

## WELCOME

Dear Exhibitor,

This 2020 Exhibitors Manual is designed to assist you in your preparations and the operation of your exhibit for the duration of the show. The manual outlines the requirements under which exhibitors, exhibition staff and associated services are to operate. Accordingly we request this manual be kept on your stand at all times.

This manual details a range of requirements and provides helpful information. The manual does not replace your exhibitor's agreement. You must comply with the terms and conditions of the exhibitor's agreement as well as the requirements set out in this manual. Please ensure that your staff know the contents of the manual and operate under its requirements and guidelines.

We convey to you our sincere best wishes for a successful 2020 Rockhampton Agricultural Show and thank you for your support.

## EMERGENCY TELEPHONE NUMBERS

Ambulance	All areas	000
Fire Brigade	Rockhampton	000
Police	Rockhampton	000
Show Office	Showgrounds	(07) 4936 8800

## SHOW HOURS OF OPERATION

Show Hours of Operation	Wednesday	10th June	9.00am - 10.00pm
	Thursday	11th June	9.00am - 10.00pm
	Friday	12th June	9.00am - 8.00pm

## OFFICE HOURS

1st May-5th June	Mon-Fri	8.00am – 4.00pm
General Hours	Saturday	6th June 10am - 3pm
	Sunday	7th June 10am - 3pm
	Monday	8th June 8am - 5pm
	Tuesday	9th June 8am - 9pm
Show Office Hours	Wednesday	10th June 7am - 9pm
	Thursday	11th June 7am - 9pm
	Friday	12th June 7am - 9pm
	Saturday	13th June 8am - 4pm
	Sunday	14th June 8am - 1pm
	Monday	15th June 8am - 4pm

**Please note:** The Show office closes from 12:30pm to 1pm for lunch during the Show.

## BUMP-IN

### MOVE-IN AND SET- UP OF EXHIBITS

Exhibitors are requested to move in and set up sites between the hours specified unless otherwise advised. Please remember that the move in is often congested and you are asked to be considerate regarding the placement of vehicles, stock and materials in areas other than your allotted space.

- **Bump-in Saturday 6th & Sunday 7th by arrangement.**
- **Monday 8th from 9am - 5pm and Tuesday 9th 9am – 9pm.**
- **Vehicles must sign in at gate security for vehicle access.**

During Show move in days, vehicles may enter and exit the Showground's only through gates specified for their pavilion/area unless otherwise directed. **After unloading, all vehicles must be removed from the Showground immediately, through the gate allotted for their exit.**

**Under no circumstances may vehicles block doorways, entrances or street access while unloading.**

LOCATION	Set – Up Monday 8th	Set – Up Tuesday 9th	Gate Entry & Exits
Walter Pierce Pavilion	9am to 5pm	9am to 9pm	Enter Gate 1 Exit Gate 2
Exhibition Pavilion	9am to 5pm	9am to 9pm	Enter Gate 6 Exit Gate 6
Cremorne Area	9am to 5pm	9am to 9pm	Enter Gate 1 Exit Gate 2
Outdoor Trade Area	9am to 5pm	9am to 9pm	Enter Gate 1 or 8 Exit Gate 8
Agricultural Hall	9am to 5pm	9am to 9pm	Enter Gate 1 or 6 Exit Gate 6
Robert Schwarten 2 (Showbag Pavilion)	9am to 5pm	9am to 9pm	Enter Gate 1 Exit Gate 2
McCamley Hall	9am to 5pm	9am to 9pm	Enter Gate 1 or 6 Exit Gate 2 or 6
Kele Pavilion	9am to 5pm	9am to 9pm	Enter Gate 6 Exit Gate 6

Exhibitors with special or unusual requirements are asked to contact the Show Office on (07) 4936 8800 well before the Show.

## BUMP-OUT

Exhibitors are requested to move out and clean up their sites from 8pm on Friday 12th. Please remember that the move out is often congested and you are asked to be considerate regarding the placement of vehicles, stock and materials in areas other than your allotted space.

- Stall holders are permitted to pack up from 8pm on Friday 12th.
- Vehicles will be **permitted onsite from 9pm – 10pm on Friday 12th.**
- **Pavilions will close Friday 12th at 10pm and reopen Saturday 13th at 8am.**
- **You must display your vehicle pass provided by RRC on your windscreen for vehicle gate access and security monitoring purposes.**
- **All exhibits and rubbish must be fully removed by 4.00pm Monday 15th June 2020.**

LOCATION	Bump Out	Gate Entry & Exits
Walter Pierce Pavilion	8pm – 10pm Friday 8am – 1pm Saturday 8am – 4pm Monday	Enter Gate 1 Exit Gate 2
Exhibition Pavilion	8pm – 10pm Friday 8am – 1pm Saturday 8am – 4pm Monday	Enter Gate 6 Exit Gate 6
Cremorne Area	8pm – 10pm Friday 8am – 1pm Saturday 8am – 4pm Monday	Enter Gate 1 Exit Gate 2
Outdoor Trade Area	8pm – 10pm Friday 8am – 1pm Saturday 8am – 4pm Monday	Enter Gate 1 or 8 Exit Gate 8
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McCamley Hall	8pm – 10pm Friday 8am – 1pm Saturday 8am – 4pm Monday	Enter Gate 1 or 6 Exit Gate 2 or 6
Kele Pavilion	8pm – 10pm Friday 8am – 1pm Saturday 8am – 4pm Monday	Enter Gate 6 Exit Gate 6

Exhibitors with special or unusual requirements are asked to contact the Show Office on (07) 4936 8800 well before the Show.

# EXHIBITOR REGULATIONS

## VEHICULAR ACCESS

During Show move in days, vehicles may enter the Showground's only through gates specified for their pavilion/area unless otherwise directed. Traffic will travel in a clockwise direction. **After unloading, all vehicles must be removed from the Showground's immediately, through the gate allotted for their exit.**

**Under no circumstances may vehicles block doorways, entrances or street access while unloading.**

Product deliveries during the show may only be made through Gate 8. The vehicle may have entry to the Showground's from 6.00 am daily and all vehicles **must be removed by 8.00 am each day which will be enforced by security.**

## REMOVAL OF EXHIBITS

Should any exhibitor, their agent or contractor fail to remove any exhibit, stand, wire, ropes, rubbish or fitting within the move-out times stipulated then the Exhibitor shall indemnify the Rockhampton Regional Council in respect of any claim thereby occasioned for failure to give possession of any part of the Exhibition venue on the due date, and the Rockhampton Regional Council shall be entitled but not obliged to remove such materials as they consider best at the cost of the Exhibitor who shall be liable for all loss and costs thereby occasioned.

The Rockhampton Regional Council has the right to sell by public auction or private treaty, any structure or material which is or has been erected on the space referred to in the Booking Agreement and still remains on the Showground's after 12.00 noon Friday 19th June 2020.

Proceeds from the sale of any such material or structure shall cover the cost for work done by the Rockhampton Regional Council on a stand or structure or may be applied to any other account where monies are due and payable to the Rockhampton Regional Council by the exhibitors as per the agreement.

## PASSES TO THE SHOW

Passes are provided to allow daily access to sites by exhibitors, exhibition staff and delivery service vehicles. All passes will be available for collection from the Showground's Office 1 week prior to the show commencing providing all fees due have been paid in full and public liability cover requirements have been met by the exhibitor. The allocation of passes is based on the size of the site. Exhibitor passes will allow access for all three days of the show and are in the form of a wristband. Passes are issued free of charge and are NOT TRANSFERABLE. If you wish to purchase additional exhibitor passes prior to Show opening please contact staff and this can be arranged.

## FOOD STALL OPERATION

The operation of temporary food vending facilities at the Rockhampton Agricultural Show falls within the jurisdiction of the Rockhampton Regional Council. It is a requirement that all temporary food vending facilities in operation at the Rockhampton Agricultural Show hold a food business licence with Rockhampton Regional Council. Please note that in some cases taste testing will require a food business licence. Information on the requirements of the temporary food stalls can be found at [www.rockhamptonregion.qld.gov.au/CouncilServices/Environment-and-Public-Health/Food-Business-Licences](http://www.rockhamptonregion.qld.gov.au/CouncilServices/Environment-and-Public-Health/Food-Business-Licences).

Mobile food vans that have a current mobile food business licence with another Queensland local government do not require further food business licensing with Rockhampton Regional Council.

Application for Food Business Licence can be made to Council at the following address:

Rockhampton Regional Council  
PO Box 1860, ROCKHAMPTON QLD 4700

Applications should be submitted at least 30 days prior to the event, to allow adequate time for processing and must contain the required supporting documentation.

For further information regarding food business licensing contact Environment and Public Health Unit on 4932 9000.

### **GAS**

All stall owners of mobile food vans using gas will need to present a current (Gas Compliance Certificate), (Australian Standards) by a licence Gas installer.

This certificate must be valid within a 12 month period only.

### **CAMPING**

Camping passes may be purchased on your EOI form. If you are not sure of your travel dates camping passes can be purchased at the Show Office **BEFORE** the commencement of the Show. Camping passes may not be purchased from the Show Office at the time of Show. Camping Passes must be displayed as directed by Show Staff. Passes will be inspected periodically during the show.

### **WASTE WATER**

No waste water is to be allowed to run onto the grounds or into storm water gutters at any time. The use of sullage collection units is a prerequisite for the 2020 Rockhampton Agricultural Show.

### **PRESENTATION OF STAFF**

Exhibitors should encourage their staff to be well presented and dress in relation to their exhibit's design or theme. It should be remembered by all staff that they do not only represent their business but also the Rockhampton Agricultural Show and their attitude and behaviour should be exemplary at all times. Smoking is not permitted on the showground's at any time and for obvious reasons, eating or drinking by exhibitors whilst on their stands is not encouraged.

In the interests of assisting visitors it is recommended that all stand personnel wear some form of identification badge.

### **INSURANCE**

All Exhibitors are responsible for insuring their own property and stock. They should note that insurance for their goods and exhibits should take effect from the day that such goods are delivered to the venue and such insurance should remain in force until they are removed.

Exhibitors are required to take out adequate cover against the kinds of risks they will incur in connection with the Show, e.g.: All Risks Property, Employers' Liability and Personal Accident to Staff. In addition, exhibitors may wish to insure against wasted expenditure in the event of the Show being abandoned or curtailed. **Public Liability (for no less than \$20million) is a mandatory requirement at the Rockhampton Agricultural Show.**

### **SIGNAGE & ADVERTISING**

Exhibitor's advertising or signage should be of a high, professional quality and is only permitted within the boundaries of the exhibit. The Rockhampton Showground's Management reserves the right to remove any advertising or signage which they deem to be objectionable, offensive or of poor quality.



## **COMPETITIONS**

Exhibitors are to advise the Rockhampton Showground's Management if they intend to conduct a competition at the Show. Competitions will be permitted in conjunction with exhibits provided that no entry fee is required, the Management approves of the competition and if necessary the appropriate permit has been obtained from:

Office of Liquor, Gaming & Racing  
209 Bolsover Street  
ROCKHAMPTON QLD 4700      Ph: 13 1304      Fax: (07) 49206688

The sale of raffle tickets is strictly prohibited unless previously authorised by Rockhampton Regional Council or Showground's Management.

## **ACCOUNTS**

Each exhibitor is responsible for settling all accounts for expenses incurred in connection with the Show which are initiated by the exhibitor, an agent or a contractor and must discharge such liabilities forthwith when called upon to do so.

All accounts payable to the Rockhampton Regional Council for site fees and associated exhibition costs must be paid in full before taking up your allotted site and before passes will be issued. Exhibitors are reminded to observe the payment terms and conditions as specified in their Show Space Agreement as non-compliance may result in the re-letting of space to another exhibitor.

## **CANCELLATION**

Exhibitors may reduce their space or completely withdraw from the Rockhampton Agricultural Show without penalty provided they advise the Show Office within 14 days prior to the commencement of the Show. Exhibitors reducing their space or completely withdrawing from the Rockhampton Agricultural Show after 14 days prior to the Show will not be entitled to a refund and shall be liable for the total cost of the space including shell schemes, insurance and any fees agreed to in their signed site application form. A refund will not be paid unless and until all available exhibition space has been sold including the cancelled site/s.

## **CLEANING**

It is the exhibitor's responsibility to ensure the cleanliness of their own space. It is also the exhibitor's responsibility to ensure that all general rubbish and litter is cleared from their site.

**All exhibits and rubbish must be fully removed by 4.00pm Monday 15th June 2020.**

## **DELIVERIES**

The Showground's Management will not take delivery of any goods, packages or other material on behalf of an exhibitor nor will the Rockhampton Regional Council accept responsibility for the safety or well-being of such items on or delivered to the site in the absence of the exhibitor, his agent or contractor. No delivery vehicles will be allowed access during operating hours of the Show.

## **FIRE REGULATIONS**

The installation of any fuel burning appliances, either liquid or solid fuel, must conform to the Building Regulations and Work Cover Authority. The storage of any flammable liquids or fuels within the building is not permitted. The installation of LP Gas appliances must comply with the current LPG Regulations and must be installed by a certified gas fitter. Cylinders are to be located outside the buildings. A CO2 extinguisher is to be provided for each appliance.

Clear access means: unobstructed clear pathway. No temporary or permanent objects placed either at floor level and/or air space obstructing access to firefighting equipment.

Clear access to Fire extinguishers, Fire Hose Reels, Fire Hydrants, Fire Alarm Detection Equipment, and any other fighting equipment installed in the Rockhampton Showgrounds Complex must be accessible and visible at all times. They must not be removed and/or covered from its' current location.

Means of escape from buildings must be kept clear at all times. Blocking of any emergency evacuation route is clearly forbidden.

Should the construction of stands or exhibits create a potential "smoke-lock" area or create an area not serviceable by the existing firefighting equipment, the management of the Show grounds may require smoke detection, sprinkler, emergency lighting and exit lighting systems to be extended to cover the stand or exhibit areas.

Queensland Fire and Emergency Service crews do visit and inspect the show grounds. Please follow their instructions if/when provided. The installation of any fuel burning appliances, either liquid or solid fuel, must conform to the Building Regulations and Work Cover Authority. The storage of any flammable liquids or fuels within the building is not permitted. The installation of LP Gas appliances must comply with the current LPG Regulations and must be installed by a certified gas fitter. Cylinders are to be located outside the buildings. A CO2 extinguisher is to be provided for each appliance.

Fire extinguishers and fire fighting equipment as installed in the Rockhampton Showgrounds Complex must at all times be visible and accessible and must not be removed from its' current location.

Should the construction of stands or exhibits create a potential "smoke-lock" area or create an area not serviceable by the existing fire fighting equipment, the management of the Show grounds may require smoke detection, sprinkler, emergency lighting and exit lighting systems to be extended to cover the stand or exhibit areas.

#### **SMOKING REGULATIONS**

There is strictly NO SMOKING allowed on the showground's or any building at any time due to smoking/ health regulations.

#### **ENQUIRIES & QUESTIONS**

Enquiries before the Show concerning all aspects of the exhibition should be directed to the Show Office on 07 4936 8800.

#### **SPACE ENQUIRIES DURING THE SHOW**

All enquiries during the Show should be directed to staff located in the Show Office.

#### **STAND FITTINGS / EXHIBITION FABRICATION**

All stands must be completely finished and exhibition contractors must complete their work and remove all rubbish and materials from the premises by no later than 8.00am on Wednesday 10th June 2020.

#### **MEDICAL AND FIRST AID**

First Aid facilities will be on the showground's and will be located opposite the Robert Schwarten Pavilion and in the Show office.

## **SECURITY**

Whilst every reasonable precaution is taken, the Rockhampton Regional Council accepts no responsibility for any loss or damage which may occur to persons or property in the lead up and during the Show from any cause whatsoever. The Rockhampton Regional Council will not be responsible for any goods left unattended during set-up and or pull-down.

## **SPONSORSHIP**

Opportunities are available for exhibitors to maximise their participation in the Show by sponsoring traditional show displays, events or promotional materials. Phone the showground's office on 07 4936 8800.

## **STORAGE**

No on-site storage facilities are available at the showground's for stock or materials. Exhibitors should allow for the storage of items such as brochures and give-aways in their exhibit design.

## **PAVILION OPENING & CLOSING TIMES**

All pavilions except the Arts and Crafts pavilion are open to the general public from 9.00am to 10.00pm. The Arts and Crafts pavilion will be open from 9.00am to 8.00pm.

## **EXHIBITOR RESPONSIBILITY**

An exhibitor's responsibility whilst on the Showground's can be summed up very simply;

"BE A GOOD NEIGHBOUR"

All exhibits, regardless of size, should be given equal opportunity to present and sell their products or services. All exhibitors are requested to read the details, rules and regulations in this manual carefully. Should any exhibitors breach any clause in the agreement or fail to comply with any of the requirements in this manual, the exhibit, product and/or the exhibitor may be removed from the grounds by the Showground's Management.

Rockhampton Regional Council wishes the Rockhampton Agricultural Show to be a safe and friendly place for all visitors, exhibitors, competitors, staff and participants. This cannot be achieved without your help. If you see or hear anything which is likely to cause damage, injury or offence, please contact Show Management immediately (07) 4936 8800.

Exhibitors and site holders are not permitted to bring dogs into the Showgrounds.

## **TOY & NOVELTY GUIDELINES**

Showbag Traders and Exhibitors selling toy or novelty products are reminded that they must comply with regulations set by the Department of Fair Trading and the Guidelines for the Safety of Show Bags, Toys and Novelties.

## **OBSTRUCTING GANGWAYS**

No part of any stands or exhibit including fascia, signs, corner posts or fittings shall project into or overhang any gangways or obscure any fire or exit signs.

## **WATER AND WASTE**

Water and waste services are available in certain areas of the Show. \$150 sullage/greywater fee is compulsory for all vendors selling food or drinks.



### **TRAPS, SERVICE OPENINGS IN FLOORS, FIRE HYDRANTS, ETC.**

Traps and other service openings in floors must be left accessible at all times, and where sited under stands, provision must be made for free access. Fire Alarms, Hydrants, Exit signs etc. must not be masked, obstructed, moved or altered in any way.

### **THE SHOW PAVILIONS**

No person shall attach any fixture or fitting to floors, ceilings, walls, walkways or roads of the showground's. No nail, screw or other fitting is to be driven into any part of the pavilions.

### **REMOVAL OF EXHIBITS DURING SHOW**

Exhibitors may not remove any products on display during the course of the Rockhampton Agricultural Show without the consent of the Event Organiser.

### **DILAPIDATIONS**

Exhibitors are responsible for the cost of repairing, restoring or renewing any case of serious dilapidation to the Showground's or any part thereof. The Manager of the Showground's and the Rockhampton Regional Council will inspect every site before erection and after demolition of the stands. Dilapidation includes (by way of examples only) marks caused to paintwork, bolt, screw, nail holes etc. In their own interest Exhibitors should satisfy themselves as to the condition of the sites both before erection and after clearance.

### **CANVASSING**

Exhibitors may not canvas or distribute materials outside the confines of their site. And the use of PA systems is strictly prohibited.

### **SITE PLANS**

Rockhampton Agricultural Show reserves the right to alter the layout, plans and positions of exhibitions.

### **EXHIBITS - DELIVERY AND HANDLING**

All ladders, trestles, tool-boxes, packaging or other materials must be removed from the building and completed stands by 8.00am on Wednesday 10th June 2020. Wherever possible every facility will be given to lorries, vans or other conveyances to unload at the site, but the Rockhampton Regional Council reserves the right to specify times or place and request the moving of any articles, at any time in the interests of the Show.

Exhibitors should arrange with their contractors for exhibits to be unloaded and conveyed on the site. Entry for heavy or other exceptional loads should be arranged with the Show Office before 3th June 2020. Vehicles must not be locked or left unattended whilst on any part of the exhibition premises. Any damage to part of the Show building or to any other vehicle, stand or exhibit must be reported immediately to the Show Office, and under no circumstances will the Rockhampton Regional Council or Show Office accept or sign for anything on behalf of the Exhibitor.

### **WORKPLACE HEALTH AND SAFETY REQUIREMENTS**

The success of a show is measured in many ways, through attendance figures and participant feedback, but events must also be measured in terms of safety. Show organisers have a "Duty of Care" under the WHS Act 2011 and must provide a safe working environment to ensure public safety. In order to achieve this all exhibitors are required to ensure that all;

- Temporary Structures are erected and secured according to manufacturer's instructions.
- Electrical extension leads and portable power boards have been tested and tagged by a licensed electrician (No piggy back plugs and or double adaptors to be used).

- Portable electrical equipment has been tested and tagged by a licensed electrician.
- Electrical equipment where required is fitted with earth leakage detection if not double insulated.
- All electrical extension leads are to be off the ground and or covered by means of an approved cable cover or rubber matting.
- No electrical extension leads are to be left laying across roadways, pathways or doorways.
- Manual handling tasks (lifting, pushing, carrying, static and awkward postures) are identified and you use correct manual handling procedures such as team lifting and or using lifting aids when moving any items.
- Exhibitors remind staff of the importance of Sun Safety (for example applying sunscreen, wearing hats, drinking fresh drinking water regularly).
- Exhibitors are wearing enclosed footwear.
- Exhibitors to wear Hi-vis vest/clothing when working in and around areas where there is potential interaction with motor vehicles and other plant and machinery (mainly during bump in and bump out days).
- All animals including live stock are the owners/handlers responsibilities and all animals must be securely housed at all times unless when exhibiting.

### **BIOSECURITY**

Any petting zoos that include following livestock (cattle, buffalo, bison, sheep, goats, pigs, camelids, poultry, equine and deer) have an obligation under the Biosecurity Act 2014 (Qld).

These obligations include:

- Be a Registered Biosecurity Entity and be issued with a PIC number.
- Create and keep a movement record of livestock movements including providing a copy of this to the event grounds on arrival. I would recommend the movement record be in the form of an animal health declaration.
- Any livestock that require an NLIS tag (Cattle, sheep, goats and pigs) are tagged before arriving at the event. The movement must be recorded on the NLIS database by the event committee.
- It is also important to note that all livestock owner including petting zoos have a General Biosecurity Obligation to prevent or mitigate the spread of disease.

### **DANGEROUS AND HAZARDOUS GOODS**

Any hazardous chemical storage occurring on site shall be in strict accordance with WH&S Regulations, Dangerous Goods Legislation and relevant Local Statutory Requirements. The location and quantities of hazardous chemicals stored on site must be advised to management.

Material Safety Data Sheets (MSDS) must be available for all hazardous goods brought to site and be made available upon request either by RRC Staff and or the regulator (WHSQ).

Site holders are to undertake risk assessments for their workers using hazardous substances and provide copies of the risk assessment upon request.

Hazardous goods storage shall be located in a secured, well ventilated area and the area secured away from public access.

The site holders are to ensure that all workers working with hazardous goods have been appropriately trained and educated as to the hazards of the material used, and the correct use of personal protective equipment (PPE).

Gas Cylinders shall be chained & secured in the upright position for all outdoor exhibitors.

No gas cylinders allowed in any pavilions due to Council and LPG regulations.

### **TEMPORARY STRUCTURES**

It is essential that all temporary structures including but not limited to stage/platforms, speakers, floodlights, towers and masts, marquees and large tents, be designed and erected Manufacturers Specifications.