



Our Agreement with you is made up of your application, these Terms and Conditions. As such the Conditions of Occupancy shall be deemed to be the agreement between the "Horsham Agricultural Society" and "The Exhibitor", as they relate to your participation in the Horsham Show. Failure to comply with the undermentioned clauses will result in the cancellation of your site rental contract and forfeiture of charges paid.

- 1. APPLICATIONS** - To be completed online. [Go to this link.](#)
- 2. SITE RESERVATION** - Allocation of site is at the discretion of the Horsham Agricultural Society.
- 3. CHARGES** - These costs include charges for a site fee and power and camping if required. All costs shown on the application form include GST.
- 4. PAYMENTS** - to be made via the application form online
- 5. SHOWGROUND ENTRY** - Please check in with Andrea at the office upon arrival by phoning 0400 425 254 who will refer you to the site manager.

Additional Employee/Volunteer Passes must be purchased on the application form for employees at a discounted rate of \$15 each for the Horsham Show. The Horsham Agricultural Society reserves the right to limit these. [If more passes are required they must be purchased online here at the concession rate.](#) No additional passes can be sold after the commencement of the Horsham Show.

6. ON ARRIVAL - All operators must check in with the Andrea who will put you in touch with the Site Manager before establishing camping and/or trading sites. Site holders who request on-site camping on the application form will be allocated a suitable site adjacent to their trade site. All sites are required to be set up and ready for trade by 10.00am. Vehicle movement will not be permitted around the main showgrounds precinct after that time (emergency vehicles excepted). Access is available from Friday (AFL public holiday) to begin setting up. Entrance and exhibitor parking is available at the end of McBryde Street at Gate C (see map) of the showgrounds NO LATER THAN 9am the morning of the Show. ALL SITES TO BE MANNED AT ALL TIMES.

7. PACK UP - Food vendors may pack up from 9.00pm ensuring their vehicles are parked in an accessible area to avoid movement prior to that time. The Show closes at 10pm. Trade Exhibitors may pack up any time from 5pm, however '\$5 after 5pm' is an incentive for late night patrons to attend, so you may wish to stay longer, depending on the crowd. Please phone Andrea 0400 425 254 to exit via Gate C only.

8. TRAFFIC MOVEMENT- Excluding authorized vehicles, there is to be NO vehicle traffic within the main showgrounds precinct between the hours of 10am and 5.00pm. If you require an early exit please contact Andrea or gate staff to arrange an escort from this precinct.

9. TERMS OF SETTLEMENT – Applications will not be accepted without FULL payment of site fees and must be paid on application.

10. REFUNDS - No refunds will be issued to site holders unable to attend the Show, inclement weather or for any other reason.

11. CAMPING – Any site holder camping on the Showgrounds, must comply with the rules and regulations of camping.

12. SECURITY – Site holders and Showmen are responsible for securing their tools, equipment and property adequately, as well as the personal property of their employees, as the Horsham Agricultural Society inc. accepts no responsibility for damage or theft. All entry/exit gates will be locked from 10pm Saturday night.

13. INJURY REGISTER – All Site holders, animal handlers, contractors, volunteers & employees MUST fill in an Injury Register at the secretary's office in the event of near miss or actual injury of any description regardless it the severity.

14. SITEHOLDER INFORMATION - From time to time people enquire about what sites and products will be sold. It is understood that the Horsham Agricultural Society can pass on your contact details. If you do not wish this to happen, please advise Andrea immediately.

15. LOSS OR DAMAGE - The Horsham Agricultural Society will not under any circumstances be held responsible for any loss of or damage to the stock in trade, etc. or any part thereof of any siteholder or exhibitor from any cause whatsoever.

16. INDEMNITY - The Horsham Agricultural Society will not be responsible for any accident which may be caused through or by the siteholder, or which may happen in connection with his/her business & the siteholder shall indemnify the Horsham Agricultural Society against any legal proceedings arising from every such accident.

17. PUBLIC LIABILITY - CERTIFICATE OF CURRENCY - A copy of the current Public Liability Policy held by each Trader/Exhibitor **must** be produced prior to the Horsham Show covering the dates of the Horsham Show for permission to enter to the Showgrounds and have access to your site. The Indemnity level should be a minimum of \$10M. Without proof of Public Liability coverage held by applicants for show sites, the Horsham Agricultural Society may reject access to Siteholders at its absolute discretion. Details of current Public Risk Insurance provided will be respected as private and confidential information.

18. WORKPLACE HEALTH & SAFETY REGULATIONS - Written and signed assurance is required from you, that any temporary structures, vans, equipment etc. and any activity that takes place on or adjacent to your site, complies in all respects with Workplace Health & Safety Legislation. This includes but is not limited to testing and tagging of all electrical equipment and fitting of earth leakage detection devices if equipment is not double insulated and gas equipment must meet industry standards (see miscellaneous section). Signing these terms and conditions is on the application form, which will cover this document.

You are also required to provide a written report of all accidents and/or dangerous occurrences. See No.16.

19. SHOWBAGS – Show bag standards will be in accordance with the standard set by the Royal Agricultural Society Victoria.

20. BANNED ITEMS - VAS Ltd and The Victorian Showmen's Guild have agreed that the following items are banned at Agricultural Shows. It is our view and aim to protect and attract families to local Shows:

- Explicit and hardcore t-shirts
- Explicit DVD's and videos
- Fake cigarettes
- Fuel type fire lighters (Zippo)
- Iridescent hair spray
- Trumpets
- Knives (including pen knives)
- Metal and wooden martial art nunchucks
- Laser pen lights and/or laser toys
- Playing cards (nude or lewd)
- Pressure Pak fart gas
- Pressure Pak snow
- Pressure Pak silly string
- Water bombs

Similarly, guns or toys (for sale or given as prizes) that fire projectiles or water including bow and arrows, or create noise which can be a public nuisance or frighten animals, excluding shooting galleries, are banned.

21. ALL FOOD VENDORS MUST REGISTER THEIR STREETTRADER FORM.

- ALL site operators at the Horsham Agricultural Show are required to cooperate with the Horsham Agricultural Society Inc. committee to ensure that they work in a healthy and safe environment.
- NO SMOKING within 10 metres of any eating place.
- All volunteers must take reasonable care of their own health and safety and for anyone else who may be affected by their actions.
- Trade site operators must not wilfully or recklessly interfere with or misuse anything provided for health and safety or wilfully place the health and safety of another person at risk.
- It will be necessary for all commercial sites to conform to Occupational Health & Safety, Dangerous Goods legislation and associated regulation, especially those with regard to electrical leads and LPG appliances and fittings. ALL sites will be inspected to see that all regulations are complied with. Make sure any remedial work you need to do is carried out before the Show commences.
- All plant and equipment to comply with relevant legislation and standards, AS 3533.
- All electrical equipment to have been tested and tagged within the 3 months prior to the show and appropriate for the job (heavy duty).
- Application for, then occupation of Trade Space is to be taken as agreement to abide by all rules of the Horsham Agricultural Society Inc.
- All electrical cables are to be positioned so that they do not create a hazard. WorkCover require cables to be either buried or suitably supported overhead. Cables to be buried must be underground to a depth of 150mm where vehicular traffic is present, other areas 75mm.
- Extension leads/ cords are not to exceed permitted lengths (Refer to C.O.P. Temp Electrical Installations Section 12 and AS 3199)
- All electrical cabinets and switchboards must be able to be closed and locked.
- Fire extinguishers are required for all food vans and other relevant sites.
- Any mobile equipment is to be barricaded to the satisfaction of WorkSafe.
- Exhibitors must comply with all Local Bylaws.
- No holes shall be dug or any objects driven into the ground without approval of either the Site Steward or President H.A.S. Inc.
- Any gas cylinder shall be restrained and be within the required test date.
- Tent pegs or any stakes shall be suitably protected to prevent any risk of injury.
- No item listed on the "List of banned items 2022" shall be exhibited as prizes or items for sale nor be given away for any purpose at the showgrounds.
- Each site shall display identification as required by the Horsham Agricultural Society Inc.
- The size of the site requested MUST be adequate to contain completely all the applicant's equipment. Trailers, towbars, guy ropes etc must not infringe on adjacent sites.
- Site holders and Showmen must give protection of the environment a high priority in all activities on site, and must not commit an act that will place the Horsham Agricultural Society Inc. in breach of any regulation. Any accidental spill or release of substances which may contaminate or harm the environment must be immediately contained, and then reported to the Secretary. 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 Horsham Agricultural Society Inc. 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.

ELECTRICAL SAFETY—IMPORTANT! NOTICE OF COMPLIANCE and ELECTRICAL USEAGE FROM POINT OF SUPPLY

- The Horsham Agricultural Society prefers that all Exhibitors, Operators of Show Amusements, Show Stalls or commercial activities use Electrical Safety Switches to be plugged in at all times at the 'Point of Supply'.
- Under the Electrical Safety Act 2002:**
- When constructing and operating amusements and displays **IT IS COMPULSORY** to use electrical safety switches at the 'Point of Supply' and leads **MUST BE TESTED AND TAGGED**. This must be completed before your arrival. **The 'Point of Supply'** is the permanent location of power points (single and three phase) or similar type of connection connected to the Horsham Agricultural Society's electrical installations. **NO Double Adaptors or piggy back leads to be used at all**. At all times electrical leads **MUST NOT IMPEDE** the flow of pedestrians and vehicles. Leads will be checked at the Horsham Show.
 - **A four outlet power board with an overload facility** eg. Ringgrip or Kambrook is allowable if more than one x 15 amp power point is required. If requirements are different, our Site Manager must be aware of this to avoid an overload situation occurring.

GAS CYLINDERS IN PUBLIC LOCATIONS

- Where a cylinder exceeding 12L capacity is permanently installed for public use in the following requirements shall apply:
Either (A)
 - i) the cylinder and any associated regulator shall be enclosed in a lockable cage or cabinet ventilated top and bottom **OR**
 - ii) the cylinder valves and regulator shall be guarded by a covering metal hood, and the cylinder shall be protected against accidental dislodgement.**Or (B)**
 - The connecting piping shall be arranged so that it is not vulnerable to accidental impact or tampering.

GAS SYSTEM COMPLIANCE CERTIFICATE FOR FOOD OPERATORS

- All food operators use LP Gas for cooking purposes or other food preparation purposes, need to have been inspected by a gas work licence holder in the previous 12 months and have a 'Gas System Compliance Certificate' issued to the owner.
- A copy of the Certificate must be sent along with your Site Application as well as displayed during the Show. Inspections may occur during the Show.

FIRE REGULATIONS

- The installation of any fuel burning appliance using either liquid or solid fuel shall conform to the regulations available from the Authorities. The use of LPG gas for cooking or demonstrations must comply with regulations.

VEHICLE PARKING

- Parking is located on the south end of the showgrounds if you are not parked at your site. The Showgrounds will be open at **7.00 am** on the day of the Horsham Show to service sites. Access is via McBryde Street Gate C entrance on all days.

