

GENERAL RULES & REGULATIONS

INSIDE & OUTSIDE TRADE SPACE – Sites for Commercial businesses.

VOLUNTARY ORGANISATION – Community organisation promoting or raising funds for charity.

CRAFT SITE – Stallholders must hand make or create the items that they offer for sale.

1. **SITE APPLICATION FORMS** must be returned by **Friday 15 August 2008** or regular sites will be subject to re-letting. (Bookings will be accepted on the Society's Site Application Form only.)
2. Any application for space not necessarily accepted.
3. Allocation of space is at the discretion of the Society.
4. The Society reserves the right to relocate any site holder as it deems fit.
5. **SET UP TIMES** - Halls will be open for setting up as follows: Thursday & Friday 4th & 5th September 9am- 5pm Exhibits/Stalls must be in place by 9am Saturday 6 September, stay for the duration of the Show and remain open for business from 9am – 10pm. Any site holder packing up and/or leaving early may jeopardize future trade space opportunities at this and affiliated shows. Overnight security will be provided in the pavilions and pavilions close at __pm. The gates will be reopened between 8am and 9am each morning of the Show for site holders to stock, 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.
5. **PACKING UP** – Stallholders vehicles are **not permitted in ANY PUBLIC area prior to 10.00 pm Saturday 6th September**. Stallholders must carry items to their vehicles prior to this time.
6. **SHOW BAGS** – Show bag standards will be in accordance with standard set by the approved show bags and products may be sold.
7. **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 ASC and New South Wales 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 (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, Drug related goods (including cocaine kits & bongs etc), Water pistols (no longer than 150mm), Water bombs, Stink bombs, Guns (pellet, ball bearing, bullet type, pop downs, cap, fireworks)

These items may not be sold as part of the above agreement.

8. **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 showground at Victoria Square/Elizabeth Streets and ___Pine Hill??
9. **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.
10. **SITE HOLDER PASSES** - 2 Site holder passes will be issued for each site. Additional passes for site holders can be pre purchased for employees upon application or can be obtained from the Secretary's Office – Show (1 day) \$5.50 (incl GST).
11. **ELECTRICAL INSTALLATIONS SHALL BE NO MORE THAN 1,000 WATTS PER STAND UNLESS ADDITIONAL FEE OF \$33.00 (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.
12. **PUBLIC LIABILITY INSURANCE** - Proof (copy) of adequate public risk insurance must be provided when lodging Site Application Form. A valid, dated within 2 days of submission of application for Certificate of Insurance highlighting a minimum public liability for \$10,000,000 must be attached.
13. **FOOD VENDORS** - The New South Wales 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.
14. 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, Dagwood Dogs, or Fairy Floss.
15. **TERMS OF SETTLEMENT** – Applications must be submitted by **Friday 7 August 2008**.
16. The connection of telephone lines and the provision of dividers, tables and any other display materials are the site holder's responsibility and cost.
17. The Society shall not be held liable for any loss or damage incurred by the site holder whilst on the show site.
18. 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.
19. **NOISE** - The use of amplifiers or loud speakers by any site holder is prohibited without prior written approval of the Society.
20. 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 authorize them to deal with suppliers, etc. (Show bag site holders need to comply with this condition.)

Environmental Health & Safety Regulations

(To be read in association with General Safety Regulations)

1. **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 Narrandera 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 NSS in breach of any regulation. Tasks which require particular care include:
 - Refuelling of engines of vehicles, generators, etc.
 - Disposal of wastewater, cooking fats, etc.

2. **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 should be safety tested and tagged. All electrical works and appliances shall comply with relevant Australian Standards.

3. **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 Narrandera 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.

4. **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.

5. **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 \$10,000,000 for any one occurrence.
 - Insurances for Plant and Equipment for which they are responsible.

6. **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 Narrandera Show Society accepts no responsibility for damage or theft.
7. **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.
8. **LICENCES, REGISTRATIONS & CERTIFICATES**
 - a) 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.
 - b) Equipment and vehicles shall be registered or licensed in accordance with all Federal, State and local government requirements.
 - c) The Site holder and Showmen shall maintain a list of licensed operators for all equipment requiring operating licences, together with all licence numbers.
 - d) Amusement structures and rides must comply with relevant Australian Standards, in AS 3533 – 1997, and follow a Risk Assessment authorised by Work Cover.
 - e) All operations must be within safe work practices, and to licences / competencies.
 - f) Particular attention must be paid to load shifting equipment and elevating work platforms, including correct maintenance and operation, and use of safety equipment.
9. **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 Narrandera Show Society, as a team, to achieve maximum compliance through cooperation and diligence.
10. **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.
11. **LPG CYLINDERS** All LPG cylinders are to be secure, safely installed, tested and ventilated.
12. **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.

13. **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.
14. **PAINTING / FIXINGS** Permission must be obtained before commencing any painting on any surface, which is the property of the Narrandera Show Trust. Similarly, Site holders and Showmen should restrain from driving any nails or screws into any surface, which is the property of the Narrandera Show Trust for safety reasons (to avoid contacting electrical cables, water pipes, etc).

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]

