



Royal Agricultural Society of NSW

Prospectus

Carnival Games - 2020 Sydney Royal Easter Show

3 to 14 April 2020
Sydney Showground
Sydney Olympic Park
www.eastershow.com.au





Be a part of Australia's largest ticketed event

The Royal Agricultural Society of NSW (RAS) is inviting applications from businesses to operate carnival games at the 2020 Sydney Royal Easter Show, held at Sydney Showground, Sydney Olympic Park 3-14 April 2020.

First held in 1823, the Sydney Royal Easter Show is Australia's largest annual ticketed event, attracting over 850,000 attendees on average. Revenue generated by it allows the not-for-profit RAS to invest in agricultural programs, competitions, education, youth, and rural NSW. Support for these activities promotes agricultural excellence and keeps our rural communities strong, your involvement with the Show plays an integral role in this.

The Show is a celebration of Australian culture, from our rural traditions to our modern day lifestyles, providing unique experiences for everyone. Every Easter, the country and city join together at Sydney Showground, Sydney Olympic Park, for 12 days of agricultural competitions, animal experiences, live entertainment, carnival fun, shopping and much more. Consistently ranking in the top five attractions the Sydney Royal Easter Show carnival provides arguably one of the best collections of transportable rides and games in the world.

If you are interested in securing space for your business, I encourage you to act now by completing the application form and returning it by Friday 18 October 2019.

BACKGROUND

The 2020 Sydney Royal Easter Show (SRES) will be held over 12 days from Friday 3 April to Tuesday 14 April.

Carnival Games will operate in two main sites around Sydney Showground.

1. Main Carnival - Area adjacent to Australia Avenue
2. Kids' Carnival - Located on Olympic Boulevard

Sites will vary according to ride frontage, depth and height as determined by the RAS.

Applications must include a detailed proposal covering the assessment criteria. Please ensure all information is enclosed, as incomplete applications will not be considered. The RAS will advise successful applicants in writing of the outcome of their application and confirm site allocation.

The decision of the RAS is final. The RAS does not provide any exclusivity.

This prospectus is not a contractual agreement binding on the RAS. Successful applicants will be contracted by entering into a 2019 SRES Licence. Full details of the SRES Licence will be made available to successful applicants, however, the site will not be confirmed until the terms and conditions of the Licence are agreed and the non-refundable first instalment payment is received.

Carnival Game applications must be received by **Friday 18 October 2019**. Please return to:

Attn: Shane McGrath
Senior Manager – SRES Operations and Product Development
Royal Agricultural Society of NSW
Locked Bag 4317
SYDNEY OLYMPIC PARK NSW 2127

SITE AND OPERATIONAL REQUIREMENTS

Work, Health & Safety (WHS)

- The Licensee is required to comply with Work, Health and Safety (WHS) laws and if required under the legislation, have in place their own WHS policy and safe systems of work for their activities. All participants must consult, cooperate and participate with the RAS' WHS programs and comply with all reasonable directions of the RAS WHS Management System.
- NSW WHS Legislation, Regulations and Codes of Practice require anyone in control of the workplace to identify the potential hazards of the work, to assess the risks involved to anyone including staff, visitors, or contractors and to develop controls to eliminate or minimise the risks.
- **High visibility clothing and closed toe shoes are mandatory during high-risk work, bump-in and bump-out and will be strictly enforced across the site. Working at heights SWMS are mandatory for all high risk construction work.**
- All staff erecting or dismantling stands and staff operating outside SRES trading hours must wear appropriate personal protection equipment. At these times, staff must also keep unauthorised people away from the work area.
- The Licensee must comply with all requirements of Australian Standards AS1657 - Fixed Platforms, Walkways, Stairways and Ladders – Design, Construction and Installation and AS 4084-2012 - Steel storage racking.
- The Licensee must provide certification for their stands by an engineer or degree qualified builder. The certification/report needs to include plans that also highlight point load limits.
- The Licensee must make available safe work method statements during the construction period and have a construction management plan.
- The Licensee must meet all fire protection requirements and test their equipment.
- No-one is permitted to sleep on site or remain on site overnight.
- Operators must comply with the 'Guidelines on the Safety of Showbags, Toys and Novelties', as prescribed by the Department of Fair Trading for all prizes offered. Certain items are not permitted for sale at the 2020 SRES at discretion of the RAS.
- All statutory requirements must be met including adherence to the WHS Act and Regulations, Codes of Practice, Environmental Protection Authority (EPA) Act and the requirements of the Sydney Olympic Park Authority (SOPA).
- SafeWork NSW Inspectors will be on site for the Licence period, as well as the RAS Carnival Consultant and RAS Safety Manager. Information can be obtained from either party.

Services

Site services such as electrical, water, waste and gas can be provided by the RAS. The cost of those services is in addition to the Licence Fee. Charges for connection and equipment usage will be invoiced to the Licensee and payment of these services is required prior to the commencement of the SRES.

The Licensee will be invoiced for power consumption following the SRES for direct connections.

Operators must adhere to terms and conditions regarding utilities contained in the 2020 SRES Licence and the SRES Event Manual.

Tickets and passes

Some admission passes are included as part of the Licence Fee payable by the Licensee. If additional staff admission passes are required during the event, Licensees must submit a copy of their staff roster to verify this. Please note additional passes are likely to incur a fee.

Award wages

Staff of the Licensee must be employed under the terms and conditions of the applicable award for their activity and industry or another appropriate industrial instrument such as a registered enterprise agreement.

Environmental

Under environmental and Sydney Olympic Park Authority (SOPA) legislation (including the Environmental Protection Authority (EPA) Act, the Sydney Olympic Park Act & Regulations and the RAS Environmental Management Plan) Licensees at a minimum, are:

- Prohibited from using toxic substances or materials in packaging;
- Prohibited from disposal of waste into the stormwater system;
- Required to participate in SRES waste avoidance and minimisation by sorting waste at the source into waste streams suitable for recycling, along with educating staff to do likewise;
- Required to comply with RAS instructions in relation to the environment including noise control;
- The RAS will provide Licensees with environmental guidelines specific to the SRES;
- Licensees are responsible for any music licences if required by APRA or the PPCA or any other relevant authority; and
- Required to place oil drop sheets under rides and amusement devices to prevent and to control any spills that may occur from carnival rides, equipment or machinery.

Access and parking

A bump-in, bump-out and delivery pass system will be implemented. Access to Sydney Showground will be limited. Operators are encouraged to utilise the extensive public transport system operating during the SRES.

Illegal parking is subject to infringement. Parking on-site during the SRES is not permitted.

Special carnival game conditions

The validity of successful applicant's Licence is conditional upon the operator having the following documents.

COPY REQUIRED 3RD FEBRUARY 2020
<ul style="list-style-type: none">• Valid Public and Products Liability Insurance Policy noting the Royal Agricultural Society of NSW as a named interested party to the amount of \$20 million AUD on any one claim. The insurance company must be an APRA approved insurer, see www.apra.gov.au;• Valid Workers Compensation insurance complying with relevant legislation;• Risk Assessment conducted in accordance with AS/NZS ISO 31000:2009.• Staff list including Working with Children Check Clearance Number, surname and date of birth or exception classification number. Licensees will be required to add to this list leading up to as well as during the SRES as and when casual employees are engaged.
AVAILABLE TO VIEW ONSITE AT ANY TIME
<ul style="list-style-type: none">• Staff training plan and manual;• Work, Health & Safety Policy;• Safe Systems of Work;• Emergency procedures;• Material Safety Data Sheets;• Harassment Policy and Equal Employment Opportunity Policy; and• High risk work licences

Licensees must not sublet, assign or grant any licence or in any way part, divide or allocate any portion of space allocated to them to any other company, sole trader or third party.

Licensees may be required to attend a pre SRES briefing as requested by the RAS and have a duty to consult with the RAS regarding any health and safety issues.

Licensees must adhere to the terms contained in the SRES Event Manual available at www.eastershow.com.au

Game prices (including dollar and coupon value), game rules and warning/risk signs must be displayed at all times.

Game operators are not permitted to offer cash as a prize or offer cash inducements.

The RAS reserves the right to confiscate any prizes that it deems unsuitable for the SRES. This specifically applies to prizes that are inappropriate, unsafe or that may breach NSW Fair Trading Guidelines.

All operators that wish to accept Discounted Centralised Coupons (DCCs) for game payment during the SRES are advised that they will be paid in accordance with DCC redemption.

Operators accepting DCCs must apply the following price structure for the 2020 SRES: \$3.00 game = 4 coupons, \$4.00 game = 5 coupons, \$5.00 game = 6 coupons

The RAS operates DCCs. Each game that accepts DCCs must follow RAS directions and procedures for DCC security, operation and credit control. The Licensee:

- Is responsible for the security and safety of all DCCs while in its possession;
- Must follow RAS directions and procedures concerning the DCC operation.

The RAS will redeem and weigh standard DCCs for each game and in accordance to such weight, will credit the Licensee. The 'average DCC daily rate' is calculated to allow for efficient weighing and redemption and is defined below.

The 'average DCC daily rate' will be established via a daily physical sample of 600 coupons selected from a random operator. This sample will be applied across each of the coupon colours and will allow for accurate bulk measurements by taking into account humidity levels. These values will then be applied to each coupon weigh to establish coupon quantities.

The operator will be issued a receipt and their account credited with 75% of the RAS sale price of the coupons.

The Licensee must accept the discounting implemented by the RAS in the amounts set out in column six (6) in relation to the DCC packs set out in column one.

Discount Centralised Coupons table

Number of coupons	Sale price	Value	Unit price	\$ discount	% discount
135*	\$ 108.00	\$ 148.50	0.800	\$ 40.50	27.27%
110**	\$ 96.00	\$ 121.00	0.873	\$ 25.00	20.66%
75	\$ 70.00	\$ 82.50	0.933	\$ 12.50	15.15%
50	\$ 50.00	\$ 55.00	1.000	\$ 5.00	9.09%
20	\$ 22.00	\$ 22.00	1.100	\$ -	0.00%
1-19	\$1.10 to \$20.90	\$1.10 to \$20.90	1.100	\$ -	0.00%

135* Pre SRES period only

110** Pre SRES and SRES Period. This coupon sheet may be sold onsite.

Licensees are responsible for the sorting of DCCs into each value (colour) category to assist with the weighing process. Failure to meet this requirement will result in delay of payment.

LICENCE FEE

- Each game operator is required to pay a Licence Fee, which is represented as a minimum payment between \$900 and \$1,270 per lineal metre (ex GST), depending on location and at the discretion of the RAS. Some sites will attract a premium rate.
- No entry is permitted to Sydney Showground unless all documentation has been received by the RAS.
- During the SRES, carnival game operators may accept cash or DCCs. If a carnival game operator redeems DCCs, a sales commission will also be payable, being 25% of the total value of DCCs redeemed (refer to Discounted Centralised Coupons - DCCs).
- The Licensee must ensure that it reports any invalid coupons. The RAS takes no responsibility for lost, invalid or damaged coupons. The RAS will not reimburse the Licensee for any loss of profit associated with a coupon.
- The RAS will pay the Licensee for redeemed coupons according to the dates set out below.

The RAS agrees to:

- Maintain a record of each Licensee setting out the cumulative balance for credits arising from transaction between itself and the Licensee.
- Maintain confidentiality between itself and other Licensee.
- Pay the Licensee on the due dates set out below subject to paragraphs below:

Payment	Due Date
1 st	7 April 2020
2 nd	9 April 2020
3 rd	14 April 2020
4 th	21 April 2020

- "Payment" means total sales revenue received by RAS for standard DCCs and promotional DCCs less sales commission accumulating for the period since the previous due date.
- All payments to the operator from the RAS will be made via Electronic Funds Transfer (EFT), by the due date and generally be available on the subsequent business day.

2020 CARNIVAL GAME

APPLICATION FORM

CONTACT DETAILS

Title	First Name	Surname	
Company Name	Trading As		ABN
Street Address Postcode	Suburb		State
Postal Address			
Telephone	Mobile		Email

SELECTION CRITERIA

An advisory committee will review your application which will be evaluated against six elements which make up the selection criteria. Incomplete applications will not be accepted. Each selection criterion **MUST** be addressed in detail; applications with insufficient information will not be accepted.

Please complete one form per game.

1. GAME SPECIFICATIONS AND COST

Name of game	Frontage/ Length (m)	Depth/ Width (m)	Game type <i>Eg. Skill, Chance, Race</i>	Cost to play the game & inclusions
<i>Eg. Basketball Hoops</i>	<i>10m</i>	<i>3m</i>	<i>Skill</i>	<i>\$5 or 6 coupons per game for 3 balls</i>

Does this game offer a trade-up or build-up prize structure?	Please circle: YES / NO
<i>If Yes, please describe in detail:</i>	

2. RULES AND PRIZE DETAILS

Rules of the game – Please provide a detailed description	
Example	<i>Players receive 3 balls per game. The more balls hooped the bigger the prize. If player scores 3 consecutive hoops in one game they may select a small prize or they may elect to 'trade-up', whereby they pay for another game. If the player scores another 3 consecutive hoops in the second game, they may select a medium prize. The same process continues through two more levels up to a giant prize, a player must score 12 consecutive hoops in 4 consecutive games to win a giant prize. All child players win a prize.</i>

Prize details of the game – Please provide details which may include series and price per piece	
Example	<i>Eg. All prizes are soft plush and are classified as follows: Small Prize – soft plush between 10-20cm; Medium Prize – soft plush between 20cm–40cm; Large Prize – soft plush 40cm-60cm; Giant Prize – soft plush over 70cm. Children's prize for participation is a sheet of stickers or key ring.</i>

3. PRESENTATION

Please supply the following in support of your application:

- Current photo of each game.
- Current photo of staff uniform.

4. QUESTIONS

1. Will the rules of the game be displayed clearly and prominently?
2. Do the prizes offered comply with the Toys and Novelties Guidelines?

5. GAME & RISK MANAGEMENT

1. Please state your dispute resolution policy (please attach evidence).
2. Do the games detailed in the above section have a Risk Management/Safety System in place which is compliant with AS/NZS ISO 31000:2009.

6. PREVIOUS EXPERIENCE

The RAS will review statements and comments drawn from the applicant's previous SRES experience.

Please note

1. All submissions must be legible and should not be faxed or emailed.
2. Ensure all information is enclosed in the application, as incomplete applications will not be considered for site allocation.
3. This document does not constitute an offer but is issued only to solicit proposals.
4. The RAS reserves the right to reject any proposals and its decision will be final.
5. The RAS is not required to enter into any correspondence regarding reasons for non-acceptance of any Expression of Interest.
6. The RAS does not provide exclusivity.
7. By executing and lodging this application, the applicant is deemed to consent to the RAS conducting a credit reference check of the applicant. Further, the RAS reserves the right to decline the application if it deems that the reference check is not acceptable.

Name of applicant

Signature of applicant

Date

Carnival Game applications should be received by Friday 18 October 2019. Please return to:

Attn: Shane McGrath
Senior Manager – SRES Operations and Product Development
Royal Agricultural Society of NSW
Locked Bag 4317
SYDNEY OLYMPIC PARK NSW 2127

Privacy Act Statement Information provided by you pursuant to this Prospectus is used by the RAS for the primary purpose of processing, assessing and determining the occupancy of space at Sydney Showground for the Sydney Royal Easter Show. Information will be held securely by RAS. The RAS may make information available to Operational Service Providers or such other persons the RAS deems helpful in enabling the successful applicant to adhere to the Sydney Royal Easter Show Licence and perform the Permitted Use and could be made available to third parties for the purpose of promoting the RAS or SRES Exhibitions, or as otherwise required by law. Information may also be retained long-term in the RAS Heritage Centre. A copy of the Privacy Policy is available at www.eastershow.com.au.

Right of Access to Information: Applicants have the right of access to and alteration of personal information containing themselves in accordance with Privacy Laws. This may be done by contacting RES Exhibitions, or by contacting the RAS Privacy Officer on 02 9704 1111 or in writing to the RAS, Locked Bag 4317, Sydney Olympic Park NSW 2127. Should there be any complaints in relation to any of the RAS' processes and policies, the complainant should contact the RAS directly on 02 9704 1111. All complaints will be dealt in accordance with the RAS Complaints Handling Procedure.

Disclaimer: The information contained in this Prospectus is gathered for the purpose of providing information to our Applicants. The information is a compilation of information provided by third parties and the RAS does not warrant its accuracy and advises that any such information may be subject to change or amendment occurring at any time and thereby making the information incorrect. If you require confirmation of any information please telephone the RAS coordinator responsible for the particular information or the RAS switchboard on 02 9704 1111