



INFORMATION TO MEMBER SOCIETIES

ABOUT STANDARD EXHIBITOR DECLARATION FORM

Using the AgShows NSW Standard Exhibitor Declaration effectively across all competitions

Purpose

The Standard Exhibitor Declaration provides AgShows NSW Member Societies with a consistent minimum declaration for use across competition schedules, entry forms and online entry systems. It is designed to improve exhibitor understanding of their responsibilities, strengthen governance and risk management, and support consistent compliance with AgShows NSW policies and competition rules.

Why a standard declaration is needed

A review identified inconsistencies in the declarations and acknowledgements used across Member Society entry forms. In particular, existing forms did not always consistently address competition rules, participant conduct, safety obligations, privacy, photography consent and other exhibitor responsibilities. The Standard Exhibitor Declaration establishes a common minimum position while still allowing each Member Society to include local and competition-specific requirements.

What the declaration covers

- confirmation that entry information is true and correct;
- agreement to the AgShows NSW General Code of Conduct, Show Entry Conditions and applicable Competition Rules;
- agreement to the AgShows NSW Rules for Discipline and associated disciplinary requirements;
- compliance with reasonable directions from Show Officials, Stewards and Volunteers;
- acknowledgement of safety obligations and inherent risks associated with participation;
- completion of additional competition-specific declarations, waivers, health declarations or risk acknowledgements where required;
- privacy, photography and promotional consent provisions; and
- consent arrangements for exhibitors under 18 years of age.

How Member Societies should use it

The declaration should be incorporated into the Society's normal entry process for every competition rather than issued as a separate piece of paperwork. The objective is for every exhibitor to have access to the declaration and positively acknowledge it when entering.

1. Use the correct Member Society name

Insert the Member Society's full legal entity name in the template. The legal entity name should be used even where the Show or event is commonly known by a shorter or different trading/event name. The Show or event name may also be included separately.

2. Paper entry forms

For paper entries, include the declaration with the entry form or make it clearly available as part of the schedule/entry documents. The entry process should include a signature and date confirming acceptance. There is no need to require a second, separate declaration form where acceptance can be incorporated into the existing entry form.

3. Online entry systems

For electronic entries, the full declaration may be displayed within the entry system or made available through a clear hyperlink. The exhibitor should then be required to actively confirm acceptance before the entry can be submitted.

Suggested wording: Suggested electronic acknowledgement: “I have read and agree to the Exhibitor Declaration.”

4. Schedules and websites

The declaration may be published as a document on the Society's website and linked from electronic schedules, competition pages and online entry systems. Exhibitors should be able to readily access and read the current declaration before confirming their entry.

5. Keep the standard wording intact

Member Societies may apply their own branding, insert their legal entity and event details, and add requirements relevant to a local competition. The core AgShows NSW declaration should not be removed, shortened in a way that changes its meaning, or replaced with wording that provides a lower standard of acknowledgement.

6. Add competition-specific requirements where needed

The Standard Exhibitor Declaration is a foundation document; it does not replace requirements that apply to a particular competition. Where necessary, continue to require any additional competition-specific documents or acknowledgements. These may include animal health declarations, waivers, risk acknowledgements or other requirements applicable to the activity.

7. Under-18 entries

Where an entry is submitted for a person under 18 years of age, the entry process should capture the required parent or legal guardian consent. Online systems should be configured so that the person providing the consent can be identified.

Recommended implementation

Step	Action	What to do
1	Review	Identify every competition entry process currently used by the Society - paper forms, online platforms, schedules and website entry pages.
2	Insert	Add the Standard Exhibitor Declaration to each process and insert the Society's correct legal entity name.
3	Link	Where entries are online, provide a clear link to the full declaration and require positive acceptance before submission.
4	Supplement	Retain any additional competition-specific declarations or forms that are required.
5	Check	Confirm that the declaration is readily accessible to exhibitors and that acceptance is recorded as part of the entry.
6	Maintain	Use the current AgShows NSW version when entry documents and competition schedules are updated.

What this document does not replace

The Standard Exhibitor Declaration does not, by itself, replace separate entry forms, documents or procedures that are required for a particular competition. Member Societies should continue to use applicable competition rules, entry conditions and any additional declarations, waivers or risk acknowledgements required for that activity.

Formats supplied by AgShows NSW

The Standard Exhibitor Declaration will be available in Word format so Member Societies can insert their legal entity and event details and apply local branding. The wording used in online entry platforms should remain consistent with the published standard declaration.

Quick check before entries open

- ☐ Our correct legal entity name is shown.
- ☐ The current Standard Exhibitor Declaration is accessible to every exhibitor.
- ☐ Our entry process records the exhibitor's acceptance.
- ☐ Online entries cannot be submitted without the required acknowledgement.
- ☐ Competition-specific declarations and forms are still included where required.
- ☐ Under-18 consent is appropriately captured.
- ☐ Local additions do not remove or weaken the standard AgShows NSW wording.

Further assistance

Members requiring assistance adapting the Standard Exhibitor Declaration to their entry process should contact AgShows NSW before altering the core declaration wording.