



LETTER TO TRADE SPACE EXHIBITORS

Dear Site holder,

This years National Beef will be a 3-day event to be held on Friday 16th, Saturday 17th, & Sunday 18th May with Carcase Competition live judging held on the Wednesday (14th).

Last years event was a tremendous success from with changes implemented from the year before to improve the event. Preference to allocation of trade space will be given to sites that are relevant to the commercial Beef Cattle industry and associated products.

Sites will be located indoors and adjacent outdoor areas of the Exhibition Centre close to the cattle action with some space available on the main arena near the judging activity.

The event will commence with Cattle arriving on the Tuesday (13th), catering will be available for Exhibitors from the Wednesday onwards. Wednesday, an Unled & Led Carcase Competition live judging will be held followed by an Auction of Carcase entries in the evening commencing at 5.00pm, with a happy hour sponsored by Rumevite to be held at the completion of the sale. Thursday all Cattle Exhibitors are required to be on the grounds.

The advertised Public days will be Friday – Sunday when all sites are required to be in operation. **FREE ENTRY** will apply to all patrons for the event and the usual weekly market will be held on the Sunday as normal. Social events will be held on Thursday & Friday nights.

The 2008 Cattlemen's Dinner will be held on the Saturday Night catered by a local caterer and last year approximately 300 people attended the function and if you are interested in attending I encourage you to book early as numbers will be limited.

FOOD SITES - The Committee has decided to invite preferred food vendors to apply for sites on a required only basis, but also offering a variety of food and beverages for the patrons.

At this point the Committee are considering 2 Hot Food Vans, 1 or 2 Coffee units, Speciality sites - Baked Potatoes, Doughnuts, and 1 Ice Cream outlets.

PLEASE NOTE: sites will not be confirmed unless deposit payment is received at the time of application. A confirmation of your allocated site will be forwarded to you after the 1st May 2008.

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

If you exhibited last year and would like the same site, I encourage you to return your application as soon as possible to be part of this exciting event to gain the best possible position! *"First in Bested dressed"*

I look forwarded to your participation.

Rod Bowles
Secretary

GENERAL RULES & CONDITIONS OF ENTRY

1. **SITE APPLICATION FORMS** must be returned by **Friday 18th April 2007** .
2. Any application for space not necessarily accepted and Bookings will be accepted on the Society's Site Application Form only.
3. Allocation of space is at the discretion of the Society.
4. The Society reserves the right to relocate any site holder as it deems fit.
SET UP TIMES – Tuesday 14th May onwards.
Exhibits/Stalls must be in place by 9am Friday 16th May, stay for the duration of the Show and remain open for business from 9am – 5pm each day. Any site holder packing up and/or leaving early may jeopardise future trade space opportunities at this event.
Overnight security will be provided each evening. Public will not have access and site holders and/or staff will need to carry suitable identification to identify themselves during this time.
5. **PACKING UP** – Stallholders vehicles are **not permitted in ANY PUBLIC area prior to 5.00 pm each day of the event**. Stallholders must carry items to their vehicles prior to this time.
6. **PARKING** – There is no parking available close to the sites. All vehicles must be unloaded and removed from around the Exhibition Centre as soon as possible and before 9am each day. Car parking is available around the main arena and the stallholder's car park.
7. **SITE HOLDER PASSES** - Site holder passes will not be required at the event will be a *FREE* admittance to public.
8. **ELECTRICAL INSTALLATIONS SHALL BE NO MORE THAN 1,000 WATTS PER STAND UNLESS ADDITIONAL FEE OF \$33.00 (incl GST) IS PAID.** (Electrical lead and fixtures are the responsibility of the site holder.) Power points are allocated on a "first come first served" basis.
9. **PUBLIC LIABILITY INSURANCE** - Proof (copy) of adequate public risk insurance must be provided when lodging Site Application Form. Alternatively, an insurance levy of (\$33.00 incl GST) must be paid with your site fee.
10. **FOOD VENDORS** - The Victorian Food Act (1984) requires all food premises and food vehicles to be registered with the Local Council, it is the site holder's responsibility to comply with Council regulation in this area. 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.)
11. **TERMS OF SETTLEMENT** – Applications must be submitted and paid in full **by Friday 18th April 2008**. A Tax Invoice and Confirmation of Site will be forwarded upon receipt of payment and booking.
12. The Society shall not be held liable for any loss or damage incurred by the site holder whilst on the show site.
13. The site holder shall at all times comply with the directions given by the Secretary and/or Coordinator whilst the site holder is on the show site.
14. **NOISE** - The use of amplifiers or loud speakers by any site holder is prohibited without prior written approval of the Society.
15. Any site holder unable to attend may apply in writing for a refund, by any refund will depend on whether the site can be re-let. Refund will be attended to after the completion of the Show and will be subject to a minimum-booking fee (normally \$55.00 per site).
16. **CAMPING** - Any site holder camping on the grounds must pay \$55.00 (incl GST) per van and must comply with the Ground Manager's directions particularly in regard to wastewater dispersal, and site location.

Goods & Services Tax (GST)

The Goods & Services Tax (GST) is in operation for the National Beef 2007. All costs listed in this application are including 10% GST. These costs are deductible as an input credit to your business. If exemptions or changes in legislation necessitate a refund to any exhibitor, this will be carried out at the National Beef 2008.

ENVIRONMENTAL HEALTH & SAFETY REGULATIONS

(To be read in association with General Safety Regulations)

1. **ENVIRONMENTAL PROTECTION**

Site holders must give protection of the environment a high priority in all activities on site, and must not commit any act that will place National Beef in breach of any regulation. Any accidental spill or release of substances which may contaminate or harm the environment must be immediately contained, and then reported to the Secretary or Ground Manager. Any requirement to discharge substances into the air, stormwater or sewers must be approved by the Secretary.

Where the work requires the disposal of any environmentally harmful substance, the Site holders and Showmen shall be responsible for the removal, transport and disposal in accordance with all statutory regulations and laws, so as not to place National Beef in breach of any regulation.

Tasks which require particular care include:

- a) Refuelling of engines of vehicles, generators, etc.
- b) Disposal of wastewater, cooking fats, etc.

2. **ELECTRICAL**

All electrical equipment and appliances (power tools, extension leads, etc) must conform to all relevant statutory authorities requirements.

Earth Leakage Protection / Residual Current Devices must be used in conjunction with all power tools and extension leads. Extension leads must be fixed overhead away from pedestrian or vehicular traffic. Extension leads should be safety tested and tagged.

All electrical works and appliances shall comply with relevant Australian Standards.

3. **PERSONAL PROTECTIVE EQUIPMENT**

Site holders 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 National Beef. This includes gloves, earmuffs, safety boots, safety glasses, facemasks, safety helmets, fall protection harnesses, etc in association with appropriate clothing.

Loose clothing, jewellery and unruly hair are dangerous near revolving machinery, and personnel operating this equipment are to be suitably clothed.

4. **CONDUCT OF SITEHOLDERS' EMPLOYEES**

Site holders are responsible for the conduct of their employees. Skylarking, throwing of objects, careless driving, abusive language, fighting on the site and/or grounds are prohibited.

5. **INSURANCES**

It is mandatory for Stallholders to have in place a Public and /or Product Liability Insurance with a limit of not less than \$5,000,000 for any one occurrence. The Society can provide a cover for the event for a fee of \$33.00 per stallholder.

6. **SECURITY**

Site holders are responsible for securing their tools, equipment and property adequately, as well as the personal property of their employees, as BASS accepts no responsibility for damage or theft.

7. **HOUSEKEEPING/CLEANING**

Site holders must continually keep their areas clean of debris, packaging materials, etc and place all waste in the provided bins.

Every effort is to be made to Reduce, Re-use and Recycle materials.

8. **LICENCES, REGISTRATIONS & CERTIFICATES**

- a) The Site holders and their employees shall possess licences, registrations and certificates in accordance with all relevant Federal, State and Local Government requirements relative to their sites and operations.
- b) Equipment and vehicles shall be registered or licensed in accordance with all Federal, State and Local Government requirements.
- c) The Site holder shall maintain a list of licensed operators for all equipment requiring operating licences, together with all licence numbers.
- d) All operations must be within safe work practices, and to licences / competencies.
- e) Particular attention must be paid to load shifting equipment and elevating work platforms, including correct maintenance and operation, and use of safety equipment.

9. LEGISLATION, CODES OF PRACTICE AND AUSTRALIAN STANDARDS

There is a vast array of Acts, Regulations, Codes of Practice, Standards, etc to comply with, or use as guides.

The Society expects that Site holders will perform their work safely and assist National Beef, as a team, to achieve maximum compliance through cooperation and diligence.

10. PREVENTION OF FALLS

In March 2004 Worksafe Victoria introduced the OH&S [Prevention of Falls] Regulations 2004. This regulation states that any work performed above 2 metres on a construction site is subject to these regulations.

The regulations require a level of risk assessment and fall prevention using the "Hierarchy of Control" from within the regulation document.

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.

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 off when in use. Aluminium ladders shall not be used for electrical work.

11. MATERIALS BROUGHT ONTO SHOWGROUNDS

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

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

12. LPG CYLINDERS

All LPG cylinders are to be secure, safely installed, tested and ventilated.

13. HIGH RISK ACTIVITIES

A number of Site holders' activities have been assessed as of higher risk, and require additional attention to safety and environmental aspects:

- a) All safety regulations and requirements of relevant authorities are to be complied with in the erection, securing, operation and dismantling of this equipment.
- b) All machine guards are to be maintained in a safe condition and be securely fitted to equipment before any equipment is operated. The equipment must be stopped before any guard is to be removed, and an authorised person following safe procedures must only remove it.

Additionally, prevention of falls as determined in section 10 must be implemented for the construction/erection of this type of equipment.

14. PAINTING / FIXINGS

Permission must be obtained before commencing any painting on any surface, which is the property of Bendigo Agricultural Show Society. Similarly, Site holders should restrain from driving any nails or screws into any surface, which is the property of Bendigo Agricultural Show Society for safety reasons (to avoid contacting electrical cables, water pipes, etc).

15. EMERGENCY EXITS & FIRE FIGHTING EQUIPMENT ACCESS

Access aisle ways and pathways to all Emergency Exits and Fire fighting equipment are to be kept totally clear at all times. External exits of doors from buildings are to be regularly checked for clear space. **At all times there must be access along all roadways for fire fighting vehicles and other emergency services vehicles.** [It is not permissible for ticket-boxes etc to protrude onto roadways etc and to impinge on the safe access of these vehicles. Objects that protrude at height such as prize displays must also not protrude in the air space above roadways]

16. CITY OF GREATER BENDIGO HEALTH REGULATIONS

All food vendors (exposed and packaged) must adhere to City of Greater Bendigo Health Regulations, Registrations and Bylaws.

For further information from the Health Department Ph: 03 5434 6000