



Our 169th Community Show.



EXHIBITORS HANDBOOK

WARRNAMBOOL SHOW 2024
Saturday, October 26th 2024

Prepared By
Warrnambool Agricultural
Society Inc.

www.warrnamboolshow.com.au

Warrnambool Show

Exhibitors Handbook 2024

Warrnambool Show 2024

Office Hours: Monday, Tuesday, Wednesday 10am - 4pm

For further information regarding stand space or any other aspects of the show, the best time to contact the Show office is between 10:00am to 4:00pm on Monday - Wednesday.

Phone: (03) 5562 4644

Or Email: tradestands@warrnamboolshow.com.au

Show Dates and Hours of Operation

Applications for Stand Space are invited from those who wish to exhibit their products and services or sell products and food at the Warrnambool Agricultural Society's 169th Warrnambool Show.

Warrnambool Show Date is Saturday, 26th October 2024. Open to public 9.30am till 10pm.

Competition Days run from Friday 25th October through to Sunday 27th October 2024 between 8am to 6pm.

Friday 25th October 2024: Evening Event from 4pm to 10pm.

Includes Warrnambool Showdown Music Event and Shearing Competition.

Carnival Only and Selected Food Stands

Saturday 26th October: Show Day Operating Times:

- Main Food Area and Licensed Area: 9.30am to 8.30pm
- Koroit Street Trade Stands: 9.30am to 6.30pm Koroit Street Area
- Wannon Rooms: 9am to 6.30pm

Trade Sites Available

Commerce site at the Wannan Rooms (indoor): All sites in this section will have a 2 metre frontage and 2 metre depth. Power is available to all sites but some outlets may have to be shared. Sites include provision of a table and 2 chairs.

Outside Exhibit Areas: Standard sites in these areas are 5m x 5m. Only One power point per site is allocated. Please bring a generator if requiring additional power. If a van is larger than the booked space, the Society reserves the right to allocate another site if the van cannot be parked without interference to neighbouring exhibitors.

Food Vendor Sites: There are 3 food zones, the Central Food Court (6M x 6m sites), Koroit St Food Court (5m x 5m), Wannan Room Outside Food Area (3m x 3m sites)

Licensed Area: This area will be outside, adjacent to our shearing pavilion. Sites will be 3m x 3m. It will have a limited number of sites and will allow alcohol to be consumed within the red line area. Power is available to sites if requested.

Show Bag Vendor Sites: There are three allotted Showbag Vendor sites. Allocation of sites will be at the sole discretion of the Society. Show bag vendors are required to lodge samples of their bags with prices at the Show Office prior to the commencement of the show. Show Bag Vendors will be required to pay a skip fee for disposal of all cardboard rubbish. This will be discussed with the vendors.

PLEASE NOTE: NEW IN 2024. Showground asphalt areas on Koroit Street.

Work has been completed on the showgrounds to extend the asphalt on our Koroit St strip. The area near the fence down to the animal nursery is now freshly asphalted and trade stands will be required to set up marquees on the asphalted strip not on the grass.

The areas are divided into double car park lots which allow each trade stand a 5m frontage. The amount of grassed area behind each site varies from 3.5m depth to 10m depth. This area can be used to park vehicles.

The following rules will apply to Koroit St in 2024:-

- **NO PEGS ARE TO BE PUT INTO ASPHALT**
- **MARQUEES NEED TO BE WEIGHTED DOWN**
- **CAR PARKING IS TO BE BEHIND TRADE STANDS ON GRASSED AREA**
- **FRONTAGE OF TRADE STAND IS TO BE AT DESIGNATED WHITE LINE ON ASPHALT**
- **ADDITIONAL FRONTAGE CAN BE PURCHASED IN 2.5M LOTS ONLY.**

We will have weights available for hire at the showgrounds for those vendors who are not able to supply their own. Hire fees will be \$20 per set of 4 weights with \$10 refunded on return of weight.

Acceptance of Application and Allocation of Sites

Site bookings are to be sent to the show office. If application is successful staff will then offer a site space and an invoice will be issued. Site booking is only confirmed once payment is received. Site allocations will be made early in October on the basis of applications received with full payment of site fees by 1st October 2024.

TRAFFIC MOVEMENT

There can be **NO MOVEMENT OF TRAFFIC** in the showground between the following times:

- Main Area including Carnival Zone: Friday 25th October: 4pm to 9.30pm
- SHOW Day - All Areas in Showgrounds: Saturday 26th October: 9am to Midnight.

NOTE:

Please see section on **BUMP IN - BUMP OUT** for details regarding entry times, entry gates, parking and traffic flow

General Information

CLEAN UP: Exhibitors are required to keep the area around their site in a neat and tidy state. Cartons and other recyclable packaging materials are to be flattened, tided in bundles and placed by waste bins or placed in skips provided.

MARQUEES: Erection of marquees is permitted.

However, the Koroit Street area of the showgrounds has been upgraded with bitumen during 2024 and will be unsuitable for pegging down of marquees. Please be prepared to use weights to secure your marquee if booking an outside site.

A utilities map is attached with locations of electrical wires and water pipes. Please refer to this map prior to pegging into the ground.

PUBLIC LIABILITY INSURANCE: All Exhibitors are covered by the Society's Public Liability Insurance Cover for third party injury in the area occupied by the Exhibitor/stall. However, there is no Product Liability cover i.e., for injury arising from something sold and/or supplied by the exhibitor/stall. Therefore, anyone selling or supplying goods of any description should have their own liability policy to ensure cover in the event of injury or damage to third parties or property. A copy of your current Public Liability Insurance cover must be provided with your application.

SECURITY OF DISPLAYS: Security Staff are employed to patrol the grounds at night from Friday to Saturday nights inclusive. However, the Society cannot accept any liability for loss or damage to exhibits or equipment on the showgrounds during the show. Extra security staff will patrol the areas not open to the public during the Saturday night activities.

STAFF PASSES: Each exhibitor will be provided with 2 staff passes for each site. Extra staff passes may be purchased from the show office at a cost of \$10 each.

EXHIBITORS CAMPING AT THE SHOWGROUNDS: Camping on the show grounds during the show is permitted provided this is done either on your site or in our designated camping area. A limited amount of space is available for campers. There is a camping fee of \$25 per accommodation van or vehicle to be paid with your site fees.

MAIN PRODUCT ITEMS: A list of the main product lines/services that you wish to sell must be recorded on the Site Application Form. Only items that the Exhibitor has listed and recorded on the Site Application Form may be sold or displayed (see Banned Items listed below). The Society reserves the right to request the Exhibitor to withdraw from selling a certain product at any time. This condition forms part of Exhibitor regulations.

BANNED ITEMS: The Society reserves the right to ban the display or sale on the show grounds of any items considered to be offensive, dangerous or which cause a nuisance to show patrons. The Victorian Showmen's Guild and Victorian Agricultural Shows Limited have agreed that the following lines be banned at Agricultural Shows in Victoria and this includes the Warrnambool Agricultural Show:

- 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) - excluding appropriately packaged kitchenware sets
- Metal and Wooden Martial Art Nunchakus
- Laser Pen Lights and / or Laser Toys
- Playing Cards (Nude or Lewd)
- Pressure Pack Fart Gas
- Pressure Pack Snow
- Pressure Pack Silly String
- Drug Related Goods (including Cocaine Kits, Bongos, etc.)
- Stink Bombs
- Water Pistols longer than 150mm
- Water Bombs

Toy Guns are Acceptable however the following are **NOT** allowed:

- Guns that are designed to Project any form of Object or Projectile
- Pellet Guns

- Ball Bearing Guns
- Replica Guns (Bullet Type)
- Pop Downs (Throw Downs)
- 8 Shot Caps (caps only banned)
- Strip Caps (caps only banned)
- Roll Caps (caps only banned)
- Fireworks or Crackers

Please Note: It is the Exhibitors responsibility to ensure they are compliant with the laws in regard to the sale of Novelty Item. This includes the Dangerous Goods (Explosives) Regulations 2000, Regulation 803 and the Dangerous Goods Act 185 554. Any illegal item is not to be sold at the Show. Banned or illegal items will be confiscated. The name(s) of the Exhibitor found selling banned items will be circulated to all other Agricultural Societies and Police.

BUMP IN BUMP OUT INFORMATION

Vehicle Access and Event Set Up

- Vehicles must obey the traffic movement directives and the site speed limit.
- Emergency vehicle access only while show is open to the public.
- **NO TRAFFIC** is to drive through the Showmen's Guild Area.

All exhibitor vehicles entering site for set up must be completed during the following times:-

Main Area: Vehicle entry and exit by main gate. Bump in: Friday 25th October, 7am to 3pm. Saturday 26th October 7am to 8.30am. Bump Out: Sunday October 27th from 9am.

Koroit Street: Vehicle entry and exit by main gate Bump In: Friday 25th October, 7am to 3pm. Cattle gate entry from 3pm to 7pm. Saturday 26th October Entry 7am to 8.30am by main gate. Bump Out: Sunday October 27th Exit from 9am.

Wannon Rooms: Vehicle parking for exhibitors in Wannon Rooms Car Park. Entry to Wannon Rooms Pavilion via Horse (North) Gate. Bump In: Doors open Friday 25th October, 9am to 6pm. Saturday 26th October Entry 7am to 8.30am. Bump Out: Exit via Horse (North) Gate from 6.30pm Saturday 26th and Sunday 27th from 9am.

PLEASE NOTE: No vehicles are to be driven in front of the Wannon Room, towards any other gates, or to any other location within the showgrounds, at any time on Saturday 26th October.

Early Exit Time: Exhibitor vehicles on Koroit Street can exit the showgrounds at the designated early exit time of 6.00pm. This must be pre-arranged with the office staff. The exit will be supervised by WAS Safety Officer and Staff. Gates will then be locked again for the remainder of evening on 26th October. Gates reopen for vehicle exit at 9am Sunday 27th October 2024.

ALL Gates will be locked from 9am. Saturday 26th October.

No vehicle access for exhibitors after this time.

Please refer to the site map provided for details regarding parking, entry and exit pathways for exhibitors.

OCCUPATIONAL HEALTH & SAFETY REQUIREMENTS

Warrnambool Agricultural Society is committed to providing a safe, healthy and environmentally friendly showgrounds for all stakeholders. We maintain an effective health and safety program and endeavour to comply with all statutory and common law requirements.

A full list of **SAFETY REGULATIONS FOR EXHIBITORS/COMPETITORS** is included below.

SAFETY REGULATIONS FOR EXHIBITORS/COMPETITORS

1.DUTY OF CARE: All competitors have a "Duty of Care" to avoid exposing themselves or other people to unsafe situations that could lead to injury. The "Duty of Care" extends to the prevention of damage to property.

2.EMERGENCY INFORMATION: Emergency Information and maps showing Emergency Assembly Points are located in the various animal pavilions and buildings. Competitors and exhibitors should be familiar with these plans.

3.FIRST AID: During the Warrnambool Show, First Aid services will be on site. A Defibrillator is located at the Show Office and in the Wannan Rooms.

4.EMERGENCY FACILITIES: Firefighting or other emergency equipment must not be removed or used for any other purpose. Missing or unserviceable equipment should be reported to Administration immediately.

5.HAZARD & INCIDENT REPORTING: Exhibitors must notify the Area/Pavilion Supervisor or Administration immediately if any hazards are detected or incidents occur. Hazards or incidents are any situation that could result or has resulted in:

- a) The injury, illness or death of any person
- b) The injury, illness or death of any animal
- c) The damage, destruction or loss of property.
- d) Fire
- e) Other

6.WASTE DISPOSAL: All waste, including liquids, must be disposed of responsibly. Storm drains must not be used for the disposal of waste.

7.HOUSEKEEPING: All areas must be kept in clean and tidy order with clearly defined and available access and exit routes at all times. Build-up of combustible waste must be avoided.

8.SLIPS, TRIPS & FALLS: Care must be taken to minimize trip hazards and obstacles that people may walk into. Avoid laying unprotected cables or pipes on or above paths, walkways or roads.

9.ELECTRICAL EQUIPMENT

- a) Competitors should supply their own Residual Circuit Device (RCD) "Safety Switch" for installation at each power outlet they use.
- b) Extension cords must be earthed, and all electrical appliances must be earthed or double-insulated. Appliances must be in a sound working order.
- c) All electrical leads and temporary electrical equipment must be tagged and tested.
- d) The use of double adapters is strictly prohibited. Power boards must be fitted with current overload protection.
- e) Radiant electric or gas heaters are prohibited.
- f) Light sockets must not be used for any other purpose than for lighting.
- g) No naked flame permitted
- h)

10.SECURITY: Security Services are in place from 7pm Friday 25th October until 9am Sunday 27th October 2024.

11. UTILITIES/ SITE SERVICES: A map of utilities and site services is attached. All exhibitors are to refer this map prior to erecting structures, digging holes or putting posts or pegs into the ground.

12. WORKING AT HEIGHTS/LADDERS: Exhibitors must ensure safe work practices are employed to meet all safety requirements if working at heights. For any work above 2M a Safe Work Method Statement (SWMS) is required.

13. FUEL, FIRE OR PYROTECHNICS: All appropriate permits are required.

14. AMUSEMENT STRUCTURES (INCLUDING INFLATABLE STRUCTURES):

Amusement structures are not to be used or operated unless:

- a) b) A current certificate of registration can be provided and

- b) Amusement operators are able to provide a current certificate of inspection issued by a professional engineer and qualified electrician.
- c) Appropriate space and suitable ground surface is allocated for each ride, including access and egress for patrons.
- d) Appropriate fencing surrounding rides.
- e) Appropriate soft-fall area for inflatable structures.
- f) Amusement operators are able to provide you evidence that a thorough check of the inflatable structure and accessories is carried out prior to use (ensuring all anchor points, ropes and stakes or ballast are undamaged and fit for continual use).
- g) The operator has procedures to ensure all tie down ropes attached to the device will be fastened to adequate anchorages and there will be adequate soft-fall area and appropriate fencing
- h) Inflatable and Ferris Wheel type rides the Operators monitor prevailing wind conditions and the ride ceases to operate if winds beyond the ride's capacity are experienced

15. LIQUID PETROLEUM GAS (LPG) CYLINDERS AND HEATERS: Exhibitors using LPG must ensure LPG cylinders are clear of ignition sources and are in a well-ventilated area in accordance with AS/NZS 1596:2002 - the Storage and handling of L Gas.

16. DRUGS AND ALCOHOL: No Exhibitor shall be intoxicated by alcohol or drugs while operating equipment at any time or while show is open to the public. The Warrnambool Show is a non-smoking venue in 2023.

DIRECTION OF WARRNAMBOOL AGRICULTURAL SOCIETY INC: Exhibitors must comply with any reasonable request of WARRNAMBOOL AGRICULTURAL SOCIETY INC Committee Representatives. A designated Health and Safety Officer will be onsite for the duration of the show.

WORKSAFE VICTORIA: Officers of the Victorian WorkSafe Victoria inspect and audit the Warrnambool Show each year. Exhibitors should comply with and obey all Worksafe Victoria directives and requirements at all times.

FOOD VENDORS AT THE WARRNAMBOOL SHOW 2024

This information applies to all trade stands who are:

- Operating food vehicles, temporary food stalls and liquor stalls
- Selling show bags containing any food items at Warrnambool Agricultural Society Show

IMPORTANT NOTE

All food vendors' facilities may be inspected by Health Inspectors or Safety Officers during the show. Any food handler, vehicle or stall failing to comply with these requirements may be issued with an infringement notice and be asked to cease trading immediately.

REQUIREMENTS:

- 1. Registration:** All temporary and mobile food vehicles must be registered under the Food Act 1984 (or equivalent) on Food Trader. All Statements of Trade (SOTs) are to

be lodged with Warrnambool City Council at least 5 days prior to operating within the municipality.

- 2. Structure of Food Vehicle:** All Food Vehicles are to be constructed in accordance with Australia New Zealand Food Standards Code (ANZFSC).
- 3. Hand Washing Facilities :** Ensure there is a designated wash hand basin within the food preparation area that is supplied with warm running water through a single outlet with a hand- free operation. The basin should be clearly labelled for washing hands, forearms and face only - not for any other purpose. The basin should be accompanied by dispensable soap and single use paper towel.
- 4. Wastewater:** A wastewater holding tank must be fitted and emptied to an approved sewage outlet as required to prevent it from overflowing. All sullage water collected in buckets must be disposed of into an approved sewage outlet.
- 5. Fire Services:** A suitable fire extinguisher should be available if cooking appliances are fitted in the vehicle.
- 6. Food Handling and Hygiene:** It is the operator's responsibility to ensure that the preparation, storage and service of food at each venue are in accordance with the Food Safety Standards. All foods must be displayed, served and stored in a manner that will protect it from contamination and spoilage.
- 7. Records:** All Food Safety Programs must be completed as required and these records must be permanently kept on-site for inspection. This includes all hot and cold storage and display units to be monitored and recorded twice a day
- 8. Packaged Food :** All packaged food must be manufactured, packaged or supplied by a registered food manufacturer/premises. All packaged food must be labelled in accordance with the Food Standards Code and be in good condition dated with the "best before" period. The "best before" date must not be removed or altered.

Basic Labelling Requirements are:

- a. Name of food
- b. Name and address of manufacturer/importer
- c. List of ingredients
- d. Net weight of product
- e. Best before date or Use- by date
- f. Nutritional Panel

- 9. Show Bags containing re-packaged goods:** All food items must be packaged and comply with Section 8 above, PLUS the name and address of the seller/re-packager. In addition, all items contained in the show bags must not, in the opinion of the Show Committee, be dangerous to health or offensive.

For further information or assistance regarding these requirements, please contact Environmental Health Officers, Warrnambool City Council, PO Box 198, Warrnambool, VIC, 3280. 03 5559 4800. environmentalhealth@warrnambool.vic.gov.au.

Warrnambool Showgrounds: 2024

2024

 Outdoor Koroit St	 Central Food Area
 Showbags	 Licensed Area
 Koroit St Food Ct	
 Wannan Rooms	

LEGEND

i Information	 Water Tap	 Trees
 Guild Area	 Power Outlet - 240V	

Trade Stand Locations 2024



