

## **Shepparton Show SAFETY REGULATIONS FOR EXHIBITORS/COMPETITORS**

1. **DUTY OF CARE:** All competitors have a “Duty of Care” to avoid exposing themselves or other people to unsafe situations that could lead to injury. The “Duty of Care” extends to the prevention of damage to property.
2. **DIRECTION OF SHEPPARTON AGRICULTURAL SOCIETY INC:** Competitors must comply with any reasonable request of Shepparton Agricultural Society Inc representatives.
3. **EMERGENCY INFORMATION:** Emergency Information and maps showing Emergency Assembly Points are in the various animal pavilions and buildings. Competitors should be familiar with these plans.
4. **FIRST AID:** During the Shepparton Show, Victorian First Aid Services provides First Aid services.
5. **EMERGENCY FACILITIES:** Fire- fighting or other emergency equipment must not be removed or used for any other purpose. Missing or unserviceable equipment should be reported to Administration immediately.
6. **HAZARD & INCIDENT REPORTING:** Competitors must notify the Area/Pavilion Supervisor or Administration immediately if any hazards are detected or incidents occur. Hazards or incidents are any situation that could result or has resulted in
  - a) The injury, illness, or death of any person
  - b) The injury, illness, or death of any animal
  - c) The damage, destruction, or loss of property.
  - d) Fire
  - e) Other
7. **WASTE DISPOSAL** All waste, including liquids, must be disposed of responsibly. Storm drains must not be used for the disposal of waste.
8. **HOUSEKEEPING:** All areas must always be kept in clean and tidy order with clearly defined and available access and exit routes . Build -up of combustible waste must be avoided.
9. **SLIPS, TRIPS & FALLS:** Care must be taken to minimize trip hazards and obstacles that people may walk into. Avoid laying unprotected cables or pipes on or above paths, walkways, or roads.
10. **MEDIA COMMENTS:** Media comment about matters involving Shepparton Agricultural Society or the Showgrounds is coordinated by the Administrator.
11. **SMOKING:** Smoking is not permitted inside buildings, within 10 meters of a building entrance, around combustibles, during public performances or while handling hazardous materials.
12. **ELECTRICAL EQUIPMENT:**
  - a) Competitors should supply their own Residual Circuit Device (RCD) “Safety Switch” for installation at each power outlet they use.
  - b) Extension cords must be earthed, and all electrical appliances must be earthed or double insulated. Appliances must be in a sound working order.
  - c) All electrical leads and temporary electrical equipment should be tagged and tested.
  - d) The use of double adapters is strictly prohibited. Power boards must be fitted with current overload protection.
  - e) Radiant electric or gas heaters are prohibited.
  - f) Light sockets must not be used for any other purpose than for lighting.
  - g) No naked flame permitted.

**Commercial space applicants/vendors/ entertainment providers/Showman’s Guild etc.**

It will be necessary for all commercial sites to conform to Occupational Health & Safety, Dangerous Goods legislation, and associated regulation, especially those regarding the use of electrical leads and LPG appliances and fittings.

All sites will be inspected to see that all regulations are complied with. An Event Health & Safety Check List and a Gas Safety Self-Check List are enclosed. Please complete these check lists and keep with you for the duration of the event. You may be requested to produce them as part of a site safety audit.

Make sure any remedial work you need to do is carried out before the event commences.

#### **COMMERCIAL SITE CONDITIONS & EXHIBITORS GUIDE SHEPPARTON SHOW**

- 1. Date:** The date of the Show is Friday 11<sup>th</sup> & Saturday 12<sup>th</sup> October 2024.
- 2. Opening Times:** The Show is open from 10.00am-10.00pm both nights.
- 3. Security:** There will be overnight security from 6pm on Friday 11<sup>th</sup> and Saturday 12<sup>th</sup> October 2024. Showmens Guild members & Livestock exhibitors may stay on-site with their attractions and livestock.
- 4. Power:** Please indicate on Application Form if you need a powered site. Exhibitors/vendors are asked to provide their own leads which MUST conform with Victorian WorkCover Guidelines:
  - be tested and tagged within the previous three (3) months;
  - be appropriate for the job (heavy duty);
  - long enough for the job, but do not exceed permitted lengths, and in good condition. (Copies of the Code of Practice Temporary Electrical installations are available from your local WorkSafe Office)
  - All mobile plant MUST comply with Occupational Health and Safety regulations.
- 5. Insurance:** All exhibitors/vendors must have current certificate of currency/public liability insurance to \$20m cover and to be valid at the date of the Show and include both these with their application.
- 6. Food Handling Permit:** In Victoria, all food premises are required to have a Food Act registration from their registering council before selling food. This includes fixed premises, such as cafes and restaurants – but also temporary and mobile food premises such as a market stall or a food van. Foodtrader replaces Streatrader as the online system for businesses and community groups to register and notify their temporary and mobile food premises with their registering council. Foodtrader allows businesses and community groups to: Apply for a Food Act registration with their registering council, manage their registration, and lodge Statements of Trade for each of their events. Foodtrader is also the registration system for water carter and vending machine businesses trading in Victoria. <https://foodtrader.vic.gov.au/>
- 7. Alcohol:** The Shepparton Showgrounds has been declared an Alcohol- Free Zone. No alcohol is allowed on the grounds.
- 8. Site Applications:** All site applications must be submitted on the Official Form.
- 9. Site Boundaries:** The size of the site requested MUST be adequate to contain completely all the applicant's equipment. Trailers, towbars, guy ropes etc., must not infringe on adjacent sites. All exhibitors/vendors must keep sites safe to the public and must observe any reasonable instruction of the organizers.
- 10. Standard Sites:** The size of a standard Trade site is strictly limited to 3mx3m. The size of a standard Food site is strictly limited to 6mx6m. Larger sites are available by negotiation.
- 11. Set Up/Bump In:** Sites must be set up by 8pm on Thursday 10<sup>th</sup> October 2024. Any change from this must have prior approval from the Head Steward of Commercial Sites, or from the Show Secretary. (Refer Show Secretary re Bump out times) **Bump Out:** Saturday 12<sup>th</sup> October from 10pm, all day Sunday 13<sup>th</sup> October 2024. Community displays by arrangement with the Show Secretary.

**12. Vehicles:** It is an Occupational Health & Safety requirement that ALL vehicles MUST be removed from the Showgrounds to the parking areas nominated by parking stewards by 9.00am on Show Day. If a vehicle forms an integral part of an exhibit, arrangements must be made prior to the Show with the Show Secretary for the vehicle to remain on the grounds. Such vehicles MUST NOT be moved under any circumstances between 9.00am and 5.00pm on Show Day.

**13. Passes:** Exhibitors/vendors are required to wear wristbands for entry into the showgrounds. If wristband is not worn, the exhibitor/vendor is required to pay the appropriate entrance charge.

**14. Fees:** Fees must be forwarded to the Secretary, Shepparton Agricultural Society Inc, within fourteen (14) days of the date of the letter of acceptance.

**15. Site Allocation:** Sites will be allocated in advance of the Show and applicants notified. However, the Society reserves the right to change the position of any site on or before Show Day. The decision of the Head Steward of Commercial Sites will be final.

**16. Refusal of Applications:** The Society reserves the right to refuse an application for a site without giving any reason.

**17. Site Sub-letting/Sharing:** Sub-letting or sharing of sites is not permitted. Showmen's Guild members exempt.

**18. P.A. Systems:** Individual public address systems are not permitted on Show Day. Exhibitors are invited to submit material for broadcast over the Show PA System to the Show Secretary's Office on Show Day.

**19. Banned Items:** Vendors of sample/show bags must submit a list of contents of bags to the Show Secretary at the time of application. Some novelty items are considered unsuitable for sale. Anything that can be used to create injury or nuisance to animals or people is banned from sale. A list of unsuitable and banned items will be forwarded to vendors with application forms. Vendors found to be selling these items will be dealt with according to law, and immediately removed from the Showgrounds.

**20. Securing Pins, Pegs or Stakes:** Securing pins, pegs or stakes must not be driven into the ground Inc as underground hazards may exist.

**21. Fireworks:** Appropriate certificated personnel only may discharge fireworks. Application to discharge must be lodged with WorkSafe at least 7 days prior to the event.

**22. Dangerous Goods:** All dangerous goods must be correctly stored and labelled.

**23: Covid-19:** All exhibitors must comply with current COVID-19 restrictions, including but not limited to mandatory QR code check-in, wearing of masks, physical distancing, cleaning routines.

**24. Be informed, be prepared, be smart, be safe.**