**COMMERCIAL SITE APPLICATION - 2018**

*Please complete ALL questions and reply, ideally by email.*

Email: info@redhillshow.com.au

Mail: Commercial Site Manager

 Red Hill A & H Society Inc

 PO Box 69

 RED HILL STH VIC 3937

NAME OF APPLICANT:

BUSINESS NAME (if applicable):

POSTAL ADDRESS:

PHONE: EMAIL:

TYPE OF GOODS/SERVICE TO BE SOLD/DISPLAYED (Food vendors please attach a complete list of food items)

DETAILS OF SITE REQUIRED: FRONTAGE

⬜ Commercial Site: $125 ⬜ 3m ⬜ 4m ⬜ 5m ⬜ 6m ⬜ Other

⬜ Industrial Site: $225 ⬜ 3m ⬜ 4m ⬜ 5m ⬜ 6m

⬜ Small Food & Drink Outlet: $275 ⬜ 3m ⬜ 4m

⬜ Coffee Vendor/Van: $300 ⬜ 3m ⬜ 4m

⬜ Large Food & Drink Outlet: $500 ⬜ 4m ⬜ 5m ⬜ Other

POWER: VERY LIMITED AVAILABILITY. ALL SOCKETS 15A @ $40/SITE/SOCKET

⬜ No power required ⬜ I will be using my own generator

⬜ I require power \_\_\_\_ Number of sockets I am requesting

 *(PLEASE NOTE: The reliability of on-ground power is out of our control)*

NUMBER OF STAFF TICKETS REQUIRED (maximum 4 @ $10 ea.) ⬜

I ACCEPT CONDITIONS STATED IN THE COMMERCIAL SITE CONDITIONS & EXHIBITORS GUIDE:

Signed: Date:

PLEASE RETURN THIS FORM TO THE COMMERCIAL SITE MANAGER ASAP WITH ATTACHMENTS AS APPLICABLE. PLEASE DON’T SEND PAYMENT – A TAX INVOICE WILL BE FORWARDED TO YOU.

*PLEASE NOTE: Lodgment of this Application Form does not guarantee acceptance.*

RED HILL SHOW 2018 – BROADFORM PUBLIC & PRODUCTS LIABILITY INSURANCE INDEMNITY FORM

In consideration of the Red Hill Agricultural & Horticultural Society Inc granting this application for a commercial site at the Red Hill Show, I hereby agree to pay the required fee, and shall be responsible for and shall keep the Red Hill Agricultural & Horticultural Society Inc indemnified against any claim(s) arising as a result of any damage or injury of any description which may occur to person(s) or property, of any person(s) or be occasioned by, or arise out of the use of any machinery, implement or apparatus of any nature whatsoever used in connection with, or caused directly by the carrying out of my business or activity at the said Show.

Applicant/Business Name:

Signed: Date:

**APPLICATION CHECK LIST**

Have the following been included with your application?

* A copy of **current** Broadform Public & Products Liability Insurance

 Certificate of Currency with cover for at least $20,000,000 **AND**

 signed Indemnity Form (above).

 (Refer to No. 8 on the Commercial Site Conditions and Exhibitors Guide)

*AND, IF YOU ARE SELLING FOOD OF ANY SORT, FOR IMMEDIATE CONSUMPTION OR TO BE CONSUMED LATER:*

⬜ A photocopy of the acknowledgement email from Mornington Peninsula Shire that a statement of trade has been accepted.

 (Refer to No 9 on Commercial Site Conditions and Exhibitors Guide)

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| *PLEASE NOTE: If you do not forward this documentation, the Committee will be unable to process your application for the 2018 Red Hill Show.* |

2018 RED HILL SHOW

COMMERCIAL SITE CONDITIONS AND EXHIBITORS GUIDE

1. Date: The date of the Show is Saturday 10th March 2018

1. Opening Times: The Show is open from 8.30am until 5.00pm.
2. Security: There will be overnight security patrolling the Showgrounds on Thursday 8th, Friday 9th and Saturday 10th of March BUT they will not be held responsible for individual sites.
3. Power: Vendors needing power are required to bring their own generators. These generators MUST NOT be noisy and MUST be OH&S compliant.
4. Safety Regulations: All stall holders MUST comply with current Occupational Health and Safety Regulations including in particular those relating to electrical leads and LP Gas Appliances and fittings. Electrical leads MUST conform with Victorian WorkCover Guidelines i.e. be tested and tagged within the previous three (3) months; be appropriate for the job (heavy duty); long enough for the job (as all leads MUST be raised off the ground), but 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 (03) 8792 9000). All sites will be inspected for compliance with regulations. An Event Health and Safety Checklist and Gas Safety Check List are 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.
5. LPGas: All appliances MUST be OH&S compliant (Code of Practice for Safe Use of LPGas at Public Events – refer Energy Safe Victoria [www.esv.vic.gov.au/](http://www.esv.vic.gov.au/)
6. Mobile Plant: All mobile plant MUST comply with O.H & S regulations.
7. Insurance: All exhibitors/vendors must have Broadform Public & Products Liability Insurance to $20,000.000 cover. Vendors must forward with their application a photocopy of a Certificate of Currency with cover for at least $20,000,000 valid at the date of the Show AND complete the Broadform Public & Products Liability Insurance Indemnity Form on the back of the Commercial Site Application and include these with their application. Please contact the Commercial Site Manager if you do not have this insurance cover.
8. Food Act Premises Registration: All food vendors at the Red Hill Show MUST comply with the Food Act 1984 and the Food Standards Code.

 You must:

* have a current principle 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 Mornington Peninsula Shire for the event;
* Include with your application, a copy of the acknowledgement from the Mornington Peninsula Shire that a Statement of Trade has been accepted;
* conform with the Mornington Peninsula Shire’s Temporary Food Premises Guidelines (copy available on Shire’s website [www.mornpen.vic.gov.au](http://www.mornpen.vic.gov.au) ).
1. Liquor Licence: Vineyards and breweries, or those only offering tastings may be able to operate under the current liquor licence for their winery or brewery. Please contact the Victorian Commission for Gambling and Liquor Regulations (VCGLR) for extensions or further information. All exhibitors serving alcohol have a duty of care to patrons. Those sites wishing to serve alcohol must inform the Commercial Site Manager.

11. Site Applications: All site applications must be submitted on the official Red Hill Show Commercial Site Application Form.

12. Site Boundaries: The size of the site requested MUST be adequate to contain completely 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 sites safe to the public and must observe any reasonable instruction.

If your vehicle forms an integral part of a stall, arrangements must be made prior to the Show with the Commercial Site Manager for the vehicle to remain on the grounds. Such vehicles MUST NOT be moved under any circumstances between 8.30am and 5.00pm on Show Day.

13. Admission Fees for Staff: No refund of admission fees charged to trade space staff will be given. Vendors and staff arriving on the showgrounds before 8.30am on Show Day are not charged an admission fee. If staff are rostered to arrive during the day, up to 2 admission tickets can be pre-purchased. Staff must produce these tickets at the gate on Show Day or they will be required to pay a further (non-refundable) fee. Community groups (complimentary sites) will need to nominate how many helper’s tickets they will need – a maximum number of 4 will be available. Please refer to the Show Executive Officer for further information.

14. Site Fees: Payment for the site is in advance and payable within 14 days of the date of the tax invoice. Payments can be made by cheque, money order or direct debit to:

 Bank: Bendigo Bank. Account Name: Red Hill Agricultural & Horticultural Society;

 BSB: 633000. Account Number: 134789924. Please include your invoice number when making payment. *If a stallholder cancels a site booking 14 days or less prior to the Show, 50% of all fees paid will be retained by the Red Hill Show Society to cover administration costs.*

15. Site Allocation: Sites will be allocated in advance of the Show and applicants notified. However, the Society reserves the right to change the position of any site on or before Show Day. The decision of the Commercial Site Manager will be final.

16. Refusal of Applications: The Society reserves the right to refuse an application for a site without requiring to give a reason.

1. Site Sub-letting/Sharing: Sub-letting or sharing of sites is not permitted.

18. PA Systems: Individual public-address systems are not permitted on Show Day.

Exhibitors/vendors are invited to submit material for broadcast over the Show’s PA system to the Secretary’s desk (at door of Community Pavilion) on Show Day.

1. Banned Items: 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 law, and immediately removed from the Showgrounds.

20. Fire Permit: If you are operating any device with a naked flame (i.e. BBQ or cooker) and it turns out to be a total fire ban (unlikely, but possible) you will need to register for a permit. There is no fee. The form is available from http://www.cfa.vic.gov.au/restrictions.permits.htm

21. Securing Pins, Pegs or Stakes: Securing pins, pegs or stakes must not be driven into the ground without prior permission of the Commercial Site Manager or the Show Safety Officer, as underground hazards exist. NB Nothing is to be driven into the Lower Oval surface.

22. Dangerous Goods: All dangerous goods must be correctly stored and labelled.

23. Cancellation of Event: The Show will be cancelled if a CODE RED day is declared for the Mornington Peninsula. With the above exception, Red Hill Show is an “all-weather” show and no refunds will be given due to adverse weather conditions.

1. Sites must be kept in a clean and tidy condition and all rubbish, including cooking oil and debris, removed at the end of the event or a penalty cleaning fee will apply.

25. Raffles are only permitted with the written permission of the Show Executive Officer.

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| **The Red Hill 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 lines are banned from sale at the Red Hill Show to accord with our aim to protect show goers and attract families to our event. Vendors found selling these items will be immediately removed from the Showgrounds and be dealt with according to law.

EXPLICIT AND HARDCORE T-SHIRTS

EXPLICIT DVD’S, TAPES & VIDEOS

FAKE CIGARETTES

FUEL TYPE FIRE LIGHTERS (ZIPPO)

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

DRUG RELATED GOODS (INCLUDING COCAIN KITS & BONGS etc)

STINK BOMBS

FIREWORKS – CRACKERS

POP DOWNS (THROW DOWNS)

WATER PISTOLS LONGER THAN 150MM

WATER BOMBS

*NOTE: WEAPONS OF ANY SORT ARE NOT ACCEPTABLE.*

THESE INCLUDE, BUT ARE NOT LIMITED TO:

GUNS THAT ARE DESIGNED TO PROJECT ANY FORM OF OBJECT OR PROJECTILE

PELLET GUNS

BALL BEARING GUNS

REPLICA GUNS (BULLET TYPE)

MULTI-SHOT CAP GUNS

STRIP CAP GUNS

ROLL CAP GUNS

BOWS AND ARROWS

IT IS THE POLICY OF THE RED HILL AGRICULTURAL AND

HORTICULTURAL SOCIETY INC THAT

ANYTHING THAT CAN BE USED TO CREATE INJURY OR NUISANCE

TO PEOPLE OR ANIMALS IS

BANNED FROM THE SHOWGROUNDS

VENDORS FOUND SELLING THESE ITEMS WILL BE DEALT WITH ACCORDING TO LAW

AND REMOVED FROM THE SHOWGROUNDS

EVENT HEALTH & SAFETY CHECK LIST

HAZARD IDENTIFICATION, RISK ASSESSMENT & RISK CONTROL

*PLEASE COMPLETE AND BRING WITH YOU TO 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 lengths permitted by regulation and industry Codes of Practice.
* Cables 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 (RCD’s)
* All earth leakage devices are all 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.
* Main isolator switch is available to power supply.
* Drive motors on all parts are earthed.
* Covers to high voltage equipment are adequately secured.
* All earthing requirements sufficient and continuous
* Lighting, including emergency lights are fully maintained and operational.
* All other electrical equipment 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](http://www.worksafe.vic.gov.au) – see the *Industry Standard for Electrical Installations on Construction Sites March 2002* for guidance).

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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](http://www.worksafe.vic.gov.au)).
* Is 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 on to the event site which 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 Chemical 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](http://www.esv.vic.gov.au)
* All gas appliances must comply with the safety requirements of Energy Safe Victoria.

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| **HEALTH AND SAFETY****The Red Hill Agricultural & Horticultural Society Inc is committed to providing a safe, healthy and environmentally acceptable Showgrounds for all stakeholders. We maintain an effective health and safety program and endeavour to comply with all statutory and Common Law requirements.****All competitors, vendors and exhibitors must comply with the Health and Safety requirements of the Show and the applicable OH&S Statutory and 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.** |