

# Trade Fair Application Guide



Applications can be submitted online at <https://entries.beefaustralia.com.au>

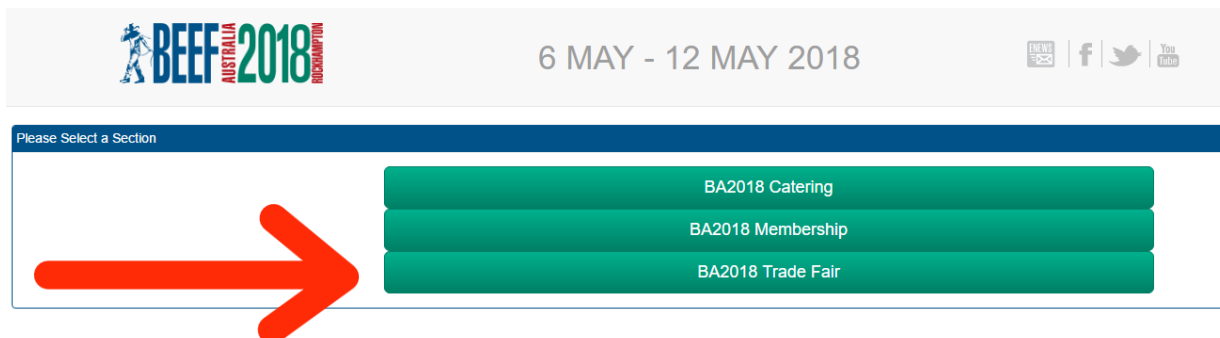
1. Create an account. This will allow exhibitors to log in to verify their site allocation, make site fee payments, order site materials and upload their Public Liability Insurance Certificate of Currency.

Previous exhibitors who created an account in 2015 can sign in with their existing account and update their details.

Please note that Trade Fair applicants do not need to complete the 'Additional Exhibitor Details' or 'Bank Details'. These fields are for Cattle Competition entrants only.

The screenshot shows a registration form with three main sections. A large red 'X' is placed over the 'Additional Exhibitor Details' section, which includes fields for 'PIC Number' and 'MN Status'. A red checkmark is placed over the 'Taxation Details' section, which includes a 'Hobbyist' checkbox (unchecked), a 'GST Registered' dropdown menu (set to 'Yes I am registered for the GST'), and an 'ABN' field (containing '123456789'). Another large red 'X' is placed over the 'Bank details (For payment of prize money)' section, which includes fields for 'BSB No', 'Bank', 'Branch', 'Account Name', and 'Account Number'.

2. You can now log in to make your trade fair site application. Select 'Add Entry' from the menu on the left side then click on the green BA2018 Trade Fair button as shown below.



- You can now select the type of site you would like. You may select an Indoor or Outdoor site from the Category drop down box. Then select the type of site from the Subcategory drop down box. E.g. The Pavilion for Indoor sites or Standard, Premium, Cattle or Gold Site for Outdoor sites.

You can then click on the 'Create Entry' button to select your preferred location/type of site from the list.

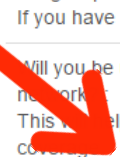
The screenshot shows the 'Create Entry - Class Select' interface. At the top, there is a header for 'BEEF AUSTRALIA 2018' with the dates '6 MAY - 12 MAY 2018' and social media icons. Below the header, the 'Category' dropdown is set to 'INDOOR SITE'. The 'Subcategory' dropdown is open, showing 'INDOOR SITE' and 'OUTDOOR SITE'. Under 'INDOOR SITE', there are three options: 'Sidney Kidman Pavilion', 'SKPP - Sidney Kidman Pavilion Premium Site - 3m x 2.5m - application', and 'SKPS - Sidney Kidman Pavilion Standard Site - 3m x 2.5m - application'. A red arrow points to the 'Create Entry' button next to the SKPP option.

- Now you can enter your specific exhibitor details such as your trading or company name to be used for promotional purposes, your product/service category and provide further information about your display/organisation to assist us when reviewing your application.

Class:	SKPP - Sidney Kidman Pavilion Premium Site - 3m x 2.5m - application
Status:	Creating Entry
Exhibitor Name : To be used in exhibitor listing/signage & for promotional purposes	<input type="text"/>
Exhibitor Category : Please select the category that best describes your products/services	<input type="text" value="Please Select"/>
Other Exhibitor Category : If you have selected 'Other' please provide details	<input type="text"/>
About the Exhibitor : Give a brief description of the products/services you intend to display - 750 characters max	<input type="text"/>

You can also select your two preferred site numbers and upload an image of your stand or display. Once you have entered this information click the 'Create Entry' button at the bottom of the screen.

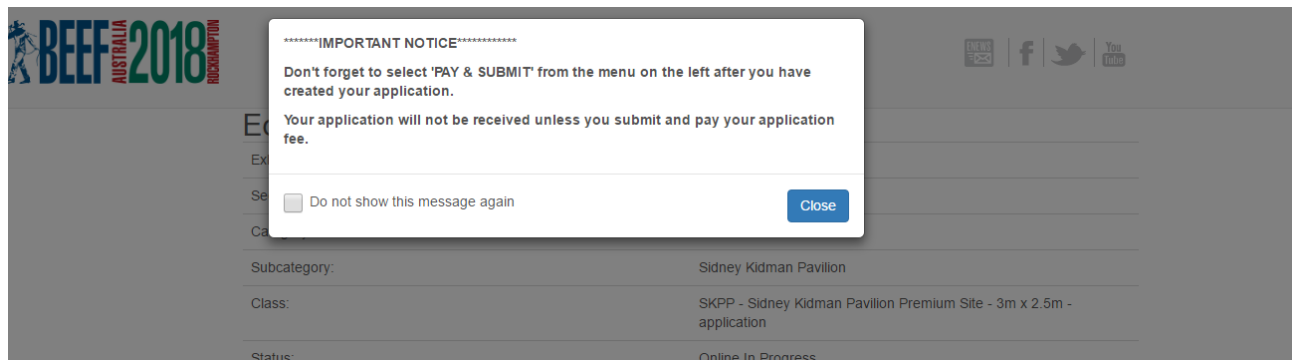
1st Preference Site Number : Please refer to venue map for site numbers	Please Select
2nd Preference Site Number : Please refer to venue map for site numbers	Please Select
Insurance Certificate of Currency : Upload your Certificate of Currency here	Choose file No file chosen
Image Upload : If you have an image of your display please upload here	Choose file No file chosen
Will you be using mobile EFTPOS or internet on the Telstra network? This will help our official supplier (Telstra) ensure adequate network coverage.	Please Select



[Create Entry](#)

5. You will then see a message prompting you to Pay & Submit once you have finished creating your application. Do not pay and submit at this stage if you intend to apply for more than one site.

If you wish to apply for multiple sites, close the reminder message and click on the 'Create New BA 2018 Trade Fair Entry' button at the bottom of the screen and follow steps 3 – 4 for each additional site. As you have already provided your Exhibitor Name & About the Exhibitor information please enter 'As Provided' in these fields.



\*\*\*\*\*IMPORTANT NOTICE\*\*\*\*\*

Don't forget to select 'PAY & SUBMIT' from the menu on the left after you have created your application.

Your application will not be received unless you submit and pay your application fee.

Do not show this message again [Close](#)

Subcategory: Sidney Kidman Pavilion

Class: SKPP - Sidney Kidman Pavilion Premium Site - 3m x 2.5m - application

Status: Online In Progress

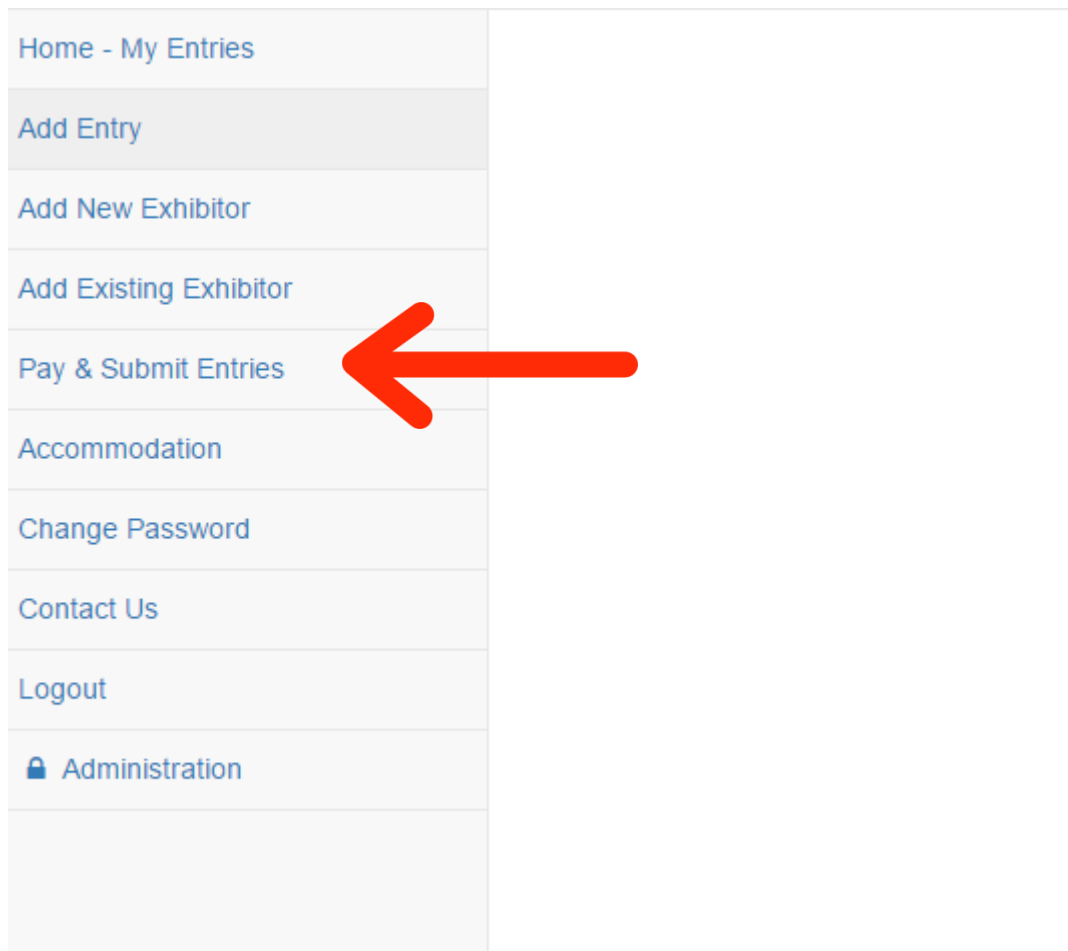
coverage.

[Save Changes](#)

[Delete Entry](#) [Create New BA2018 Trade Fair Entry](#)

6. To submit your application, you must click on 'Pay & Submit Entries' from the menu on the left and follow the prompts to finalise and submit your application. If you do not follow the prompts, your application will not be submitted.

Your application will show a status of 'Online Submitted' if it has successfully been submitted and 'Online in Progress' if it has not.



7. Once you have submitted your application and paid the application fee, you will receive an email at the address supplied on your application including a receipt/tax invoice for your payment.
8. **Applicants will be notified of the result of their application after the closing date of 2<sup>nd</sup> July 2017.**
9. Applicants who receive a site offer can confirm their booking by logging into their exhibitor account and paying the \$500 confirmation fee by the due date advised in their site offer notification.  
  
Applicants who are unsuccessful will receive a refund of their application fee.
10. Should you require any assistance with completing your online application please contact Danielle Knox – Trade Fair & Accounts Coordinator on 07 4922 2989.