

INFORMATION FOR TRADE EXHIBITORS & FOOD VENDORS

Our Agreement with you is made up of your application and these Terms and Conditions. As such the Conditions of Occupancy shall be deemed to be the agreement between the "Donald & District Pastoral & Agricultural Society Inc" and "The Exhibitor", as they relate to your participation in the Donald Show. Failure to comply with the undermentioned clauses will result in the cancellation of your site rental contract and forfeiture of charges paid.

APPLICATIONS - To be completed online.

SITE RESERVATION - Allocation of site is at the discretion of the Donald & District Pastoral & Agricultural Society Inc. Previous site allocations are not always guaranteed. Please check in at the Secretary's Office on arrival.

VOLUNTARY CHARGES - These costs include charges for a site fee and power and camping if required and if voluntarily paid.

SHOWGROUND ENTRY - The Layout, Entry and Exit points have changed since the last Donald Show, The size of your vehicle will depend on your entry point. Please check in at the Secretary's Office on Arrival.

ON ARRIVAL - All operators must check in at the Secretary's Office upon arrival. Site holders who request on-site camping on the application form will be allocated a suitable site adjacent to their trade site. **Friday night trade is highly recommended and encouraged.** All sites are required to be set up and ready for trade by 10.00am. Vehicle movement will not be permitted around the main showgrounds precinct after that time (emergency vehicles exempt). Access is available during show week to begin setting up. **ALL SITES TO BE MANNED AT ALL TIMES.**

TRAFFIC MOVEMENT

Friday: Vehicle traffic is to be kept at an absolute minimum on the Friday as the area is also being used by patrons.

Saturday: NO vehicles will be permitted to enter through the main gate after 10.00am. Entry must be through the bottom gate after 10 am. The main gate will be open to vehicle traffic around 4.30pm (dependant on pedestrian traffic). This is for the safety of all stall holders and the public. Your co-operation in this matter would be greatly appreciated.

REFUNDS - No refunds will be issued to site holders unable to attend the Show, inclement weather or for any other reason.

CAMPING - Any site holder camping on the Showgrounds, must comply with the rules and regulations of camping.

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 Donald & District Pastoral & Agricultural Society Inc accepts no responsibility for damage or theft. All entry/exit gates will be locked from 10pm Friday & Saturday night.

INJURY REGISTER - All Site holders, animal handlers, contractors, volunteers & employees MUST fill in an Injury Register at the secretary's office in the event of near miss or actual injury of any description regardless of the severity.

SITEHOLDER INFORMATION - From time to time people enquire about what sites and products will be sold. It is understood that the Donald & District Pastoral & Agricultural Society Inc can pass on your contact details. If you do not wish this to happen, please advise the Secretary immediately.

LOSS OR DAMAGE - The Donald & District Pastoral & Agricultural Society Inc will not under any circumstances be held responsible for any loss of or damage to the stock in trade, etc. or any part thereof of any siteholder or exhibitor from any cause whatsoever.

INDEMNITY - The Donald & District Pastoral & Agricultural Society Inc will not be responsible for any accident which may be caused through or by the siteholder, or which may happen in connection with his/her business & the siteholder shall indemnify the Donald and District Pastoral & Agricultural Society Inc against any legal proceedings arising from every such accident.

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 this application please specify all items for sale so as to avoid any unnecessary duplication of goods and services. Food vendors (other than Showmen) are not permitted to sell Waffles, Dagwood Dogs or Fairy Floss. Food vendors must provide proof of current "Health Act", "Food Act" certificate of registration with booking. Food Vendors please familiarise yourself with requirements for Temporary and Mobile Food Premises (Visit <https://stretrader.health.vic.gov.au> for more information).

PUBLIC LIABILITY - CERTIFICATE OF CURRENCY - A copy of the current Public Liability Policy held by each Trader/Exhibitor **must** be produced prior to the Donald Show covering the dates of the Donald Show for permission to enter to the Showgrounds and have access to your site. The Indemnity level should be a minimum of \$10M. Without proof of Public Liability coverage held by applicants for show sites, the Donald & District Pastoral & Agricultural Society Inc may reject access to Siteholders at its absolute discretion. Details of current Public Risk Insurance provided will be respected as private and confidential information.

WORKPLACE HEALTH & SAFETY REGULATIONS - Written and signed assurance is required from you, that any temporary structures, vans, equipment etc. and any activity that takes place on or adjacent to your site, complies in all respects with Workplace Health & Safety Legislation. This includes but is not limited to testing and tagging of all electrical equipment and fitting of earth leakage detection devices if equipment is not double insulated and gas equipment must meet industry standards (see miscellaneous section). Signing these terms and conditions is on the application form, which will cover this document. *You are also required to provide a written report of all accidents and/or dangerous occurrences. See No.16.*

SHOWBAGS - Show bag standards will be in accordance with the standard set by the Royal Agricultural Society Victoria.

BANNED ITEMS

VAS Ltd and The Victorian Showmen's Guild have agreed that the following items are banned at Agricultural Shows. It is our view and aim to protect and attract families to local Shows:

Explicit and hardcore t-shirts	Explicit DVD's and videos	Water bombs	Fake cigarettes	Fuel type fire lighters (Zippo)
Iridescent hair spray	Trumpets	Knives (including pen knives)	Metal and wooden martial art nunchucks	
Laser pen lights and/or laser toys		Playing cards (nude or lewd)	Pressure Pak fart gas	Pressure Pak snow

Pressure Pak silly string Drug related goods (including cocaine kits, bongs etc.) Stink bombs Water pistols longer than 150mm
Toy guns are acceptable however the following are not allowed:
Pellet guns Ball bearing guns Replica guns (bullet type) Pop downs (throw downs) 8 shot caps (caps only banned)
Strip caps (caps only banned) Roll caps (caps only banned) Fireworks or crackers
Similarly, guns or toys (for sale or given as prizes) that fire projectiles or water including bow and arrows, or create noise which can be a public nuisance or frighten animals, excluding shooting galleries, are banned.

ANY ITEM THAT THAT CAN BE USED TO CREATE INJURY OR NUISANCE TO PEOPLE OR ANIMALS AT THE SHOW IS BANNED FROM THE SHOWGROUNDS. VENDORS FOUND SELLING THESE ITEMS WILL BE DEALT WITH ACCORDING TO LAW, AND WILL BE IMMEDIATELY REMOVED FROM THE SHOWGROUNDS.

ALL FOOD VENDORS MUST REGISTER THEIR STREETRAIDER FORM.

ALL site operators at the Donald Show are required to cooperate with the Donald & District Pastoral & Agricultural Society Inc committee to ensure that they work in a healthy and safe environment.

NO SMOKING within 10 metres of any eating place.

All volunteers must take reasonable care of their own health and safety and for anyone else who may be affected by their actions.
Trade site operators must not wilfully or recklessly interfere with or misuse anything provided for health and safety or wilfully place the health and safety of another person at risk.

It will be necessary for all commercial sites to conform to Occupational Health & Safety, Dangerous Goods legislation and associated regulation, especially those with regard to electrical leads and LPG appliances and fittings. ALL sites will be inspected to see that all regulations are complied with. Make sure any remedial work you need to do is carried out before the Show commences.

All plant and equipment to comply with relevant legislation and standards, AS 3533.

All electrical equipment to have been tested and tagged within the 3 months prior to the show and must be appropriate for the job (heavy duty).

Application for, then occupation of Trade Space is to be taken as agreement to abide by all rules of the Donald & District Pastoral & Agricultural Society Inc.

All electrical cables are to be positioned so that they do not create a hazard. WorkCover require cables to be either buried or suitably supported overhead. Cables to be buried must be underground to a depth of 150mm where vehicular traffic is present, other areas 75mm.

Extension leads/ cords are not to exceed permitted lengths (Refer to C.O.P. Temp Electrical Installations Section 12 and AS 3199)

All electrical cabinets and switchboards must be able to be closed and locked.

Fire extinguishers are required for all food vans and other relevant sites.

Any mobile equipment is to be barricaded to the satisfaction of WorkSafe.

Exhibitors must comply with all Local Bylaws.

No holes shall be dug or any objects driven into the ground without approval of the committee of the Donald & District Pastoral & Agricultural Society Inc

Any gas cylinder shall be restrained and be within the required test date.

Tent pegs or any stakes shall be suitably protected to prevent any risk of injury.

No item listed on the "List of banned items 2022" shall be exhibited as prizes or items for sale nor be given away for any purpose at the showgrounds.

Each site shall display identification as required by the Donald & District Pastoral & Agricultural Society Inc..

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.

Site holders and Showmen must give protection of the environment a high priority in all activities on site, and must not commit an act that will place the Donald & District Pastoral & Agricultural 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. 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 The Donald & District Pastoral & Agricultural Society Inc. in breach of any regulation.

Tasks which require particular care include: a) Refuelling of engines of vehicles, generators, etc. b) Disposal of wastewater, cooking fats, etc.

ELECTRICAL SAFETY—IMPORTANT! NOTICE OF COMPLIANCE and ELECTRICAL USAGE FROM POINT OF SUPPLY

The Donald Pastoral & Agricultural Society Inc prefers that all Exhibitors, Operators of Show Amusements, Show Stalls or commercial activities use Electrical Safety Switches to be plugged in at all times at the 'Point of Supply'.

Under the Electrical Safety Act 2002:

When constructing and operating amusements and displays **IT IS COMPULSORY** to use electrical safety switches at the 'Point of Supply' and leads **MUST BE TESTED AND TAGGED**. This must be completed before your arrival. **The 'Point of Supply'** is the permanent location of power points (single and three phase) or similar type of connection connected to the Horsham Agricultural Society's electrical installations. **NO Double Adaptors or piggy back leads to be used at all.** At all times electrical leads **MUST NOT IMPEDE** the flow of pedestrians and vehicles. Leads will be checked at the Donald Show

A four outlet power board with an overload facility eg. Ringgrip or Kambrook is allowable if more than one x 15 amp power point is required. If requirements are different, our Site Manager must be aware of this to avoid an overload situation occurring.

GAS CYLINDERS IN PUBLIC LOCATIONS

Where a cylinder exceeding 12L capacity is permanently installed for public use in the following requirements shall apply:

Either (A) the cylinder and any associated regulator shall be enclosed in a lockable cage or cabinet ventilated top and bottom **OR** the cylinder valves and regulator shall be guarded by a covering metal hood, and the cylinder shall be protected against accidental dislodgement.
Or (B) The connecting piping shall be arranged so that it is not vulnerable to accidental impact or tampering.

GAS SYSTEM COMPLIANCE CERTIFICATE FOR FOOD OPERATORS

All food operators use LP Gas for cooking purposes or other food preparation purposes, need to have been inspected by a gas work licence holder in the previous 12 months and have a 'Gas System Compliance Certificate' issued to the owner.

A copy of the Certificate must be sent along with your Site Application as well as displayed during the Show. Inspections may occur during the Show.

FIRE REGULATIONS

The installation of any fuel burning appliance using either liquid or solid fuel shall conform to the regulations available from the Authorities. The use of LPG gas for cooking or demonstrations must comply with regulations.