

**TERMS & CONDITIONS**

1. **SECURITY:** There will be NO overnight security.
2. **CAMPING:** There will be no public camping.
3. **POWER:** Please indicate on the application form if you need a powered site. They are limited, so first in, best dressed. The power outlets are 15amp only.
4. **SITE APPLICATIONS:** All site applications must be submitted on the official form and are subject to approval. A full range of items /food that vendors are selling is to be listed on the application; this is to avoid too many vendors selling the same products or being placed near one another. If you sell anything NOT listed on your application form, you will be removed from the site by security.
5. **SITE BOUNDARIES:** The size of the site requested must be adequate to completely contain all the applicant's equipment. Trailers and access to trailers, towbars, guy ropes, etc, must not infringe on adjacent sites. All exhibitors/vendors must keep the sites safe for the public and must observe any reasonable instructions. If your vehicle forms an integral part of a stall, arrangements must be made before the Rodeo with the trade space co-ordinator for the vehicle to remain on the grounds. **SUCH VEHICLES MUST NOT BE** moved under any circumstances immediately before, immediately after, or during the public event opening times, or when members of the public are still in the area.
6. **SET UP/ PACK UP:** Vendors may enter the Rodeo grounds to set up their site for the Rodeo on the Saturday Morning (23rd) from 9:00 am and be completely set up by 2:30 pm. If you require setup times outside these times specified, please contact the trade space Co-Ordinator to discuss options, via appointment ONLY. **NO EXCEPTIONS.** Vendors entering the grounds after this time may be refused access to their site. Pack up times are after the Rodeo closes.
7. **FEES/ ENTRY:** Payment for the site is in advance and payable within 14 days of the date of the tax invoice. Payments can be made by direct deposit.
If a stallholder cancels a site booking 14 days or less before the Rodeo, 50% of all fees paid will be retained by the Neerim District Ag & Hort Society to cover administration costs.
8. **ADMISSION FEES FOR STAFF:** No refund of admission fees charged to trade space staff will be given. If staff are rostered to arrive during the day, they must also pay a non-refundable entry fee. Staff must produce these tickets at the gate on Rodeo Day, or they will be required to pay a further (non-refundable) fee.
9. **SITE ALLOCATION:** Trade Space Co-Ordinator will notify vendors of their site allocation on Rodeo day. The Society reserves the right to change the position of any site as it deems fit. The decision of the Society will be final.
10. **REFUSAL OF APPLICATIONS:** The Society reserves the right to refuse an application for a site without giving any reason. Unsuccessful applicants will be notified.
11. **RUBBISH:** Please remove all rubbish from your site. **DO NOT LEAVE RUBBISH IN YOUR SITE.** There are bins provided for this purpose. Otherwise, please take your rubbish home with you.
12. **SAFETY REGULATIONS:** all stall holders MUST comply with current Occupational Health and Safety Regulations, including those relating to electrical leads and LP Gas appliances and fittings. Electrical leads MUST conform with Victorian WorkCover Guidelines, i.e. to be tagged and tested within the previous 3 months, be appropriate for the job (heavy-duty), do not exceed permitted lengths and be in good condition. **NO LEADS WILL BE SUPPLIED BY THE SOCIETY ON THE DAY.** (For copies of the code of practice, Temporary Electrical Installations, contact WorkSafe on (03) 8792 9000). An event health and safety checklist and a Gas Safety checklist have been attached. Please complete the checklist (where applicable) and bring it with you to the event. You must **KEEP THE CHECKLIST WITH YOU** for the duration of the event, as you may be required to produce it as part of a safety audit. Make sure that any remedial work you need to do is completed before the event commences.
13. **LPGAS:** all appliances MUST be OH&S Compliant (Code of practice for Safe use of LPGas at public events – refer to Energy Safe Victoria www.esv.vic.gov.au/)
14. **INSURANCE:** All vendors/ exhibitors must have Public Liability Insurance to \$5,000,000 cover. Vendors must forward with their application a photocopy of a certificate of currency with cover for at least \$5,000,000, valid at the time of the Rodeo and complete the Public Liability Insurance Indemnity Form attached (and include both of these with their application).
15. **FOOD ACT PREMISES REGISTRATION:** All food vendors MUST comply with the Food Act 1984 and the Food Standards Code.

You MUST:

- Have a current principal premises registration with your local council.
 - Be registered on Streatrader (<https://streatrader.health.vic.gov.au/publicsite>) as a temporary food stall holder. (Please refer to Streatrader for the different classes of food premises);
 - Have submitted a statement of trade to the Baw Baw Shire for the event.
 - Include with your application a copy of the acknowledgement from the Baw Baw Shire that a statement of trade has been accepted.
 - Conform with the Baw Baw Shire's temporary food premises guidelines (copy available on the shire's website <http://www.bawbawshire.vic.gov.au/business/health-and-food-requirements/registration-of-food-premises>).
16. **LIQUOR:** No vendor is to sell alcohol.
17. **FIRE PERMIT:** All vendors conducting fires or using outside catering with a BBQ during fire danger/ total fire ban periods may need to apply for a fire permit. The following information was received from the CFA (2012);
- CFA declares Fire Danger Periods municipality by municipality at the onset of warmer weather. These restrictions are in place until 1 May unless revoked or varied. In State forests, National, State and Regional Parks and on protected public land, fire restrictions are in force all year round. Total Fire Bans are declared by CFA on days when fires are likely to spread rapidly and be difficult to control.*
- Contact the CFA for clarification and information on if you require a permit. Any fire permits need to be supplied with your application. The form is available from <https://www.cfa.vic.gov.au/warnings-restrictions/fire-permits>
18. **SITE SUB-LETING/ SHARING:** Sub-letting or sharing of sites is not permitted.
19. **P.A SYSTEMS:** Individual public-address systems are not permitted on Rodeo day.
20. **BANNED ITEMS:** Vendors of sample/Rodeo bags must submit a list of contents of bags to the Trade Space Co-Ordinator at the time of application. Some novelty items are considered unsuitable for sale. Anything that can be used to create injury or nuisance to animals or people is banned from sale. A list of unsuitable and banned items will be forwarded to vendors with application forms. Vendors found to be selling these items will be dealt with according to the law and immediately removed from the Rodeo grounds.
21. **RAFFLES:** Vendors shall not hold any raffles or lucky door prizes without the prior written authority of the Society.
22. **SECURING PINS, PEGS OR STAKES:** Securing pins, pegs or stakes must not be driven into the ground without prior permission from the Trade space Co-Ordinator, as underground hazards may exist.
23. **DANGEROUS GOODS:** All dangerous goods must be correctly stored and labelled.
24. **CANCELLATION OF EVENT:** The Neerim Rodeo is an 'all-weather' Rodeo and no refunds will be given due to adverse weather conditions.

The Neerim District Agricultural & Horticultural Society Inc is committed to providing a safe, healthy and environmentally acceptable event for all stakeholders. We maintain an effective health and safety program and endeavour to comply with all Statutory & Common Law requirements. All competitors, vendors and exhibitors have a 'duty of care' to avoid exposing themselves or other people to situations that could lead to injury.

LIST OF BANNED ITEMS

The following are banned from sale at the Neerim Rodeo Challenge to accord with our aim to protect Rodeo goers and attract families to our event. Vendors found selling these items will be immediately removed from the Rodeo grounds and be dealt with according to law.

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

EVENT HEALTH & SAFETY CHECKLIST

HAZARD IDENTIFICATION, RISK ASSESSMENT & RISK CONTROL

PLEASE COMPLETE AND BRING WITH YOU TO THE EVENT

You may be required to produce this checklist as part of a site safety audit

ELECTRICAL

- All electrical leads/cords are tested and tagged within the last 3 months.
- All electrical leads/cords are appropriate for the job (heavy-duty) and in good condition.
- All electrical leads/cords are off the ground and protected from damage or extension leads underground to a depth of 150mm where vehicular traffic is present, other areas 75mm.
- Extension leads/cords do not exceed the lengths permitted by regulation and industry Codes of Practice.
- Cable types used for fixed wiring are not to be used as flexible leads.
- All electrical devices, control and circuits are protected by residual circuit devices (RCDs)
- All earth leakage devices are tested and tagged.
- All electrical cabinets and switchboards are able to be closed and locked.
- All electrical switchboards are labelled and identifiable and have installed safety switches, and are weather-proof (P23 or IP54)
- All switchboards and electrical cabinets are marked with safety signage.
- The main isolator switch is available to the power supply.
- Drive motors on all parts are earthed.
- Covers to high-voltage equipment are adequately secured.
- All earthing requirements are sufficient and continuous
- Lighting, including emergency lights, is fully maintained and operational.
- All other electrical equipment is to be weather-protected.
- All amusement devices and/or structures connected to any power source must have a power isolation switch that is easily accessible to the operators. Appropriate fire extinguishers are available for operators. (www.worksafe.vic.gov.au – see the *Industry Standard for Electrical Installations on Construction Sites March 2002* for guidance).

EVENT HEALTH & SAFETY CHECKLIST (CONTINUED)

HAZARD IDENTIFICATION, RISK ASSESSMENT & RISK CONTROL

DANGEROUS GOODS (including LPG)

- Are all fuels/chemicals being correctly stored at the event site in accordance with the *Dangerous Goods Act 1985, Dangerous Goods (Storage & Handling) Regulations 2012?* (www.worksafe.vic.gov.au).

- Is the correct segregation of Dangerous Goods being observed?
- Is LPG being stored correctly, with cylinders appropriately stored?
- Do you have Material Safety Data Sheets for every product you are bringing onto the event site that requires one, and are they available for inspection?
- Do you have (at all times) adequate supervision for the movement of Dangerous Goods on the event site?
- Do you have a current *Fire Permit* (see Condition 20), and is it available for verification?
- Do you have (at all times) all required Hazardous Chemicals and appropriate safety signage in place?
- Have you completed the Gas Safety Checklist in the *Gas Safety at Public Events* Brochure published by Energy Safe Victoria? See www.esv.vic.gov.au
- All gas appliances must comply with the safety requirements of Energy Safe Victoria.