

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

COMMERCIAL SITE CONDITIONS & EXHIBITORS GUIDE

1. **Date:** The date of the Show is Friday 9th & Saturday 10th October 2020
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 9th October 2020. Showmens Guild members & Livestock exhibitors stay on-site with their attractions and animals.
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 i.e. 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 or the
5. **O H & S Regulations:** All mobile plant MUST comply with Occupational Health and Safety regulations.
6. **Insurance:** All exhibitors/vendors must have public liability insurance to \$10,000,000 cover and to be valid at the date of the Show and include both these with their application.
7. **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.

Streatrader is the online system for businesses and community groups to register and notify their temporary and mobile food premises with their registering council.

Streatrader 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.

Streatrader is also the registration system for water carter and vending machine businesses trading in Victoria.www.streatrader.health.vic.gov.au

8. The Shepparton Showgrounds has been declared an Alcohol Free Zone. No alcohol is allowed on the grounds
9. Site Applications: All site applications must be submitted on the Official Form.
10. 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.
11. Standard Sites The size of a standard site is strictly limited to 3mx3m
12. Set Up/Bump In: Sites must be set up by 8pm on Thursday 8th October 2020. 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)
13. 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.
14. Passes: Exhibitors/vendors are required to wear wristbands to get in to the showgrounds. If wristband is not worn, the exhibitor/vendor is required to pay the appropriate entrance charge.
15. Fees: Fees must be forwarded to the Secretary, Shepparton Agricultural Society Inc, within fourteen (14) days of the date of the letter of acceptance.
16. 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.
17. Refusal of Applications: The Society reserves the right to refuse an application for a site without giving any reason.
18. Site Sub-letting/Sharing: Sub-letting or sharing of sites is not permitted. Showmen's Guild members exempt.
19. 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.
20. 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.
21. Securing Pins, Pegs or Stakes: Securing pins, pegs or stakes must not be driven into the ground without prior permission of the Shepparton Agricultural Society Inc as underground hazards may exist.
22. Fireworks: Appropriate certificated personnel only may discharge fireworks. Application to discharge must be lodged with WorkSafe at least 7 days prior to the event.
23. Dangerous Goods: All dangerous goods must be correctly stored and labeled.
24. COVID19: All exhibitors must comply with current COVID-19 restrictions, including but not limited to physical distancing, cleaning routines, be informed, be prepared, be smart, be safe.

EMERGENCIES

STANDING ORDERS

**CHIEF STEWARD (OR DELEGATE) TO BE RESPONSIBLE FOR
EMERGENCIES IN THIS BUILDING**

**EMERGENCY VEHICLES MEETING POINT GATE 8
If unavailable, GATE 3**

- 1. RAISE ALARM - RING OR SEND RUNNER TO SHOW OFFICE.**
- 2. ASSIST PERSON(S) IN DANGER.**
- 3. ATTEND TO THE EMERGENCY.**
- 4. CHIEF STEWARD TO EVACUATE THE BUILDING.**
- 5. RESTRICT THE DANGER AREA.**
- 6. ALLOCATE SOMEONE TO MEET FIRE OR EMERGENCY CREW ON ARRIVAL.**

CHECK LIST: HAZARD IDENTIFICATION, RISK ASSESSMENT & RISK CONTROL ELECTRICAL

- All electrical leads/cords are tested and tagged within the last 3 months (Refer C.O.P. Temp Electrical Installations Section 10)
- All electrical leads/cords are appropriate for the job (heavy duty) and in good condition.
- All electrical leads/cords are off the ground and protected from damage or extension leads underground to a depth of 150mm where vehicular traffic is present, other areas 75mm.
- Extension leads/cords do not exceed permitted lengths (Refer to C.O.P. Temp Electrical Installations Section 12 and AS 3199).
- Cables used for fixed wiring not to be used as flexible leads.
- All electrical devices, control and circuits are protected by residual circuit devices (RCD's)
- All earth leakage devices are all tested and tagged.
- All electrical cabinets & switchboards are able to be closed and locked.
- All electrical switchboards are labeled and identifiable and have installed safety switches and are weather proof (P23 or IP54)
- All switchboards and electrical cabinets to be marked with safety signage.
- Main isolator switch is available to power supply.
- Drive motors on all parts are earthed.
- Covers to high voltage equipment are adequately secured.
- All earthing requirements sufficient and continuous
- Lighting, including emergency lights to be fully maintained and operational.
- All other electrical equipment to be weather protected.
- All amusement devices/structures connected to any power source must be provided with a power isolation switch that is easily accessible to the operators. Appropriate fire extinguishers available for operators.

DANGEROUS GOODS

- Are all fuels/chemicals being correctly stored at the event site in accordance with Dangerous Goods Act 1985, Dangerous Goods (Storage & Handling) Regulations 2000?
- Is correct segregation of Dangerous Goods being observed?
- Are Material Safety Data Sheets available?
- Is the movement of Dangerous Goods on site being adequately supervised?
- Has a Fire Inspection report been conducted at the site by the appropriate fire service? Is it available for verification?
- Is all required Haz Chem and appropriate safety signage in place?

GAS SAFETY SELF-CHECK LIST –

This check list is for use by catering vendors and authorized persons and should form a part of the catering vendor’s safety plan.

Event name: _____

Vendor’s name: _____

Site number: _____

Mobile catering vehicle compliance number: _____

Vendor’s signature: _____

Date: _____

Appliances	Yes	No	Action if No
Can proof of certification be provided for each appliance?			
Are all gas appliances in Good working order?			
Are all appliance taps and knobs Clearly marked and in good condition?			
Are all portable gas appliances correctly secured and placed on non-combustible surfaces?			
Are all portable and installed gas Appliances adequately ventilated According to the requirements of this Code of Practice?			
Are all LP Gas cylinders in use located outside or in accordance with Figure 1?			
Are appliances marked for use at Pressures not exceeding 3kPa?			

LIST OF BANNED ITEMS

Victorian Agricultural Shows Ltd and The Victorian Showmen's Guild have agreed that the following items be banned at Agricultural Shows to accord with our aim to protect show goers and attract families to local Shows.

EXPLICIT & HARDCORE T SHIRTS
EXPLICIT DVD'S & VIDEOS
FAKE CIGARETTES
FUEL TYPE FIRE LIGHTERS (ZIPPO)
TRUMPETS
KNIVES (INCLUDING PEN KNIVES)
METAL & WOODEN MARTIAL ART NUN CHUCKERS
PLAYING CARDS (NUDE OR LEWD)
PRESSURE PAK FART GAS
PRESSURE PAK SNOW
PRESSURE PAK SILLY STRING
DRUG RELATED GOODS (INCLUDING COCAIN KITS & BONGS etc)
STINK BOMBS
LASER POINTERS, PEN LIGHTS, TORCHES etc
WATER PISTOLS – LONGER THAN 15cm (150mm)
WATER BOMBS
FIREWORKS - CRACKERS
POP DOWNS (THROW DOWNS)

TOY GUNS ARE ACCEPTABLE; HOWEVER THE FOLLOWING ARE NOT -
PELLET GUNS
BALL BEARING GUNS
REPLICA GUNS (BULLET TYPE)
8 SHOT CAPS (CAPS ONLY BANNED)
ROLL CAPS (CAPS ONLY BANNED)
STRIP CAPS (CAPS ONLY BANNED)

Revised June 2020

IT IS THE POLICY OF THE SHEPPARTON AGRICULTURAL SOCIETY INC THAT
ANYTHING THAT CAN BE USED TO **CREATE** INJURY OR **NUISANCE**
TO **PEOPLE OR ANIMALS** IS
BANNED FROM THE SHOWGROUNDS

**VENDORS FOUND SELLING THESE ITEMS WILL BE DEALT WITH ACCORDING TO LAW,
AND IMMEDIATELY REMOVED FROM THE SHOWGROUNDS**