



**The Cactus and Succulent Society of NSW Inc.**

## **The Cactus and Succulent Society of NSW Inc. BIANNUAL SHOW & SALE Vendor Conditions and Procedures.**

The principal aim of the show is to promote our society, and the sales of cacti and succulents is an important component of this promotion. The Committee wishes to make every show a promotional and financial success along with providing an enjoyable experience for everyone involved. With these factors in mind, the Committee have set out the following *Vendor Conditions and Procedures*.

To assist and support the society in achieving a successful show, vendors are asked to:

- Ensure that they have read and understood these *Conditions and Procedures*.
- Comply with the said *Conditions and Procedures* during the show.
- Seek assistance from a Committee member, if a problem arises during the Show
- Return a signed copy of this agreement with an expression of interest for sales space three weeks prior to the show
- Enter at least ten (10) show quality plants in the competition.

VENDOR'S who do not adhere to these *Conditions and Procedures* will be reviewed for eligibility to sell at the show.





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## 1. Vendors.

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**Only persons with a current membership of The Cactus and Succulent Society of NSW Inc are permitted to sell at the show and must have been a member of the society for the period of at least twelve (12) months prior to the show.** The Committee reserves the right to invite other vendors to sell if space is available.

Vendors are reminded that they must enter at least ten (10) show quality plants in the competition.

### 1.1. Vendor Location.

Vendors will be allocated a sales area within the pavilion by the Committee. The position will be determined on the number of sales areas requested, and whether a vendor wishes to be located near another vendor and the number of sales areas available at the time of allocation by the Committee. The locations of all sales areas are identified on the floor plan at the end of this document. If a vendor requests to be located near another vendor, the Committee will make every effort to satisfy that request. The Committee's decisions on all aspects are final.

### 1.2 Vendor Space.

Each sales space available to vendors will consist of an area of 3m x 3m. Multiple spaces may be purchased and will be allocated by the Committee on a first come first served basis. Vendors will be responsible for their own tables, chairs and other equipment or requirements. If a vendor requires the Society to provide tables or chairs, these will be made available by the Society at an additional, non-refundable, cost. All sales by a vendor must be confined to the sales area or areas allocated to that vendor. Space, tables and chairs must be booked and paid for three weeks prior to the show date.

Vendors will be permitted to share a 3m x 3m space with another vendor (who must meet the membership criteria and sign the Conditions and Procedures document), on the basis of cost-sharing/set-up and clean-up to be a matter strictly between those vendors.

Alternatively, The Society offers a 1.8 metre single table space (this is not available for sharing). Vendors will only be allowed to purchase 1 table space.

### 1.3 Costs and payment

The current costs of sales tables and associated equipment will be listed on the Societies website. All payments must be made via the website.





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## 2. Venue set-up and pack-up.

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Organising the venue in order to hold the show is a major task. The Society has engaged a provider who will set-up and pack-up the tables in the competition area. The Show Committee will mark out the spaces for stand-holders before access will be granted to any vendors.

### 2.1 Set-up.

Members of the Committee and approved volunteers will have access to the venue from 2.00pm on the Friday prior to the show. Vendors should be able to access the competition and sales areas after 4.00pm on that day.

On the day of set-up, vendors will be able to drive their vehicles into the pavilion to unload. Once unloaded, please consider other vendors and competitors and move your vehicle to the parking area to allow others access to the sales and competition areas.

Exhibitors must bench their exhibit plants on Friday afternoon. Exceptions must be made in advance by indicating so on the sign off of these *Conditions and Procedures*.

### 2.2 Pack-up

There will be **NO** vehicular access to the pavilion until after the close of the show at 3.30 pm on the day of the show. A member of the Committee or authorised volunteer will then instruct vendors when they can bring in their vehicles. Vendors be considerate of each other when packing up and act in an orderly manner.

Vendors must leave the space in the same condition in which they found it, and in particular the space must be cleared of all boxes, bags, papers, gravel, pots and all other unwanted materials of any nature whatsoever. It is suggested that vendors bring a brush and pan.

### 2.3 Parking.

Parking is available in the allocated space to the right of the pavilion for vendors and competition exhibitors. All vehicles are to remain there until the end of the Show. **NO** parking of vehicles around the pavilion itself is permitted.

## 3. Selling Stock.

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### 3.1 Responsibility for stock.

Vendors are responsible for their own stock. For this reason, vendors must ensure that they have sufficient people who can provide them with breaks, Vendors may request to be positioned next to another vendor for sharing of duties – see clause 1.1 above in this regard.





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## 3.2. Sales assistants.

Each vendor will be allowed two assistants to help on Show day free of charge. Any additional assistants will be required to pay the entry fee into the Show. Vendors with a single table space will be allowed one assistant to help at the show free of charge.

- i. **Vendor assistants are not eligible to bring and sell products/plants at the Show.**
- ii. **Vendor assistants must be personally nominated as part of the acknowledgement of these Conditions and Procedures. Vendor Assistants' primary purpose is to assist Vendor set-up – not to gain advance access to the sales area for transactions with other Vendors. The Show Committee has the right to request persons to leave who are not fulfilling the intended role of Vendor Assistant.**

## 3.3 Sale of stock.

The sales area will be open to the public from 9.00 am on Saturday morning and vendors are expected to have their own sales area or areas ready for this time. Vendors are restricted to the sales area or areas allocated to them and not encroach into other areas.

**Any use of additional space will require the vendor to move back into their allocated space or pay an additional fee. Any decision in this regard is entirely at the discretion of the Show Committee.**

As part of the Society's responsibility to visitors, walkways must remain clear of any obstructions or trip hazards.

The Society expects each vendor to keep the following things in mind when selling.

- Plants and pots are to be clean and tidy.
- Plants sold in pots must be well established, with a viable root system.
- Ensure plants are weed, pest and disease free.
- Cuttings are to be clearly identified as cuttings (not in a pot with soil).
- All plants are to be sold clearly labelled, preferably with genus and species/cultivar names. If unsure of the full name, at least the genus name should be on the label e.g. *Haworthia* sp.
- Prohibited plants must not be sold. (Refer 3.3.1)
- Prices on all pots/plants and cuttings must be clear and visible to buyers.

### 3.3.1 Prohibited Plants.

The following plants may not be sold, given away, traded, exchanged or bartered at the Show or brought within the precincts of the venue.

- *Lophophora* species
- *Opuntia* species (excluding *Opuntia ficus indica* and *Tephrocactus* species)





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- Any other cacti or succulents classed as noxious weeds (e.g. *Bryophyllum* species (Mother of Millions)).

### 3.3.2 Imported Plants

In line with the Society's position on important plants, Vendors must be able to demonstrate that imported plants have undergone all required import and post arrival quarantine measures. This applies whether you are the importer or a receiver of imported plants.

### 3.4 Selling Times

Plants and other items must not be sold or holds placed on outside of the selling times set out below. There are to be NO sales in the carpark or anywhere else within the venue precincts.

Pre-opening selling time (to other vendors and approved assistants) will be as follows:

- Friday prior to Show: 6.00 pm to 7.00 pm.

Public selling time

- Saturday – Show day: 9.00 am to 3.30 pm.

### 3.5 Financial and Stock Security/Liability.

Vendors are solely responsible to collect and secure their own monies. The Society accepts no responsibility for any monies, plants and other materials misplaced or lost or which may have been subject to theft by any party. Vendors must have an adequate supply of change available as the Society is not able to support you with change requirements.

### 3.6. Payment to Society.

The sales space or spaces, tables and chairs must be booked and paid for, in full, 3 weeks before the show date. There will be **NO** commission payable to the Society, unless you would like to make a donation to Cacticon.

## 4. Environment, health and safety (EH&S)

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The Committee is mindful of the safety of members and the general public attending the Show. Vendors must ensure that (but not restricted to);

- walkways adjacent to their sales area or areas are kept clear of obstructions and trip hazards.
- If a vendor has plants or other sales items stored beneath their table or tables they must at all times during the Show ensure that they are not pushed or pulled out into walkways by either the vendor or a member of the public.
- Anything raised, stored or placed above table height is properly and adequately secured.
- Any spills (especially gravel and/or liquids) are cleaned up immediately.





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- Any Vendor who observes an act or situation that is cause for concern has a responsibility to report that situation to one of the Show Contacts.

## Show Contacts.

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If you have any queries or comments regarding these conditions and procedures, or require assistance during the show, please contact either:

Kim Hamilton 0448 249 200  
[secretary@cssnsw.org.au](mailto:secretary@cssnsw.org.au)

Bec Miller 0429 992 549  
[beccsnsw@gmail.com](mailto:beccsnsw@gmail.com)

Signed on behalf of the Vendor.

I acknowledge that I have read and understood these Vendor Conditions and Procedures

I will/will not be offering imported plants at the Show (circle which option applies). Vendors who will be offering imported plants must comply with the Societies Position Statement on this issue.

The following person(s) are nominated as Assistants on the day

Name	Phone
1.	
2.	

Acceptance of a Vendor application to participate is at the discretion of the Society.

Signature of Vendor : \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

