



ROYAL HOBART SHOW EXHIBITOR MANUAL

IMPORTANT:

- Please keep a copy of this document either electronically or in a hard copy at your site at all times.

SUBJECT	PAGE
OVERVIEW	2
EMERGENCY REVIEW	2
EVENT FIRE SAFETY	2
EMERGENCY EVACUATION PROCEDURE	2
ASSEMBLY AREA LOCATIONS	3
IMPORTANT ADDITIONAL INFORMATION	3
SERVICE AND OPERATIONAL INFORMATION	3
ROYAL HOBART SHOW TRADING HOURS	3
IMPORTANT CONTACTS	4
WHS	4
PERMITS AND PASSES	4
DELIVERIES AND STORAGE	5
MOVE IN	5
MOVE OUT	6
VEHICLES	6
GENERAL VEHICLES	6
DELIVERY VEHICLES	7
SECURITY	7
CLEANING AND WASTE MANAGEMENT	7
FOOD AND BEVERAGE	8
PREFERRED AND RECOMMENDED SUPPLIERS	8
FOOD PERMITS	8
SAMPLING AND HANDLING	9
HAND WASH STATIONS	10
RESPONSIBLE SERVICE OF ALCOHOL	11
FOOD AND HEALTH REGULATIONS	11
ANIMALS	11
STAND CONSTRUCTION AND MATERIALS	11
HELIUM BALLOONS	14
NAKED FLAMES	14
RIGGING	14
LPG-LIQUID PETROLEUM GAS	14
CHEMICALS AND HAZARDOUS SUBSTANCES	15
POWER	16
WATER	16
CONTRACTORS AND SUPPLIERS	16
SHOW BAGS AND PROMOTIONAL PACKS	17
SIGNAGE AND PROMOTIONAL MATERIALS	17
SALE OF GOODS	18
COUNTERFEIT AND KNOCK OFF PRODUCT	18
ON-SITE FACILITIES, VENUE AND LOCAL INFORMATION	18
TRAVEL AND TRANSPORT	21
GENERAL TERMS AND CONDITIONS	21
SITE OCCUPATION AND USAGE	21
CANCELLATIONS	23
OFFENCES	23
CANCELLATIONS AND REFUNDS	23
FOOD AND HEALTH REGULATIONS	24
ELECTRICITY	24
WASTE WATER	24
SHOWBAGS	24
SALE OF GOODS	25
ADMISSION OF VEHICLES TO SHOWGROUND	25
GENERAL CONDITIONS	26
APPENDICES	27
SAFETY INDUCTION	27
REQUEST FOR ADDITIONAL SERVICES AND PASSES	29
SAFETY AND RISK MINIMISATION CHECKLIST & INDUCTION	30
FINAL CHECKLIST	31

1 OVERVIEW

This manual provides important information for commercial exhibitors and caterers operating within Hobart Showground. Please take the time to read through the information as it will affect the way you operate and facilitate smoother operations for all users of the space.

The information has been arranged for easy reference and we recommend that this manual is kept where it can be referred to during your event.

2 EMERGENCY PLAN

2.1 EVENT FIRE SAFETY

- It is not permitted to do any of the following:
 - Block or congest emergency exits (these can be recognised by green and white exit signs over the doors)
 - Block the access route to an emergency exit
 - Obscure or cover emergency exit signs
 - Store equipment or any other item in fire stairs
 - Chock open fire or smoke doors or any doors leading to fire stairs
 - To tamper with or use fire fighting equipment for any other purpose other than an emergency
- Hobart Showground management will not condone these practices and adherence will be strictly enforced.

2.2 EMERGENCY EVACUATION PROCEDURE

- Hobart Showground has an Emergency Evacuation Plan to enable the successful evacuation of staff and visitors in the event of a fire or other emergency. Hobart Showground staff will assist in the evacuation of large numbers of people should the need arise. It is important for all occupants to be aware of the emergency procedures.
- A copy of the emergency procedure is issued to the exhibitor upon collection of their Commercial Exhibitor Package. Copies of the emergency procedure can be issued prior to occupation upon request.

EMERGENCY EVACUATION POINTS

2.3 IMPORTANT ADDITIONAL INFORMATION:

- If evacuating from the Hobart Showground, you will be guided out of the buildings to your most appropriate evacuation point. Please take the time to familiarise yourself on the following map with;
- Emergency exits, firefighting equipment and evacuation assembly points so that you can assist patrons of your event to safety if required.



3 SERVICE AND OPERATIONAL INFORMATION

3.1 ROYAL HOBART SHOW TRADING HOURS

Wednesday, day 1:	All areas - 9am to 9pm
	Upper Main Grandstand – 9am to 11.30pm
Thursday, day 2:	All areas - 9am to 5pm
Friday, day 3:	All areas – 9am to 9pm
Saturday, day 4:	All areas - 9am to 4pm

3.2 IMPORTANT CONTACTS

- Customer Support Managers will be on-site from the Sunday prior to Show week through to the Monday following to assist with commercial exhibitor move-in, move-out and enquiries. To contact a Customer Support Manager, please call the number provided below. Please supply your name, exhibitor identification number and on site contact number with your enquiry to enable us to assist you as quickly as possible.
 - CUSTOMER SUPPORT – 03 6272 6812
 - FAX: 03 6273 0524
 - EMAIL: space@hobartshowground.com.au
 - SHOW OFFICE LOCATION – Administration Building (see map above)

3.3 WHS

- The Royal Agricultural Society of Tasmania (RAST) Safety & Risk Management Plan ensures all persons working on the ground or within Hobart Showground buildings understand the Hobart Showground and their surrounding work environment.
- Completion of the *Exhibitor Safety and Risk Minimization Checklist (located at the back of this manual)* and the *Exhibitor Safety and Risk Management On-Line Induction (hobartlauncestonshows.induction.integralcs.com) (full explanation located on page 28 of this manual)* is the minimum standard of compliance required from all exhibitors. The completed checklist must be held at the site with this manual at all times. A designated Safety Officer will visit all sites on each day of operations to ensure minimum standards are met by exhibitors.
- Persons found working outside minimum compliance standards will be removed from the Hobart Showground site immediately followed by further corrective action for the associated employers.
- Safety of exhibits must be to the standard required by the Workplace Safety Authority (Workplace Safety Act 1995). Your required duty of care is to assist and comply with these instructions. It forms part of The Royal Agricultural Society of Tasmania's Safety & Risk Management Policy.
- All activities on site should be risk assessed and control measures documented. This will form part of your obligation to train and inform your staff of their roles and responsibilities to provide a safe working environment. It is an offence under the WHS Act to expose any person to a risk. All risk assessments must be documented and available to the RAST Risk Manager at any time whilst occupying this showground's site.

3.4 PERMITS AND PASSES

- The Commercial Exhibitor Package entitles the exhibitor to:
 - 1 x Unlimited entry Exhibitor Pass and 8 x Adult Single Day passes
 - Off-site car park pass for use during the Show
 - 1 x Delivery Vehicle Pass (entry before **8am and out by 8:30am** / entry after event close each day)

- Additional staff entry, car parking and delivery vehicle passes may be ordered by filling out an *extra services order form* located at the back of this manual. Please note that **additional fees will apply for passes ordered after the 30th September.**
- Commercial Exhibitor Packages and additional passes can be collected from the Show Office at 2 Howard Road, Glenorchy from, October 10th. Passes and Permits must be collected in person and picked up no later than **close of business on the Tuesday before the Show opens.**
- For exhibitors collecting Commercial Exhibitor Packages and additional passes during move in, initial access may be gained by quoting your business name and booking number to gate staff.

3.5 DELIVERIES AND STORAGE

- There is no on-site storage. Exhibitors must contain stock within the confines of their stand space in a neat and tidy fashion.
- Exhibitor stock deliveries will not be allowed before the Monday prior to the event. Exhibitors are responsible for accepting their own deliveries.
- ***FORKLIFT requirements must be booked (date and time) by Oct 10th for the Monday and Tuesday of move-in if Exhibitors require the use of the Hobart Showground forklift.***
- Deliveries may take place daily from 7:00am – 8:00am once the show is operational. **All vehicles must vacate the showground no later than 8:30am.**
- Access for exhibitor vehicles picking up goods at the end of the day will be permitted for one hour post official event closure time.
- For deliveries in an emergency during the event please contact a Customer Support Manager on 03 6272 6812.

NOTE: Only vehicles with the appropriate vehicle delivery pass affixed to the windscreen will be allowed access onto the Showground. **Any vehicle left on site** or moving outside the conditions attached to passes **will be towed from the site at their own expense** and **passes and such privileges shall be removed.**

3.6 MOVE IN

- Exhibitors should proceed immediately to the Show Office to collect their Commercial Exhibitor Package and any additional permits and passes. Passes and permits must be displayed at all times once they have been collected. **Passes and extra passes will not be allocated if site fees or pass fees are outstanding.**

NOTE: No access will be permitted without the appropriate permit or pass once the Show is operational.

- Move in will take place for all exhibitors on the Monday and Tuesday of Show week as detailed below:

Monday:

- Site access for all exhibitors from 9am

- Move in all areas from 9am until 5pm
- Site closes at 5pm

Tuesday:

- Site access for exhibitors and deliveries from 9am
- Move in all areas from 9am
- External sites are to complete move in by 5pm
- Indoor venues are to complete move in by 7pm
- Internal venues locked down and site closes at 7pm
- Set up must be complete by 7pm Tuesday

3.7 MOVE OUT

- All exhibitors must operate their stands fully (adequately manned and lit) during the event trading hours. Stands must not be packed down or dismantled before the event closes and venues are clear of visitors.
- Vehicles will not be permitted on site until patrons have vacated the showground.
- Move out will take place from close of trading on Saturday and continue as detailed below:

Saturday:

- Move out will commence after close of trading at 4pm
- Removal of exhibits from indoor venues will be permitted until 8pm
- Indoor venues locked down at 8pm
- External sites may continue to move out until 9pm
- Site closes at 9pm

Sunday:

- Open 10am-4pm for continued bump out.

Monday:

- Indoor venues continue to move out from 9am - 4pm
- Indoor venues move out complete and venue locked down 4pm.
- External sites continue to move out until 5pm
- All sites to be vacated by 5pm
- Site closes at 5pm

3.8 VEHICLES

3.8.1 General Vehicles

- No vehicles will be permitted within the showground or any ground controlled by the RAST unless the appropriate permit is affixed to the windscreen of that vehicle or approved access has been granted. This rule will apply from the Sunday before the show

until the Monday after the show. Offending vehicles will be removed at the owner's expense.

- Maximum speed limit on the showground is 5kph or walking pace. Hazard lights flashing and be aware of other traffic including pedestrians.

3.8.2 Delivery Vehicles

- A delivery vehicle pass must be affixed to the windscreen. This allows access to the site from 7.00am. **Delivery vehicles must be removed from the site by 8.30am.**
- In case of special need and where space permits behind an exhibitor's site, a restricted on-site car pass may be purchased for \$120.00. This may be ordered on the booking section of the exhibitor application or by using the extra services order form at the back of this manual. Restricted on-site car passes must be affixed to the windscreen of the vehicle. On-Site Car Passes do not permit movement on the ground after 8.30am. On-site vehicles must not move from their position between the hours of 8.30am and close of the event daily.
- Ensure that the driver of any vehicle entering the site clearly displays, on the dashboard, their best contact number on the vehicle pass to allow the RAST to contact them if the vehicle requires relocation.

NOTE: If a vehicle is moved for any reason whatsoever during Show hours, all privileges and rights to have a vehicle on site will be forfeited. The vehicle will be removed at the owners' expense.

3.9 SECURITY

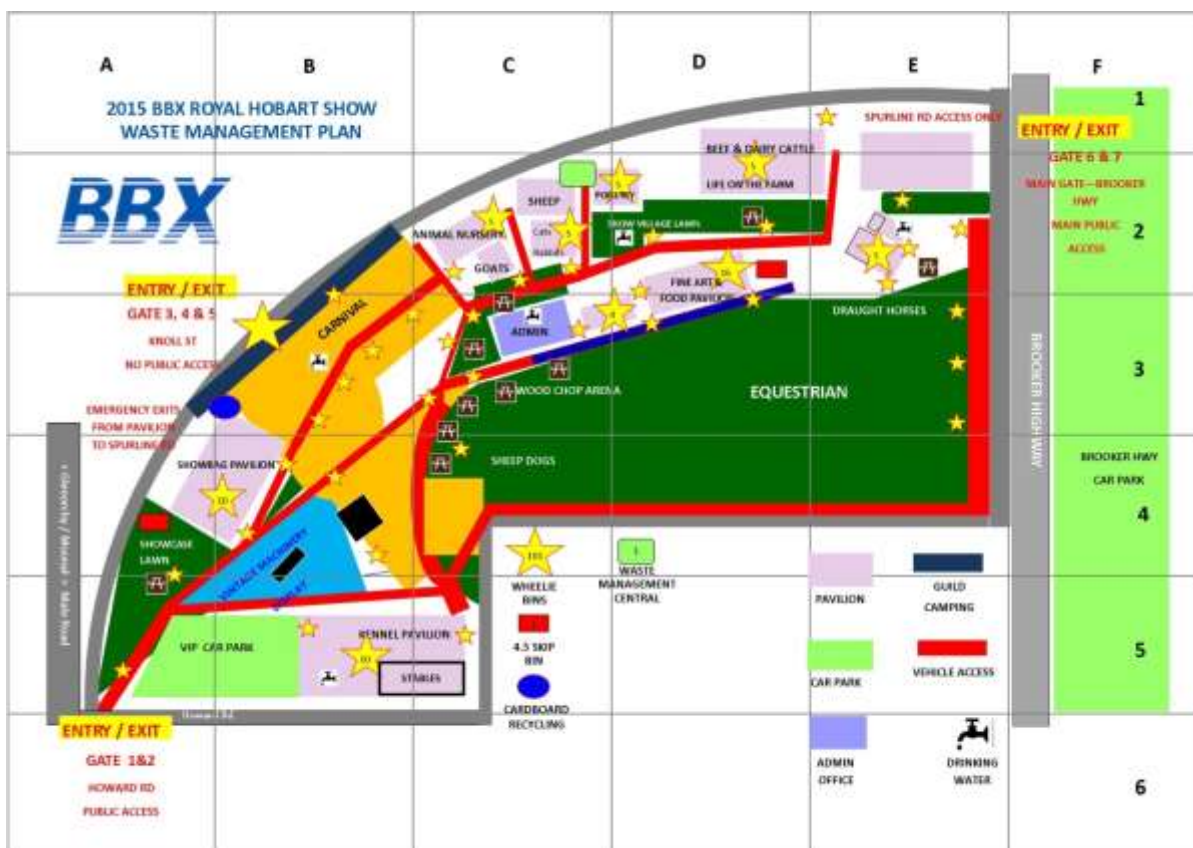
- The Hobart Showground site is locked down prior to exhibitor move in. Lock down continues until the Sunday after the Show closes. During this time, 24 hour security personnel patrol the ground with additional security patrolling high risk areas at certain times throughout the event.
- Please report any suspicious activity immediately by contacting your Customer Support Manager on 03 6272 6812.
- Whilst all care is taken, the Royal Agricultural Society of Tasmania does not accept responsibility for any lost or stolen items, goods, cash or personal belongings. We strongly recommend that personal valuables be left at home and all display goods and cash is secured.

3.10 CLEANING AND WASTE MANAGEMENT

- Exhibitors are responsible for the removal of rubbish from their stands and are required to maintain their site in a clean and tidy fashion. Bins will be placed for general refuse (other than wet waste, food, grease, oil, etc).
- Exhibitors are responsible for the **containment and removal** of wet waste, grease, oils, etc from the showground. Extra cleaning charges incurred through spillage or removal of food or wet waste will be the responsibility of the exhibitor.

- Waste water must be disposed of in the designated grease traps located around the showground (see map below). **No waste water is to be disposed of during show trading hours.**
- The Hobart Showground have a team of building monitors, ground staff and volunteers to ensure cleanliness of public utility areas, venues and around the ground.
- For any major waste issues, please contact your Customer Support Manager.

Waste Management Map



3.11 FOOD AND BEVERAGE

Hobart Showground has the sole rights for sale and distribution of all food and beverage, therefore no food and beverage may be brought into Hobart Showground without the consent from Hobart Showground Management.

3.11.1 Food Permits

All exhibitors requiring food permits are required to lodge applications and payments direct to the Royal Hobart Show by way of completing a **Royal Hobart Show Food Permit Application** no later than 30th August.

Royal Hobart Show staff cannot advise exhibitors on how to complete permit applications on behalf of the Glenorchy City Council. For expert council advice please contact Nathan Wass on 03 6216 6782 for FOOD PERMITS and Building and Plumbing Section on 03 6216 6430 for TEMPORARY OCCUPANCY PERMITS.

Show Food Permit Application and payment forms can be emailed direct to you by contacting the customer support on 03 6272 6812.

Please note the following definitions on the Application Form:

POTENTIALLY HAZARDOUS FOODS (*FOOD ACT 2003, SECTION 87*) - \$220.00 per site.

Products which require temperature control (kept below 5°C or above 60°C) e.g. meats, dairy products etc.

NON-POTENTIALLY HAZARDOUS FOODS (GCC BY-LAW NO. 1 OF 2010, CLAUSE 39) NIL per site but a notification must be submitted.

Shelf Stable Products e.g. bread, carbonated beverages, sugar based confectionary, alcohol etc.

REGISTERED FOOD VAN (FOOD ACT 2003, SECTION 89) NIL per site but a copy of the current licence must be presented to sales staff to confirm your booking.

COFFEE VENDORS – NON POTENTIALLY HAZARDOUS - \$89.00 per site.

An application must be submitted.

The above prices are subject to change at any time without notice. Glenorchy City Council sets pricing for the Royal Hobart Show food vendor permit and informs RAST of the new pricing in June of each year.

RAST will lodge with Glenorchy City Council ensuring enough time for Council to process and issue the permit. Any application lodged and paid for after 31st August will be denied the right to trade at the Royal Hobart Show.

3.11.2 Sampling and Handling

- All sampling of food and beverage products must have the prior approval from Hobart Showground and Glenorchy City Council before the commencement of the event. A sampling fee will apply and food permit application may need to be completed and lodged with Glenorchy City Council.
- Preparation, distribution, sampling and disposal of food and beverage products and by-products must comply with the general standards of health, safety, sanitation and any other specific requirements of the Food and Health Regulations Act, Glenorchy City Council and Hobart Showground.
- As a rule, guidelines for the distribution of sample servings of food or beverages are as follows:
 - All exhibitors wishing to distribute food or beverage must submit a Food Business Registration Application. Applications can be obtained from Hobart Showground sales staff or by calling 6272 6812.

- Samples must be given away free of cost.
- Such samples must be items that registered exhibitors wholesale in the normal conduct of their business or are produced by equipment used in the normal conduct of their business.
- Extra cleaning charges incurred through spillage or the removal of food or wet waste will be the responsibility of the exhibitor.
- Portions are to be of normal tasting size only.
- Non-alcoholic beverage samples should be no larger than 100ml
- Liquor samples are to be no larger than 50ml
- Solid food should be no larger than bite size (50 grams)
- Samples must be offered in such a manner as to avoid being handled by the public, e.g., they must be apportioned with toothpicks inserted.
- If unpackaged food is to be given away, openly stored, displayed or handled, the following facilities and services need to be provided:
 - Hand basin with hot and cold water, soap and paper towel.
 - Separate sink with hot and cold water for washing serving implements or utensils.
 - Washable impervious floor and walls, where food preparation or cooking is taking place.
 - Refrigerated display and / or storage cabinet if the food is perishable.
 - Food should be protected from contamination by a glass or perspex screen or 'sneeze' guard, and trays with fitted covers should be used.
 - Condiments such as sauce, mustard etc are to be contained in squeeze type dispensers or in individually sealed packs.
 - All eating and drinking utensils must be disposable, e.g., paper cups, plastic spoons, plastic wine glasses etc, and must not be re-used.
 - Bins must be provided and placed in suitable locations by exhibitors offering food. Such receptacles must be located at or near the stand and the contents shall be disposed of in a manner approved by Hobart Showground management.
 - Extra cleaning charges will be imposed for the disposal and cleaning of wet waste, grease, oils etc.

3.11.3 Hand Wash Stations

- Environmental Health regulations require stands handling and serving food or beverage, to have hand washing facilities.
- Hand wash stations must be located at each individual vendor site that handles food of any type. For details on what is required please visit the website address below or contact Glenorchy City Council on 6216 6334.

- It is recommended that food vendors take the time to complete the 'I'm Alert' food safety program offered on the Glenorchy City Council website:

<http://www.imalert.com.au/foodsafety/training/welcome.php?sub=glenorchy>

Responsible Service of Alcohol

RSA certification will be required for any person serving or supplying liquor at events where sampling is conducted (e.g. exhibition stands in wine and food shows, promotional tastings etc). Copies of RSA certificates must be supplied to the Hobart Showground prior to the commencement of the event. All exhibitors selling and /or sampling alcohol will be required to sign our RSA register. A Customer Support Manager will bring this around on Tuesday afternoon and Wednesday morning. No exhibitor or staff member may serve alcohol until this has been signed.

3.11.4 Food and Health Regulations

- To operate a food stall at the Royal Hobart Show the Glenorchy City Council must have approved your *Food Business Registration Form*. No approval, no right to trade.
- Exhibitors are required to note that all buildings are designated as "enclosed public places" and must remain smoke free in accordance with the Public Health Amendment Act, 2001.
- Food exhibitors shall have available for use on their site appropriate tested and current firefighting equipment as required by the State Fire Commission.

3.12 ANIMALS

- No animals or pets (with the exception of 'guide dogs') are permitted at Hobart Showground except as an approved exhibit, activity or performance legitimately requiring the use of animals. Hobart Showground approval is required if you wish to use animals at your event.

3.13 STAND CONSTRUCTION AND MATERIALS

Any structure erected by the exhibitor or supplied to the exhibitor must conform to current regulations regarding temporary structures, as enforced by Glenorchy City Council. Structures requiring permits;

- Food marquees/hoeckers/tents over 10 square metres.
- All general marquees/hoeckers/tents over 20 square metres.

3.13.1 Temporary Structure Permit process (all Food structures over 10sqm and General structures over 20sqm):

Application for Temporary Occupancy Permit and Weighting Codes for temporary structures can be downloaded from: <http://www.hobartshowground.com.au/show/exhibitors.html>

- Complete Temporary Structure/Occupancy application, with Certificate of Likely Compliance (issued by your building surveyor) and plans for the structure, and send with your fees to the Glenorchy City Council no later than 30th August, after that date higher fees are applied by Glenorchy City Council.
- Once the application, certificate of likely compliance and plans are sent to Glenorchy City Council the council will issue a temporary occupancy certificate.
- The same building surveyor that issued the certificate of likely compliance needs to inspect the structure on site once erected.
- Survey of your structure must be complete by 5pm on Tuesday, (the day before the opening of Show) after which your surveyor will issue an Occupancy Certificate
- Occupancy Certificate must be publicly displayed on your site during the Royal Hobart Show.

A set of marquees that are physically joined are considered as the total area of that structure and will require certification as per the requirements; food structure over 10sq meters, general marquee at 20sq meters. For example: 3x3 marquees placed together with no wall curtaining and access constitutes a 6x6m marquee. If curtains are in place and no access is possible it would not be considered a 6x6m marquee and not require a permit. Please contact Glenorchy City Council for further clarification. All Food marquees under 10sq are required to be at least 1.5 metres from any other temporary structure.

- Exhibitors are strongly advised to buy / hire marquees from a reputable provider.
- Should an exhibitor seek to trade without the appropriate permits in place the RAST reserves the right to close down that exhibit and remove it from the site.

Other issues;

- No portion of the exhibitor's stand or of their goods or chattels shall overhang or protrude beyond the boundaries of the space allotted.
- Structures including fittings and/or advertising signs attached by the exhibitor shall not exceed a height of 2.7 metres overall and not be obstructive or offensive.
- No structure to be erected within 3 metres of any overhead power supply.
- No Exhibitor allotted a site in the Showground Pavilions or Buildings shall paint or affix anything to the walls or ceilings, etc. Where partitioning is supplied, posters etc. may be affixed by using blue-tac, double sided adhesive tape and paired Velcro dots. Removal must be done in a manner to avoid scratching.
- Damaged panels will be charged to the exhibitor at \$100.00 per lineal meter.
- Materials used in stand construction must not cause dampness or stain or be readily ignitable or be capable of emitting toxic fumes should ignition occur. Crepe paper, corrugated cardboard, straw, hay, untreated Hessian, untreated material fabrics or PVC sheet (except on floors as a protective membrane) is strictly forbidden without the

express approval of the Licensor. Sawdust, tan bark or wood chips of reasonable size may be used to decorate floors, provided a protective membrane is laid first and chips are kept slightly moist at all times.

- Any fabric used in the construction or decoration of a stand, including the stand ceiling, must be treated with a fire retardant. Hobart Showground management will require proof of treatment prior to construction. Proof must be available upon request by RAST Management or appropriate regulators. Please contact the Commercial Space Manager on 03 6272 6812.
 - Moving machinery or equipment likely to injure a member of the public or a swimming pool containing water, must be separated from the public by a physical barrier and supervised.
- ***NOTE: NO CORE DRILLING OR FIXING INTO ANY FLOOR OR SURFACE (INDOOR OR OUTDOOR) IS ALLOWED OR PERMITTED. EXHIBITORS ARE NOT PERMITTED TO DRIVE STAKES INTO ANY GROUND OR SEALED SURFACE IN AN OUTDOOR SITE.***

3.13.2 STAND FLOORING

Exhibition Stand Guidelines:

- A stand may have up to a 32mm high lip without beveling. The edge must be highlighted in a contrasting colour to identify fall or rise in height.
- Between 32mm and 115mm, beveling of the edge must occur. This beveling must not exceed an angle of 30 degrees or a grading of 1:1.4.
- This beveling is to be incorporated within the stand space and not encroach out into the aisle way.
- All flooring that is over 115mm is classed as a step. Heights above this must be approved by RAST.
- If the public requires access to a stand with steps, a wheelchair ramp must be installed with a 1 metre high hand rail. DDA approved gradient 1:14 angle required.

3.13.3 SAND, SOIL AND SIMILAR MATERIALS

- All event displays or individual exhibits that use sand, topsoil, peat moss and similar material must protect the floor from stains by laying a leak proof covering on the floor. The exhibitor is responsible for ensuring all precautions are taken to prevent such materials being stepped on and staining any part of the premises. Watering must be controlled to prevent leakage or seepage. Removal of such products and any remedial work required to any surface will be at cost to the exhibitor.
- Ensure that all public and staff handling soils have facilities to wash and dry hands after contact with soil to prevent any health concerns.

3.14 HELIUM BALLOONS

- Helium balloons must be secured and anchored and must not exceed the height of the stand. Loose balloons can set off fire alarms and require a cherry picker to remove from high ceilings. All costs involved with the removal of loose balloons will be charged to the exhibitor (All helium cylinders must be stored and used in an upright position, secured to a structure to ensure it cannot fall and damage the regulator etc.)

3.15 NAKED FLAMES

- Proposals for the use of naked flame on stands must be submitted to Hobart Showground Management thirty (30) days prior to the commencement of the event. Naked flames include the use of cooking equipment, barbeques, heaters, candles, oil burners etc.
- Stands using naked flames shall abide by the following instructions:
 - A current, serviced fire extinguisher and/or a fire blanket shall be kept on the stand in an area accessible to the general public. This fire extinguisher shall be properly signed.
 - Under no circumstances will the stand be left unattended while the flame is alight.
 - No flammable material shall be within one metre of the flame.
 - Flames shall be extinguished 30 minutes prior to the stand being vacated at the end of the day.
 - Flames will be situated so that members of the public cannot come into contact with the flame or any surface likely to burn the person or ignite their clothing, etc.
 - Facilities used for cooking must be an electrical appliance that does not have a flame.
 - Appropriate first aid equipment/items must be available including trained first aider.

3.16 RIGGING

- No rigging is to take place without the prior approval of the RAST. Please contact a Customer Support Manager on 03 6272 6812. Where a request is made to put in place rigging, that request must be accompanied by an Engineers Certificate at the expense of the exhibitor.

3.17 LPG – LIQUID PETROLEUM GAS

- Any exhibitor wanting to use gas cylinders or appliances must have approval from the Hobart Showground's Commercial Space Manager. General guidelines for the use of LPG are:

- All installations must comply with state and federal statutory regulations and current Australian Standards covering installation and storage of dangerous goods and equipment.
- The installation and connection is to be carried out by an installer licensed to carry out such work.
- All gas cylinders are to be appropriately stored and secured.
- The quantity of LPG per exhibit is to be limited to two (2) x 45kg cylinders; if an exhibitor has a need to use higher quantities they will need to supply Hobart Showground management with a copy of their public liability insurance Certificate of Currency and a specific risk assessment for consideration prior to approval. Approval will be granted only if detailed within the exhibitor's commercial space application. Gas brought onto the site which is in excess of a normal day's usage will not be permitted.
- Cylinders and connections are to be protected from accidental damage and impact. All gas cylinders must be secured to ensure that they cannot fall over, and fenced off to keep the public out of the area. All ignition sources including smoking within 1.5metres must be managed via warning signage or fencing, etc.)
- Only authorized personnel are to operate.
- Gas cylinders will need to be removed from inside the venue at the end of each day.
- All sections of the gas storage and reticulation are to be inaccessible to the public.
- An ABE powder-type extinguisher is to be provided in an area accessible by the exhibitor.

3.18 CHEMICALS AND HAZARDOUS SUBSTANCES

- All chemicals brought onto the Hobart Showground site are to be approved by the Hobart Showground Commercial Space Manager and must comply with the legislative requirements for storage, handling and transportation. All exhibitors must complete a MSDS Form detailing each item to be brought on site. Where possible the need for hazardous substances should be eliminated. Requirements include:
 - Occupational Health and Safety Act 2004, Dangerous Goods (Explosives) Regulations 2000,
 - Dangerous Goods (Storage and Handling) Regulations 2000
 - Occupational Health and Safety Regulations 2007
 - Appropriate PPE (Personal Protective Equipment) must be worn at all times when handling chemicals.
 - Completion and submission of MSDS form to RAST Management

3.19 POWER

- Where an exhibitor has an outdoor power supply they must supply their own power cords **(tested & tagged within 6 months of the event)** a length of 500mm wide rubber or rubber backed matting to provide ground coverage of the power lead and barrier tape or mesh to prohibit public access between sites.
- Events such as exhibitions, shows, carnivals etc. have electrical standards that are relevant for the installation and use of electrical equipment. According to standard AS32012 the table below is a guide for electrical leads.

Rated current	Conductor size	Max. length in metres
10amp	1.5mm	35
	2.5mm	60
	4.0mm	100
15amp	1.5m	25
	2.5m	40
	4.0mm	65
20 amp	2.5mm	30
	4.0m	50
	6.0mm	75

Outdoor exhibitors requiring power must be aware that power outlets can be a distance greater than 30 meters away and should use the guide above when choosing the length of lead required.

NOTE: Should you require any assistance or experience any electrical problems during the event, please contact your Customer Support Manager on 03 6272 6812.

3.20 WATER

- Prior approval must be obtained from the RAST management for connection to the showground water supply. Please contact the Customer Support Manager on 03 6272 6812.
- Approved fittings must be used for all taps and plumbing connections.
- Exhibitors must supply their own connection devices.
- Taps must be turned off at the end of each day.
- Waste water removed from site - no waste water discharged into any roadway or storm water drain, etc.

3.21 CONTRACTORS AND SUPPLIERS

- Electricity, display booths, lighting and rigging will be installed and supplied by RAST contractors. No other contractors for this work are allowed unless approved in writing by the RAST.

3.22 SHOWBAGS and PROMOTIONAL PACKS

- No exhibitor will be permitted to sell showbags or promotional packs without the permission of the RAST. Showbags must only be sold in designated showbag areas.
- It is a requirement that all showbag and promotional pack exhibitors must submit two samples of each bag together with:
 - wholesale and retail particulars of each item for inspection to the RAST office,
 - An email contact, onsite phone contact number, and the name of the responsible person on site (for the RAST's internal use only) no later than 10th October.
- All showbags are inspected by the officer of Consumer Affairs and Fair Trading and the RAST who are authorized to withdraw, require changes to, or act to ensure public safety. It is also a requirement that the contents together with an itemised retail cost must be displayed on a sign board displayed to the public at the stand. Providers must advise the RAST of any changes to avoid possible breaches of the trade practices legislation.
- Any complaints as to the contents received from the public will be communicated to show bag providers for their immediate action. The RAST may enact one or more of the actions itemised under 'Offences' in the general Terms and Conditions (see below) if it is not satisfied that complaints have been dealt with appropriately.
- **If showbags and promotional packs are not supplied for approval within the timeframe specified, occupancy of sites will not be permitted.**

3.23 SIGNAGE AND PROMOTIONAL MATERIALS

- The distribution of any promotional materials such as brochures, catalogues, leaflets and pamphlets is restricted to within the exhibitor's site.
- Distribution in all common and public areas within and surrounding the Hobart Showground is not permitted without the prior written approval of the RAST.
- Signs, banners and similar materials may not be nailed, stapled, hung or attached to the ceilings, walls, windows, sprinkler systems or other surfaces except when permission is granted by the Hobart Showground. Damage resulting from installation will be charged directly to the exhibitor.
- All signage, banners, flags etc. must be installed to ensure that it can withstand strong winds if applied. Adequate fastening of these items by means of weights, or structures is required to assist in this process.
- Advertising signs attached by the exhibitor shall not exceed a height of 2.7 metres overall and not be obstructive or offensive.

3.24 SALE OF GOODS

- The exhibitor shall not sell, offer for sale or gratis any goods or articles which may be a cause of offence to the public, other exhibitors or the RAST whether by way of safety/noise nuisance or otherwise.
- The exhibitor shall display at the exhibitor's site in a prominent position the itemised cost of any charges made for any form of amusement, ride, game, novelty, food or drink on professionally sign-written boards in large clear print on the front of all stands.
- The RAST reserves the right to remove product, merchandise, or information from sale or distribution within the showground at any time without notice and if the RAST deem it to be necessary.

3.25 COUNTERFEIT AND KNOCK-OFF PRODUCT

- The Nationwide Research Group runs a BrandWatch Program on behalf of a number of Trade Mark owners and their Australian agents in relation to controlling the distribution and availability of counterfeit or knock-off products in Australia. Representatives may be on site to monitor and observe at any time during the Royal Hobart Show.
- The RAST will not tolerate 'the sale of counterfeit or knock-off products, or any licensed products without the appropriate licenses in place where required. Offenders run the risk of prosecution, site closure and will be reported to other Shows.
- Exhibitors concerned about their product should contact the Nationwide Research Group on Tel: 03 9759 7600 or visit www.nationwideresearch.com.au.

4 ON-SITE FACILITIES AND VENUE INFORMATION

Venue Location

- The Hobart Showground is located approximately 15mins drive north from the city of Hobart at 2 Howard Road, Glenorchy, Tasmania (GPS Derwent Park).

Exhibitor Parking

- The exhibitor Car Park is located at Tattersall's Park (opposite the RAST Public Car Park). Entry is via Goodwood Road. *For information on how to access the exhibitor car park please contact RAST administration on 03 6272 6812.*

Toilets

- Public and disabled toilets are located around the showground. These have been marked in the site plan located in this manual. Disabled toilets are marked with a symbol. Please take the time to familiarise yourself with the facilities closest to your site.

Parent Room

- A Parent Room is located at the rear of the Fine Art & Food Pavilion opposite the Show Village Lawn.

Disabled Access

- Disabled access is available at all entry/exit points to the showground and to most of our buildings. Access to the upper levels of the Main Grandstand is via the service lift located in the Fine Art & Food Pavilion (see site map in this manual). Please contact your Customer Support Manager on 03 6272 6812 should you require any assistance.

First Aid

- St John Ambulance is located along Main Drive next to the Police Rooms. *See Site Plan in this manual.*

PA system

- A public address system is located in the Administration Building Tower and broadcasts throughout Hobart Showground public areas. The tower is manned with an announcer during Show operational hours. Exhibitors can arrange to broadcast interviews via PA. Please contact your Customer Support Manager should you wish to make an announcement during your event.

Exhibitor Dining

- Food and beverage is readily available for purchase throughout the showground during the event. Seated dining is located in the Fine Art & Food Pavilion, the Upper Main Grandstand, the Main Grandstand Bar, Showstopper Cafe located in the Showcase/Showbag Pavilion and various outdoor locations.
- Alcohol is strictly prohibited on Hobart Showground except in licensed areas within the Main Grandstand.
- Breakfast will be available for purchase from 7.00am in the Upper Main Grandstand.

ATM

- 2 x ATMs are located on the grounds during the Show (*See Site Plan in this manual*):
 - 1x The Showcase Pavilion in the Southeast corner of the grounds.
 - 1x The 'Home Craft Building' at the Northeast entrance (Brooker Hwy end)
- Please report any ATM malfunctions to the building wardens or the Commercial Site Manager on 6272 6812.

Show Office

- The Show Office is located at the Southwest end of the Main Arena, adjacent to the Southern Cross Lawn. *See Site Plan in this manual.*

Ticket Sales

- Tickets for the Royal Hobart Show are available from **Coles Supermarkets** or online at the Hobart Showground website <http://www.hobartshowground.com.au/show/>

Tickets may also be purchased during the Show at the entry gates located at Howard Road and Brooker Avenue.

Security Office

- A security office will be located on the ground for the duration of the event. Please contact your Customer Support Manager for any assistance 03 6272 6812.

Police

- Tasmania Police will be located along Main Drive (opposite the Southern Cross lawn) next to St John Ambulance. *See Site Map located in this manual.*
- To contact Police call 131 444 (Police Radio Room) for non-urgent matters, dial 000 in case of Emergency. Any call for police to attend on the ground or report of an incident must also be notified to a Customer Support Manager 03 6272 6812.

Lost and Found

- All lost and found items will be held with Tasmania Police located along Main Drive (opposite the Southern Cross Lawn) next to St Johns Ambulance. *See Site Map in this manual.*

Public Phone

- There are no public phones at Hobart Showground.

Bank & ATM's

- ANZ Bank – Main Road, Glenorchy
- Commonwealth Bank – Shop 30, Northgate Shopping Centre, 412 Main Road, Glenorchy
- National Australia Bank – Northgate Shopping Centre, Main Road Glenorchy
- Westpac Bank – Shop 61, Northgate Shopping Centre, 397 Main Road, Glenorchy

Chemist

- Chemist Warehouse – Main Road, Glenorchy. Phone: 6273 7606

Doctor

- Northgate Medical Centre P/L – 421 Main Road, Glenorchy. Phone: 6272 6639

Newsagent

- Newsagency –Opposite Northgate Main Road, Glenorchy. Phone: 6273 2622

Post Office

- Glenorchy Post Office – 370 Main Road, Glenorchy. Phone: 13 13 18

Shopping

- Northgate Shopping Centre – Main Road, Glenorchy. Phone: 6272 0122

5 TRAVEL AND TRANSPORT

The Hobart Showground does not organise travel or accommodation for exhibitors. A list of website contacts has been supplied below to assist you with your arrangements.

Travel

- RACT- 1300 368 111 or www.travelworld.com.au
- Jet Star – www.jetstar.com
- Virgin Blue – www.virginblue.com.au
- TT Line Spirit of Tasmania - www.spiritoftasmania.com.au

Accommodation

- Wotif – www.wotif.com/tasmania
- Discover Tasmania – www.discovertasmania.com/accommodation

Local Information

- Hobart City Life - www.bcl.com.au/hobart/
- The Mercury (local daily newspaper) - www.news.com.au/mercury

Public Transport

Metro Tasmania buses will run regularly between the showground and Hobart city during the Show. For further information on public transport please contact:

- Metro Tasmania: www.metrotas.com.au
- Taxi Combined Services Tel: 13 2227
- City Cabs Tel: 13 1008

6 GENERAL TERMS AND CONDITIONS

These terms and conditions are to be read subject to General Conditions of Entry and General Regulations (2003) of The Royal Agricultural Society of Tasmania ("the Society") and such conditions and regulations shall apply to the exhibitor.

6.1 SITE OCCUPATION AND USAGE

The exhibitor may gain access to the site from 9.00am from the Monday of Show week. Any food or temporary structure site will need to be completed no later than 4.00pm and Carnival sites completed no later than 5.00pm on the Tuesday of Show week allowing time for inspections. All other sites are to be set no later than 7pm on the Tuesday day preceding the opening of the Show on the Wednesday. The site is to be vacated no later than 5.00 p.m. on the Monday immediately following the termination of the Show. Removal of exhibits within buildings will be permitted till 8.00pm Saturday and from 9.00am till 4.00pm on the Monday following the end of Show.

The exhibitor shall ensure that any or all activities conducted on the site comply with all the relevant legislation and regulations applicable in the State of Tasmania. If the Friday Night Show is cancelled due to inclement weather, the event may be transferred to the following night.

Exhibitors are responsible for their allocated site from the time they take occupancy until they vacate; attending to the following:

- 6.1.1.1 Tenants must operate their stands fully (adequately manned and lit) at all times indicated in the Venue Operating Hours section of the Exhibitor Manual.
- 6.1.1.2 The site shall be maintained in a clean, tidy and safe manner and conform to current Work & Safety Legislation. The exhibitor is not to allow offensive smells or undue or inappropriate noise. Refer to Exhibitor Site Safety and Risk Assessment Card which will be contained within your Exhibitor Manual.
- 6.1.1.3 Any structure erected by the exhibitor or supplied to the exhibitor must conform to current regulations regarding temporary structures. This includes a Temporary Structure Permit and Compulsory Compliance Inspection from the Glenorchy City Council for Food marquees/hoeckers/tents over 10 square metres, and all general marquees/hoeckers/tents over 20 square metres. Fees apply and are payable to Glenorchy City Council.
- 6.1.1.4 No portion of the exhibitor's stand or of his goods or chattels shall overhang or protrude beyond the boundaries of the space allotted. Structures including fittings and/or advertising signs attached by the exhibitor shall not exceed a height of 2.7 metres and not be obstructive or offensive and all promotional activities are to remain strictly within the exhibitor's site.
- 6.1.1.5 No structure may be erected within 3 metres of overhead power supply.
- 6.1.1.6 No Exhibitor allotted a site on the Hobart Showground shall paint or affix anything to any building, pavilion or any other structure within the grounds. Where partitioning is supplied posters etc may be affixed by using; blue-tac, double-sided adhesive tape and paired Velcro dots. Removal must be done in a manner to avoid scratching. Damaged panels will be charged to the exhibitor at \$100.00 per lineal metre.
- 6.1.1.7 Exhibitor shall not drive stakes, dynabolts or pegging devices into any sealed surface or ground at an outdoor site without written permission from the Society. Damaged surfaces will be charged to the exhibitor plus a \$500 fine.
- 6.1.1.8 The exhibitor and the exhibitor employees shall conduct themselves in a quiet, orderly and respectable manner while on the Showground.
- 6.1.1.9 No vendors may sub-let part or the entire site, nor conduct any competition, raffle, art union, ride, or game that has not been applied for, without the approval of the Society.
- 6.1.1.10 Food Exhibitors shall supply, for their own use, appropriate fire fighting equipment as required by the State Fire Commission.

6.2 CANCELLATIONS

- 6.2.1 If the Society should find it necessary or expedient to cancel or postpone the Show through circumstances beyond its control the exhibitor shall be entitled to a proportional rebate of fees paid in the event of any such cancellation. However, if the Society finds it necessary or expedient to close the whole or any part of the Showground, such withdrawal shall not confer upon the exhibitor any right to recover from the Society loss of profits or otherwise whatsoever.
- 6.2.2** All payments must be completed by 30 June unless otherwise arranged by the exhibitor and confirmed in writing by the RAST. All balances due beyond this date will incur a 10% penalty fee. If you are unable to take up a site, you must advise us in writing by the 31st July. Outstanding balances due after the 31 July will be deemed cancelled unless otherwise arranged by the exhibitor and confirmed in writing by the RAST. Cancellations before the 31st July will be granted a refund less a \$150 processing fee.
- 6.2.3 Cancellations after the 31st July will not be refunded nor shall the monies paid be carried forward to a following year. **NOTE: Cancellation or inability to operate a site due to failure to supply appropriate permits and passes within the requested timeframes will not be refunded.**

6.3 OFFENCES

- 6.3.1 Exhibitors contravening the RAST rules, regulations and conditions may be dealt with in any one or more of the following ways:
- 6.3.1.1 Immediate dismissal from the Ground
 - 6.3.1.2 Refused space at any future Shows
 - 6.3.1.3 Reported to the Australian Council of Agricultural Societies
 - 6.3.1.4 Have any unpaid monies owed by the exhibitor made subject to standard recovery procedures including any recovery costs incurred
 - 6.3.1.5 Be proceeded against for costs such a breach or contravention may have caused.

6.4 FOOD AND HEALTH REGULATIONS

- 6.4.1 To operate a food stall at the Royal Hobart Show the Glenorchy City Council must approve your Food Business Registration Form.
- 6.4.2 Exhibitors are not permitted to smoke at their site and are required to note that the Royal Hobart Show is a 'Smoke Free Event'. Information relating to the above can be found in the Public Health Amendment Act, 2001.

6.5 ELECTRICITY

Electricity will be installed and supplied by the RAST's electrical contractors at scheduled rates 'upon application' to the RAST. No other contractors for this work are allowed unless approved in writing by the RAST. All installations on RAST property including power outlets, lights and switchboards etc., become the property of the RAST at the conclusion of the event.

All power equipment used by the exhibitor must be protected by a residual current device (RCD) located at the starting point of the consumer's power supply. RCD's supplied by exhibitor.

Heaters, electric fires, kettles and cooking equipment not used for display purposes are strictly prohibited, unless used by a commercial food outlet.

Where an exhibitor has an outdoor power supply they must supply their own power cord at a minimum of 15amp x 20metres in length (**tested & tagged within the last 6 months**) a length of 500mm wide matting to provide ground coverage of the power lead, and/or barrier tape or mesh to prohibit public access between sites.

All exhibitors are required under the Workplace Safety Act (1995) and other applicable legislation, to provide evidence of a safety management system of which compliance to electrical supply is an integral part.

6.6 WASTE WATER

Connection to a permanent water supply must be applied for, and may affect the availability of some sites.

Waste water must be stored within the commercial exhibitors' site during the event. Waste water must not be allowed to escape onto ground surfaces.

There are several waste water disposal points available on the showground.

6.7 SHOWBAGS

No exhibitor will be permitted to sell showbags without the permission of the RAST and must only be sold in designated showbag areas.

It is a requirement that **all showbag exhibitors must submit two samples** of each bag together with:

Wholesale and retail particulars of each item for inspection to the RAST's office, an email contact, onsite phone contact number, and the name of the responsible person on site (for the RAST's internal use only) **no later than the 1st Friday in October.**

All showbags are inspected by the officer of Consumer Affairs and Fair Trading, & RAST officials, who are authorized to withdraw, require changes to, or act to ensure public safety. It

is also a requirement that the contents together with an itemized retail cost must be displayed on a sign board displayed to the public at the stand. Providers must advise the RAST of any changes to avoid possible breaches of the Trade Practices Legislation.

Any complaints as to the contents received from the public will be communicated to showbag providers for their immediate action. The RAST may enact Clause 10 if it is not satisfied that complaints have been dealt with appropriately.

6.8 SALE OF GOODS

- 6.8.1 The exhibitor shall not sell, offer for sale or gratis any goods or articles which may be a cause of offence to the public other exhibitors or the RAST whether by way of banned, illegal, safety, noise or other nuisance or otherwise.
- 6.8.2 The RAST will not tolerate 'the sale of counterfeit or knock-off products, or any licensed products without the appropriate licenses in place where required. Offenders run the risk of prosecution, site closure and will be reported to other shows.
- 6.8.3 The exhibitor shall display at the exhibitor's site in a prominent position the itemised cost of any charges made for any product, amusement, ride, game, novelty, service given, food or drink on professionally sign-written boards in large clear print at the front of stand.

6.9 ADMISSION OF VEHICLES TO SHOWGROUND

No vehicles will be permitted within the showground, or any ground controlled by the RAST unless the appropriate permit is **affixed to the windscreen** of that vehicle. This rule will apply from the Sunday before the show until the Monday after the show. Offending vehicles will be removed at the owner's expense. Delivery vehicle passes **must be affixed to the windscreen** and allow access to sites from 7.00am and removed by 8.30am. In case of special need and where space permits behind an exhibitor's site, a restricted on-site car pass can be purchased on the extra services order form. **ALL passes must be affixed to the windscreen of the vehicle with contact details of driver clearly displayed on pass to ensure contact can be made with the driver of any vehicle parking on site.**

6.10 INSURANCE

The RAST's Public Liability insurance policy does not cover commercial exhibitors nor does it include operators of show rides*, games* and novelty sales* or food vendors* for the period of the show. It is in the best interests of all exhibitors to maintain their own public and products liability insurance.

** All exhibitors in these categories must provide proof of current insurance cover with their application prior to event. RAST management requires a provider checklist form with all required information and approval criteria signed off prior to engagement.*

GENERAL CONDITIONS

Exhibitors shall conform to and carry out the directions of the RAST and/or any statutory authority concerned in relation to any matters in so far as the same shall relate to the RAST's Showground. Safety of exhibits must be to the standard required by; Workplace Safety Authority, electrical standards, and any state or local council requirements. Exhibitor's duty of care is to assist and comply with these instructions. It forms part of The Royal Agricultural Society of Tasmania's Safety & Risk Management Policy. The form, which forms part of the Exhibitor Handbook and the online safety induction, are the minimum requirement exhibitors must undertake. The completed checklist must be held at the site with this booklet at all times. The online safety induction card must be kept on the exhibitors person at all times during the event.

- 6.10.1 The RAST shall not be held liable for any loss or damage to the exhibitor's property whilst on the showground howsoever arising.
- 6.10.2 No animals except that forming part of an authorised act or exhibit are permitted on the showground.
- 6.10.3 The RAST shall not be liable to the exhibitor for loss of profits or otherwise as a result direct or indirect of any cause beyond the reasonable control of the RAST including complete or partial failure in the supply of water or electric current, storm-water or sewerage services to the showground.
- 6.10.4 The exhibitor shall indemnify the RAST (and if there be more than one, then such indemnity is joint and several) and agree to hold the RAST indemnified against:
 - 6.10.4.1 All actions, suits, costs, claims
 - 6.10.4.2 Any demand brought against the RAST by any person, firm or corporation
 - 6.10.4.3 All damage done either directly or indirectly to or sustained by any of the RAST's property or any person arising out of any act or default of omission of the exhibitor, his servants workmen or agents or by anything owned operated worked exhibited displayed demonstrated by or under the control direct, or indirect, of the exhibitor.

7 APPENDICES

ONLINE SAFETY INDUCTION

SERVICE ORDER FORM

SAFETY & RISK MANAGEMENT CHECK LIST

FINAL CHECK LIST

Royal Hobart Show Safety Induction Process

hobartlauncestonshows.induction.integralcs.com

The RAST has a new online, safety induction process for the Royal Hobart Show. This is to comply with current Workplace Health and Safety Legislation.

This system is now up and running and we would like to try and ensure that those required to undertake the assessment complete the induction prior to arriving onsite for the bump in of the event.

It is compulsory that all Catering, Commercial Exhibitors, Contractors, Amusement Operators, Show Bag Operators, Stewards, Volunteers, RAST Councillors and RAST staff working at this site during any stage of the event including bump in and out complete the induction and pass an online assessment at the completion of the induction.

Please use the following link to access the training portal. At the successful completion of the assessment, details of your successful completion will be sent to the Risk Administrator and an induction card will be sent to your nominated email address.

Your induction card should be printed and carried with you at all times whilst you are on site.

Online Induction Instructions:

1. Please type in the link address on your internet access site and you will be directed to the Royal Hobart Show Induction Portal.
2. At this point the log on page will be displayed. Scroll down to "New User" and fill out all details. Once you have entered this information you may return at any time using the "Return User" section.
3. Click into the Royal Hobart Show induction and you will then be offered an information slide show.
4. Please read through the information carefully, clicking on next and back to scroll through the pages.
5. At the end of the induction you will be returned to the induction selection page. You may select the Induction Checklist which is a useful list of requirements to consider for the event prior to arrival on site.
6. To complete the induction process and obtain an Induction Card you must complete the mandatory Assessment. A pass mark of 90% is required to have successfully completed the induction.

7. You will be asked to confirm a statement of completion after which an email receipt will be sent to both yourself and the RAST Risk Administrator.

The online induction is fully supported by an email help desk and technical support. Should you experience any issues or need assistance please email: megabrook@optusnet.com.au

Please remember to carry your induction card with you at all times whilst on site.
All persons entering the venue should wear a Hi Vis Vest during the Bump in / Move in and Bump out / Move out stages of this event.

If you are asked to show your induction card by Security, Safety Wardens, RAST staff or a Workplace Standards Tasmania inspector and cannot produce the induction card you will be instructed to stop work immediately and rectify the situation with a paper based assessment. This may cause a significant delay to your time scheduling at the venue (approx. 45 minutes per person). It is strongly recommended that you complete your induction off-site prior to entering the showground to avoid any delays.

If you do not have access to the internet, a computer or a printer please contact the RAST on 03 6272 6812 so they can either arrange computer access for you on site or you may complete a hardcopy induction which is also obtained from the RAST Administration Office.

Thank you for your co-operation we do appreciate your time in completing this important safety induction. The Training Portal Link is: hobartlauncestonshows.induction.integralcs.com

REQUEST FOR ADDITIONAL SERVICES AND PASSES

NOTE: All Exhibitors will be issued 1 x Exhibitor Pack per site containing:

- 1 x Exhibitor Pass (1 x person unlimited entry all days of Show)
- 2 x 4 Day Pass (1 x person once only entry each day of Show)
- 1 x Exhibitor Off-Site Car Park Pass
- Exhibitors will be issued 1 x Delivery Vehicle Pass (D V Pass) on provision of registration number of delivery vehicle being supplied and driver mobile number. Vehicle passes must be affixed to the windscreen and the vehicle must be removed by 8.30 am and parked in the commercial exhibitor parking area (off site).

Extra Passes are available in limited numbers at an Exhibitor only cost. Additional requirements and passes **must be ordered and paid for before 30th September. Additional charges may apply after this date. Please order your additional requirements on the form below and submit with cheque or credit card details to:**

The Royal Agricultural Society of Tasmania
 PO Box 94, Glenorchy TAS 7010

VEHICLE PERMITS	VEHICLE TYPE	REG. NUMBER	DRIVER MOBILE	QTY REQUIRED	COST PER UNIT	TOTAL (GST N/A)
Delivery Vehicle					0.00	
Delivery Vehicle					0.00	
On-Site Vehicle*					120.00	
Disabled Parking*					0.00	
Off-Site Exhibitor Car Park					0.00	
ENTRY PASSES						
Staff Single Day					12.00	
					TOTAL (GST N/A)	

*** By approval only, please contact the Commercial Space Manager on 03 6272 6812.**

7.1 SAFETY AND RISK MINIMISATION CHECKLIST

THIS RISK MINIMISATION CHECKLIST MUST BE COMPLETED DAILY AND HELD AT YOUR SITE					
Risk Minimization Checklist					
Each day check each issue, tick as required and sign off as responsible person below					
Some of the following will not apply to your site, however you must ask yourself the question before you discount the issue. Provision of this Checklist does not abstain the Exhibitor from 'Duty of Care' for the public and staff whatsoever. Spot check audits of this document will occur throughout the Show					
		Day 1	Day 2	Day 3	Day 4
Food Standards					
	Food license				
	Safe food handling				
	Appropriate storage				
Slip, Trip & Fall Hazards					
	Is your site safe for the public				
	Is your site safe for your employees				
Electrical Hazards, Machinery & Structures					
	All machinery & equipment fit for purpose				
	All leads tagged as checked within last 6 months				
	All electrical protected by Residual Current Device (RCD)				
	Guards & protective systems in place				
	Any structures to comply with relevant legislations				
Noise Hazards					
	Not exceed permissible levels				
	Customers, Other exhibitors, personnel				
Personal Protective Equipment					
	Appropriately equipped for need				
Hazardous Materials					
	Material Safety Data Sheets (MSDS)				
	Compliance with MSDS				
	Training of personnel				
Manual Handling					
	Training of personnel				
	List specific hazards				
Fire Hazards and Emergency Procedures					
	Appropriately equipped considering risk				
	Specific food preparation requirements				
	Aware of emergency evacuation rally points				
Additional Hazards, please list					
	These may be hazards that are specific to your Site				
Exhibitor Details					
	Business Name				
	Responsible Person				
	Responsible Person to sign off (initial) each day				
Safety Officer/Show Officer Check					

7.2 FINAL CHECKLIST

<p style="text-align: center;">FINAL CHECKLIST – HAVE YOU: Please note: failure to finalise any of these items may affect your ability to enter and/or trade at the Royal Hobart Show</p>		
	Checked and completed all your booking details?	
	Supplied images and description for your catalogue listing?	
	Supplied your delivery vehicle details?	
	Ordered enough staff tickets?	
	Checked your power requirements are adequate?	
	Ordered your trade day tickets (if applicable)?	
	Submitted all required permits (Food Permit Application / Temporary Occupancy Permit Application - if applicable) - and proof of Public Liability?	
	Submitted your Show Bag / Promotional Bag Samples (if required)?	
	Finalised your account balance?	
	Got a copy of the Exhibitor Manual to refer to on-site?	
	Booked your travel, shipping and accommodation requirements?	
	Booked your marquee and display equipment?	
	Tested and tagged your power equipment (if applicable)?	
	Booked your Show time advertising?	
	Submitted your Social Media deals / Showcase Bag promo details	
	Checked your Exhibitor listing is correct for Exhibitor Catalogue?	
	Informed us of any assistance you require for move-in / move-out?	