside of their specified space will be asked to remove these items by BMX Australia. Failure to do so will result in a \$1,500.00+ GST fine.**

3. EXHIBITOR SITE PRICE LIST

ITEM	PRICE
• 6m x 3m Exhibition Site (1 site)	\$1,400.00 + GST
• 6m x 6m Exhibition (2 sites)	\$1,750.00 + GST
• 6m x 9m Exhibition (3 sites)	\$2,200.00 + GST
• 6m x 12m Exhibition (4 sites)	\$2,700.00 + GST
• Marquee Light	Complementary
• Signage and Fascia	Complementary

Price covers the cost of each site for the duration of the event (20 – 25 May plus spare day if utilized). Pro shops may also wish to operate for the BMX Victoria event on Sunday 19 May.

A 50% deposit will be required upon application to secure your site with an invoice for the remaining amount to be sent out at the close of applications on Monday 11, April 2019. **All applications must be submitted to BMXA by 5pm AEDT on Monday 11 April 2019.** No further applications will be accepted after this time.

All payments are to be finalised no later than 5pm AEDT on Monday, 22 April 2019. Please note should you have any outstanding payments, you will not be allowed to set up until full payment has been received.

4. OPERATIONAL DETAILS

4.1. BUMP IN

Bump in will be Saturday 18 May or Sunday 19 May. Exact times and instruction on how to access the venue to be provided closer to the event. If you need to arrange an alternative time, please advise the Organisers.

4.2. BUMP OUT

Unless otherwise communicated, bump out will commence following the conclusion of racing on Saturday 25th May or as otherwise directed by the Organisers. No exhibitor will be permitted to bump out until all racing and presentations are completed.

4.3. INSURANCE

A copy of your certificate of currency outlining Public Liability cover up to \$20,000,000 must be provided to BMX Australia at the time of booking with the attached indemnity form signed and dated.

4.4. EXHIBITOR PARKING

Each exhibitor will be permitted to park 1 vehicle per day in the VIP/BMXA car park at the venue. If you have additional vehicles, you will need to park them in the public car space, which is within walking distance of the event.

4.5. EXHIBITOR ACCREDITATION

Two (2) exhibitor lanyards will be provided per site (dependent on size) to wear as identification. These will be distributed during bump in.

4.6. SIGNAGE

Exhibitor signage will be produced for your site as per application form.

4.7. UNMANNED EXHIBITS

For any reason, should you not be able to man your exhibit at any time, please ensure that a sign is produced and displayed to indicate when the next time the exhibit will be manned and all items are secured. Your equipment is your responsibility and if you have anything valuable BMXA advise that you lock it away somewhere safe while you are away from your site. BMXA take no responsibility for lost, stolen or damaged goods or equipment.

4.8. SECURITY

Roaming security has been arranged for the event after hours. Please be aware that roaming security means that security will be at the venue but not specifically at the exhibitor precinct. Your equipment is your responsibility if you have anything valuable BMXA advise that you lock it away somewhere safe after hours. The exhibitor marquees DO NOT lock. BMXA take no responsibility for lost, stolen or damaged goods or equipment.

4.9. WASTE MATERIAL

Recycling and waste bins will be located near the trade area and you are responsible for the cleaning of your own site.

5. EVENT SCHEDULE

BMX Australia will release the 2019 BMX National Championships schedule in due course. Timings for Pro Shop operations will be confirmed closer to the event by BMX Australia. To provide an indication please refer to the preliminary timetable:

Preliminary Schedule – Please note an official schedule will be confirmed in early 2019

- Saturday, 18 May 2019 Set up
- Sunday, 19 May 2019 BMX Victoria Event//Registrations Open
- Monday, 20 May 2019 Registrations // State Practice Day
- Tuesday, 21 May Registrations // Official Practice Day
- Wednesday, 22 May 2019 BMXA Pro Spectacular
- Thursday, 23 May 2019 BMX Australian Championships
- Friday, 24 May 2019 BMX Australian Championships
- Saturday, 25 May 2019 BMX Australian Championships
- Sunday, 26 May 2019 Reserve Day (Should weather affect official programme)