



Ballarat Agricultural & Pastoral Society
PO Box 401, Ballarat Victoria 3353, Australia
Phone: (03) 5338 1877
Executive Officer:
Lucy Quartermain
Email: eo@ballaratshow.org.au
Web: www.ballaratshow.org.au

Information and Conditions

Venue: Ballarat Showgrounds.

Corner Creswick Road and Howitt Street, Ballarat.

Close to CBD and provides all weather alternatives and a range of Indoor and Outdoor exhibition spaces.

DATE: Saturday, 24th March, 2018

Expo Times: Open to Visitors from 9.30am to 4.30pm

Management Team

Event Director: Lucy Quartermain

Administration Support: Georgina Walton

Chairman: Courtney Walker

Exhibitors attending the Rural Lifestyle Expo can expect to participate in a quality event coordinated by an experienced and professional team. This new event has been enormously successful, winning the CGU Commerce Ballarat Business Awards (Special Events and Attractions) in 2012 and a finalist in 2013 & 2014. Proven events successfully coordinated by the Ballarat **Agricultural and Pastoral Society** include the Ballarat Show (Major Event) Ballarat Sheep Show, Ballarat Ram Sale, Ballarat Rural Achiever Awards and Ballarat Wine Show.

TERMS AND CONDITIONS

1. Forms must be completed and returned to the Ballarat Agricultural and Pastoral Society by **23rd February, 2018**. Applications submitted after this date may be accepted, subject to availability of sites. Site allocations after this date will be made at the discretion of the organisers.
2. **Payment:** Full payment for site (non-refundable) is to be paid to confirm your booking at the Rural Lifestyle Expo.
Cheques payable to: Ballarat Agricultural and Pastoral Society (Attention: Event Director) PO Box 401, Ballarat 3353
Credit Card: Visa, Bankcard, MasterCard
Direct Deposit: **Account Name:** Ballarat Agricultural and Pastoral Society
Branch (BSB): **013 912 Account Number:** 3099 53766 **Bank:** ANZ Bank
3. The exhibitor acknowledges that the Rural Lifestyle Expo organisers shall not be bound to reserve and/or supply site(s) or any services until payment in full of all the required fees as appear hereon is made by the exhibitor.
4. **INSURANCE** - Proof (attach a copy) of adequate Public Risk Insurance must be given when lodging application for space.
5. Any application for space not necessarily accepted. Allocation of space is at the discretion of the Expo organisers. All exhibitor sites comprise space only. Exhibitors are reminded that they must provide all equipment needed for their own site and display. This includes items such as gazebos, tables, chairs, wet weather coverings, signage, display boards etc. Ballarat Party Hire may be able to assist with the hiring of such equipment.
6. The organisers reserve the right to relocate any space holder, as it deems necessary.
7. Exhibits/Stalls must be in place for the duration of the Expo and must remain open for business for the hours advertised.
8. Exhibitors must remain and conduct business within the confines of their allocated area.
9. All stands and displays must be completed and occupied by 9.00 am on the day of the event, and removed by no later than 10pm on the same day. Alternative storage arrangements may be made with Rural Lifestyle Expo organized

10. **Set Up** – Rural Lifestyle Expo Sites (Ballarat Showgrounds) will be available for exhibitors on Friday prior to the event.
11. **Security** will be provided overnight for Friday prior to the event. Security is available for Saturday night for a fee, as outlined in application form.
12. **Occupational Health and Safety**
 - Power – 1 x 10amp outlet will be provided per site, unless otherwise specified at the time of registration.
 - Exhibitors are required to supply their own Residual Current Device for installation at each power outlet they use.
 - All electrical leads and electrical equipment are required to be tested and have a current up to date tag affixed.
 - The use of double adaptors is strictly prohibited.
 - Power boards must be fitted with current overload protection.
 - All Gas appliances being used, must comply with current regulations.
 - Exit points to be kept clear at all times.
 - Fire Extinguishers to be accessible at all times.
 - Showgrounds speed limits to be observed at all times.
 - Exhibitors must follow traffic flow arrows as indicated on signage.
 - Exhibitors are to comply with all Rural Lifestyle Expo rules and regulations.
 - All Leads must be off the Ground.
13. The exhibitor shall not be entitled to assign or sublet all or part of the site(s) without the prior written consent of the Rural Lifestyle Expo organisers.
14. The organisers shall have the right to nominate the situation of the site(s) applied for by the exhibitor and the exhibitor shall only have a license to occupy the site(s) so nominated during the period of the Expo.
15. If the exhibitor wishes to cancel this contract less than 30 days prior to the commencement of the Expo the organisers shall retain 60% of the fees set out hereon.
16. The organisers shall not be held liable for loss of or damage to the exhibitor's property whilst on the Expo site.
17. The organisers shall have the right to sell by public auction or private treaty any structure or any plant equipment goods or other articles that shall remain upon the site(s) after the period of 14 days after the event. Hereof and the exhibitor hereby irrevocably authorises the organisers to effect such sale and on the exhibitor's part to give full and clear title to the purchaser AND the organisers may retain for its own use to the proceeds of any such sale.
18. The organisers reserve the right to cancel this license by notice served on the exhibitor. If it is of an occurrence or happening which in the opinion of the organisers justifies it in so doing and without affecting the generality hereof in the event of any breach of any of these conditions or if the exhibitor does not occupy the site(s) at the commencement of and during the full period of the Rural Lifestyle Expo AND in the event the organisers shall not be liable to pay the exhibitor any compensation whether on the grounds of loss of profit or otherwise or to refund any money paid by the exhibitor hereunder in respect of such cancellation.
19. The exhibitor shall not fuel any vehicles plant or other equipment within the Expo site except at designated fuelling points and shall only be entitled to have such motor vehicles (other than for display purposes) on the site(s) as may be approved by the Manager.
20. The exhibitor shall conform to the requirements of governing bodies for the erection of structures the display and/or sale of machinery vehicles and all other products or goods of the exhibitor and the Regulations By-Laws and Ordinances made under such Act.
21. The organisers or other person appointed by the organisers shall have the power to enter upon the site(s) of any exhibitor at any time and remove any article, sign, picture or printed matter which in his or her opinion is either not eligible for display or may be the cause of offence.
22. Use of amplifiers or loud speakers by an exhibitor is prohibited without the prior written approval of the organisers.
23. The exhibitor shall not conduct or permit to suffer to be conducted on the site(s) any competition, game or sale by auction without prior written approval of the organisers.
24. No livestock other than those provided or approved by the organisers shall be brought onto the Expo site. **No stallions are allowed.**

25. Any building structure, fence etc., erected on any site(s) by the exhibitor shall be entirely at the risk of the exhibitor who shall be responsible for its maintenance or protection from damage at all time AND no action, claim or demands shall be made or taken against the owner of the Expo site or the organisers for any damage caused whatsoever including any action for negligence or trespass.
26. The exhibitor shall at all times comply with any directions that may be given by the Rural Lifestyle Expo Manager or the organisers whilst the exhibitor is upon the Expo site.
27. No person shall be permitted to stay overnight on the Expo site during the period of the Expo, unless authorized by the event director and organizing committee
28. Where the context permits the following words shall have the following meaning:
29. "The organisers" shall mean the Rural Lifestyle Expo.
30. "The Expo site" shall mean Ballarat Showgrounds and such areas nominated by the organisers
31. "The exhibitor" shall mean & include the exhibitor, its employees & agents.
32. **PLEASE NOTE:** The acceptance of applications and the allocation of sites is at the total discretion of the Rural Lifestyle Expo. Site preference will be considered and every endeavor will be made to satisfy such preferences, however, no guarantee can be given that the site requested will be provided. Sites will **ONLY BE ALLOCATED** and Exhibitors Kits provided when **FULL** payment is received. This application with the conditions shall on acceptance, form the Contract between the applicant and the Rural Lifestyle Expo (Ballarat Agricultural and Pastoral Society).
33. Exhibitors must inform Ballarat Agricultural and Pastoral Society upon submission of their application, if they do not wish their contact details to be provided to ***The Weekly Times or WIN Television.***

General Information - All stallholders selling or giving away food and drinks (including wrapped lollies, pre-packed food, showbags and alcohol) must hold a current Food Registration. The Ballarat City Council is now recognising current Food Act registrations with other municipalities when attending events in Ballarat, operation under these provisions is dependent on the food business providing suitable notification of their intention to sell food in our municipality, and demonstrating they have appropriate registration within their own municipality.

Council's Authorised Officers will be conducting compliance inspections on a random basis throughout this event and will be checking compliance with the new provisions, any food business which fails to demonstrate they have a current Food Act registration (by producing the registration certificate on site) will be considered to be operating an unregistered Food premises and as such will be required to cease providing food for sale immediately.

A copy of food vendors STREATER must be available for viewing and a copy supplied with application.

If using gas, vendors must review the Code of Practice for Safe Use of LPG at Public Events in Victoria and complete and submit the Gas Safety Check List. Refer to Expo website to download.

Whilst it is a legal requirement that you show your current Food Act registration to an Authorised Officer on request it is also strongly recommended that a copy is provided with your initial notification as well.

Should you be unsure about this or any other requirement please contact City of Ballarat Environmental Health Unit on 5320 5702 prior to the event to discuss further.

Liquor Licensing. Stallholders offering sales and tastings of alcohol are reminded that they too must hold BOTH a food registration and a Temporary Limited Licence to offer sales and tastings of alcohol at the Rural Lifestyle Expo. For more information and to complete an online application please go to www.liquor.justice.vic.gov.au.

WORKING WITH CHILDREN

The Ballarat Agricultural and Pastoral Society Inc. is committed to child safety and wellbeing. To ensure this occurs all those with "direct and consistent" access to children will be required to provide a working with Children Check card. If this is the case for your trade please include with your application.

PARKING

Due to limited space on the Ballarat Showgrounds, there is no parking available within the grounds for Exhibitors. All vehicles must be unloaded and removed from around the pavilions as soon as possible and before 9 am. To comply with OHS and Risk Management, there will be no vehicle movement permitted on site after 9 am.