



Queensland Ag Shows

2021 Submission Schedule

(All forms below can be found in the Resource Section of the website - Password: allshows)

| | Submission Deadline | Responsibility of | Form Link or Instructions |
|-------------------------------------|--|--------------------------------|--|
| Change of Details Form Show Society | Due 14 days from change | Show Secretary | https://www.cognitoforms.com/QueenslandAgShows/ChangeOfDetailsForAShowSociety |
| Change of Details Form Sub Chamber | Due 14 days from change | Sub Chamber Secretary | https://www.cognitoforms.com/QueenslandAgShows/ChangeOfDetailsForASubChamber |
| Show Dates for 2023 | 30 May | Ratified at June Board Meeting | All change of date submissions must have been submitted to Sub Chamber and office by 30 May . |
| Updating current Insurance | Anytime of the year | Show Executives | If you need to update your insurance throughout the year please urgently complete this form https://www.cognitoforms.com/QueenslandAgShows/InsuranceUpdateForm |
| Yearly Annual Return | Due 14 days upon receiving Annual Return Email | Show Secretary or Treasurer | admin@queenslandshows.com.au will email the Annual Return Form to the Show email & Secretary Email after your show. Please ensure you have saved the admin email address above into your email contacts to avoid it going to your spam folder. |
| Insurance Renewal | 14 days of receiving email with form to complete | Show Secretary or Treasurer | accounts@queenslandshows.com.au will email the Insurance Renewal Form to the Show email & Secretary Email after your show. Please ensure you have saved the accounts email address above into your email contacts to avoid it going to your spam folder. |
| Insurance Quote | November | Treasurer | accounts@queenslandshows.com.au will email the insurance quote for approval to the Secretary & Treasurer Emails. You must respond to this email to opt out or you will automatically be included in the group scheme. Please ensure you have saved the accounts email address above into your email contacts to avoid it going to your spam folder. |
| Rain Protection Scheme – Claim Form | Show must inform office of intent to claim within 2 working days completion of the Annual Show or Other Function in writing to admin@queenslandshows.com.au . | Show Executive | https://queenslandshows.com.au/resources/ (Password: allshows) |
| Show News / Newsletter Content | Share your stories or news from your show anytime | Anyone | https://www.cognitoforms.com/QueenslandAgShows/NewsletterContentSubmission |

- Please note the Submission dates are subject to change.