



11<sup>TH</sup>, 12<sup>TH</sup> & 13<sup>TH</sup> NOVEMBER 2022

# SITE HOLDER INFORMATION & APPLICATION FOR TRADE SPACE

## Exhibitor/Pavilion Hours of Operation

Friday 11<sup>th</sup> November - 3.00PM – 8.00PM  
Saturday 12<sup>th</sup> November - 9:00AM – 8.00PM  
Sunday 13<sup>th</sup> November - 9.00AM – 4.00PM

## General Showground Opening Hours

Friday 11<sup>th</sup> November - 3.00PM – 10.00PM  
Saturday 12<sup>th</sup> November - 9:00AM – 10.00PM  
Sunday 13<sup>th</sup> November - 9.00AM – 4.00PM

## APPLICATIONS CLOSE Thursday 1ST SEPTEMBER 2022

Applications will not be accepted unless the appropriate documentation is enclosed (including insurance).  
Successful applications will be invoiced.

### PLEASE RETURN APPLICATION FORMS AND FEES TO:

Ballarat Agricultural and Pastoral Society  
PO Box 401, Ballarat 3353  
Phone: (03) 5338 1877  
Email: [admin@ballaratshow.org.au](mailto:admin@ballaratshow.org.au)



# INVITATION TO STALL HOLDERS

The 2022 Ballarat Spring Show will be held over two and a half action packed days, 11<sup>th</sup>, 12<sup>th</sup> and 13<sup>th</sup> of November.

The Ballarat Spring Show brings our families and farmers together, builds community spirit and helps bridge the gap between country and city. Agricultural shows are an integral part of Australian culture and the most authentic and accessible display of Australian farming and regional life.

Over the show days each year more than 15,000 people flock to the showgrounds to experience the wide range of agricultural activities, livestock, horse events, arts and crafts, food, retail, and entertainment.

The Ballarat Agricultural and Pastoral Society is pleased to offer businesses and organisations the opportunity to participate in the 2022 Spring Show as a stall holder.

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

Please be advised that in 2022 there is no Ballarat Show Day public holiday.

If you would like to book a trade space for this year's Ballarat Spring Show, please complete the enclosed application form, include a copy of your public liability insurance cover, and return as soon as possible as sites fill quickly.

**Successful applicants will be notified and then invoiced with payment required on receipt of invoice. Sites will not be confirmed until payment is received in full.**

Site passes and confirmation of your allocated site will be sent out approximately two weeks prior to the Show, or the Administration office can retain them, and they can be collected upon arrival. Please advise your preference.

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

Our focus is to deliver a top-quality show and we warmly welcome you to apply for a trade space at the 2022 Ballarat Spring Show.

Kind regards,

Elizabeth van Beek  
**Executive Officer**

## SITE DEFINITIONS & FEES

### MAIN PAVILION INDOOR SITES Kids in Ag & Family Pavilion

4mW x 2.5mD - \$375 (GST Inc) for 3 days. Each additional metre \$66 (GST Inc.).  
Power charges are additional.

### HANCOCK PAVILION INDOOR SITES

3mW x 3mD - \$375 (GST Inc) for 3 days. Each additional metre \$66 (GST Inc.).  
Power charges are additional.

### OUTSIDE TRADE SITES – Howitt Street (under cover) and lawn

5mW x 5mD - \$375 (GST Inc.) for 3 days. Each additional metre \$66 (GST Inc.).  
Power charges are additional.

### SMALL FOOD TRADE SITES - Single product sold (Coffee, pancakes, Ice-creams etc)

4mW x 4mD - \$770 (GST Inc). Each additional metre \$66 (GST Inc.).  
Power charges are additional.

### LARGE FOOD TRADE SITES – Multi products sold (large catering vans)

5mW x 5mD - \$1025 (GST Inc). Each additional metre \$66 (GST Inc.).  
Power charges are additional.

### SHOWBAG SITES (Showbag Court)

\$1025 (GST Inc) per Showbag Van - For approved Showbag operators only.  
Camping and power charges are additional.

## GENERAL RULES AND CONDITIONS OF ENTRY

### SITE APPLICATION FORMS

- Must be returned by Wednesday 1<sup>st</sup> September 2022 or regular sites will be subject to re-letting.
- Applications will be accepted on the Society's Commercial Space Application Form only.
- Any application for space is not necessarily accepted.
- Allocation of space is at the discretion of the Ballarat Agricultural & Pastoral Society (BAPS).
- BAPS reserve the right to relocate any site holder as it deems fit.

### BUMP IN & BUMP OUT

#### BUMP IN:

Pavilions will be open for setting up as follows:

- Thursday 10<sup>th</sup> of November 2022, 12.00PM – 5.00PM
- Friday 11<sup>th</sup> November 2022, 7.00AM – 1.00PM

Exhibits/Stalls must be in place by 1.00PM Friday 12<sup>th</sup> November.

Exhibitors must stay for the duration of the Show and remain open for business from 3.00PM – 8.00PM Friday, 9.00AM – 7.00PM Saturday, and from 9.00AM – 4.00PM on Sunday. No traffic movement is allowed until 4.00PM on Sunday 13<sup>th</sup> November 2022. If any site holder does not adhere to this rule, they will be banned from any future commercial involvement with the BAPS and their events. This rule is necessary for crowd and exhibitor safety and to meet OH&S requirements.

Exhibitors are required to provide their own equipment for unloading/loading goods as Showground equipment will not be available for use.

### **BUMP OUT:**

Site holder's vehicles **are not permitted in ANY PUBLIC SPACE prior to 10.00PM Friday and Saturday of the Show and 4.00PM Sunday. Site holders must carry items to their vehicles prior to this time.**

Pavilions will be accessible for bumping out as follows:

- Sunday 13<sup>th</sup> November 2022, 5.00PM
- Monday 14<sup>th</sup> November 2022, 8:00AM

### **WORKING WITH CHILDREN**

BAPS is committed to child safety and wellbeing. To ensure this occurs all those with "direct and consistent" access to children will be required to provide a Working with Children Check card. If this is applicable for your trade, please include a copy with your application.

**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 there are too many site holders offering the same product applications will be dealt with on a first in, first served basis and some exhibitors may be unable to enter.

**SHOWBAGS** – Showbag standards will be in accordance with standards set by the Royal Agricultural Show Society and the Royal Melbourne Show. Only RASV approved show bags and products may be sold. Show bag sites are allocated by agreement with the BAPS only.

**SECURITY** - Overnight security will be provided in the Pavilions. **The Pavilions will be closed at 8.00PM each evening and reopened at 8.00AM each day.**

The public will not have access to Pavilions once they are closed. Should site holders and/or staff require access during this time they will need to carry suitable identification to identify themselves. Exhibitors are responsible for security of personal belongings including commercial stock during *Bump In*, during the Show, and *Bump Out*.

Security will also be provided for the duration of the Show at various locations throughout the showgrounds.

**CANCELLATION POLICY** – An administration fee of \$60 will be retained for cancellations made more than three (3) weeks prior to the Show. Exhibitors cancelling sites less than 3 weeks prior to the Show will forfeit all fees if the allocated site is not able to be reallocated to another site holder.

Prior to or during the Show, BAPS reserves the right to cancel any commercial site by serving notice on an exhibitor.

Cancellation may occur for the following reasons:

- In the event of an occurrence happening which in the opinion of the Executive Officer 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 entire period of the Show;

BAPS 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 to such cancellation.

**BANNED ITEMS** – In accordance with the BAPS' charter to promote a family friendly atmosphere, 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. BAPS reserves the right to request that a site holder remove any item deemed to contravene this condition.

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

- Explicit and Hard-core T-shirts
- Explicit DVS's and Videos
- Fake cigarettes
- Fuel type fire lighters (Zippo)
- Iridescent hair sprays
- Trumpets
- Knives of any description (including pen knives)
- Metal and wooden martial art nun chucks
- 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 and stink bombs
- Toy guns are acceptable; however, the following are not allowed: pellet, ball bearing, bullet type, pop downs cap guns and fireworks.
- Drug related items including cocaine kits and bongs etc.

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

**Please Note:** It is the site holder's responsibility to ensure they are compliant with the laws regarding the sale of novelty items, including the Dangerous Goods (explosives) Regulations 2000, Regulations 803 and the Dangerous Goods Act 1985 Regulations No 554 **that an illegal item is not sold at the Show. Banned or illegal items will be confiscated. The names of the Site holders found selling banned items will be circulated to all other Societies and the Police.**

**PARKING** - Due to limited space on the Ballarat Showgrounds, there is no parking available within the grounds for Exhibitors. All vehicles must be unloaded and removed from around the pavilions as soon as possible before **9.00AM** each day. To comply with OH&S and Risk Management, no vehicle movement will be permitted on site after 9.00AM.

## **SITE HOLDERS PASSES -**

4 x 3-day single entry passes will be issued to Exhibitors.

Multiple sites will be issued with additional passes based on the measurement of frontage.

Additional passes for site holders can be prepurchased for employees upon application and can be obtained from the Administration Office.

Additional passes are available at the following costs and can be purchased via your Application for a Commercial Space:

- 3-day Site Holder Pass \$ 50.00 (incl. GST)
- Single day Site Holder Pass \$15.00 (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.
- BAPS 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 direction given by the Executive Officer whilst on the Show site.
- **NOISE** - The use of amplifiers or loudspeakers by any site holder is prohibited without prior written approval by BAPS
- Any site holder unable to attend may apply in writing for a refund. Any refund will depend on whether the site can be relet. Refunds will be attended to after the completion of the Show and will be subject to a minimum administration fee (normally \$60 per site). Refer to Site Cancellation for further details.
- In the event of the contact person nominated on the application form being unable to attend the Show, a show representative will need to be advised to avoid confusion. The new contact person or persons will need to carry a letter from the site holder to identify him or her, with contact details and to authorise them to deal with suppliers, etc. (Show bag site holders need to comply with this condition).

## **EXHIBITORS GUIDELINES -**

- Exhibitors must demonstrate a positive approach towards the public, each other and the Ballarat Spring Show.
- Exhibitors must be present for the advertised opening hours of the Ballarat Spring Show. Sites will not be allocated for periods of less than the two and a half days of the Show.
- All food and products sold or exhibited on the day should be of a high quality and presentation. Sale prices are to be kept in a realistic and affordable range.
- All cash transactions and sale of goods are the responsibility of the exhibitor.
- Exhibitors must provide all requirements, such as tested and tagged extension leads, to set up their sites.

- Exhibitors are permitted to provide their own signage for backdrop purposes.
- BAPS reserves the right to refuse entry or close down any exhibitor sites that do not comply with the Exhibitor General Rules and Conditions of Entry.
- No individual raffle or giveaway prizes are permitted without the organiser's consent and correct permits.
- Compliance: Exhibitors shall, at all times, comply with the direction given by the Executive Officer of the Site Coordination whilst the Exhibitor occupies the site.

**SITE SHARING** – is permitted but sub-letting is not permitted. Please note 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. Maximum of two (2) power points. Three phase power may be available, subject to availability.
- Electrical lead and fixtures are the responsibility of the site holder and must be tested and tagged in accordance with regulations.
- Power points and allocation is on a “first come, first served” basis.

**PUBLIC LIABILITY INSURANCE** - Proof (copy) of adequate public risk insurance must be provided when lodging a Site Application Form. Alternatively, an insurance levy (of \$100 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 regulations in this area.

- Showbag 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 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, Fairy Floss, Doughnuts, Toffee Apples, Snow Cones, cordial based drinks.**

#### **TERMS OF SETTLEMENT**

**Successful Exhibitors will be invoiced with payment required on receipt of invoice.**

**GOODS & SERVICES TAX (GST)** – The Goods and Services Tax (GST) is in operation for the 2022 Ballarat Spring Show. All costs listed in this application are inclusive of 10% GST. These costs are deductible as an input credit to your business. If exemptions or charges in legislation necessitate a refund to any exhibitor, this will be carried out at the 2023 Ballarat Spring Show.

# ENVIRONMENTAL HEALTH & SAFTY 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 BAPS 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 Executive Officer.

Any requirement of discharge substances into the air, stormwater or sewers must be approved by the Executive Officer. Where the work requires the disposal of any environmentally harmful substance, the Site holders and Showman shall be responsible for the removal, transport and disposal in accordance with all statutory regulations and laws, so as not to place BAPS in breach of any regulations.

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** safety tested and tagged with the tag current for the period of the Show.
- Any leads that require tagging on the days of the Show will be carried out at the expense of the Exhibitor. An electrician (Ampt Electrical) will be on site for the duration of the Show and can be contacted on 0437 385 300.
- 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 BAPS. This includes gloves, earmuffs, safety boots, safety glasses, facemasks, safety helmets, fall protection harness, 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 and fighting on the site and/or grounds is 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 **\$20,000,000** for any one occurrence.
- Insurances for Plant and Equipment for which they are responsible.



**RISK MANAGEMENT** – Site holders and Showmen should have in place the following plans:

- A Risk Management Plan
- COVID Safe Plan

### **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 BAPS does not accept responsibility for damage or theft.

### **HOUSEKEEPING/CLEANING**

Site holders and Showmen must continually keep their areas clean of debris, packing material, etc. and place all waste in the bins provided. 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 in accordance with all relevant Federal, State and local government requirements.
- The Site holders and Showmen shall maintain a list of licensed operators for all equipment requiring an operating licence, together with all licence numbers.
- Amusement structures and rides must comply with relevant Australian Standards, in AS 3533 – 1997, and follow a Risk Assessment authority 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.

BAPS expects that Site holders and Showmen will perform their work safety and assist BAPS as a team, to achieve maximum compliance through cooperation and diligence.

### **PREVENTION OF FALLS**

In March 2010 WorkSafe Victoria introduced the OH&S (Prevention of Falls) Regulations 2010.

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 erections of equipment’s commences at the Ballarat Spring 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 two (2) metres and above. Exhibitors must ensure they comply with WorkSafe regulations when working above two (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 when in use. Aluminium ladders shall **not** be used for electrical work.

### **MATERIALS BROUGHT ONTO THE SHOWGROUNDS**

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

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

### **PAINTING/FIXING**

Permission must be obtained before commencing any painting on any surface, which is the property of BAPS. Similarly, Site holders and Showmen should refrain from driving any nails or screws into any surface, which is the property of BAPS for safety reasons (to avoid contracting electrical cables, water and pipers 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 holder's 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 removed and only an authorised person following safe procedures must remove it.
- Additionally, prevention of falls as determined in Section 109 must be implemented for the construction/erection of this type of equipment.

### **EMERGENCY EXITS AND FIRE FIGHTING EQUIPMENT ACCESS**

Access aisle ways and pathways to all Emergency Exits and Firefighting 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 block 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 BALLARAT HEALTH REGULATIONS

All food vendors (exposed and packaged) must adhere to the City of Ballarat Health Regulations, Registrations and Bylaws.\

For further information please speak with the City of Ballarat, Health Department Ph: (03) 5320 5500

### CHECKLIST

#### Have you included the following?

- Completed Application Form.
- Detailed List of Proposed Products/Services.
- Certificate of Currency for Public/Product Liability Insurance.
- Payment of Site Fees.
- Food Handler Certificate (if applicable).
- Streatrader Certificate (if applicable).
- Gas Safety Checklist (if applicable).
- Working with Children Card - copy (if applicable – for all staff).

**PLEASE RETURN APPLICATION FORMS AND FEES BY 1st SEPTEMBER 2022 TO:**

**Ballarat Agricultural and Pastoral Society  
PO Box 401  
Ballarat VIC 3353**

**Phone: (03) 5338 1877**

**Email: [admin@ballaratshow.org.au](mailto:admin@ballaratshow.org.au)**