



BENDIGO AGRICULTURAL SHOW 2011

21 & 22 October

Hours of Operation

Friday & Saturday 9am – 9pm

SITE HOLDER INFORMATION & APPLICATION FOR COMMERCIAL SPACE

**APPLICATIONS CLOSE
FRIDAY 16TH
SEPTEMBER 2011**

PLEASE RETURN

Application forms and relevant fees to:

**The Secretary,
Bendigo Agricultural Show Society Inc
P.O. Box 109, Bendigo, 3552**

Ph: 03- 5444 4646 - Fax: 03 - 5442 5264

Email: bendigoshow@bigpond.com

Web: www.bendigoshow.org.au



INVITATION TO SITE HOLDERS

Dear Site holder,

This years Agricultural Show consists of 2 action packed days and the program of entertainment on Friday 21st & Saturday 22nd October including Horse competitions running from Friday through to Sunday.

The Annual Bendigo Agricultural Show is well supported by the community with crowds in excess of 20,000 people attending over the 2 days.

This year the Society is pleased to provide the opportunity for Stallholders to take advantage of a **FREE** advert in the Show Supplement which will be circulated around the Bendigo and surrounding districts the week before the Show (*please see enclosed information and sample*)

Please note that this offer will only be available to site holders that book by the closing date **Friday 16th September 2011**.

Our 2-day entertainment program will feature many popular attractions including: Main Arena Attraction Toyota Hilux Hero's Precision Driving Team, - Roving and Street performers, Wood Chop Events, Family Entertainment, Educational activities, Showmen's Guild Carnival – *featuring the best rides the country has on offer*, Fireworks (Friday & Saturday Nights) Animal Nursery Patting Pen, and lots more.

The Show includes many animal competitions of Alpacas, Cattle, Goats, Pigs, Birds, Cats, Dogs, Poultry, and Sheep, which all feature prominently.

It is important that Exhibitors read carefully the information in the General Rules & Regulations, Environmental Health & Safety Regulations, and Site Application Form.

If you would like to book commercial space for the 2011 Show, please complete the enclosed application form, along with appropriate fees as soon as possible because sites are allocated on a first in first served basis for multiple products.

PLEASE NOTE: sites will not be confirmed unless payment is received in full.

Site passes and the confirmation of your allocated site will be forwarded approximately two weeks prior to the Show.

Please ensure that you have read carefully all information provided for you reference, and fill out all details required and provide the relevant paperwork (*including insurance cover*).

I encourage you to return your application as soon as possible to secure your site and be a part of this years exciting event!

Rod Bowles
Secretary

SITE DEFINITIONS

INDOOR & OUTDOOR TRADE SPACE – Sites for Commercial businesses.

VOLUNTARY ORGANISATION – Community organisations only promoting or raising funds for charity.

CRAFT SITE – Stallholders must hand make or create the items that they offer for sale. (Please note that the craft sites are in the Noble pavilion) *see showgrounds map*.

GENERAL RULES & CONDITIONS OF ENTRY

SITE APPLICATION FORMS

- Must be returned by **Friday 16th September 2011** or regular sites will be subject to re-letting.
- Bookings will be accepted on the Society's Site Application Form only.
- Any application for space not necessarily accepted.
- Allocation of space is at the discretion of the Bendigo Agricultural Show Society.
- The Society reserves the right to relocate any site holder as it deems fit.

SET UP TIMES

Pavilions will be open for setting up as follows:

- **Wednesday & Thursday 19th & 20th October 9am- 5pm**
- Exhibits/Stalls must be in place by **9am Friday 21st October**
- **Exhibitors** must stay for the duration of the Show and remain open for business from 9am – 9pm each day.
- **Please Note:** Exhibitors will not be permitted access to the Showground's for bump in unless full payment is made.
- Any site holder packing up and/or leaving early may jeopardise future trade space opportunities at this and affiliated shows.
- Exhibitors are required to provide their own equipment for unloading/loading goods as Showground's equipment will not be available for use.

PRODUCT LINES - Exhibitors must list all product lines/services that they wish to display or sell. Every effort is made to ensure there are no exhibitors with similar product lines in the immediate vicinity. In the event that there are a number of stallholders offering the same product applications will be dealt with on a first in best dressed basis and some exhibitors maybe refused entry.

CANCELLATION POLICY - An administration fee of \$55 will be retained for cancellations made prior to the Show. Exhibitors cancelling sites before Show day will forfeit all fees if the allocated site is not able to be reallocated to another stallholder. During the Show BASS reserves the right to cancel any permit by notice served on an exhibitor.

This permit cancellation may occur:

- In the event of an occurrence of happening which in the opinion of the Secretary justifies such action;
- If the Exhibitor is in breach of any of the Exhibitor's Rules & Conditions;
- If the Exhibitor does not occupy the site(s) at the commencement of and during the full period of the Show.
- The Society will not be liable to pay the Exhibitor any compensation whether on the grounds of loss of profit or otherwise or refund any money paid by the Exhibitor in respect of such cancellation.

SECURITY - Overnight security will be provided and pavilions close at 9pm each evening. One roller door will be reopened between 8am and 9am each morning of the Show for site holders to stock and restock or set up their stalls. Public will not have access and site holders and/or staff will need to carry suitable identification to identify themselves during this time. Exhibitors are responsible for security of personal belongings including commercial stock during bump in during the Show and bump out.

PACKING UP - Stallholder's vehicles are **not permitted in ANY PUBLIC area prior to 9.00 pm each night of the Show**. Stallholders must carry items to their vehicles prior to this time.

SHOW BAGS - Show bag standards will be in accordance with standard set by the Royal Agricultural Show Society and the Royal Melbourne Show. Only RAS approved show bags and products may be sold. Show bag sites are allocated by agreement only with the Society.

BANNED ITEMS - In accordance with the Societies charter to promote a family atmosphere and entertainment, we request that site holders respect the spirit of this charter and refrain from selling and exhibiting items of explicit and obscene nature or items promoting or referring to prohibited substances. The Society reserves the right to request that a site holder remove any item deemed to contravene with this condition.

Items that are specifically banned in agreement with VAS Ltd and Victorian Showmen's Guild are as follows:

- Explicit and Hardcore t-shirts,
 - Explicit DVD's and Videos,
 - Fake cigarettes,
 - Fuel type Fire lighters (Zippo),
 - Iridescent hair spray, Trumpets,
 - Knives of any description (including pen knives),
 - Metal & Wooden martial art nunchuckers,
 - Laser Penlights, and or Laser Toys,
 - Playing Cards – nude or lewd,
 - Pressure pack items including gas (all types) snow, silly string,
 - Water pistols (no longer than 150mm),
 - Water bombs, Stink bombs,
 - Toy Guns are acceptable however the following are not allowed
 - Guns – pellet, ball bearing, bullet type, pop downs, cap, fireworks
- These items may not be sold as part of the above agreement.

PARKING - There is no parking available close to the Pavilions. All vehicles must be unloaded and removed from around the pavilions as soon as possible and before 9am each day. Car parking is available around the main arena and the stallholder's car park.

SITE HOLDER PASSES –

- 2 Site holder passes will be issued for each standard 3m x 3m site.
- Multiple sites will be issues additional passes based on the measurement of frontage.
- Additional passes for site holders can be pre purchased for employees upon application or can be obtained from the Secretary's Office.
- Passes cost for the Show (2 days) \$16.50(incl GST), (1 Day) \$11.00(incl GST).

GENERAL REGULATIONS

- No individual raffle or giveaway prizes are permitted without the consent of the Society and correct permits must be obtained and provided for approval.
- The connection of telephone lines and the provision of dividers, tables and any other display materials are the site holder's responsibility and cost.
- The Society shall not be held liable for any loss or damage incurred by the site holder whilst on the show site.
- The site holder shall at all times comply with the directions given by the Show Secretary and/or Coordinator whilst the site holder is on the show site.
- **NOISE** - The use of amplifiers or loud speakers by any site holder is prohibited without prior written approval of the Society.
- Any site holder unable to attend may apply in writing for a refund, by any refund will depend on whether the site can be re-let. Refund will be attended to after the completion of the Show and will be subject to a minimum-booking fee (normally \$55.00 per site).
- In the event of the site holder being unable to attend the Show, a representative on site will need to be nominated (see site application form). To avoid confusion that nominated person or persons will need to carry a letter from the site holder, to identify him or herself and to authorise them to deal with suppliers, etc. (Show bag site holders need to comply with this condition.)

SITE SHARING - is permitted but sub-letting of space is not permitted. Please note that if the site is shared the site holder passes must also be shared or additional passes must be purchased.

ELECTRICAL INSTALLATIONS –

- Installations shall be no more than 1,000 Watts per stand unless an additional fee of \$55 (incl GST) is paid.
- Electrical lead and fixtures are the responsibility of the site holder.
- Power points are allocated on a “first come first served” basis.

PUBLIC LIABILITY INSURANCE - Proof (copy) of adequate public risk insurance must be provided when lodging Site Application Form. Alternatively, an insurance levy of (\$55.00 incl GST) must be paid with your site fee.

FOOD VENDORS - The Victorian Food Act (1984) requires all food premises and food vehicles to be registered with the Local Council, it is the site holder’s responsibility to comply with Council regulation in this area.

- Show bag operators should note that this regulation would apply to their sites if show bags contain foodstuffs or drinks. In completing the application please specify all items for sale so as to avoid any unnecessary duplication of goods and services.
- Food vendors should note that some food or drink items might be subject to sponsorship arrangements. Site holders are requested to check their product lines against local arrangements. (All successful food vendors will be notified of these arrangements.) Food vendors (other than Showmen) are not permitted to sell Waffles, Toffee Apples, Dagwood Dogs, or Fairy Floss.

EXHIBITOR AWARDS – All trade exhibitors are automatically eligible for awards in the following sections:

TRADE EXHIBITS:

Best Show Bag Exhibitor
Best Commercial Exhibitor
Best Commercial Craft Exhibitor
Best Community Service or Industry Award

FOOD OUTLETS:

Best General Food Outlet
Best Specialty Food Outlet
Best Specialty Beverage Outlet
Best Showman’s Food Outlet

SHOWMEN’S AMUSEMENTS:

Best Game
Best Children’s Ride
Best Adult/Teenage Ride

NOVICE SECTION:

Best New Exhibitor

JUDGING will commence at 10 am Friday 21st October 2011. The Society’s BLUE RIBBON for the winners and RED RIBBON for the runner’s up will be awarded to the BEST EXHIBIT

TERMS OF SETTLEMENT –

- Applications will not be accepted without full payment of appropriate fees and must be submitted **by Friday 16th September 2011.**
- **Food Sites only** need to submit a deposit of \$110 at the time of application and site will be confirmed subject to availability then the full fee is required upon receipt of invoice.

CAMPING - Any site holder camping in Central Area must pay \$55.00 (incl GST) per van and must comply with Ground Manager’s directions particularly in regard to wastewater dispersal.

GOODS & SERVICES TAX (GST) - *The Goods & Services Tax (GST) is in operation for the 2011 Bendigo Agricultural Show. All costs listed in this application are including 10% GST. These costs are deductible as an input credit to your business. If exemptions or changes in legislation necessitate a refund to any exhibitor, this will be carried out at the 2011 Bendigo Agricultural Show*

ENVIRONMENTAL HEALTH & SAFETY REGULATIONS

(To be read in association with General Safety Regulations)

ENVIRONMENTAL PROTECTION - Site holders and Showmen must give protection of the environment a high priority in all activities on site, and must not commit any act that will place the Bendigo Agricultural Show Society Inc in breach of any regulation. Any accidental spill or release of substances which may contaminate or harm the environment must be immediately contained, and then reported to the Secretary or Ground Manager. Any requirement to discharge substances into the air, stormwater or sewers must be approved by the Secretary. Where the work requires the disposal of any environmentally harmful substance, the Site holders and Showmen shall be responsible for the removal, transport and disposal in accordance with all statutory regulations and laws, so as not to place BASS in breach of any regulation.

Tasks which require particular care include:

- Refuelling of engines of vehicles, generators, etc.
- Disposal of wastewater, cooking fats, etc.

ELECTRICAL

- All electrical equipment and appliances (power tools, extension leads, etc) must conform to all relevant statutory authorities' requirements.
- Earth Leakage Protection / Residual Current Devices must be used in conjunction with all power tools and extension leads.
- Extension leads must be fixed overhead away from pedestrian or vehicular traffic.
- Extension leads **MUST BE** safety tested and tagged.
- Any leads that require tagging on the day of the Show will be carried out at the expense of the Exhibitor. An Electrician will be on site during the duration of the Show.
- All electrical works and appliances shall comply with relevant Australian Standards.

PERSONAL PROTECTIVE EQUIPMENT - Site holders and Showmen are to provide their employees with, and enforce the wearing of, all safety equipment appropriate to the tasks being performed, or as deemed mandatory to the Bendigo Agricultural Show Society Inc. This includes gloves, earmuffs, safety boots, safety glasses, facemasks, safety helmets, fall protection harnesses, etc in association with appropriate clothing.

Loose clothing, jewellery and unruly hair are dangerous near revolving machinery, and personnel operating this equipment are to be suitably clothed.

CONDUCT OF SITEHOLDERS' AND SHOWMEN'S EMPLOYEES - Site holders and Showmen are responsible for the conduct of their employees. Skylarking, throwing of objects, careless driving, abusive language, fighting on the site and/or grounds are prohibited.

INSURANCES - It is mandatory for Showmen to have in place the following insurances:

- Workers Compensation Insurance in accordance with the applicable legislative requirements.
- Public and Product Liability Insurance with a limit of not less than \$5,000,000 for any one occurrence.
- Insurances for Plant and Equipment for which they are responsible.

SECURITY - Site holders and Showmen are responsible for securing their tools, equipment and property adequately, as well as the personal property of their employees, as the Bendigo Agricultural Show Society accepts no responsibility for damage or theft.

HOUSEKEEPING/CLEANING - Site holders and Showmen must continually keep their areas clean of debris, packaging materials, etc and place all waste in the provided bins. Every effort is to be made to Reduce, Re-use and Recycle materials.

LPG CYLINDERS

All LPG cylinders are to be secure, safely installed, tested and ventilated.

LICENCES, REGISTRATIONS & CERTIFICATES

- The Site holders / Showmen and their employees shall possess licences, registrations and certificates in accordance with all relevant Federal, State and local government requirements relative to their sites and operations.
- Equipment and vehicles shall be registered or licensed in accordance with all Federal, State and local government requirements.
- The Site holder and Showmen shall maintain a list of licensed operators for all equipment requiring operating licences, together with all licence numbers.
- Amusement structures and rides must comply with relevant Australian Standards, in AS 3533 – 1997, and follow a Risk Assessment authorised by Work Cover.
- All operations must be within safe work practices, and to licences / competencies.
- Particular attention must be paid to load shifting equipment and elevating work platforms, including correct maintenance and operation, and use of safety equipment.

LEGISLATION, CODES OF PRACTICE AND AUSTRALIAN STANDARDS

There is a vast array of Acts, Regulations, Codes of Practice, Standards, etc to comply with, or use as guides.

The Society expects that Site holders and Showmen will perform their work safely and assist the Bendigo Agricultural Show Society, as a team, to achieve maximum compliance through cooperation and diligence.

PREVENTION OF FALLS

In March 2004 Worksafe Victoria introduced the OH&S [Prevention of Falls] Regulations 2004. This regulation states that any work performed above 2 metres on a construction site is subject to these regulations.

The regulations require a level of risk assessment and fall prevention using the “Hierarchy of Control” from within the regulation document.

Erection of rides and amusements would be considered to be construction under these regulations.

All guild members need to familiarise themselves with the regulations and the “Code of Practice-Prevention of Falls in General Construction”. Both of which are available from Worksafe Victoria. It is the responsibility of members of the Showmen’s Guild to ensure that they have appropriate and adequate prevention measures in place BEFORE any erection of equipment commences at the Bendigo Agricultural Show site. Erection of scaffolding is subject to separate statutory requirements, and these are to be adhered to at all times, particularly the fitting of access ladders, kickboards and handrails.

Working at heights: There are regulations for working at heights 2 metres & above. Exhibitors must ensure they comply with Worksafe regulations when working above 2 metres. Guidelines for the use of ladders are set out in the OH&S [Prevention of Falls] Regulations 2004 and the companion Code of Practice. Additionally, all ladders shall conform to the appropriate Australian Standards, be maintained in safe condition and be tied off when in use. Aluminium ladders shall not be used for electrical work.

MATERIALS BROUGHT ONTO SHOWGROUNDS

If there is risk of harm to either personnel or the environment, the Site holders and Showmen shall provide to Administration, the Material Safety Data Sheet for the substance for approval, prior to use.

Flammable and combustible materials shall only be stored in approved containers, labelled with contents as per relevant regulations.

PAINTING / FIXINGS

Permission must be obtained before commencing any painting on any surface, which is the property of the Bendigo Agricultural Show Society Inc. Similarly, Site holders and Showmen should restrain from driving any nails or screws into any surface, which is the property of the Bendigo Agricultural Show Society for safety reasons (to avoid contacting electrical cables, water pipes, etc).

SIGNAGE / DRAPES

No calico signs or flammable drapes in any material will be allowed and the use of cardboard, crepe paper or plastic as lining for a stand/display is prohibited.

HIGH RISK ACTIVITIES

A number of Site holders' and Showmen's activities have been assessed as of higher risk, and require additional attention to safety and environmental aspects:

- Amusement Rides
All safety regulations and requirements of relevant authorities are to be complied with in the erection, securing, operation and dismantling of this equipment.
- Equipment Guarding
All machine guards are to be maintained in a safe condition and be securely fitted to equipment before any equipment is operated. The equipment must be stopped before any guard is to be removed, and an authorised person following safe procedures must only remove it.
- Additionally, prevention of falls as determined in section 10 must be implemented for the construction/erection of this type of equipment.

EMERGENCY EXITS & FIRE FIGHTING EQUIPMENT ACCESS

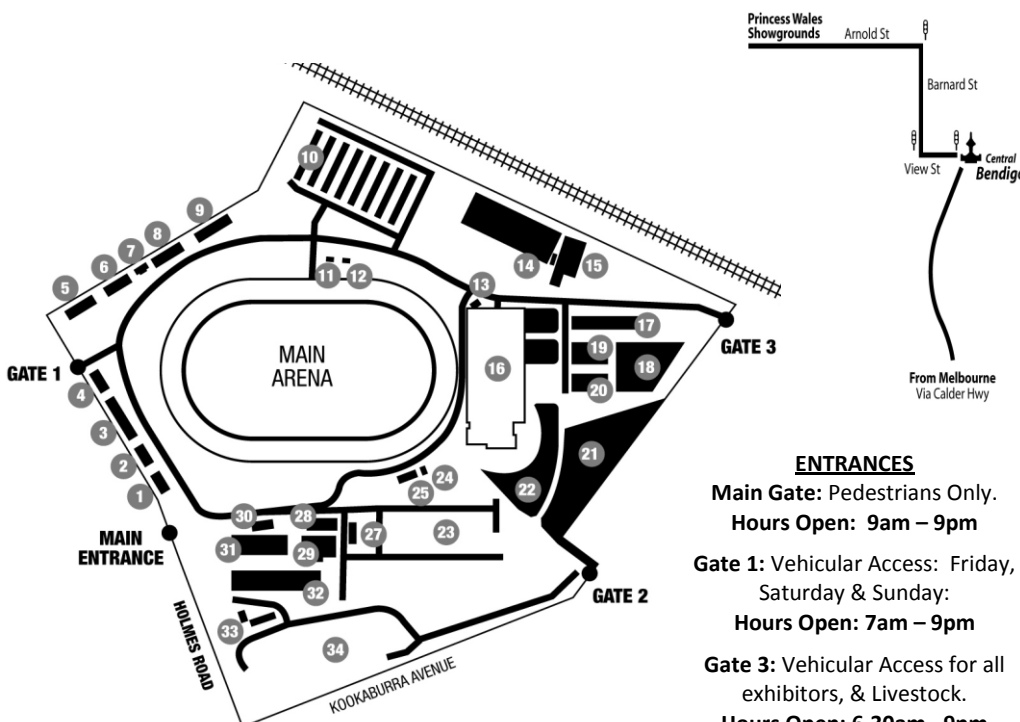
Access aisle ways and pathways to all Emergency Exits and Fire fighting equipment are to be kept totally clear at all times. External exits of doors from buildings are to be regularly checked for clear space. **At all times there must be access along all roadways for fire fighting vehicles and other emergency services vehicles.** [It is not permissible for ticket-boxes etc to protrude onto roadways etc and to impinge on the safe access of these vehicles. Objects that protrude at height such as prize displays must also not protrude in the air space above roadways]

CITY OF GREATER BENDIGO HEALTH REGULATIONS

All food vendors (exposed and packaged) **must** adhere to City of Greater Bendigo Health Regulations, Registrations and Bylaws.

For further information from the Health Department Ph: 03 5434 6000

MAP OF BENDIGO SHOWGROUNDS



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2. Caged Birds
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4. Pigeon Pavilion
5. Cat Pavilion
6. Schools, Art & Photography
7. Toilet Block
8. Poultry Pavilion
9. Dog Area
10. Stables
11. Horse Secretary's Office
12. Saddle world Pavilion
13. Toilet Block
14. Western Arena
15. Steam & Oil Museum
16. Livestock Exhibition Centre
17. Storage Area
18. Parking Area
19. Pig Pavilion.
20. Sales Complex
21. Parking Area
22. Committee Parking
23. Showmen's Area
24. First Aid Station
25. Administration Centre
27. Toilet Block
28. Dining Room
29. Auditorium – Disabled Toilet
30. Show bags
31. Osborne Pavilion
32. Noble Pavilion & Animal Nursery
33. Ground Manager's Residence
34. Parking Area

ENTRANCES

- Main Gate:** Pedestrians Only.
Hours Open: 9am – 9pm
- Gate 1:** Vehicular Access: Friday, Saturday & Sunday:
Hours Open: 7am – 9pm
- Gate 3:** Vehicular Access for all exhibitors, & Livestock.
Hours Open: 6.30am – 9pm
- Gate 2:** Service entrance only