



Commercial Exhibitor Guide 2019



Exhibitor Guide 2019

NEW - IMPORTANT

THE GRAND PARADE INVITATION 2019

Each exhibitor in The Royal Canberra Show is invited and strongly encouraged to participate in the ActewAGL Royal Canberra Show's Grand Parade. This is held in the main arena of the show ground on the Saturday at 5pm.

Parade numbers are strictly limited and you must be aware of the WHS issues of driving through crowds.

If you wish to be part for the parade or for further information please contact Derek on 02 6241 5888

PUBLIC LIABILITY, INSURANCE AND WHS

The 2019 ActewAGL Royal Canberra Show will see a change in the deadlines for Public Liability, Insurances and WHS. Due to a number of stallholders participating in random checks last year and not being able to produce current paperwork; all stall holders must have their current certificates and paperwork sent to the office by Friday 11th January, 2019. Any site holder that has not completed this step prior to the deadline will forfeit full site fees paid and will not be eligible to exhibit at the 2019 show.

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CHECKLIST

- **SITE FEES** paid in full and confirmed
- **OFFICIAL PRODUCTS AGREEMENT** Conditions recognised
- **CAMPING** Contact Derek Ironside-Hughes on 02 6241 5888
- **VEHICLE TRADE PASS** for delivery up to 8.00am or after hours will be included with your passes.
- **ELECTRICITY & LIGHTING ORDER** – All requirements to be ordered by 1st February 2019.
- **ELECTRICAL LEADS** - Make sure all leads and appliances are test & tagged in date
- **FURNISHINGS OUTDOOR** - Contact Barlens Events on 02 6211 3057 for outdoor hiring's
- **FURNISHINGS INDOOR** - Contact SBX on 02 6239 1028 for indoor hiring's
- **INSURANCE DOCUMENTS** - Photocopy and send relevant insurance documentation for Show to Derek Ironside-Hughes at showcase@rncas.org.au.
- **FIRE BLANKET/EXTINGUISHER** - Check fire safety equipment is prepared
- **PROMOTIONAL LITERATURE** - Check information is adequate for all three days of the Show
- **COMPETITION** - You must have an ACT Permit – Phone 02 6205 0799 for application form
- **LIQUOR TASTING** - You must have an ACT Permit – Phone 02 6207 0400 for application form
- **DISPLAY VEHICLES** - Motor Vehicle dealers, amend existing licence to display vehicles at location other than places of business specified in your licence.
[Interstate dealers must do this at least 21 days in advance of the Show]
Caravan, Motor Vehicles, Motor Homes, You must have an ACT Work Permit
Phone 02 6207 0562
- **SHOWCASE AWARDS** - Judging and Presentation of Trade Exhibit Awards will be held on Saturday 23rd of February
- **DANGEROUS SUBSTANCES FORM: must be returned to RNCAS before COB 11th January 2019.**
- Please read all Work Place Health and Safety requirements

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COMMERCIAL OFFICE OPENING TIMES:

The Commercial Office is located in the Conference Centre which is between Budawang Pavilion and the Craft Pavilion.

Monday 18 th February to Thursday 21 st February	8:00 AM to 5:00 PM
Friday 22 nd February	8:00 AM to 8:00 PM
Saturday 23 rd February	8:00 AM to 8:00 PM
Sunday 24 th February	8:00 AM to 6:00 PM

CONTACT NUMBERS DURING THE SHOW:

Conference Centre Reception:

02 6241 9310

02 6241 9312

ROYAL CANBERRA SHOW 2019 TRADE HOURS

- All exhibition sites must be open for trading from 8.30am each day of the Show.
- Exhibition sites close at 8.00pm on Friday and Saturday night.
- Exhibition sites close at 6.00pm on Sunday night.
- Any Exhibitor who dismantles their stand before 6.00pm Sunday 25th February will not be permitted to exhibit at the 2020 Show.

BUMP IN TIMES:

We ask Exhibitors to please comply with bump in and bump out times allocated to your site area:

Monday 18 th February 2019	Tuesday 19 th February 2019	Wednesday 20 th February 2019	Thursday 21 st February 2019
9AM - 4.30PM	9AM - 4.30PM	8AM - 6PM	8AM - 6PM
All Outdoor Exhibitors Budawang (B) Harvest Hall (F) Show bag Pavilion (Q)	All Outdoor Exhibitors Budawang (B) Harvest Hall (F) Show bag Pavilion (Q)	All Outdoor Exhibitors Budawang (B) Harvest Hall (F) Show bag Pavilion (Q)	All Outdoor Exhibitors Budawang (B) Harvest Hall (F) Show bag Pavilion (Q) Crafts Expo Pavilion

- To comply with ACT Workplace Safety: All Exhibitors in commercial areas must wear high visibility vests/clothing and enclosed shoes for Bump-in/out times. Vests are available for purchase from the Show Office at a cost of \$10.
- No vehicles permitted in Crafts Expo (C) or Show bag Pavilion (Q).
- Passes must be collected prior to 8.30pm, Thursday 21st February 2019.

BUMP OUT TIMES

Exhibitors who do not comply with the following will not be permitted to exhibit at the Royal Canberra Show 2020:

The advertised time for Show closure on Sunday 25th February is 6:00pm.

- All exhibitors may close their trade stands at 6.00pm on Sunday 24th February 2019
- The public are still in numbers on the grounds, so caution is advised
- No exhibitor may dismantle their stand before 6.00pm on Sunday 24th February due to safety implications.
- No vehicles will be permitted on to the show ground until 7:00pm on Sunday 24th February 2019

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BUMP OUT – COMPLETION TIMES

- All bump out in Pavilions must be complete by 5pm, Monday 25th February 2019
- All bump out for Outdoor Exhibitor sites must be complete by 4.30pm, Tuesday 26th February 2019

BUMP OUT – VEHICLE ACCESS

- Vehicles displaying restricted vehicle passes will be admitted through Gate 4 from 7.00pm for the purpose of removal of equipment.
- No vehicles permitted in Crafts Expo (C) or the Show bag Pavilion.
- All exhibitors are required to vacate the Pavilions at 10.00pm.

Sunday 24 th February 2019	Monday 25 th February 2019
6pm – 10pm	8.30am -5pm
All Outdoor Exhibitors Budawang (B) Harvest Hall (F) Show bag Pavilion (Q) Super Toyworld Craft Expo (C)	All Outdoor Exhibitors Budawang (B) Harvest Hall (F) Show bag Pavilion (Q) Super Toyworld Craft Expo (C)

ENTRY PASSES

- **Passes will not be posted to exhibitors**
- Passes can be picked up from the Commercial Office in the Conference Centre from Monday 18th February to Thursday 21st February.
- Passes will not be issued to any exhibitor who has not paid in full their site fees.
- Every exhibitor receives six 3-Day Passes.
- All employees must have a pass to enter the Show.
- Extra daily passes can be purchased for \$10.00 each.

VEHICLE ACCESS AND PARKING

- Public Parking is located as indicated on the attached map.
- Parking fees of \$5.00 per day apply to all vehicles except those displaying a Commercial Vehicle Pass.
- No Vehicle is permitted entry to the Showground on Show days without a valid vehicle pass.
- Vehicles making deliveries on site during the Show must have a valid vehicle pass or they will be denied access.
- Exhibitor's vehicles must be removed from the Showground on Show days before 8.00am.
- No Vehicles are permitted in the Showgrounds during Show Hours (8.30am to 10.00pm).
- Unauthorised vehicles found parked in the Showground during Show Hours without a valid pass, risk being towed and the owners right to trade may be immediately cancelled.
- **ALL Commercial Parking is near Gate 7.**
- **Any vehicle parked at the end or rear of Harvest Hall will be towed at the expense of the vehicle owner.**

COMMERCIAL VEHICLES

- Allows free parking in the Public Carpark.
- All exhibitors receive one Commercial Vehicle Pass.
- Does not allow access to the Showground on 22nd February to 24th February
- Public car parks are located at Map Reference: Gate 7 Public car park.
- **DO NOT leave your vehicles within Show Grounds.**

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TRADE VEHICLE PASS

- All exhibitors receive one Temporary Vehicle Pass for bumping in and out.
- Trade Vehicle Pass allows access to the Showground between 11.00pm to 8.00am for restocking.
- All passes must be completed and displayed on the dashboard of the vehicle.
- Both the driver and **all passengers** must have a valid entry pass to gain entry to the Showground.
- No Vehicles are permitted in the Showgrounds during Show Hours (8.30am to 10.00pm).
- All Vehicles may park in the Public Car Parks as indicated on the attached map.
- Trade Vehicle Passes are NOT exempt from Parking Fees.

ENTRY AND EXIT POINTS

- **Due to current road works on Flemington Road there are changed traffic conditions.**
- From Monday 18th February to Thursday 21st February all Traders should enter the Showground via Gate 4 off Federal Highway and exit via Flemington Road Gate 2.
- From Friday 22nd February to Sunday 24th February all Traders enter Showground via Gate 4 between 11pm and 8am with Trade Permit only.
- Flemington Road – No Entry to Showground from Gate 2.

RULES AND REGULATIONS

- Exhibitors are requested to make sure all staff are fully briefed on the Rules and Regulations.

FIRE SAFETY

- No obstruction is to be placed in the way of fire extinguishers, fire hydrants, hoses or exits.
- Make sure at least two people working on your stand are conversant with the use of any extinguisher and acquainted with the position of the nearest fire points and exits.
- It is recommended that exhibitors carry at least one approved fire extinguisher or fire blanket per stand.
- Extinguishers must be tagged and checked within 6 months of the Show.

FIRE EXTINGUISHERS & BLANKETS: COMPULSORY COMPLIANCE

- All Show bag, carnival and catering exhibitors, in addition to any exhibitor whose exhibit includes a naked flame, must have at least one fire extinguisher of a type complying with the Australian Standard AS 2444 on their stand and available for immediate use.
- Such Fire Extinguishers must be serviced by an approved licensed company, be sealed and must bear a current service tag.
- In accordance with Australian Standard AS 2444, it's compulsory for any exhibitor who uses cooking oils and fats to have a fire blanket readily available for use. The location and type of blanket is specified in the Standard.

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ELECTRICAL POWER LEADS

- All electrical power leads and appliances must be inspected, test and tagged in date.
- Any item that is not tagged in date will be unplugged and removed from the site.

GAS AND SERVICE LINES



- "Relating to the pegging and securing of marquees" – An Excavation Permit must be obtained.
- Gas and service lines lay in several areas within the Showground. All exhibitors must ensure that they are aware of their location when erecting marquees. Tent pegs should not be placed more than 600 mm into the ground as a general guide.

EXCAVATION AND PEG DRIVING

- No stakes or pegs are to be driven into the ground without an Excavation Permit.
- Any persons performing excavation work must apply for an Excavations Permit from the RNCAS before commencing. This includes putting pegs in the ground; this activity requires a permit to be issued prior to the task being conducted. For excavations deeper than 500mm a Work Method Statement must be completed by the contractor performing the work addressing how the following hazards will be managed:
 - Collapse of excavation;
 - Falling into excavation;
 - Prevention of unauthorised access;
 - Prevention of items falling into the excavation;
 - Contact with underground services; or
 - Fall from heights when accessing or exiting the excavation.
- As a minimum all excavations greater than 500mm must be barricaded to the height of 1.2m to prevent public access.
- Working at height - For any work over 2m, must ensure that effective control measure is in place to prevent injury.

LIQUID WASTE MANAGEMENT PLAN

- In accordance with ACT Health requirements, liquid waste must be disposed of correctly.
- Each Commercial Exhibitor is responsible for the correct storage and disposal of liquid waste. Three Black water points are located within the venue {A map showing the location of the these points is attached}. Disposal of liquid waste in storm water drains is an offence liable to prosecution.

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INSURANCE

- All Exhibitors must email a copy of Public Liability to RNCAS by Friday 11 January 2019 :
Email: showcase@rncas.org.au
- Exhibitors who do not have Public Liability cover will not be permitted to trade.
- All Exhibitors upon request must produce a copy of a current Worker's Compensation Policy and a current copy of their Public Liability Cover if asked by an authorised officer of the RNCAS.
- Random spot checks will take place throughout the Show.
- Please call Derek on 02 6241 5888 if you need assistance or advice.

CATERERS

- All Catering Exhibitors must have a copy of the following paperwork on site at all times:
 - **SDS - Material Safety Data Sheets**
 - **D.G - Dangerous Goods**
 - **Food Licence**
 - **Public Liability**
- A copy of these documents must be sent to showcase@rncas.org.au prior to the Show

CANCELLATIONS

In the event of cancellation or withdrawal from the Show by an Exhibitor, for whatever reason, all moneys paid to the RNCAS shall be forfeited. In the event that an Exhibitor withdraws from the Show after making the final balance payment, the RNCAS may grant a part refund at its discretion if it is before the 29th November.

It is agreed between the parties that, if in the sole discretion of the Directors or the Chief Executive Officer or some other authorised officer that the show is to be partially or fully cancelled for any reason whatsoever, the Exhibitor shall not pursue the RNCAS for the recovery of lost income or damages.

This complete bar to an action applies to all headings of Law, whether it be Common Law in Contract or Tort or pursuant to any State, Territorial, or Commonwealth Statute Law.

It is acknowledged by the Exhibitor that the RNCAS has no duty to have a show in any particular year and that this Clause operates as a complete defence for the RNCAS to any such action.

CAMPING AREAS

There will be an area in the Camping Area for Exhibitors.

Please contact Derek Ironside-Hughes at showcase@rncas.org.au for a Camping Application Form

PAYMENTS

Please ensure that all site fees are paid in full prior to arrival.

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PA SYSTEMS

Any Demonstrator using a headset and PA system needs to provide frequency information to Derek or the Commercial Office prior to 8am Friday 22nd February 2019.

LIST OF BANNED ITEMS

The following items are banned at agricultural shows as it is our view and aim to protect and attract families to the local shows:

- Helium Filled Balloons (Commercial Sale of Balloons – contact RNCAS Office)
- Explicit and hard-core 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 nun chucks
- Laser pen lights and/or laser toys
- Playing cards (nude or lewd)
- Pressure Pak fart gas
- Pressure Pak snow
- Pressure Pak silly string
- Drug related goods (including cocaine kits, bongs etc)
- Stink bombs
- Water pistols longer than 150mm
- Water bombs

Toy guns are acceptable however the following are not allowed:

- Pellet guns
- Ball bearing guns
- Replica guns (bullet type)
- Pop downs (throw downs)
- 8 show caps (caps only banned)
- Strip caps (caps only banned)
- Roll caps (caps only banned)
- Fireworks or crackers.

Untethered helium balloons are not permitted due to laser beam fire detection units

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SHOWCASE AWARDS

On Saturday 23rd February 2019, a specially selected panel of judges will assess the Showcase Trade Stands to determine the winners in the following categories:

Best Community/Non-Profit Organisation Display

Best Food Display

Hearty Choice Award

Best Private Industry Display

Best Show bag

Best Country Wares Display

Outdoor Grand Champion Display

Indoor Grand Champion Display

Trade Stands will be judged on creativity, cleanliness, staff presentation, design, quality, originality as well as the effectiveness and method of communicating a sales message.

All stands are automatically eligible for judging upon full payment of site fees.

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Parade numbers are strictly limited and you must be aware of the WHS issues of driving through crowds.

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OFFICIAL PRODUCTS AGREEMENT

“For the attention of all caterers”

The products listed below have been granted the statue of “Official Preferred Products” for the 2019 ActewAGL Royal Canberra Show.

All Trade Exhibitors, who have been authorized to sell products within the following categories are required to agree and ensure that within the respective products categories, only the following products or brands will be sold by them at the 2019 ActewAGL Royal Canberra Show.

Due to the financial support provided to the Royal Canberra Show by local suppliers, all Trade Exhibitors must purchase the preferred products through the respective local suppliers as detailed below.

The RNCAS, in conjunction with the local supplier, will be monitoring all purchases during the Show and this information will be referred to during the post-Show review of commercial operations.

- **COCA-COLA AMATIL CANBERRA PRODUCTS**

Only Coca-Cola brand soft drinks (e.g. Coke, Diet Coke, etc), Still and Sparkling water (e.g. Mt Franklin) Sports drinks (e.g. Powerade) and Energy drinks may be sold at the 2019 ActewAGL Royal Canberra Show.

These products are to be sold in 450ml or 600ml plastic bottles only. Please note that cans are not permitted. Should you wish to purchase direct from Coca-Cola, the contact is David Sullivan 0418 226 008.

- **SHOW GUILD LINES**

No Dagwood Dogs/Pluto Pups, Waffle Cones, Fairy Floss or Snow Cones to be sold outside of Side Show Alley.

- **CANBERRA MILK/DAIRY FARMERS**

Advising commercial exhibitors that all milk beverages including whole milk, lite skim, long life, flavoured or cream and “Daily Juice” to be purchased through Capitol Chilled Foods Australia [CCFA], for your convenience CCFA also range various cheeses, small goods, eggs and other service products. For all enquiries relating to range, products and orders, contact Ashlee Watts at wattsa@ccfa.com.au or 02 6260 9128

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ROYAL CANBERRA SHOW ACCOMMODATION DIRECTORY

Royal Canberra Show Preferred Hotels

Canberra Parklands Central
6 Hawdon Pl, Dickson
2602
(02) 6262-7000
<https://www.canberraparklandscentral.com.au/>



Pavilion on Northbourne
242 Northbourne Ave Canberra
2601
1800 828 000
<https://capitalhotelgroup.com.au/>



Aria Hotel Canberra
45 Doering st Dickson
ACT, 2602
1800 828 000
<https://capitalhotelgroup.com.au/>



The Avenue Hotel
80 Northbourne Avenue, Braddon, ACT, 2602
1800 828 000
<https://capitalhotelgroup.com.au/>





