



Royal Agricultural Society of NSW

# *Event Manual*

## Sydney Royal Easter Show

22 March - 2 April 2024  
Sydney Showground  
Sydney Olympic Park  
[www.eastershow.com.au](http://www.eastershow.com.au)







# WELCOME

Thank you for being part of the iconic Sydney Royal Easter Show 22 March - 2 April 2024.

Please read the Event Manual in conjunction with your contractual agreement with the RAS. Being familiar with these documents is fundamental to your participation at the Show.

We look forward to having you on-site with us in 2024 and trust your Show experience will be both enjoyable and successful.

## 1. INTRODUCTION

## 2. EVENT INFORMATION

2.1	DATES & TIMES .....	7
2.2	CONTACT LISTING & TELEPHONE NUMBERS .....	7
	RAS Contacts .....	7
	Preferred Suppliers .....	8
	Helpful Contacts .....	8

## 3. SRES EVENT OPERATIONS TIMETABLE

3.1	SCHEDULE .....	9
3.2	SRES EXHIBITOR SERVICES CENTRE .....	9
3.3	SITE ACCESS .....	10
	Accreditation .....	10
	Safety Requirements .....	10
	Bump-in .....	10
	Bump-out .....	10
	Loading Docks .....	11
	Forklifts .....	11
	Delivery Access .....	12

## 4. ACCREDITATION & PASS TYPES

4.1	ALLOCATION OF TICKETS & PASSES .....	13
4.2	COLLECTION OF TICKETS & PASSES .....	13
4.3	PASS TYPES: .....	13
	Digital Photo ID Pass .....	13
	Contractor Access Pass .....	14
	Vehicle Access Passes .....	14
	Bump-in Pass .....	14
	Delivery / Re-supply Pass .....	14
	Bump-out Pass .....	14
	Parking .....	14

## 5. GENERAL LICENSEE INFORMATION

5.1	LICENSEE OPERATING HOURS .....	15
5.2	EXHIBITOR ACCESS TIMES .....	15
5.3	VALUE DAYS .....	15
5.4	GRAND PARADE TIMES .....	15
5.5	COMMERCIAL EXHIBITOR AWARDS .....	16
5.6	MEDIA .....	16
5.7	AREA SUPERVISORS .....	16
5.8	STAND NUMBER .....	16
5.9	INSURANCE .....	16
5.10	AUDIT OF LICENSEE'S RECORDS .....	17
5.11	STATUTORY OBLIGATIONS .....	17
5.12	USE OF LICENSED SPACE .....	17
5.13	WORKING WITH CHILDREN .....	17

**6. LICENSEE SPACE REGULATIONS**

6.1	PRESENTATION .....	18
6.2	FALSE CEILINGS .....	18
6.3	FLOOR LOADS .....	18
6.4	PAINTING .....	19
6.5	GUIDELINES FOR CONSTRUCTION & DISMANTLING OF BOOTHS & STRUCTURES .....	19
6.6	TEMPORARY FLOORS .....	19
6.7	DOUBLE STOREY BOOTHS & STRUCTURES .....	20
6.8	TEMPORARY DEMOUNTABLE STRUCTURES .....	20
6.9	ACCOMMODATION On-site .....	20
6.10	FIRE REGULATIONS FOR APPROVED ACCOMMODATION STRUCTURES .....	21

**7. SERVICES**

7.1	UTILITY SERVICES .....	22
7.2	ELECTRICAL SERVICES .....	22
7.3	GAS CONNECTIONS including LPG & Cylinders .....	27
7.4	WATER & WASTE CONNECTIONS .....	27

**8. SAFETY**

8.1	INCIDENT REPORTING .....	28
8.2	PERSONAL PROTECTIVE EQUIPMENT .....	28
8.3	SECURITY .....	28
8.4	EMERGENCY PROCEDURES .....	28
8.5	EMERGENCY EGRESS & EXITS .....	29
8.6	FIRE HOSE REELS, EXTINGUISHERS, HYDRANTS & FIRE BLANKETS .....	29
8.7	DANGEROUS GOODS & HAZARDOUS MATERIALS .....	29
8.8	CONTRACTOR SAFETY INDUCTION .....	29
8.9	MATERIALS & COMPONENTS .....	30
8.10	NAKED FLAMES, FLAMMABLE LIQUIDS, THEATRICAL SMOKE OR FIRE EFFECTS & HOT WORK .....	30
8.11	PRESSURE TANKS .....	30
8.12	PYROTECHNICS .....	30
8.13	DYNAMIC EXHIBITS .....	30
8.14	SAFEWORK NSW .....	31

**9. SRES OPERATIONAL REGULATIONS**

<b>9.1</b>	<b>WASTE .....</b>	<b>32</b>
	<b>Environmental Obligations</b>	
9.2	AIR CONDITIONING AND VENTILATION .....	32
9.3	ANIMALS .....	32
9.4	BALLOONS .....	33
9.5	BOUNDARY OF LICENSED SPACE .....	33
9.6	CLEANING .....	33
9.7	COLLECTIONS FROM THE PUBLIC / SOLICITING .....	33
9.8	COMPETITIONS / GIVEAWAYS & GAMES .....	33
9.9	DAMAGES .....	34
9.10	DELIVERIES .....	34
9.11	ACCESSIBLE ACCESS .....	34
9.12	FIRST AID .....	34



9.13	FUMES, EXHAUST OR SMOKE .....	34
9.14	HEATING APPLIANCES .....	34
9.15	NOISE .....	34
9.16	OBJECTIONABLE CONDUCT .....	35
9.17	PHOTOGRAPHY & VIDEO .....	35
9.18	POOLS AND SPAS .....	35
9.19	PRODUCE .....	35
9.20	PROMOTIONAL MATERIAL DISTRIBUTION .....	35
9.21	RIGGING .....	35
9.22	SHOWBAGS .....	36
9.23	SIGNAGE .....	36
9.24	SMOKING .....	36
9.25	SOUVENIRS .....	36
9.26	SPONSORSHIP .....	36
9.27	STAFF PRESENTATION .....	36
9.28	STORAGE .....	37
9.29	SUPPLIERS SELLING RIGHTS .....	37
9.30	VEHICLES .....	37
	Display Vehicles .....	37
9.31	YOUNG PEOPLE IN THE WORKPLACE .....	37

**10. FOOD, BEVERAGE & RESPONSIBLE SERVICE OF ALCOHOL**

10.1	FOOD SAFETY .....	38
10.2	SAMPLING .....	38
	Alcohol Sampling & Responsible Service of Alcohol (RSA) .....	38
	Food & Non-Alcoholic Beverage Sampling .....	39
10.3	HEALTH DEPARTMENT .....	40
10.4	HEALTH REGULATIONS .....	40

**11. GENERAL SHOW INFORMATION**

11.1	ADMISSION PRICES - PUBLIC ACCESS .....	41
11.2	PARKING .....	42
11.3	TRANSPORT .....	42
11.4	SERVICES & FACILITIES .....	42
	Customer Service Centre .....	42
	Locker, Stroller & Wheelchair Hire .....	42
	Lost Persons Centre .....	43
	Lost Property .....	43
	Parents' Rooms .....	43
	RAS Membership & Services .....	43

# 1. INTRODUCTION

This Event Manual provides general, operational and procedural information relevant to the Sydney Royal Easter Show (SRES) and Sydney Showground. Please read the Event Manual carefully as you are bound by the details it contains. Failure to comply with this Event Manual may result in the termination of your contract with the Royal Agricultural Society of NSW (RAS) and if applicable, prosecution by the relevant authority.

The centre page contains emergency information and a map highlighting security and marshalling points. Print this page from the Event Manual and place it in a prominent position inside your stand for the duration of the Show.

If there is any information you need that is not contained in this manual, or if you require clarification on any of the information in this manual, please contact the relevant department for further assistance.

## 2. EVENT INFORMATION

### 2.1 DATES & OPENING HOURS

2024 SYDNEY ROYAL EASTER SHOW

Sydney Showground, Sydney Olympic Park

SHOW DATES	OPENING HOURS FOR PUBLIC ENTRY
22 March - 2 April 2024	8.30am – 7.30pm (8.30pm Easter long weekend)

### 2.2 CONTACT LISTING & TELEPHONE NUMBERS

ROYAL AGRICULTURAL SOCIETY OF NSW

ABN: 69 793 644 351

1 Showground Road, Sydney Olympic Park NSW 2127

Locked Bag 4317, Sydney Olympic Park NSW 2127

Tel 02 9704 1111

Web [www.eastershow.com.au](http://www.eastershow.com.au)

#### RAS CONTACTS

DEPARTMENT	PHONE	EMAIL
SRES Exhibitions	02 9704 1421	<a href="mailto:exhibitions@eastershow.com.au">exhibitions@eastershow.com.au</a>
SRES Concessions (Carnival, Catering & Showbags)	02 9704 1149	<a href="mailto:smcgrath@rasnsw.com.au">smcgrath@rasnsw.com.au</a>
SRES Event Operations & Signage	02 9704 1368	<a href="mailto:jsayre@rasnsw.com.au">jsayre@rasnsw.com.au</a>
SRES Exhibitor Services Centre	02 9704 1017	
Legal & Compliance	02 9704 1456	<a href="mailto:rsaunders@rasnsw.com.au">rsaunders@rasnsw.com.au</a>
Entertainment	02 9704 1137	<a href="mailto:entertainment@eastershow.com.au">entertainment@eastershow.com.au</a>
Marketing Department	02 9704 1310	<a href="mailto:fjewell@rasnsw.com.au">fjewell@rasnsw.com.au</a>
Membership Department	02 9704 1144	<a href="mailto:membership@rasnsw.com.au">membership@rasnsw.com.au</a>
Security - SHOWSAFE - Report Emergencies	02 9704 1020	
Show Call Centre (Public)	02 9704 1000	<a href="mailto:callcentre@eastershow.com.au">callcentre@eastershow.com.au</a>
Sponsorship Department	02 9704 1470	<a href="mailto:sponsorship@rasnsw.com.au">sponsorship@rasnsw.com.au</a>
Venue Operations / Cleaning Help Desk	02 9704 1167 02 9704 1136	

**PREFERRED SUPPLIERS**

COMPANY	SERVICE	PHONE	WEBSITE
Exponet Pty Ltd	Furniture and Fit Out	02 9645 7000	<a href="http://www.exponet.com.au">www.exponet.com.au</a>
Patti's Hire	Temporary Structures	02 9584 3366	<a href="http://www.pattishire.com.au">www.pattishire.com.au</a>
Pollard Productions	Rigging	02 9700 1233	<a href="http://www.pollardproductions.com.au">www.pollardproductions.com.au</a>
Catalyst Graphics	Signage Production	02 9457 0024	<a href="http://www.catalystgraphics.com.au">www.catalystgraphics.com.au</a>
Incognitus	Forklift & Site Logistics	03 9629 1544	<a href="http://www.incognitus.com">www.incognitus.com</a>
Lidcombe Ice	Ice Supply	02 9738 8911	<a href="http://www.lidcombeice.com.au">www.lidcombeice.com.au</a>

**HELPFUL CONTACTS**

BUSINESS	PHONE	WEBSITE
AgShowsNSW	02 9879 6777	<a href="http://www.agshowsnsw.org.au">www.agshowsnsw.org.au</a>
City of Parramatta Council Food & Hygiene Practices	02 9806 5050	<a href="http://www.parracity.nsw.gov.au">www.parracity.nsw.gov.au</a>
Liquor & Gaming NSW	1300 024 720	<a href="http://www.liquorandgaming.nsw.gov.au">www.liquorandgaming.nsw.gov.au</a>
Food Standards Australia New Zealand	02 6271 2222	<a href="http://www.foodstandards.gov.au">www.foodstandards.gov.au</a>
NSW Firearms Registry Information on Firearms Legislation	1300 362 562	<a href="http://www.police.nsw.gov.au/services/firearms">www.police.nsw.gov.au/services/firearms</a>
Fair Trading NSW	13 32 20	<a href="http://www.fairtrading.nsw.gov.au">www.fairtrading.nsw.gov.au</a>
Public Transport Information	13 15 00	<a href="http://www.transportnsw.info">www.transportnsw.info</a>
Sydney Olympic Park Authority Olympic Precinct Information	02 9714 7888	<a href="http://www.sopa.nsw.gov.au">www.sopa.nsw.gov.au</a>
SafeWork NSW	13 10 50	<a href="http://www.safework.nsw.gov.au">www.safework.nsw.gov.au</a>



## 3. SRES EVENT OPERATIONS TIMETABLE

### 3.1 SCHEDULE

DAY	TIME	AREA
<b>BUMP-IN</b>		
Monday 4 March	7.30am - 7.30pm	Showbag Pavilion
Monday 4 March	7.30am - 8.30pm	Catering
Friday 8 March	7.30am - 8.30pm	Carnival Games & Rides
Monday 11 March - Monday 18 March	7.30am - 6.00pm	SPACE ONLY Exhibition Licensees Includes Stand Builders & Contractors
Installation and assembly of structures must be completed by 5.00pm on Sunday 17 March		
Tuesday 19 March - Thursday 21 March	7.30am - 7.30pm	SHELL SCHEME & MARQUEE PAVILIONS Exhibition Licensees (including associated Contractors)
Installation and assembly of stands must be completed by 12 noon on Thursday 21 March		
Thursday 21 March	12 noon - 4.00pm	COMPLIANCE INSPECTIONS for Space Only & Marquee Pavilion Exhibition Licensees
<b>BUMP-OUT</b>		
	6.00am	Dismantling of Carnival Rides & Games
Wednesday 3 April	7.00am - 4.00pm	Removal of goods from Pavilions and Commercial Exhibitor bump-out completed.
	12 noon	Contractor Movement - Dismantling of exhibitors' structures & fittings
Tuesday 9 April	10.00am	Carnival, Catering & Showbag bump-out completed

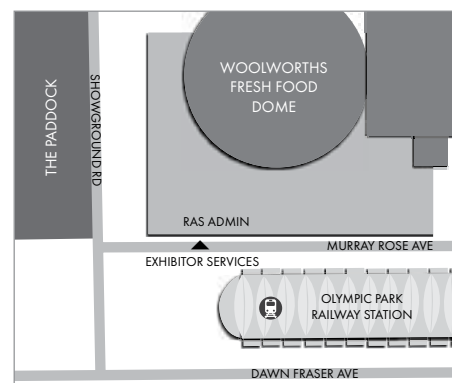
### 3.2 SRES EXHIBITOR SERVICES CENTRE

The SRES Exhibitor Services Centre provides assistance with:

- Licensee Exhibitor pack distribution (includes Vehicle Access Passes; Bump In/Out and Re-supply)
- General information

It is located on the Ground Floor of the RAS Administration Building on Murray Rose Avenue, at the exit to Olympic Park Railway Station (02 9704 1017).

Exhibitor Services Centre will open on Wednesday 6 March 2024 for general information as well as vehicle pass and accreditation collection. Exhibitor Packs from Thursday 7 March 2024. From Friday 8 March 2024, ALL persons accessing the site will require accreditation in the form of a SRES Photo ID or Contractor Pass and in the case of a vehicle, a Vehicle Pass.



### OPERATING HOURS

Wednesday 6 March - Monday 18 March *Weekdays Only (Not open on Weekends)* 8.00am - 3.00pm

Tuesday 19 March - Thursday 21 March 8.00am - 5.00pm

Friday 22 March - Tuesday 2 April *(Including Weekends)* 8.00am - 3.00pm

### 3.3 SITE ACCESS

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Access will be at the discretion of the RAS. Site Access is provisional upon receipt of the executed Show Licence/Schedule of Key Terms and all documentation received and approved by the RAS. Access to the Pavilions prior to and during the Show will only be granted with a valid Digital Photo ID Pass or other RAS accreditation. The RAS/SOPA may close roads and restrict the rights of the public to enter Sydney Showground.

#### ACCREDITATION

All Exhibitors, Licensees and Contractors must be accredited by the RAS in order to access the site. This accreditation must be presented to RAS personnel or Event Security in order to be granted entry. Any activity deemed by the RAS to be of a fraudulent nature in relation to accreditation, will result in all relevant accreditation being cancelled and all services cancelled immediately.

There is no access to any area without a valid induction and authorisation. The RAS and their appointed agents may restrict or deny access to areas at its discretion without notice.

Please report any lost access cards/identification/keys to Event Security immediately. Event Security operate on behalf of RAS.

#### SAFETY REQUIREMENTS

It is a condition of entry during bump-in and bump-out that the following rules are adhered to:

- ALL persons accessing Sydney Showground MUST provide their own high visibility vest and it must be worn at ALL times. Vending machine available outside ESC for purchase of vests if required.
- Closed in shoes must be worn (no thongs, sandals etc).
- Other Personal Protective Equipment (PPE) is to be used as required (goggles, hard hats etc).

Failure to comply with these requirements will mean immediate removal from the site.

No children under 15 years old permitted during bump in/out period.

#### BUMP-IN

Vehicle access is not permitted without a valid vehicle Bump in Pass. Please refer to your Show Licence/Schedule of Key Terms in the Exhibitor Portal to check the specific dates that apply.

From 19 March onwards;

- Service vehicles ONLY permitted
- Vehicle access into the Pavilions is not permitted
- Delivery of goods to Pavilions by hand or trolley (exhibitors to provide trolleys)
- Access to Riverina Ave will be one way, entry via Australia Avenue

Parking on-site for delivery of goods is extremely limited.

Please follow the directions of Event Security and RAS staff when parking your vehicle.

#### BUMP-OUT

On the last operational day of the Show, Tuesday 2 April 2024, all Licensees' exhibits must remain open during Show operating hours. Licensees may remove hand held/trolley goods ONLY for a period of one hour after closing.

THERE ARE NO EXCEPTIONS TO THIS RULE.

It is the responsibility of all Licensees and Exhibitors to dispose of all materials, equipment and rubbish appropriately, they are not to be left for the RAS to clean up. Failure to comply with this very reasonable requirement may lead to additional charges and will be at the complete discretion of the RAS.

Any abandoned goods or temporary structures left at Sydney Showground after Bump-out become the property of the RAS.

Parking on-site for removal of goods is extremely limited. Please follow the directions of Event Security and RAS staff when parking your vehicle. Vehicle access into the Pavilions is not permitted.

## LOADING DOCKS

### Woolworths Fresh Food Dome and Exhibition Halls 2-4

Access to the loading dock is via Gate 13, off Australia Avenue and is restricted to pass holders. The RAS controls access onto the loading dock. Approved vehicles (trucks, vans and cars) may use the loading dock for loading and unloading purposes only.

After loading and unloading, goods vehicles must leave the loading dock immediately. No parking or loitering is allowed in these areas. Storage is not permitted on the loading dock or service driveway.

Parking in the fire lane is strictly prohibited. Blocking of fire exit doors is strictly prohibited.

Children under the age of 15 are not permitted on the loading dock at any time.

### Exhibition Pavilions and Around The Grounds

Access is via Gate 10, off Australia Avenue, the RAS controls access to pass holders only.

Approved vehicles may use this access point for loading and unloading purposes only. After loading and unloading goods, vehicles must leave the site immediately. No parking or loitering is allowed in these areas.

## FORKLIFTS / SHIPPING CONTAINERS

Forklift movements can be booked for a fee through the nominated logistics company; refer to the Preferred Suppliers List in 'Event Information' page 8.

WH&S consultations about the safe use of forklifts must be conducted to ensure that safe systems of work are in place for your particular task. As a minimum requirement the RAS insist that:

- All forklifts must be registered with the RAS and the registration label is to be visible at all times.
- Fitted seatbelts must be worn whilst operating forklifts and a pre-start check is to be completed prior to operation of the forklift.
- Keys must be removed from forklift when not being driven.
- Forklift operators must have a high risk work licence appropriate for the forklift they are operating. This must be on their person at all times.
- The site speed limit is 10km/h or "walking pace".
- A spotter must be present when using plant within areas of low visibility - within Exhibition build spaces. Every item of plant on-site must be clearly marked with the company name and contact number of the user.

The Roads and Traffic Act requires:

- All vehicles operating on-site (even during events) to have an MS Registration or Permit and to be operated by Licenced drivers.
- MS Permit or Registration must be displayed on the vehicle.
- Do not drive forklifts through crowds.
- Separation between moving plant and pedestrians must be maintained by the Licensee, either through physical distance and barricades, timings and scheduling or by use of a "spotter".
- Heavy Vehicles have restricted access to the Olympic Park precinct. Check roads - <https://maps.transport.nsw.gov.au/geomaps/restricted-access-vehicles-map/> for more information.
- Shipping container movements are the sole responsibility of the container supplier. The RAS do not have the ability to move, use or unload.
- Forklift attachments must bare the name and address of the manufacturer or agent, model or type number, load rating for each lifting point or load centre, horizontal and vertical centre of gravity, and the weight of the attachment.
- Load rating plates must be readable, list the forklift capacity and list any attachment used and their working load limit.
- Suspension of loads by sling or other equipment directly from forklift times is prohibited.
- Attachments must have secure and reliable means of connecting to the forklift and these must be secured at all times while the attachment is in use.

## DELIVERY ACCESS

Permitted vehicle delivery entry gate locations and times:

LICENSEE	TIME	ENTRY GATES
Commercial Exhibitions	6.30am* - 7.45am	Gate 10 or Gate 13 for Delivery
Carnival	12 midnight - 7.45am	Gate 13
Showbags	12 midnight - 7.45am	Gate 13
Catering	12 midnight - 7.45am	Gate 13

\*Hall access 7am

- Please note the permitted entry date, gate and time marked on your Delivery/Re-Supply Pass.
- NO deliveries will be accepted outside of the times indicated on the Delivery/Re-Supply Pass.
- Prior to public opening, Exhibitors can only access the Pavilion where their stand is located.
- ALL Delivery/Re-Supply Passes must be adhered to the front windscreen on the drivers side of your vehicle at ALL TIMES.
- The driver's mobile number must be recorded on the Delivery/Re-Supply Pass adhered to and visible through the windscreen.
- NO parking on the loading dock. Any unauthorised vehicle parked on the loading dock will have their pass revoked.
- If extra passes are required, contact your account manager or relevant department.
- No vehicles permitted on-site after 8.00am. The RAS will revoke the Delivery Pass of any Licensee whose vehicle is NOT removed from Sydney Showground by 8.00am.
- RAS/SOPA may close roads and restrict the rights of the public to enter Sydney Showground or any part thereof.
- Delivery drivers are not permitted to operate equipment on-site, other than than the delivery vehicle, unless they have completed an induction and provided copies of their licences.

## B-DOUBLES AND HEAVY VEHICLES

- Heavy Vehicles have restricted access to the Olympic Park precinct. Check roads - <https://maps.transport.nsw.gov.au/egeomaps/restricted-access-vehicles-map/> for more information.
- Shipping container movements are the sole responsibility of the container supplier. The RAS do not have the ability to move, use or unload.
- Forklift attachments must bare the name and address of the manufacturer or agent, model or type number, load rating for each lifting point or load centre, horizontal and vertical centre of gravity, and the weight of the attachment.
- Load rating plates must be readable, list the forklift capacity and list any attachment used and their working load limit.
- Suspension of loads by sling or other equipment directly from forklift times is prohibited.
- Attachments must have secure and reliable means of connecting to the forklift and these must be secured at all times while the attachment is in use.



## 4. ACCREDITATION & PASS TYPES

### 4.1 ALLOCATION OF PASSES

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The RAS allocates Photo ID, if applicable, to each Licensee for staff only. The number of passes allocated is detailed on the Schedule of Key Terms, located on the Exhibitor Portal. Any activity deemed by the RAS to be of a fraudulent nature in relation to passes, will result in all relevant accreditation being cancelled and all services cancelled immediately.

Licensees with special staffing requirements based on the nature of their display or operation should contact the relevant department to apply for additional Photo IDs (subject to management approval):

SRES Exhibitions Department: 02 9704 1309

SRES Operations Department 02 9704 1149  
(Carnival, Catering and Showbags):

SRES Sponsorship Department: 02 9704 1141

Accreditation to the SRES includes public transport to and from event days only.

Each Licensee must comply with the RAS' requirements in relation to the provision of passes for the Show and the entry of persons into Sydney Showground and the space. Photo ID's will incur a fee.

Any passes provided to the Licensee are for use only by the Licensee and may not be transferred.

Under no circumstances may a Licensee sell, exchange or raffle any pass provided by the RAS. Breach of this will give the RAS the right without notice and without incurring any liability, to terminate the Licensee's Show Licence and escort the Licensee from Sydney Showground.

### 4.2 COLLECTION OF PASSES

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Exhibitor packs containing vehicle passes must be collected from the Exhibitor Services Centre.

All accounts must be settled before Exhibitor packs can be collected. There is no exception to this requirement

Exhibitor Pack issued with presentation of 'Authority to Collect' email sent to you by the RAS prior to the commencement of the Show and the Schedule of Key Terms from your Show Licence must be accepted.

NO personal cheques will be accepted after Monday 4 March 2024. After this date, the RAS will only accept credit cards or bank cheques with prior approval. After 15th March 2024, EFT payments only.

Please note, for security reasons, no Exhibitor Packs or passes will be posted by mail.

### 4.3 PASS TYPES

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#### Digital Photo ID Pass

The Digital Photo ID Pass will display a photograph of the bearer and will permit access to Sydney Showground for bump-in, bump-out and for the duration of the Show. This pass is non-transferable and must be presented on your mobile device when requested.

Digital Photo ID Passes must be applied for online by the Licensee and all staff details including photos must be uploaded to the SRES online accreditation system no later than Thursday 29 February 2024.

If a Digital Photo ID Pass is lost or stolen please notify the Exhibitor Services Centre immediately on 02 9704 1017 and it will be cancelled. Reissue of a Digital Photo ID Pass will incur a processing fee of \$25.00.

It is the responsibility of the Licensee to notify the Exhibitor Services Centre of any staff that cease work at the Show so the Digital Photo ID Pass can be cancelled. Email [accreditation@eastershow.com.au](mailto:accreditation@eastershow.com.au) the first name and surname of the Photo ID to be cancelled (subject line 'CANCELLATION OF PASS'). Cancellations will only be accepted via e-mail and not in person. A cancellation confirmation e-mail will be sent when completed.

### **Contractor Access Pass Bump-in Operation (after hrs) & Bump-out**

The Contractor Access Pass will permit contractors etc that require access to the Sydney Showground site during bump-in bump-out ONLY. It will NOT permit access during the SRES operational hours.

Contractor Access Passes Operation (after hours) must be worn at all times when on Sydney Showground.

### **Vehicle Access Passes**

There are three types of vehicle passes relating to Licensees. Vehicle passes must be displayed at all times when entering and while on-site and include the driver's contact name and mobile phone number. All passes stipulate the entry gates and access times and are only valid for the dates specified on the pass. For additional vehicle passes contact the relevant department.

Please be aware of animal movements on-site and note the 10km/hr speed limit.

### **Bump-in Pass**

A Bump-in Pass is provided for pre-Show access to Sydney Showground. The pass is provided to allow for unloading of goods/stock. ALL parking is to occur offsite in parking stations.

### **Delivery/Re-supply Pass**

Each Licensee is issued with Delivery/Re-supply Passes per Licensed space. This allows the holder to enter and deliver goods and stock to their space at Sydney Showground in a vehicle between specified hours during the Show.

Licensees who require an additional Delivery/Re-supply Pass should contact the relevant department.

### **Bump-out Pass**

A Bump-out Pass will be provided for post-Show access to Sydney Showground. The pass is provided to allow for loading of goods and stock. ALL parking is to occur offsite in parking stations.

### **Parking**

Licensees are responsible for making their own vehicle parking arrangements for the Show. NO parking is available at Sydney Showground during the Show.

The nearest Sydney Olympic Park Car Park is located in P1 car park on Edwin Flack Avenue. The cost of single entry parking at Sydney Olympic Park Car Parks during the Show is \$42 for P1 and P8 and \$35 for other car parks.

Pre-booked P1 parking tickets can be purchased via the Sydney Olympic Park website:

<https://www.sydneyolympicpark.com.au/Parking/>

**Reproduction of Passes is strictly prohibited.**

## 5. GENERAL LICENSEE INFORMATION

### 5.1 LICENSEE OPERATING HOURS

LICENSEE	TIME
Exhibition Licensee	9am - 7.30pm Weekdays and first Weekend 9am - 8.30pm Easter Long Weekend Only
Showbag Licensee	9.30am - 9.30pm
Carnival Licensee	9.00am - 9.30pm Main Carnival 9.00am - close Kids' Carnival
Catering Licensee	9.00am - close

### 5.2 EXHIBITOR ACCESS TIMES

LICENSEE	TIME
SHOWBAG PAVILION EXHIBITORS *Vehicle and restock deliveries	12 midnight - 7.45am
Exhibitor Access - daily restock and deliveries *must have ID to enter Pavilion and access will only be granted to the Pavilion your stand is in	7.00am - 7.45am
All vehicles to leave site (including forklifts)	8.00am
Exhibitor Access - handheld deliveries, movements and setup must have ID to enter Pavilion and access will only be granted to the Pavilion you are located in.	7.00am - 9.00am
Exhibitors to leave Commercial Pavilions upon closure. Security on-site for Pavilion closure.	15 minutes after pavilion closes

\*Subject to change

### 5.3 VALUE DAYS\*

DAY	THEME
Friday 22 March	Opening Day
Monday 25 March	Seniors' Day
Tuesday 2 April	Kids' Day

### 5.4 GRAND PARADE TIMES

The Grand Parade is held at Sydney Showground Stadium.

DAY	TIME
Saturday 23 March	4.00pm
Monday 25 March	4.30pm
Saturday 30 March	4.10pm

## 5.5 COMMERCIAL EXHIBITOR AWARDS

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Each year the RAS conducts an award program for the Best Exhibits at the Show.. All Licensees are eligible for these awards.

The objective of the awards is to encourage Exhibitors to maintain high standards in presentation, appeal and personnel while exhibiting at the Sydney Royal Easter Show and at the same time, obtain a greater return from their investment by creating more interest in their product.

Judging of the Commercial Exhibitor Awards will take place on Monday 25 March and Tuesday 26 March with awards presented Thursday 28 March 2024.

## 5.6 MEDIA

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Licensees must not speak to the media concerning RAS or general Sydney Royal Easter Show matters unless approved by the RAS Media Department. Any questions relating to this must be referred to RAS Media on 02 9704 1453. During the Show please contact the RAS Media Centre on 02 9704 1042.

## 5.7 AREA SUPERVISORS

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Each Commercial Pavilion will have an Area Supervisor monitoring the bump-in, bump-out and operation of Licensees in their designated areas during the Show. Area Supervisors have the authority to inspect and regulate activities in accordance with this Event Manual and the Show Licence/Schedule of Key Terms, under the direction of the SRES Operations Department.

Area Supervisors will be responsible for the opening and closing of Pavilions on a daily basis. No access will be granted into the Pavilion prior to the Area Supervisors completing a safety check of the space and opening and closing of access doors with Security.

Area Supervisors can be contacted by the licensee to address any issues and to provide operational assistance within the Pavilion during Show hours. Should any dispute between Licensees and/or the public persist, an appointment should be made with the SRES Operations Department on 02 9704 1368.

## 5.8 STAND NUMBER

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Prior to the opening of the Show all Licensee's exhibits at Sydney Showground will be issued with a stand number. The lettering indicates the location of the exhibit and the number is the space number (stand numbers and locations may change each year). Stand numbers assist visitors and judges to locate exhibits, these numbers must be displayed in a prominent position for the duration of the Show. This number **MUST** be quoted when contacting Venue Operations Help Desk.

If you have not received your stand number by Sunday 24 March 2024, please contact the Area Supervisor.

## 5.9 INSURANCE

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### Property at Sydney Showground

All Licensees and Contractors indemnify the RAS against all expenses, losses, damages and costs that the RAS may sustain or incur as a result: (a) of any breach of their Agreement by the Licensee or Contractor; or (b) whether directly or indirectly, of any loss of or damage to any property or injury to or death of any person caused by any act or omission or misconduct of the Licensee or Contractor or its affiliates, employees or agents.

All Licensees and Contractors use the space at their own risk and are responsible for insuring their own goods and other property. The RAS does not accept responsibility for lost, damaged or stolen goods so please ensure your property brought onto Sydney Showground is adequately protected. Theft / damages must be reported to Security and submitted in writing.

If any vehicles are on the Sydney Showground site, the owner must take out Motor Vehicle Third Party Property Damage Liability insurance and be able to provide acceptable evidence to the RAS as required.

Other insurance for specific goods or risks may be required from time to time. If you intend to bring onto Sydney Showground a single item of property worth over \$500,000 then please ensure you have alerted your RAS contact in order to assess the risk.



## Personal Accident Insurance

All Licensees and Contractors are responsible for their own actions at Sydney Showground, including any personal accident caused to themselves. Licensees and Contractors must ensure that all of their voluntary workers, employees and agents are appropriately covered for personal accidents.

## Workers Compensation

All Licensees and Contractors must declare they have:

- Valid workers compensation insurance applicable in NSW (excluding Sole Traders).
- Paid all workers compensation premiums associated with the work to be performed.
- Checked that their subcontractors are classified in the correct industry.
- Provided a valid copy of their Certificate of Currency to the RAS.

## Public & Products Liability

The RAS has public and products liability insurance with an APRA approved insurer to cover its own liability. Every Licensee, Contractor, Sponsor or Participant enters the Showground at their own risk. The requirement for entities to provide public and products liability insurance to cover their own negligent acts or omissions is detailed in the contract they have signed with the RAS. Licensees should check their Show Licence for further information.

## 5.10 AUDIT OF LICENSEE'S RECORDS

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Catering concessionaires and Showbag licensees may be subject to random audits conducted by the RAS or the RAS' auditors. Records and documents in respect of sales, revenues, cash collection and otherwise in order to ascertain the operating and reporting results of the Licensee may be requested. Please refer to your Show Licence for full details.

## 5.11 STATUTORY OBLIGATIONS

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All Statutory requirements must be met by the Licensee including but not limited to the WH&S Act and Regulation and Codes of Practice, EP&A Act, SafeWork NSW, NSW Road Transport Act, Motor Accidents Act, and the requirements of SOPA. Licensee's exhibition stands must comply with the requirements of Federal Disability Discrimination Act (DDA), the NSW Anti-Discrimination Act (ADA), and the relevant Australian Standards including AS 1428 to allow access for all patrons.

## 5.12 USE OF LICENSED SPACE

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If for any reason the RAS determines at its sole discretion that the Licensee is not occupying the Space according to its Permitted Use, or is not participating in the Show in a manner considered appropriate by the RAS, the RAS may without notice to the Licensee cancel their Show Licence and re-allocate the Space. Such reasons include a low level of staffing of the stand or if goods on display or offered for sale are inadequate, unacceptable, illegal, not appropriate or if the Exhibitor occupies space contrary to licensed dimensions.

## 5.13 WORKING WITH CHILDREN

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The Sydney Royal Easter Show is a Child-related Entertainment Venue, therefore, all Licensee's working at the Sydney Royal Easter Show must ensure that they comply with the Child Protection Legislation with respect to themselves and staff (paid or volunteers).

The RAS will have the right to request Working with Children Check Verification Results of all staff employed or volunteering in such roles. Evidence of valid Working with Children Check Verifications must be provided to the RAS at least 1 month prior to the SRES.

Visit [www.ocg.nsw.gov.au](http://www.ocg.nsw.gov.au) for more information.

## 6. LICENSEE SPACE REGULATIONS

### 6.1 PRESENTATION

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Exhibitors are not permitted to utilise walls or structures of any other exhibitor or any venue walls or fixtures.

Any stand over 2.4m high must be approved in writing by the Head of Commercial and the Manager, Exhibition Sales. No signage or attachments are to exceed 3.5m from ground level (excluding the Woolworths Fresh Food Dome and Fashion & Style Pavilion which may not exceed 3m in height). Flags are not permitted in all indoor pavilions.

Where signage is being displayed above the standard wall height of 2.4m, the back of the sign where visible, must be plain white.

Space only licensees are to ensure all sides of their stands are complete including external facing walls.

No nails or screws shall be driven or holes drilled in the floors, walls, doors, pillars or other parts of the structures or premises. All waste (nails, screws, adhesive tape etc.) are to be removed by installer at point of construction and also when stand is being deconstructed. Licensees are not permitted to make any additions, alterations or hang items from fascia boards. Nothing is to be placed outside of the Licensed space (including any overhanging items or floor decals).

#### **Around the Grounds:**

- No umbrellas permitted
- 1 teardrop banner permitted per 9sqm invoiced
- All products/furnishings to remain within the invoiced area
- Olympic Boulevard structure side walls will be open to allow a clear line of sight.

### 6.2 FALSE CEILINGS

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Temporary exhibition booth false ceilings made of non-combustible, fire retardant materials, which permit water to flow through freely may be permitted subject to the Licensee notifying the RAS in writing prior to the Period.

Where a stand and/or structure is covered by a temporary false ceiling on the premises or any part of Sydney Showground, the Licensee must ensure:

- The stand and/or structure have smoke detectors of a type, which comply with AS 3786.
- Additional two (2) fire extinguishers of a type approved suitable for extinguishing electrical fires by Fire & Rescue NSW are supplied for each floor.
- The RAS will supply, at the Licensee's expense, a trained person dedicated to keeping a fire watch on a twenty four (24) hour basis.

Camouflage net covering may be permitted provided the Licensee submits a written request to the RAS and is subject to approval by the RAS.

### 6.3 FLOOR LOADS

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Floor loading in the Woolworths Fresh Food Dome Exhibition Hall and Halls must not exceed 20kPa. A 5kPa indoor floor loading limit applies to meeting rooms, foyers, and function rooms.

Floor loading limits also apply to temporary structures, please contact the SRES Operations Team for information specific to your licensed space.

## 6.4 PAINTING

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Major painting of displays and exhibition materials is not permitted on Sydney Showground.

“Touch-up” painting of displays is permitted on Sydney Showground during the move in dates only, provided all safety precautions and protective surface coverings are put in place.

Safety precautions include:

- Paint in an area that is properly ventilated.
- Use non-toxic paints.
- Cover floors with plastic over-lay or drop sheets.
- Do not paint near the vertical structures (i.e. walls) of premises.
- Do not wash paint material within or around the premises.

Safety Data Sheets are required for all paint used on-site.

## 6.5 GUIDELINES FOR CONSTRUCTION & DISMANTLING OF BOOTHS & STRUCTURES

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All Licensees’ exhibition stands are required to have a rear wall and partition walls, unless otherwise specified, to a minimum height of 2.4 metres, suitable floor covering and in the interests of a better display, good lighting. Any stand over 2.4m high must be approved in writing by RAS Head of Commercial and the Manager, Exhibition Sales. No signage or attachments are to exceed 3.5m from ground level (excluding the Woolworths Fresh Food Dome and Fashion & Style Pavilion which may not exceed 3m in height). Exhibitors should note that walls facing onto aisles or walkways are not permitted unless approved by the RAS.

All stands or structures must be constructed in accordance with the Australian Standards including the National Construction Code Series (NCC), AS 1428 Design for Access and Mobility, AS 1576 Scaffolding, and other relevant Statutory requirements including SafeWork NSW requirements, legislation, Codes and Regulations and Sydney Olympic Park Authority (SOPA). SOPA guidelines are available by following the link [https://www.sopa.nsw.gov.au/-/media/files/sopa/sopa/publications/planning-documents/final\\_sopa\\_dcp\\_guidelines\\_for\\_events\\_held\\_wit.pdf](https://www.sopa.nsw.gov.au/-/media/files/sopa/sopa/publications/planning-documents/final_sopa_dcp_guidelines_for_events_held_wit.pdf)

Any Licensee proposing to erect brick stone or block walls, etc shall lay plywood plus visquene heavy duty building paper or similar material on the floor under the walls to protect the floor surface.

The RAS shall be entitled to remove at the Licensee’s cost, any form of construction or structure which does not comply with the statutory requirements or which infringes the above regulations.

All temporary structures, two storey structures, temporary seating, platforms or stages of any kind must be inspected and certified by a structural engineer prior to occupation and must be constructed with reference to the Sydney Olympic Park Authority Guidelines for temporary structures; see link above. Evidence of this is required by the SRES Operations Department prior to opening of the Show, no later than Tuesday 19 March 2024.

The RAS only permits the use of a residue-resistant, single-sided and double-sided cloth-backed tape for securing carpeting and other floor coverings to the concrete flooring. All such tape is to be removed by the licensee or contractor when the relevant equipment is removed.

## 6.6 TEMPORARY FLOORS

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All temporary floors must comply with relevant Australian Standards and Codes and be fully accessible for people with disabilities.

Any step, edge, ramp or any other part of the display must be wholly within the stand and not extend into the aisle.

## 6.7 DOUBLE STOREY STANDS & STRUCTURES

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All double storey stands and structures are subject to approval by the SRES Operations Department.

Temporary structures must comply with either the relevant Building Code or be certified by a competent person (Engineer or degree qualified builder) via an Engineering Certificate/Report.

Load bearing capacity of mezzanine levels being used as a storage area for product must be clearly shown on the relevant mezzanine level and identified on the relevant engineering reports submitted to the RAS prior to use of the temporary structure as a place of work.

Railings should at a minimum comply with AS/NZS4994 – Temporary Edge Protection series unless a system equal or better than AS/NZS 4995 is adopted. In addition, stairways should at a minimum comply with AS1657:1992 unless a system equal or better than AS 1657:1992 is adopted. Reference to handrails/stairs is to be included in engineering report.

A system must be implemented to prevent the overloading of pallets/material and to control the risk of items falling.

SWMS are required for all high risk construction work, such as work that involves the risk of a person falling more than 2 metres or work that is carried out in an area at a workplace in which there is any movement of powered mobile plant. Copies of SWMS must be readily accessible to workers/RAS/SafeWork NSW and kept until the high risk construction work to which it relates has been completed.

All workers undertaking construction work must have a construction induction card. Fire Fighting Equipment must be installed and accessible within the stand including two additional fire extinguishers of a type approved suitable for extinguishing electrical fires by the Fire & Rescue NSW for each floor.

## 6.8 TEMPORARY DEMOUNTABLE STRUCTURES

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Temporary demountable structures (outdoors only) including tents, marquees, “hoeckers” or similar must be designed, erected, maintained and operated as if they are permanent buildings by competent persons and comply with the Building Code of Australia and all other current Statutory Regulations including maximum population, fire safety, fire resistance level, structural adequacy and accessibility.

Temporary demountable structures must be capable of withstanding all forces that they may be reasonably be expected to encounter including floor loadings, crowd pressures and wind loading. No marquee structures are permitted inside Pavilions. Spikes in the ground and tie-off points are not permitted. An engineer’s certificate for any structure must be obtained prior to occupation of the space and submitted to the SRES Operations Department.

All stands or structures must be constructed in accordance with the Australian Standards including the National Construction Code Series (NCC), AS 1428 Design for Access and Mobility, AS 1576 Scaffolding, and other relevant Statutory requirements including SafeWork NSW requirements, legislation, Codes and Regulations and Sydney Olympic Park Authority (SOPA). SOPA guidelines are available by following the link [https://www.sopa.nsw.gov.au/-/media/files/sopa/sopa/publications/planning-documents/final\\_sopa\\_dcp\\_guidelines\\_for\\_events\\_held\\_wit.pdf](https://www.sopa.nsw.gov.au/-/media/files/sopa/sopa/publications/planning-documents/final_sopa_dcp_guidelines_for_events_held_wit.pdf)

## 6.9 ACCOMMODATION On-site

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Accommodation on-site is strictly prohibited without the express permission of the RAS in writing, details held in the accommodation register and wristbanded.

Accommodation is provided exclusively to Agricultural competitors. No other person will be provided accommodation and staying on-site or in the Sydney Olympic Park car parks overnight is prohibited.



## 6.10 FIRE REGULATIONS FOR APPROVED ACCOMMODATION STRUCTURES

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Storage of any of the following, or similar materials/items inside or within 5m of any portable building/s is strictly prohibited:

- straw, hay or grain fodder;
- bottled gas propane, LPG or other (regardless of size);
- petrol or diesel fuel (regardless of volume);
- foamed plastic mattresses.

The following activities are strictly prohibited within any portable building/s:

- Cooking or use of electric cooking appliances (fry pans, slow cookers, toasters, sandwich makers etc);
- Naked flames of any description;
- Gas fuelled lights or appliances;
- Heating appliances of any description;
- Any appliance or equipment that produces heat, sparks or flames.

## 7. SERVICES

The following services are available subject to order approval and payment:

- Utilities (plumbing & gas)
- Electrical
- Internet & Telecommunications (approved Exhibitors only)

Licensees are required to apply and pay for the relevant Utilities by the due date on the Exhibitor Portal. Any work carried out during the Show must be approved by the Manager, Exhibition Sales and payment made prior to the start of any works.

### 7.1 UTILITY SERVICES

- The RAS can provide Plumbing (Drainage, Water and Natural Gas) services to the Licensee at Sydney Showground (charges will apply).
- Only an RAS approved electrical service provider is permitted to provide electrical, compressed air and lighting services to the Licensee. The electrical service providers are permitted to plug directly into either the pit and/or wall sockets provided.
- The RAS will undertake all hard wire connections into the service tunnels.
- The consumption charges for these services are metered and charged by the RAS to the Licensee. The consumption charge rate is available upon request.
- The RAS will oversee the draining of all exhibits and ancillary equipment containing water at the end of the Show.
- No water is to be discharged onto the floor of the premises or via shared drainage.
- Access to waste must be included with all BYO sinks.

#### Utility Technical Specifications:

- The Exhibition Hall premises have an extensive service pit, trench and tunnel system under the floor through which electrical, water, drainage and telecommunication systems are channelled.
- Access to the tunnel system is strictly limited to RAS personnel.
- Access to the service pit and trench system is strictly limited to an RAS approved electrical service provider and approved telecommunication service provider.
- No waste or other rubbish is to be placed in the service pits.

### 7.2 ELECTRICAL SERVICES

No Licensee or Licensee's contractor are permitted to connect to Sydney Showground electricity supply. RAS appointed electricians will complete all final hardwired connections to electrical mains.

All electrical equipment must be tested and tagged according to SafeWork NSW guidelines.

#### Electrical installations must:

- Comply with the relevant Australian Standards including AS 3000 and AS 3002 noting tagging and testing of equipment requirements.
- Be protected by a Residual Current Detector (RCD or "Safety Switch") according to AS 3190 and SafeWork NSW guidelines.
- Be accessible at all times including all electrical panels, plugs, sockets and meters.
- Cables shall not be laid on the ground in areas accessible to the public. In all other situations, cables may be laid on the ground for short distances provided that suitable means of mechanical protection are provided.
- The use of piggyback extension leads and double adaptors is not permitted at Sydney Showground.

#### Festoon lighting (subject to RAS approval) must be located and supported:

- No light is within 150 millimetres of flammable material or metallic structure.
- No lamp holder is within 2.5 metres of the ground.
- Display flood lamps must be fully enclosed.

# SHOWSAFE

## SHOWSAFE – Safety and Security is everyone’s responsibility.

**SHOWSAFE** is the name of the combined efforts of the Sydney Showground WHS and Security programmes. The objective is to **MANAGE RISKS AND PREVENT ACCIDENTS.**

The community has high expectations of SYDNEY SHOWGROUND when it comes to managing risks to protect employees, visitors/guests, volunteers, contractors, licensees & the general public from harm. It also makes good business sense to take all reasonable care to protect the health, safety & welfare of employees & visitors, and it’s the Law.

## Everyone has a Part to Play

**ROLES AND RESPONSIBILITIES** for safety are covered by the Work, Health & Safety Act and Regulations, and are regulated by SAFEWORk NSW ([www.safework.nsw.gov.au](http://www.safework.nsw.gov.au)).

Responsibility cannot be delegated and severe penalties apply to those who break the law.

	<ul style="list-style-type: none"> <li>A PCBU must ensure, so far as is reasonably practicable, the health and safety of:             <ul style="list-style-type: none"> <li>Workers engaged or caused to be engaged.</li> <li>Workers whose work is influenced or directed by the person whilst at work.</li> <li>The health and safety of other persons is not put at risk from work carried out.</li> </ul> </li> </ul>
<b>PCBU</b>	<p>A PCBU must as far as reasonably practicable ensure:</p> <ul style="list-style-type: none"> <li>The provision and maintenance of a work environment without the risk to health and safety.</li> <li>The provision and maintenance of safe plant and structures.</li> <li>The provision and maintenance of safe systems of work.</li> <li>The safe use, handling, and storage of plant, structures and substances.</li> <li>The provision of adequate facilities for welfare at work, including access and egress.</li> <li>The provision of information, training, instruction or supervision necessary to protect all persons arising from work activities.</li> <li>Monitoring of workers health and work conditions.</li> </ul>
<b>OFFICERS</b>	<p>Duty of Officers (sect. 27):</p> <ul style="list-style-type: none"> <li>If a PCBU has a duty or obligation under this Act, an officer of the PCBU must exercise due diligence to ensure that the PCBU complies with that duty or obligation.</li> <li>An officer of a PCBU may be convicted or found guilty of an offence under this section whether or not the PCBU has been convicted or found guilty of an offence.</li> </ul>
<b>WORKERS</b>	<p>Duty of Workers (sect.28)</p> <p>While at work, a worker must:</p> <ul style="list-style-type: none"> <li>Take reasonable care for his or her own health and safety, and</li> <li>Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons, and</li> <li>Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with this Act, and</li> <li>Co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.</li> </ul>
<b>OTHERS</b>	<p>Duty of other persons at the workplace (sect. 29):</p> <ul style="list-style-type: none"> <li>Take reasonable care for his or her own health and safety.</li> <li>Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.</li> <li>Comply, so far as the person is reasonably able, with any reasonable instruction that is given by the PCBU to allow the PCBU to comply with this Act.</li> </ul>

**DUE DILIGENCE & 'DUTY OF CARE'** requires **everyone** involved to be committed to carry out their legal duties, identify and assess the hazards & risks in the workplace on an on-going basis and take all reasonable precautions with respect to those risks to prevent harm.

**TAKE SPECIAL CARE** always to protect yourself & others against any loss or injury.

**HAZARDS** are anything with the potential to harm you, property or the environment. Hazards arise from the work environment, use of equipment & substances, poor work design, systems or procedures & behaviour. Controlling the risk from hazards reduces injuries.

**HAZARD MANAGEMENT STEPS** in order of priority are:

- IDENTIFY HAZARDS.** Safety check/inspect your workplace. Be alert!
- ASSESS THE RISK** by asking yourself “What could go wrong?”
- CONTROL THE RISK.** Speak to your Manager about safety training & ways to firstly (1) **Eliminate (remove) Hazards** from the workplace; (2) **Substitute Hazards** for something less hazardous; (3) **Isolate Hazards**; (4) **Safe Work Systems/Methods** to get the job done or (5) **PPE** - the last and least effective risk control.
- EVALUATE** the control - is it effective?

### INDUCTION & CONSULTATION

Your manager must consult with you, train you in safe work systems/methods, provide a site-specific safety induction before you start work & supervise you. If in doubt – Ask your Manager.

### CONDITIONS OF ENTRY TO SYDNEY SHOWGROUND

All persons entering Sydney Showground are subject to the Conditions of Entry to Sydney Showground on display at information points around Sydney Showground.

### APPROVALS/CERTIFICATION/AUTHORITIES/STANDARDS

All work, equipment & events shall comply with the relevant requirements of any Statutory Authority having jurisdiction over the work including approvals, licences, tests, certification or competency requirements, legislation, Australian Standards, the Building Code of Australia, Environmental Codes, Codes of Practice, & Sydney Showground WHS and Environmental Policies.

**MEDIA ENQUIRIES** must be directed to your Manager. Designated Sydney Showground spokespersons only should speak to the media.

### SAFE SYSTEMS/METHODS OF WORK APPLY TO ALL TASKS

and must meet or exceed legislative requirements. Your Manager is obliged to consult with you, supervise you and to provide training in safe work practices. The following is an abridged version of the Sydney Showground' Safe Systems of Work (SSW) as a guide. Seek detailed instructions on SSW and work specific tasks from your manager.

**Access** to any area or use of any plant & equipment without authorisation is prohibited.

**Alcohol** use or consumption is not permitted where safety may be affected. Alcohol consumption is only permitted in licensed areas.

**Animals** are not permitted on site without authorisation. Keep well clear of animals & animal waste. Wash your hands after coming in contact with either animals or animal waste. Keep away and keep people away.

**Asbestos or Lead** in any form is prohibited.

**Barricades & Safety Warning** Signs must be used where there may be a risk to other employees or visitors entering hazardous areas and/or where machines are in use. Keep away and keep people away.

**Biological Hazards** may be swallowed, inhaled, absorbed or penetrate through the skin & may include human body fluids, waste, sharps or first aid dressings. Keep away and keep people away. Report syringes to Security or Cleaning.

**Changes to Workplace Layout, Equipment or Procedures** may present workplace or environmental hazards, particularly the layout of event areas which may change from day-to-day. Keep alert. Know the location of the nearest fire exit and fire appliances.

**Cleanliness & Hygiene** is essential. Wash your hands before eating, handling food or smoking.

**Children** are not permitted in work areas. Do not leave children unattended.

**Compressed Air & High-Pressure Cleaning** is not permitted on site without notifying Sydney Showground first.

**Cooking and Heating Appliances** are not permitted without Sydney Showground approval.

**Confined Space** work is not permitted without Sydney Showground approval.

**Contractors & Licensees** are obliged to work safely & to include the safety of Sydney Showground employees & visitors in their safety plans. Report unsafe practices at events or by contractors to your Manager.



# 2024 EMERGENCY PROCEDURES

**RAS SECURITY CONTROL: 9704 1020    EMERGENCY DIAL: "000"**

**TEXT: 0427 010 239**

## FIRE

- ▶ DO NOT block fire exits or fire fighting appliances
  - ▶ DO NOT prop fire-doors open - keep aisles clear
- R** Rescue any persons in immediate danger  
 Raise the **Alarm**. Use the **Warden Phone (WIP)**  
**9704 1020** or call "000"
- C** Contain the fire by closing doors
- E** Extinguish the fire if it is safe to do so

## EVAUATION

- Know the location of all Fire Exits nearest you  
**You will hear....**
- EVACUATION ALARM** "Whoop Whoop" ....
- ▶ Locate the nearest fire exit
  - ▶ **Evacuate Now! Do not Wait.**
  - ▶ DO NOT Use Lifts
  - ▶ Assemble as directed by the Fire Warden
  - ▶ Do not re-enter until authorised by the Fire Warden

## MEDICAL

- RAISE THE ALARM! - 9704 1020**
- D** Check for **Danger** - Check your safety
- R** Responsive? - Conscious or not?
- S** Send for help
- A** Open **Airway** - Clear if needed
- B** Check for **Breathing** - Check rise/fall of chest
- C** Start **CPR** - 30 compressions: 2 breaths  
 Continue 30/2 until help arrives
- D** Attach **Defibrillator [AED]** (when available)  
 Follow AED voice prompts
- ▶ **DO NOT** move the casualty unless exposed to a life-threatening situation
  - ▶ Remain with the casualty and provide assistance if it is safe to do so

## BOMB THREAT

- If you receive a Bomb Threat**
- ▶ Obtain as much information as possible
    - "When will it explode?"
    - "Where did you put it?"
    - "What does it look like?"
    - "Why did you do it?"
  - ▶ Record details and time on a piece of paper
  - ▶ Under NO CIRCUMSTANCES should you hang up the phone!
  - ▶ DO NOT touch any suspicious items found
  - ▶ **Raise the Alarm! - 9704 1020**

## SECURITY

- DO NOT** leave children without adult supervision
- DO NOT** leave valuables exposed or unattended
- BE ALERT** and report unusual or suspicious items
- DO NOT** touch suspicious items - notify security and keep others away
- BE ALERT** and report unusual or suspicious behavior
- IF YOU SEE SOMETHING - SAY SOMETHING - TEXT 0427 010 239**



**Damp or Wet Areas** may present risk of electric shock, slips & falls. Do not use electrical appliances in damp or wet areas. Clean up spills immediately. Keep away and keep people away.

**Danger or Safety Lock-Out** Tags warn others away. Danger-Tag, isolate & report any unsafe plant or equipment including ladders. Do not remove existing Danger-Tags (except by the signatory).

**Dangerous Things & Restricted & Prohibited Items** or other items that may cause injury or public nuisance are not permitted in the workplace

**Dust & Fumes** may present a respiratory, explosive or environmental hazard. Wear PPE. Keep away and keep people away.

**Electricity:** No "live" electrical work is permitted. Do not use damaged electrical items & equipment. Check the electrical 'test tag' date on tools and equipment. Do not use tools or equipment without a current 'test-tag', "Safety Switches" or RCD's must be used for all portable tools & equipment, & event/temporary 240v power. Test "Safety Switches" or RCD's each time before use. Do not overload power points or use double adaptors.

**Environment** needs your protection. Do not discharge or wash substances into the stormwater system or drains. Use recycling facilities.

**Ergonomics:** Ensure correct posture, no overreaching/twisting & take regular breaks from repetitive tasks.

**Explosive Powered Tools** are not permitted without Sydney Showground approval.

**Fatigue** is tiredness that results from physical or mental exertion arising from work that requires anyone to maintain a high level of concentration or intense interpersonal interactions. Fatigue may be generated by excessive shifts, shiftwork or stress & will be avoided by limiting shifts to less than 14 hours & no more than 7 continuous days.

**First Aid** is available via Sydney Showground Security, Contractors & Licensees are required to provide first aid coverage for their staff and event. Report injuries & sickness to your Manager & Security immediately.

**Fire Safety:** Do not lock or block fire exits, aisles or access to fire appliances including fire extinguishers, fire hydrants or hose reels. Familiarise yourself with the nearest fire appliances, fire exits & emergency procedures. No naked flames or "hot work" eg, electric or oxyacetylene cutting or welding, or abrasive grinding without Sydney Showground approval. No gas bottles or flammable liquids stored indoors overnight. Do not use cooking or heating appliances except in areas approved by Sydney Showground. Overhead banners, signs, stage/display sets, scenery or themes must be non flammable. Refuelling is not permitted indoors.

**Hazardous Substances, Chemicals & Dangerous Goods** are not permitted on site without Sydney Showground approval. You must be trained in the safe use of chemicals & hazardous substances by your manager. Report spills immediately. Use PPE. Keep away and keep people away. See SDS & PPE.

**High Visibility Clothing** must be worn if working on roads, dock areas, near machines (especially at night) in work areas or if people are working above.

**Hot Surfaces & Liquids** may cause burns. Wear PPE. Keep away and keep people away.

**Information** on safety & SSW is available from your manager, manufacturers & SafeWork NSW including Codes of Practice for certain activities. If in doubt – Ask your manager.

**Keep Clear** of work areas, machines & moving parts, rigging, forklifts, cranes, vehicles, traffic, loading dock areas, overhead work, scaffolds, stages, service pits or excavations. Keep away and keep people away.

**Ladders** must be inspected before use. Do not substitute other things for ladders. Do not use or repair faulty or damaged ladders. Ensure the ground is a firm & level surface. Do not attempt to carry heavy loads or equipment & ensure both hands are free while climbing. Aluminium ladders will not be used where there is a chance of electric shock.

**Lighting Levels** must be adequate for the task.

**LPG** installations must comply with Australian Standards & SafeWork NSW requirements, have a current certificate of compliance & test date, & secured against tipping. Check the valves, gas lines & fittings for cracks or damage. No LPG storage indoors overnight. Keep away and keep people away.

**Manual Handling** includes lifting, lowering, pushing, pulling, carrying, holding or restraining objects. Use mechanical aids if possible. Never move anything that is too heavy or awkward for you. Use correct lifting techniques. Your manager must train you in correct lifting techniques for your task. Use PPE.

**Noise** levels must comply with SafeWork NSW workplace noise exposure guidelines. Use PPE. Noise levels must not disturb events.

**Outdoors:** Keep watch for changes in weather & move indoors during high winds, storms or lightning. Protect yourself from the sun. Wear a hat, 30+ sun-block, long sleeves, trousers, & UV sunglasses. Take breaks in the shade & drink plenty of water. **Prescription Drug** use or consumption is not permitted under any circumstances where safety may be affected. Illegal drug use will be reported to the Police.

**Personal Protection Equipment (PPE)** may be required to protect you from falling (safety harness), or to protect your body including face, eyes, ears, lungs, feet, head & hands for specific tasks or the use of hazardous chemicals. PPE is the least effective way to control risk. Your manager must provide you with the correct PPE & appropriate training in its use. Do not use PPE unless you are fully trained in its safe use, storage & maintenance. PPE must be checked before use for correct fit, correct type & no damage. Do not reuse disposable, contaminated or damaged PPE.

**Plant, Equipment & Tools** shall be suitable for its task and to SafeWork NSW standards. Do not use any equipment if you have not been trained, are not fully competent in its use, do not hold a current certificate of competency or licence, or you are not authorised in its use (be ready to present your certificate/licence on demand). Do not use faulty or damaged plant, equipment or tools, or leave it unattended. Conduct the manufacturer's safety checks before use. Do not tamper with or remove safeguards. Do not hitch or tow, carry passengers, or allow unauthorised use. Ensure plant, equipment & tools you use are regularly maintained to the manufacturer's recommendations & Codes. Do not wear jewellery or loose clothing while operating any machine. Check the path of travel first. Look carefully for open service pits, temporary overhead obstructions or ground level services installed for events. Keep away and keep people away.

**Rigging, Scaffolding, Roof or Overhead work** is not permitted without Sydney Showground approval and must be correctly maintained during use. Keep away and keep people away.

**Safety Signage** must be clearly displayed in hazardous locations. Obey all safety signs. Do not remove or damage safety signs. Determine if multi-lingual signs are needed.

**Safety Data Sheets (SDS)** for hazardous substances & chemicals provide instructions, health warnings & first aid advice. SDS must be made available on-site for you by your manager. Read the SDS & consult with your manager before using, handling, transporting or storing chemicals. Use PPE.

**Service Pits & Drains:** Do not leave service pits, excavations or drains open. Close up, erect barriers & install hazard signage. Keep away and keep people away.

**Skylarking or Unsafe Behaviour** is not permitted.

**Slips, Trips & Falls:** Eliminate slip, trip or fall hazards in your work or public areas. Keep all areas free of rubbish or loose items. Watch out for greasy, uneven or wet surfaces. Clean up spills immediately. Use non-slip footwear. Keep people away. **Smoking** is prohibited indoors, within work vehicles or plant, in any public seating area or where specific hazards exist.

**Stages, Scaffolds or Seating** must be erected by licensed riggers & structurally certified before use. Keep away & keep people away.

**Temporary Services** must be installed according to the appropriate Australian Standards or statutory requirements & in a manner to ensure there is no risk of slips, trips or falls, or unauthorised access. Keep away and keep people away.

**Training:** Do not use any equipment or perform any task unless you have been fully inducted & trained by your manager before work begins & you are supervised.

**Trench Work, Excavations or Stakes** driven into the ground are not permitted without Sydney Showground approval. Keep away and keep people away.

**Vehicles, Traffic & Parking:** Keep alert for pedestrians, plant, animals & children. Keep away from loading dock/operations unless authorised. Pedestrians always have right of way. Speed limit is 10 kph near pedestrians or machines. Vehicle registration, licensing & traffic laws apply on site at all times (even during events & golf buggies). Do not drive vehicles through crowds. Park only in allocated areas or marked parking bays.

**Workplace Violence & Aggression** includes verbal or emotional abuse, threats or a physical attack on or to an individual or property. Non-violent acts include unwelcome behaviour, harassment & discrimination. Alert Security if safe to do so. Withdraw from the situation immediately if possible. Do not put yourself or others at risk or make the situation worse. Take refuge in a safe place. Summon help if possible.

## If In Doubt

# ASK YOUR MANAGER



Electrical portable outlet devices shall be adequately supported by a rigid section of the concession structure and shall not be laid on the ground.

The RAS is not responsible for the supply or lack of supply of electrical services including any loss, damage or inconvenience to any equipment or person as a result of use of the electrical service.

For further information, contact the SRES Operations Department.

As the electrical pits and trenches on the Premises are used to supply utility services, the Licensee must ensure that waste is not discharged into such pits and trenches but only into designated areas fitted with proper plumbing.

Nothing shall be affixed to, stored, or discarded in the utility pit and trenches.

## 7.3 GAS CONNECTIONS including LPG & Cylinders

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- Complete notification on the Exhibitor Portal of all gas equipment / appliances.
- All Gas and LPG installations must comply with the relevant Australian Standards AS 1940, AS2030, AS/NZ 1596 and AS 4563 / 2022 for catering gas equipment.
- No Licensee or Licensee's contractor is permitted to connect to Sydney Showground gas supply mains. Contact the SRES Operations Department for more information.
- Isolation valves must be accessible at all times.
- No gas bottles are permitted inside a building.
- Must have a Certificate of Compliance.
- Must be stored in such a way to secure against tipping.

### LPG Cylinder Usage & Storage:

LPG cylinders must be stored and used in accordance with the Australian Standard AS/NZ 1596:2014 and any Statutory and Regulatory requirements. If there is any failure to comply with this requirement the RAS may, without incurring any liability, remove the cylinders to a safe place and/or terminate the Show Licence.

- Cylinders, regardless of whether they are full or empty should be stored outside in a well ventilated area, be carried and stored upright at all times. All bottles need to be stored in a lockable cage or locked together using chains.
- Do not store or use petrol, flammable liquids or aerosols near LPG cylinders.
- Ensure valves are turned off firmly when not in use.
- Pressure relief valves should face away from dwellings and combustible materials where possible.

All LPG cylinders on all catering outlets must have a current LPG compliance tag affixed. Pressure Vessels must have current registration with SafeWork NSW. More information on LPG safety can be obtained by visiting:

<https://www.fairtrading.nsw.gov.au/buying-products-and-services/product-and-service-safety/gas-safety>

## 7.4 WATER & WASTE CONNECTIONS

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- No Licensee or Licensee's contractor is permitted to connect to Sydney Showground water supply or waste drainage without approval.
- RAS plumbers MUST complete all final connections to water mains.
- Water installations must:
  - Comply with the relevant Australian Standards
  - All isolation valves must be accessible at all times.

## 8. SAFETY

Work Health & Safety Laws require any person conducting a business or undertaking (PCBU) to 'consult, cooperate and coordinate' with other involved parties to identify the potential hazards, to assess the risks involved to anyone including staff, visitors, or contractors and to develop controls to eliminate or minimise the risks.

The RAS nominates the Licensee as occupier of the premises and in control of the workplace for the purpose of the Show Licence and contractors brought onto Sydney Showground by the Licensee. In order to consult with you, the RAS has WHS inductions which Licensees are required to complete or attend and we encourage your feedback and cooperation to ensure the safety procedures are suitable for the tasks you intend to complete at the Show.

This Event Manual contains Sydney Showground Site Safety Rules which you are required to comply with. You must also present to the RAS upon demand, written proof of risk assessments, safe systems of work and training records that ensure all staff or personnel or contractors working under your control at Sydney Showground are competent in their tasks.

The Risk Assessment task on the Exhibitor Portal must be fully completed and approved by the RAS.

### 8.1 INCIDENT REPORTING

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All injuries, incidents, near misses and property damage must be reported immediately to the Area Supervisor and Event Security on 02 9704 1020. If there is a serious injury or illness, a death or a dangerous incident, it must be reported to Safe Work NSW immediately.

### 8.2 PERSONAL PROTECTIVE EQUIPMENT

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It is a condition of entry during bump-in and bump-out that the following rules are followed:

- ALL persons accessing Sydney Showground MUST provide their own high visibility vest and it must be worn at ALL times.
- Closed in shoes must be worn (no thongs, sandals etc).
- Other Personal Protective Equipment (PPE) to be used as required (goggles, hard hats etc).
- Vending machine located outside reception.

Failure to comply with these requirements will mean immediate removal from site.

### 8.3 SECURITY

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No access to any area without induction and authorisation. Digital Photo ID (on your mobile device) must be with you at all times. No Pass = No Entry. Report lost access cards/identification/keys to Event Security immediately.

Licensees are responsible for the security of the Space including their own possessions, stock and cash. Be security conscious and don't leave your valuables exposed or unattended. The RAS accepts no responsibility for Licensees' property, valuables, exhibit, stock, cash, etc. Always have a lockable cupboard or storage area on your stand for personal valuables such as wallets, phones and handbags. Never leave small, portable, valuable items unattended on your stand.

CCTV surveillance cameras and recording is in use 24 hours site-wide. Please note that CCTV is not in place for the security of licensees goods or space. Sydney Showground electronic communication traffic, including radio transmissions and telephone calls will be recorded for safety and security reasons. The RAS may conduct vehicle and baggage searches. Contact Event Security on 02 9704 1020.

### 8.4 EMERGENCY PROCEDURES

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The Licensee must ensure that it and it's employees, exhibitors, contractors, sub-contractors and agents comply with the SHOWSAFE Emergency Procedures as detailed in this Event Manual.

The SHOWSAFE Emergency Procedures must be displayed in a prominent place within the Licensee's exhibition space.

It is the responsibility of the Licensee to make sure their staff, visitors and the public are aware of the SHOWSAFE Emergency Procedures, the location and use of fire exits, and first attack fire appliances.

In the event of an emergency, it is the responsibility of the Licensee to follow RAS directions and those of Emergency Services.

## 8.5 EMERGENCY EGRESS & EXITS

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Every fire exit and path of emergency egress must be clear and available to everyone at all times regardless of the population or activity in an area. No loose or fixed items may block the path of egress to an exit including slip, trip and fall hazards, e.g. carpet or temporary floor systems, production equipment, cables, leads, risers, ductwork, follow spots, sets, counters, curtains, food and beverage facilities, seating or furniture, signage and crowd management barriers.

No reduction in the existing aggregated width of egress can occur indoors or outdoors. Egress paths must not travel through stands. Foyers form part of the egress path and length. Temporary exit doors must remain unlocked and open in the path of egress.

No item may remain within 3 metres of any internal exit or within 6 metres on the discharge side. Roadway and loading area clearances must remain a minimum 6 metres wide at all times.

## 8.6 FIRE HOSE REELS, EXTINGUISHERS, HYDRANTS & FIRE BLANKETS

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Every fire appliance must be available to everyone at all times regardless of population or activity in an area. The nozzle end of existing 36m fire hose reels must reach all areas of Sydney Showground and the Event. Additional fire extinguishers will be required where hose reels do not reach. Additional directional signs are required if the direct path to existing fire appliances is changed or obscured.

Additional fire extinguishers to AS 2444 are required anywhere there is an increased risk of fire including all LPG and cooking installations. Additional fire safety protection equipment will be maintained to AS 1851 by the Licensee.

## 8.7 DANGEROUS GOODS & HAZARDOUS MATERIALS

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Dangerous Goods, hazardous substances and biological hazards are prohibited without the approval of the RAS. Where approval is granted, relevant Safety Data Sheets (SDS) must be retained on-site during the period of use. A copy of all relevant SDS, completed risk assessments and safe systems of work must be provided to the SRES Operations Department. The RAS will distribute this information to Event Security, Fire & Rescue NSW and on-site medical providers.

Safety Data Sheets (SDS) for all chemicals in use must be held on-site by the Licensee for the duration of the Show Licence. Hazardous substance and dangerous goods must be transported and stored according to the WHS Act and Regulations and Code of Practice.

Explosive, dangerous, objectionable articles, weapons or firearms are not permitted at Sydney Showground without the written permission of the RAS.

The RAS has the right to remove any thing that may be deemed objectionable, dangerous or unsuitable. Licensees who have any questions regarding articles they propose to exhibit at the Show should contact the relevant department for approval.

It is expressly prohibited for any Licensee to sell knives or blades at the Show unless prior written approval of the RAS is obtained. It is a breach of the Summary Offences Amendment Act 1988 to sell knives and blades to persons under 16 years of age. If more information is required, please contact the Office of Fair Trading on 02 9895 0111 or contact the relevant department for more information.

## 8.8 CONTRACTOR SAFETY INDUCTION

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All licensees are required to complete the Sydney Showground online WHS Induction prior to the commencement of work. The induction will assist licensees in exercising their duty of care under WHS legislation by informing workers and PCBU's about safety practices specific to Sydney Showground.

## 8.9 MATERIALS & COMPONENTS

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Materials, components and structures used for the Show must comply with AS 1530. Use of readily flammable materials is strictly prohibited including crepe paper, corrugated cardboard, styrene, or synthetic materials. Asbestos or lead in any form is prohibited. Materials used in any part of the Show accessible to the public must be rendered non-flammable including curtains, sets, scenery, overhead structures or signage, decorations and fabrics. Certified proof of fire rating must be available on-site on request. Compliance with Specification C1.10 'Fire Hazard Properties' of the Building Code of Australia is required. As a guide, a Flammability Index of no greater than 6 is required. SOPA's Building Approvals Unit can provide assistance or further information.

## 8.10 NAKED FLAMES, FLAMMABLE LIQUIDS, THEATRICAL SMOKE OR FIRE EFFECTS & HOT WORK

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Use of flammable liquids, theatrical smoke, sparks, naked flames including candles, theatrical fire effects, incense, fragrant oil burners, fuel fireplaces or lanterns, sparklers or hot work (welding, cutting, grinding) is prohibited without prior written approval by the RAS. Naked flames or hot areas shall not be accessible by the public under any circumstances. Additional fire extinguishers are required anywhere there is an increased risk of fire. A CO<sub>2</sub> or Dry Chemical fire extinguisher and fire blanket is to be provided for each situation. Additional safety measures may be required including dedicated Sydney Showground Fire Wardens.

## 8.11 PRESSURE TANKS

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LPG or propane, town-gas, industrial gas and pressure vessel system installation, operation and maintenance must comply with the relevant Acts and Regulations, Australian Standards & SafeWork NSW requirements including AS 1210, AS 3509, AS 3892, AS 3873, AS 2030, AS 1596, AS 1425, AS 3788, AS 5601 and the Dangerous Goods Act, and must have a current NSW certificate of compliance/design registration & test date. All LPG installations excluding forklifts must have a gas fuse installed. Indoor use or storage of gas cylinders is not permitted.

Connect only one gas appliance per cylinder. Check the cylinder is upright, secured to prevent falling over and protected from sunlight or damage. Check the valves, gas lines & fittings for cracks, damage or leaks before use.

Ensure the installation is well ventilated, away from sources of sparks, heat, radios or flame, and is inaccessible by unauthorised persons including the public. LPG is not permitted indoors and shall not be replenished when the public is present.

For more information please contact the SRES Operations Department.

## 8.12 PYROTECHNICS

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Use of pyrotechnics including fireworks or theatrical effects is prohibited without written approval by the RAS prior to the Show. SafeWork NSW provisions apply. Additional fire safety measures are required including a dedicated Sydney Showground fire warden.

## 8.13 DYNAMIC EXHIBITS

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Machinery, plant or equipment used or displayed must be suitable for its use, safe and without risk to anyone.

Safeguards must include isolation of moving parts or controls from the public and operated by competent persons to the manufacturer's instructions, SafeWork NSW requirements and safe work practices.

## 8.14 SAFEWORK NSW

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SafeWork NSW is the State's workplace health and safety regulator. Their focus is on harm prevention and improving safety culture in NSW workplaces.

The RAS supports SafeWork NSW's involvement and participation at Sydney Showground. SafeWork NSW representatives regularly inspect activities on-site including licensed trades/activities, scaffolding, rigging, operation of plant and equipment, general workplace safety practices, competency and training, and carnival rides to assist RAS to maintain the highest level of safety possible.

All Licensees are obliged to fully cooperate with all directions from SafeWork NSW representatives and agree to permit the RAS to disclose any information requested to SafeWork NSW as required.

Please also note the SHOWSAFE Emergency Procedures Section in this Event Manual.

## 9. SRES OPERATIONAL REGULATIONS

All Licensees, contractors and sub-contractors working at Sydney Showground must adhere to Sydney Showground's standard procedures and requirements at all times. They must be used in conjunction with all other relevant legislation applicable to the good or service that is in force in New South Wales and Australia.

### 9.1 WASTE

#### Environmental Obligations

Hazardous Material must not contaminate or pollute Sydney Showground and the Licensee must not, and must not permit any other person to bring into Sydney Showground, any Hazardous Material, unless all necessary Approvals and RAS' consent is first obtained.

#### Licensees are:

- Prohibited from using toxic substances or materials in packaging.
- Prohibited from mixing recyclables with garbage.
- **Prohibited from disposing of any form of waste into the stormwater system. Non compliance constitutes a criminal offence.**
- Required to participate in Show waste avoidance, minimisation by sorting waste at the source into waste streams suitable for recycling, including cardboard, food, general waste and cans into the correct bins; and by educating staff.
- Required to place all commercial rubbish, including all cardboard and related packaging into the commercial waste area and not into public facing bins. Excessive rubbish left behind following the licensee departure will be charged accordingly.

#### Catering Licensees are also required to:

- Comply with Plastics and Circular Economy Act 2021. The legislation prohibits the supply of lightweight plastic bags, single use plastic straws, cutlery, stirrers, plates and bowls.
- Use recycled paper or recyclable food trays and packaging
- Purchase all packaging through suppliers utilising environmentally safe packaging.

If the Licensee causes or contribute to any pollution or contamination of Sydney Showground during the Period, then the Licensee must at its own cost remove all Hazardous Material causing or contributing to the pollution or contamination from Sydney Showground and immediately make good any damage caused by such pollution or contamination; and must at its own cost immediately comply with all requirements of any relevant Authority in respect of pollution or contamination, including notices to make good and pay fines in relation to any pollution or contamination offences, fines for which can be significant.

### 9.2 AIR CONDITIONING AND VENTILATION

Air-conditioning will be operational during the SRES in Halls 1 - 6. Natural ventilation is utilised during Bump-In and Bump-Out periods.

### 9.3 ANIMALS

The [General Regulations](#) (available to download from [www.rasnsw.com.au](http://www.rasnsw.com.au)) apply to all Applicants, Licensees, Attendants, Exhibitors, Competitors, and every Person admitted into Sydney Showground. Special Regulations for your particular species or breed may also apply.

General Regulation 28 binds all owners of any animal to adhere to the [RAS Animal Welfare Policy](#) (available at [www.rasnsw.com.au](http://www.rasnsw.com.au)). The Licensee, owner, attendant, sub-contractor or other worker of the animal must read and understand the RAS Animal Welfare Policy; in particular the obligations to:

- provide documentation from a Veterinarian that the animal/s being brought on-site are free of diseases relating to their particular species.
- complete relevant documentation and submit to the RAS or relevant industry body for the movement of animals (eg. National Vendor Declaration)
- Ensure the animal/s have authorisation to be on-site, which is issued by the RAS.



- Ensure animals are not left unattended.
- Ensure the animal/s are properly restrained at all times and not likely to cause harm to others.

## 9.4 BALLOONS

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Licensees, unless stated on their Permitted Use are not permitted to give away or sell inflated balloons. Only deflated balloons may be given away (subject to management approval).

RAS permits specific large commercial balloon sellers if noted in the 'Permitted Use' of the licence.

## 9.5 BOUNDARY OF LICENSED SPACE

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All Licensees are restricted to trading within the authorised space as detailed in the Show Licence. The sale of goods, canvassing or hawking by the Licensee in any portion of Sydney Showground other than within the licensed space is prohibited and will be subject to removal and confiscation by the RAS.

Aisles are public walkways and must not be used to display goods or to approach patrons.

## 9.6 CLEANING

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The RAS will provide cleaning services to external common areas, foyers and toilets. The Exhibitor must:

- Ensure at all times the space is kept in a clean, tidy and hygienic condition including cleaning own tables and chairs and that all waste and garbage are placed in the appropriate bins. These bins must be placed outside the space after the close of each day of the Show for overnight collection.
- Not permit any garbage or refuse to be in any passage or doorway at any time.
- Ensure that all areas within 3 metres of the space are clean, tidy and free of garbage, refuse or slip/fall hazards of any kind at all times.
- Exhibitors can request specific bins, which will be arranged and returned after the show. Removing bins from public spaces is strictly prohibited.
- Ensure that at the conclusion of the Show (or earlier termination or cancellation), the space is left clean and tidy as it was immediately prior to the commencement of the Show Licence.
- Comply with SRES Environmental and Recycling requirements including separating the waste into recyclable components (food waste, cans and cardboard) into the correct bins.
- Glass bottle bins will be provided on the loading dock for disposal of all glass bottles.
- It is a criminal offense to contaminate the storm water system and significant financial penalties apply for any such occurrence. All cleaning or washing of materials or equipment that creates run off to storm water, is strictly prohibited on site.

## 9.7 COLLECTIONS FROM THE PUBLIC / SOLICITING

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Licensees are not permitted to collect money from the public for any charitable or other reason. Subject to the conditions of their Show Licence, charities may sell products to raise funds for their cause however, are not permitted to solicit donations from the public. Licensees must not induce, or design any exhibit to induce, any person or persons into joining any club, association, society or other body unless the written approval is first obtained from the RAS.

## 9.8 COMPETITIONS / GIVEAWAYS & GAMES

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Licensees wishing to conduct a trade promotion, game of skill or other competition type must contact Liquor & Gaming NSW and any other relevant lotteries and gaming authority to obtain the permits required.

Competitions will be permitted in conjunction with exhibits provided that:

- Prior written approval of the competition must be obtained from the RAS
- A NSW permit is obtained (where applicable) from:

Liquor & Gaming NSW  
 GPO Box 7060  
 SYDNEY NSW 2001  
 PH: 1300 024 720

The RAS does not permit raffle tickets to be sold at Sydney Showground at any time. The RAS does not permit the Licensee to solicit monies for charitable purposes, unless specifically permitted, at any time. Third party sponsorship/branding of products, giveaways, stands, logos or signage is not permitted.

## 9.9 DAMAGES

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The Licensee is responsible for any loss or damage to the premises or facilities caused by its employees, contractors, subcontractors, service providers, agents and exhibitors. The cost of repair and replacement will be evaluated by the RAS and charged accordingly to the Licensee.

## 9.10 DELIVERIES

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The RAS will not accept any deliveries on behalf of Licensees at any time during bump-in, bump-out or during the Show. Licensees must personally arrange to receive any goods or correspondence delivered to Sydney Showground.

When making arrangements for deliveries licensees must ensure goods are clearly marked with company name, stand number and a contact number for the staff on-site.

All vehicles including couriers must have a Contractor or Digital Photo ID Pass plus a vehicle access pass.

The RAS does NOT accept any responsibility for goods, equipment, or correspondence delivered to Sydney Showground.

## 9.11 ACCESSIBLE ACCESS

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All facilities at Sydney Showground have been designed to ensure accessibility. All temporary structures at Sydney Showground must be affected in compliance with Federal Disability Discrimination Act (DDA), the NSW Anti-Discrimination Act (ADA), and the relevant Australian Standards including National Construction Code Series (NCC) and AS 1428 Design for Access and Mobility. Disabled Access requirements include compliant ramps, height of serving counters and full accessibility to the space.

## 9.12 FIRST AID

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A dedicated First Aid provider is on site from 9am - 9.30pm during the show. Outside of those hours security can assist with First Aid and contacting NSW Ambulance. Licensee's employees must report all injuries and illness to their Licensee and to Event Security on 02 9704 1020. All Licensees must provide First Aid kits depending on the number of staff on any stand (Type C - for less than 10 people) and ensure that they know the location of the nearest medical post. Review your Emergency Procedures Evacuation Map for these locations.

## 9.13 FUMES, EXHAUST OR SMOKE

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Any display process which is likely to generate or emit fumes, exhaust or smoke indoors (including demountable structures) is not permitted without RAS approval.

## 9.14 HEATING APPLIANCES

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Licensees are prohibited from using appliances or apparatus involving a naked flame unless approved by the RAS.

All Licensees using a heating appliance or apparatus must provide separation between the public and the heating element and display cautionary signage. This separation should be either:

- A non-flammable, non-heat conducting shield designed to prevent a member of the public from making contact with the heating appliance; or
- An area at least 1.5 metres wide that will separate any public walkway or aisle from this type of equipment. Small appliances that rely on Propane/Butane cylinders are not permitted.

## 9.15 NOISE LEVELS

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The RAS monitors all acoustic levels at Sydney Showground. The use of loud speakers and amplifiers during the Show may

only be at the approval of the RAS. Requests to use loud speakers and amplifiers should be made in writing to the SRES Operations Department.

Licensees should have respect for the public and other Licensees when using such equipment and keep noise levels to a minimum including music. If complaints from the public or relevant instructions from the EPA, SOPA or other relevant Authority are received regarding noise, the RAS will take immediate action to limit noise including possible expulsion from Sydney Showground.

## 9.16 OBJECTIONABLE CONDUCT

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Any person who, in the opinion of the RAS at its absolute discretion, is breaching any of the rules, regulations, laws or guidelines of the RAS including displaying unacceptable or unseemly behaviour whilst on Sydney Showground, may be expelled from Sydney Showground by the RAS and shall upon being so requested by the RAS, immediately vacate and leave Sydney Showground. Criminal penalties may apply under the Sydney Olympic Park Authority Act 2001. All persons must adhere to the Conditions of Entry to Sydney Showground located at the entry points of the ground or via [www.eastershow.com.au](http://www.eastershow.com.au).

## 9.17 PHOTOGRAPHY & VIDEO

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It is not our intention for amateur photographers to be restricted from taking photos around Sydney Showground, providing that:

- 1) the photographer is not causing annoyance or inconvenience to other show patrons;
- 2) that the subject of the photo is not one detailed in the Summary Offences Act 1988 (NSW);
- 3) the subjects have given their consent (if under 18 then their parents/legal guardian consent); and
- 4) that the photos are not to be sold for commercial gain.

The RAS conducts CCTV surveillance at Sydney Showground, has access to Sydney Olympic Park security footage and vice versa. A person entering Sydney Showground may be photographed, filmed, taped and/or subjected to monitoring by close circuit television and it is deemed that a person by entering Sydney Showground consents to the RAS, or third parties appointed by the RAS, photographing, filming or taping. The RAS, or third parties appointed by the RAS, may broadcast, publish, licence and use any photographs, film, recordings or images without compensation sought by the individual. The RAS, third parties and anyone acquiring from them, has a right to use the material and are not liable to the subject for its use in any way.

## 9.18 POOLS AND SPAS

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Any temporary structure containing water is prohibited without written RAS approval.

## 9.19 PRODUCE

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Supply and/or provision of produce (including fodder and bedding) must strictly adhere to the [RAS General Regulations](#).

## 9.20 PROMOTIONAL MATERIAL DISTRIBUTION

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Licensees are not permitted to distribute stickers, balloons ([refer 9.4](#)) or any form of advertising outside the perimeters of their space as specified in the Show Licence.

## 9.21 RIGGING

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All rigging at Sydney Showground is done through RAS approved rigging companies. The RAS will provide a choice of approved, licensed contractors on application. The Licensee must meet all costs associated with the rigging. No item will be rigged from RAS structures or anywhere overhead without prior approval from the RAS. Applications will be considered only after submission of plans, duly approved by a qualified structural engineer.

For more information, contact SRES Operations Department on 02 9704 1368.

## 9.22 SHOWBAGS

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Licensees are not permitted to use the word Showbag/s unless in the Showbag Pavilion. Bags can be sold without the 'Showbag' name ie. gift bag, promotional bag, product sample bag, etc. only.

## 9.23 SIGNAGE

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Licensees must disclose in advance their intended signage requirements and not display erect or permit any signs including advertising signs, to appear on or be visible from the exterior of the space, without the RAS' prior written approval. Approval may be withheld at the RAS absolute discretion. The RAS reserves the right to remove any advertising or other signage from any space at its absolute discretion. Reasons for removal include poor quality, objectionable content, or it is in competition with RAS sponsors.

Licensees intending to operate or advertise under a name other than that appearing on the Show Licence/Schedule of Key Terms must obtain the written consent of the RAS at least 30 days before the commencement of the 2024 Show. Licensees are not permitted to distribute circulars, handbills or any form of advertising outside the perimeters of their space as specified in the Show Licence.

The Licensee must not display signage, distribute any material or engage in any activity which suggests the Licensee is a Show sponsor without prior approval from the SRES Head of Commercial. Signage must comply with the Sydney Olympic Park Outdoor Signage Guidelines, section 5.3 at [www.sopa.nsw.gov.au/-/media/files/sopa/sopa/publications/asset-management-project-and-design-guidelines/commercial-signage-policy.pdf](http://www.sopa.nsw.gov.au/-/media/files/sopa/sopa/publications/asset-management-project-and-design-guidelines/commercial-signage-policy.pdf)

The RAS' brand or logo or any brand or logo depicting the RAS must not be utilised by the Licensee unless the prior written approval of the RAS is obtained. Please note no extra signage or products to be added to fascia boards.

## 9.24 SMOKING

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Smoking is only permitted within the designated smoking areas at the Sydney Royal Easter Show, please refer to the Show map for specific locations.

## 9.25 SOUVENIRS

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The RAS retains exclusive rights to sell or distribute all Show souvenirs. Licensees are not permitted to use the name "RES", "SRES", "Royal Easter Show", "Sydney Royal Easter Show", "Sydney Showground" or use any of the RAS logos without the written approval of the RAS Marketing Department. For more information please contact the RAS Marketing Department on 02 9704 1310.

## 9.26 SPONSORSHIP AND ADVERTISING

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As a not-for-profit organisation, the RAS relies on sponsorship and advertising to assist achieving its Vision and Values. The RAS has a structured sponsorship program that provides sponsors with a range of benefits according to their level of investment and their objectives. If you have any concerns that your activities may be in conflict with any sponsors of the Sydney Royal Easter Show, please contact the Sponsorship Department on 02 9704 1470.

The RAS encourages Licensees to consider the benefits of sponsorship and advertising at the Show. The Sponsorship Department can provide Licensees with information on how to leverage their presence at the Show through tailored sponsorship and advertising campaigns. Should you wish to explore the range of available opportunities please contact the Sponsorship Department on 02 9704 1141.

## 9.27 STAFF PRESENTATION

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Licensees should encourage staff representing their products or services to be well presented and to dress in relation to the exhibit's design or theme. Whilst at Sydney Showground, Licensees and their staff must carry their Digital Photo ID Pass at all times. Licensees must, at their own expense, arrange for the space to be adequately staffed and open for business for the times specified. The Licensee and their staff must at all times conduct themselves in an orderly and respectful manner.

## 9.28 STORAGE

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Storage facilities are not available at Sydney Showground. For storage solutions, Exhibitors can refer to the Exhibitor logistics company listed under Preferred Suppliers on [page 8](#).

## 9.29 SUPPLIERS SELLING RIGHTS

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The Show has a number of preferred suppliers for food, beverages and services. At present preferred suppliers include, but are not limited to, newspapers, financial services, beer and cider, carbonated soft drinks, sports drinks, energy drinks, iced teas, milk and dairy products, fruit and vegetable juices, still and carbonated packaged water, functional water, coffee and pet food. All Licensees will receive notification of specific items that relate to our preferred suppliers before the commencement of the Show. Please note 'Australian Consumer Law' in this Event Manual.

## 9.30 VEHICLES

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The NSW Road Transport Act, NSW Police and Sydney Olympic Park Authority (SOPA) Regulations apply in and around Sydney Showground including pathways and grounds. NSW Police will enforce these regulations. Illegal parking or illegal use of vehicles is subject to infringement. All vehicles must have a Transport for NSW (TfNSW) permit which provides protection pursuant to the Motor Accidents Act 1988 for personal injury liability. Drivers must provide a motor vehicle Licence on demand. The Licensee must obey instructions given by the NSW Police, SOPA, RAS Security and RAS Officials or their appointed agents.

After unloading, all vehicles must be removed from Sydney Showground immediately. Unattended vehicles WILL BE TOWED from Sydney Showground at the Licensee's expense.

Under no circumstances may vehicles block any doorways, fire exits, fire hydrants or streets. Licensees or their agents who enter Sydney Showground using a bump-in pass, bump-out pass or delivery pass are, to the full extent permitted by law, responsible for any loss or damage to the vehicle or its contents and loss or injury to themselves or their persons, and will be required to indemnify the RAS and its agents against any claims which arise in connection with the vehicles' presence at Sydney Showground.

- Speed Limit: The speed limit on-site is 10km per hour or 'walking pace', whichever is the slower.
- The use of a vehicle, electric buggy, scooter, bicycle or quad bike through crowds at Sydney Showground is not permitted without the written approval from the RAS.
- Vehicles must have head lights on at night.
- No hazard lights to be used when driving within the event site. Use directional indicators only.

### Display Vehicles

Motor vehicles with internal combustion engines on display will have a full fuel tank with a locked cap and the ignition keys removed. Do not start vehicles on display without RAS approval. Refuelling is not permitted on any part of Sydney Showground. Vehicles on static display are to have battery leads disconnected to prevent starting by unauthorised users.

Vehicles must not be driven through crowds without the approval of RAS Security on 02 9704 1020.

## 9.31 YOUNG PEOPLE IN THE WORKPLACE

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Commercial Licensees are not permitted to bring any child under the age of 15 into the workplace during the bump-in or bump-out period.

Agricultural Exhibitors under the age of 15 are permitted to enter the workplace during the bump-in and bumpout period provided:

- They have received adequate training to carry out their role safely and supervision arrangements are in place.
- They use all necessary personal protective equipment and wear a high visibility safety vest and closed toed shoes at all times.
- They remain in authorised areas.
- They have a valid accreditation pass. See 3.3

## 10. FOOD, BEVERAGE & RESPONSIBLE SERVICE OF ALCOHOL

### 10.1 FOOD SAFETY

Licensees must comply with Legislation relating to Food Handling and Food Safety. At least one employee from each food related space must have completed a food safety supervisor course from a registered training organisation.

Licensees must have a Food Safety Plan in place and available for inspection.

### 10.2 SAMPLING

#### Alcohol Sampling & Responsible Service of Alcohol (RSA)

The Permitted Use in your Schedule of Key Terms must specifically state that the RAS has agreed to the Licensee's written request to sample and/or sell alcohol for the promotion of particular alcoholic brands within the Licensee's Space.

The Royal Agricultural Society of NSW ("RAS") trading as Sydney Showground is the holder of a On Premise Licence in respect to the Showground site. You are permitted to sample only under the current licence, all samples must not exceed 50ml and 10ml spirits. Should you wish to sell for off site consumption you will need to trade under your own existing licence or make application for a separate licence (NSW Exhibitors Only). The RAS is permitted to licence space to Licensees who promote certain brands of alcohol under strict conditions. We list these conditions as follows:

1. The Licensee must adhere to the responsible service of alcohol standards as set out by Liquor & Gaming NSW and the Liquor Act 2007 and the approved site liquor licenses.
2. Each worker involved in the promotion, sampling or sale of alcohol must have NSW Responsible Service of Alcohol (RSA) accreditation issued by an accredited Registered Training Organisation in NSW.
3. All RSA competency cards must be made available to the RAS prior to the licence period. Details of approved courses can be found at Liquor & Gaming NSW's website, [www.liquorandgaming.nsw.gov.au](http://www.liquorandgaming.nsw.gov.au) Paper certificates are no longer valid.
4. Tasting by the Public is permitted. (Sampling product must be dispensed in a vessel in comparative size to the sample being poured e.g. 60ml vessel for a 50ml sample). 3 samples of spirits per person, per exhibit.
5. Take away sales are permitted for consumption offsite only for stands located in the Woolworths Fresh Food Dome and Home & Lifestyle Pavilion and must be packed and sealed.
6. Orders may be taken for the delivery of wine from the Licensee's Premises pursuant to the Licensee's liquor licence.
7. It is the Licensee's responsibility to ensure that they have the appropriate liquor licence to enable delivery of alcohol post event off site in response to a request for an order from the public.
8. Licensees are prohibited from offering alcoholic beverages as part of a prize and supplying the inducement on the Sydney Showground.
9. Sampling product must be supplied gratuitously.
10. Sampling product must be consumed for tasting purposes only.
11. No alcohol is to be served to persons under 18 years of age.
12. No alcohol is to be supplied to an intoxicated person.
13. Free water to be made available and easily accessible within stands.
14. All Exhibitors are required to prominently display the statutory harm minimisation signage at their service counter.
15. Proposed trading for the Limited Licence – Trade Fair Hours 9.00am - 7:30pm (8.30pm Weekend and Easter Long Weekend).
16. The RAS strongly advises that Licensees seek up to date information regarding RSA compliance by visiting Liquor & Gaming NSW's website at [www.liquorandgaming.nsw.gov.au](http://www.liquorandgaming.nsw.gov.au)





## Food & Non-Alcoholic Beverage Sampling

Prior to sampling food products, approval must be obtained from the Exhibitions and Concessions Department.

Preparation, distribution, sampling and disposal of food and beverage products and by-products must comply with the general standards of health, safety, sanitation and any other specific requirements of NSW Health Department, City of Parramatta Council and the RAS. General safety standards that must be adhered to are as follows:

### 1. SAMPLES

- Maximum volume of food and beverage samples must not exceed 60ml or 10ml for alcoholic spirits.
- Containers and implements used to provide food to the Exhibitors, Trade and/or Public will be used only once then disposed of.
- A condition of operation at the Sydney Showground is the use of environmentally safe packaging. To ensure this condition is met, sampling containers and utensils must be purchased through the suppliers approved by the RAS who are able to meet the criteria set out in the RAS Environmental Management Plan.
- Where sampling of food products is carried out, Licensees must comply with all Laws and meet the statutory requirements of the Health Department at Commonwealth, State and Local levels.
- Officers from the Commonwealth and State Government Departments and City of Parramatta Council will inspect Licensees' food products available for sampling. Any adverse reports from the Authorities may result in termination of the Show Licence. Please see [www.foodstandards.gov.au](http://www.foodstandards.gov.au) for further information.

### 2. GENERAL EQUIPMENT

- Where eating & drinking utensils and/or vessels are re-used, Sydney Showground shall install a double bowl sink (costs apply).
- Hot water at a temperature of 77°C is to be provided to one of the bowls.
- All equipment is to be washed thoroughly and hygienically after use.

### 3. PERSONAL HYGIENE

- Take every precaution to ensure hands do not touch the food by wearing disposable gloves and/or using clean utensils.
- Always use disinfectant soap and hot water.
- Dry hands thoroughly using an air drier or disposable paper towel.

### 4. HOT FOOD DISPLAY AND TEMPERATURE CONTROL

- Temperature must be over 60°C.
- A Baine Marie must not be used for heating food.
- Use an independent thermometer to ensure correct temperature.
- Do not 'Top Up' display food.
- Food must be rotated to ensure freshness.

### 5. COLD DISPLAY UNITS AND/OR FRIDGES

- Temperature must be 1°C to 5°C.
- Drink storage must be separate.
- Use an independent thermometer to ensure correct temperature.

### 6. WASTE DISPOSAL

- Waste must be stored and/or disposed in properly sealed containers and/or bags and emptied regularly.

## 10.3 HEALTH DEPARTMENT

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The licensee must comply with all Laws and regulations regarding food safety and meet the statutory requirements of the Health Department at Commonwealth, State and Local levels.

Licensees should refer to the ANZFA Food Standards Code for:

- Food Safety Standards (Chapter 3: Standards 3.1, 3.2 and 3.3).
- New Food Standards Code amendment Food Labelling (as at November 2011).
- Food Vending Machines.
- Temporary Food Premises.
- Construction and Fit Out of Food Premises.
- New Business Notification Registration.

Under ANZFA Food Standards Code 3.2.2, all food businesses will be required to notify the NSW Health Department of details relating to their business. This will apply to existing and new businesses and notification registration can be completed via Internet or written application. Applications can be obtained from your local Council or Public Health Unit.

## 10.4 HEALTH REGULATIONS

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If unpackaged food is to be given away, openly stored, displayed or handled, the following facilities and services need to be provided:

- Hand basin with hot and cold water and soap.
- Separate sinks with hot and cold water for washing serving implements or utensils and a separate sink for washing hands.
- Washable impervious floor and walls, where food preparation or cooking is taking place.
- Exhibition stand must be located with access to the appropriate service pit if water and drainage are required.
- Refrigerated display and/or storage cabinet if the food is perishable.
- Food should be protected from contamination by a glass or perspex screen or sneeze guards, and trays with fitted covers should be used.
- Condiments such as sauce, mustard etc are to be contained in squeeze type dispensers or in individually sealed packs.
- All eating and drinking utensils must be disposable and comply with the Plastic Reduction and Circular Economy Act 2021.
- Bins must be provided and placed in suitable locations by exhibitors offering food. Such receptacles must be located at or near the stand and the contents shall be disposed of in a manner approved by the RAS.
- Heating or cooking is prohibited without written approval by the RAS prior to the Show. Cooking of food on exhibition stands is discouraged, however each case will be considered on its merits in conjunction with the type and quality of food being cooked, the method used for cooking and the removal of any cooking odours.
- Naked flames or hot areas shall not be accessible by the public under any circumstances.
- Additional fire extinguishers are required anywhere there is an increased risk of fire. A CO2 or Dry Chemical fire extinguisher and fire blanket is required for each cooking, heating or LPG installation. No heating or cooking appliances in accommodation or storage areas.
- Hot areas shall be guarded to prevent transfer of heat to combustible items or injury to people.

# 11. GENERAL SHOW INFORMATION

## 11.1 ADMISSION PRICES - PUBLIC ACCESS

All General Admission ticket prices for the 2024 Show include return public transport.

Ticket prices subject to change.

TICKET TYPE	ONLINE** PRE SHOW	ONLINE** DURING SHOW	GATE*
<b>Adult</b> Adults aged 16 years or older and other customers who do not meet the requirements for purchasing a Child or Concession ticket.	\$43.00	\$45.00	\$49.00
<b>Concession</b> Full time tertiary students in possession of Student Identification Cards with Student Transport Identifiers. Pensioners in possession of a Pensioner Concession Card from all States or Territories of Australia. Retired Senior Citizens in possession of a NSW Senior Citizens Card, War Widow/ers in possession of War Widow/ers Transport Concession Cards (Form TC1).	\$32.00	\$34.00	\$38.00
<b>Child</b> Children aged 4 to 15 years. School Pupils aged 16 to 18 years in possession of ROA School Pupil ID Cards (Form 202) or valid School Transport Pass (eg State Rail School Rail Pass). Children 3 years old and under are FREE	\$26.00	\$28.00	\$30.50
<b>People with a Disability</b> Companion card holders must display their companion card at time of purchase to receive a free carers ticket.	\$26.00	\$28.00	\$30.50
<b>Family</b> Two adults plus two children	\$110.00	\$130.00	N/A
<b>Kids' Day</b> Entry only on 2 April 2024	Child \$16.00	\$16.00	\$16.00
<b>Seniors' Day</b> Entry only on 25 March 2024	Concession \$20.00	\$20.00	\$20.00
Entry permitted after 4pm only	Adult \$35.00	N/A	N/A
	Child \$16.00	N/A	N/A
	Concession \$26.00	N/A	N/A

\*Recommended Retail Prices \*\*Ticketmaster handling fee of \$5.50 applies to on line purchases.

Discounted carnival / credits and GIANTS Stadium reserved seating offers will be promoted in a dedicated pre-event period.

Tickets can be purchased online at [www.eastershow.com.au](http://www.eastershow.com.au), and at Main & Kids' Carnival entry point to the Show.

For more information, including school and group admission offers, visit [www.eastershow.com.au](http://www.eastershow.com.au)

## 11.2 PARKING

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No parking is available on Sydney Showground during the Show. The nearest Sydney Olympic Park Car Park is located in P1 car park on Edwin Flack Avenue. The cost of single entry parking at Sydney Olympic Park Car Parks during the Show is \$42 for P1 and P8 and \$35 for other car parks. P1 Pre-booked parking tickets can be purchased via the Sydney Olympic Park website:

[www.sydneyolympicpark.com.au/parking/pre-book\\_parking](http://www.sydneyolympicpark.com.au/parking/pre-book_parking)

## 11.3 TRANSPORT

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The best way to get to the Show is by public transport. Return public transport is included with the cost of your entry ticket or accreditation.

### Rail

The Sydney Olympic Park railway station is located adjacent to Sydney Showground.

### Bus Stops

Located at each end of Olympic Boulevard, near the entrances to Sydney Showground. Special bus services from areas of Sydney not serviced by rail will be provided. These limited-stop services will bring visitors directly to Sydney Showground. Routes and timetables will be widely advertised before the Show.

For further travel information visit [www.transportnsw.info](http://www.transportnsw.info) or contact the Transport Information Line on 131 500.

## 11.4 SERVICES & FACILITIES

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### Customer Service Centre

The Customer Service Centre (CSC) will be located on Showground Road. At the CSC, Licensees and visitors to the Show can receive help and special assistance.

#### OPERATING HOURS

22 March - 2 April 2024      9.00am - 9.00pm

For enquires during the Show, please contact the Customer Service Centre on 02 9704 1345 or 02 9704 1346.

### Information

The SRES Information Booth is located on the corner of Grand Parade and Showground Road and provides general information including printed Show maps, Show highlights, Program details and directions for the Sydney Royal Easter Show.

#### OPERATING HOURS

22 March - 2 April 2024      9.00am - 7.00pm

### Locker, Stroller & Wheelchair Hire

Approximately 1800 lockers are placed at various locations on Sydney Showground for the duration of the Show.

For any faults or difficulties with lockers during the Show, please call Excel Lockers on 0423 168 955 or email [owen@showlockers.com.au](mailto:owen@showlockers.com.au).

Motorised scooters, wheelchairs and strollers will be available for hire on Olympic Boulevard near the main entry. To make a booking please contact Showlockers on 0423 168 955 or [www.scooters.show](http://www.scooters.show). It is recommended that all motorised scooter hire is booked in advance to avoid disappointment as provision of availability cannot be guaranteed.

## Lost Persons Centre

The Lost Persons Centre (LPC) is located at the rear of Southee 6 on Grand Parade.

### OPERATING HOURS

22 March - 2 April 2024 9.00am - 9.00pm

For enquires during the Show, please contact the Lost Persons Centre on 02 9704 1236.

## Lost Property

Lost Property should be handed into the Police Station, located on New England Avenue under the Concourse, opposite the Schmidt Arena. Theft and/or loss of any valuables should be reported to the Police Station.

Lost property inquiries after the Show has ended should be directed to the lost property form online. Lost property will be kept for a three month period following the conclusion of the Show.

## Parents Rooms

There are three publicly available Parents Rooms located on-site and one exclusively for members:

- Woolworths Fresh Food Dome Foyer
- Southee 6 on Grand Parade
- Olympic Boulevard
- Main Arena concourse (Members Only)

There are also baby change tables available in most accessible toilets around the grounds.

## Accessibility and Inclusion

- A Quiet Room is located near the Members Entrance gate on Showground Road, near Sydney Olympic Park train station.
- A Prayer Room is located near the Members Entrance gate on Showground Road, near Sydney Olympic Park train station.
- An accessible changeroom is located on the Main Arena Concourse, near the Members area.

## RAS Membership & Services

Membership of the RAS of NSW is one of the best ways to demonstrate your support for rural NSW and makes you part of one of the oldest Societies in Australia. It also allows the RAS to continue to support Australian agriculture through competitions, scholarships and grants.

Contact our Membership Team on 02 9704 1144, visit [www.rasnsw.com.au](http://www.rasnsw.com.au) or email [membership@rasnsw.com.au](mailto:membership@rasnsw.com.au), should you wish to take up RAS Membership.

To assist RAS Members with any queries during the Show, the Members Services Centre is located in the Members' Stand. RAS Members services during Showtime include:

- Unlimited entry to the Sydney Royal Easter Show for 12 days.
- Members only seating in GIANTS Stadium.
- Members only seating in the Woodchop Stadium.
- Members only bar, café and restaurant.

# WE WANT YOU TO HAVE A SAFE, FUN AND POSITIVE EXPERIENCE AT THE SYDNEY ROYAL EASTER SHOW

Did you see or hear something suspicious or unusual?

OR

Have you witnessed any illegal, dangerous, disruptive,  
offensive or vilifying behaviour?

IF YOU SEE SOMETHING, SAY SOMETHING  
**TEXT 0427 010 239**



SYDNEY  
**Showground**

Sydney Olympic Park



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