



Royal Agricultural Society of NSW

Event Manual

Sydney Royal Easter Show

12 to 23 April 2019
Sydney Showground
Sydney Olympic Park
www.eastershow.com.au



WELCOME

Thank you for being part of the iconic Sydney Royal Easter Show 12 - 23 April 2019.

The Show is Australia's largest annual ticketed event, attracting an average of over 850,000 attendees. Each year, the city and country join together providing a celebration of Australian culture including; animal experiences, agricultural competitions, carnival fun, entertainment, shopping and much more.

Whether you're an Exhibitor, Licensee or Contractor, this Event Manual is an essential tool to ensure you have a safe and enjoyable Show experience. It provides helpful contact information, key dates, safety information and a comprehensive overview of the Show's regulations.

Please read the Event Manual in conjunction with your 2019 Show Licence or Contractor Agreement. Being familiar with these documents is fundamental to your participation at the Show.

We look forward to having you on-site with us in 2019 and trust your Show experience will be both enjoyable and successful.

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I. INTRODUCTION

This Event Manual provides general, operational and procedural information that is relevant to the Sydney Royal Easter Show (SRES) and Sydney Showground. You are required to 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).

The centre page contains emergency information and a map highlighting security and marshalling points. Remove 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 points in this manual, please contact the relevant department for further assistance.

2. EVENT INFORMATION

2.1 DATES & TIMES

2019 SYDNEY ROYAL EASTER SHOW

Sydney Showground, Sydney Olympic Park

SHOW DATES	OPENING HOURS
12 - 18 April + 23 April	9.00am – until late
Easter weekend 19 - 22 April	8.30am – until late

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 Fax 02 9704 1222

Web www.eastershow.com.au

RAS CONTACTS

DEPARTMENT	PHONE	EMAIL
SRES Exhibitions	02 9704 1421	dsaloum@rasnsw.com.au
	02 9704 1309	lcalkin@rasnsw.com.au
	02 9704 1341	cdoran@rasnsw.com.au
SRES Concessions (Carnival, Catering & Showbags)	02 9704 1149	smcgrath@rasnsw.com.au
SRES Exhibition Operations & Signage	02 9704 1368	jsayre@rasnsw.com.au
SRES Exhibitor Services Centre	02 9704 1298	ksaba@rasnsw.com.au
Legal & Business Affairs	02 9704 1456	rsaunders@rasnsw.com.au
Entertainment	02 9704 1137	entertainment@eastershow.com.au
Marketing Department	02 9704 1310	ntubridy@rasnsw.com.au
Membership Department	02 9704 1144	membership@rasnsw.com.au
Security - SHOWSAFE	02 9704 1020	
Show Call Centre (Public)	02 9704 1000	showinfo@eastershow.com.au
Sponsorship Department	02 9704 1470	m Slater@rasnsw.com.au
	02 9704 1141	sponsorship@rasnsw.com.au
Venue Operations Help Desk	02 9704 1167	
	02 9704 1136	

PREFERRED SUPPLIERS

COMPANY	SERVICE	PHONE	WEBSITE
Agility Fairs & Events	Exhibitor Logistics	02 8755 8812	www.agility.com
Exponet Pty Ltd	Temporary Structures, Shell Scheme, Electrical, Custom Stands & Furniture	02 9645 7000	www.exponet.com.au
Pollard Productions	Rigging	02 9700 1233	www.pollardproductions.com.au
Catalyst Graphics	Signage Production	02 9457 0024	www.catalystgraphics.com.au

HELPFUL CONTACTS

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

3. SRES EVENT OPERATIONS TIMETABLE

3.1 SCHEDULE

DAY	TIME	AREA
BUMP-IN		
Sunday 24 March	7.30am - 8.30pm	Showbag Pavilion
Monday 25 March	7.30am - 8.30pm	Catering
Monday 1 April	7.30am - 8.30pm	Carnival Games & Rides Large rides will be permitted to move-in from 29 March
Monday 1 April - Sunday 7 April	7.30am - 5.00pm	SPACE ONLY Exhibition Licensees Includes Stand Builders & Contractors*
Installation and assembly of structures must be completed by 5.00pm on Sunday 7 April		
Tuesday 9 April - Thursday 11 April	7.30am - 7.30pm	SHELL SCHEME & MARQUEE PAVILION Exhibition Licensees (including associated Contractors*)
Installation and assembly of stands must be completed by 12 noon on Thursday 11 April		
Thursday 11 April	12 noon - 4.00pm	COMPLIANCE INSPECTIONS for Space Only & Marquee Pavilion Exhibition Licensees
BUMP-OUT		
Wednesday 24 April	6.00am	Dismantling of Carnival Rides & Games
	7.00am - 12noon	Removal of goods from Pavilions and Commercial Exhibitor move-out completed.
	12 noon	Contractor Movement - Dismantling of exhibitors' structures & fittings
Tuesday 30 April	10.00am	Carnival, Catering & Showbag move-out completed

3.2 SRES EXHIBITOR SERVICES CENTRE

The SRES Exhibitor Services Centre provides assistance with:

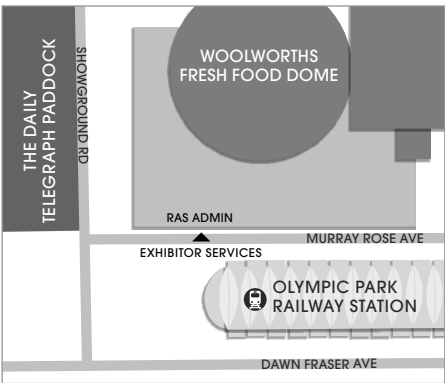
- Licensee Exhibitor pack distribution
- Licensee & casual staff Photo ID requirements
- General Information

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

Exhibitor Services Centre will open on Monday 25 March 2019 for vehicle pass and accreditation collection prior to the installation of the fence line. From Friday 29 March, ALL persons accessing the Site will require accreditation in the form of a SRES Photo ID Pass or Contractor Access Pass and in the case of vehicles, a Vehicle Pass.

OPERATING HOURS

Monday 25 March - Friday 5 April	9.00am - 5.00pm
Saturday 6 April - Tuesday 23 April	8.00am - 6.00pm



3.3 SITE ACCESS

Access will be at the discretion of the RAS. Site Access is provisional upon receipt of the executed Show Licence and all valid supporting documentation being received by the RAS. Access to the Pavilions prior to and during the Show will only be granted upon presentation of a valid Photo ID Pass or other RAS accreditation. The RAS may close roads and restrict the rights of the public to enter the 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 in order to be granted entry.

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

Please report any lost access cards/identification/keys to Event Security immediately.

SAFETY REQUIREMENTS

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

- ALL persons accessing the 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) is to be used as required (goggles, hard hats etc).

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

BUMP-IN

Vehicle access is not permitted without a valid Bump-in Pass.

Please refer to your Show Licence to check the specific dates that apply to you.

No passenger vehicles allowed on site from Tuesday 9 April 2019, service vehicles ONLY permitted.

Parking on site for delivery of goods is extremely limited. Please follow the directions of Event Security and RAS staff when parking your vehicle.

Delivery of goods to Pavilions must be done by hand or trolley. Exhibitors are required to provide their own trolleys.

Vehicle access into the Pavilions is not permitted.

BUMP-OUT

On the last operational day of the Show, Tuesday 23 April 2019, 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.

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.

Removal of goods from Pavilions must be done by hand or trolley. Exhibitors are required to provide their own trolleys for removal of goods from stands.

Vehicle access into the Pavilions is not permitted.

LOADING DOCKS

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 the 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.

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 and is restricted to pass holders. The RAS controls the access onto the site.

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

Forklift movements can be booked for a fee through the nominated logistics company; refer to the Preferred Suppliers List on [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 persons at all times.
- There is a site speed limit of 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.
- The 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”.

DELIVERY ACCESS

Permitted vehicle delivery entry gate locations and times:

LICENSEE	TIME	ENTRY GATES
Commercial Exhibitions	6.30am - 7.45am	Gate 10 & Gate 13
Carnival	12 midnight - 7.45am	Gate 13
Showbags	12 midnight - 7.45am	Gate 13
Catering	12 midnight - 7.45am	Gate 10

- 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 are to be displayed at the front right hand-side of your vehicle at ALL TIMES.
- Please ensure the driver's contact mobile number is recorded on the Delivery/Re-Supply Pass and is visible through the windscreen.
- NO parking on the loading dock. Any unauthorised vehicle parked on the loading dock will attract a penalty.
- DO NOT copy passes. 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 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 the delivery vehicle, unless they have completed an induction and provided copies of their licences.

4. ACCREDITATION & PASS TYPES

4.1 ALLOCATION OF TICKETS & PASSES

The RAS allocates Photo ID and daily passes to each Licensee for the purpose of staffing their space. The number of passes allocated is based on the Occupation Fee paid by the Licensee and is recorded in the schedule accompanying the Show Licence.

Licensees with special staffing requirements based on the nature of their display or operation should contact the relevant department:

SRES Exhibitions Department: 02 9704 1421
 02 9704 1309
 02 9704 1341

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

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. Additional daily passes or accreditation may 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 or exchange 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 off Sydney Showground.

4.2 COLLECTION OF TICKETS & PASSES

Exhibitor packs containing passes must be collected from the Exhibitor Services Centre. Passes will be issued upon presentation of the "Authority to Collect Form", sent to you by the RAS prior to the commencement of the Show.

All accounts must be settled and the Schedule of Key Terms from your Show Licence must be validly accepted before Exhibitor packs can be collected.

NO personal cheques will be accepted after Friday 5 April 2019. After this date, the RAS will only accept payment by cash, direct deposit, credit card or bank cheque with prior approval.

Please note, for security reasons, no entrance passes will be posted by mail.

4.3 PASS TYPES

Photo ID Pass

The Photo ID Pass will display a photograph of the bearer and will permit access to Sydney Showground for the bump-in and bump-out periods as well as the duration of the Show. This pass is non-transferable and must be worn at all times when on Sydney Showground.

Photo ID Passes will be issued via the Exhibitor Services Centre (ESC). Persons to be issued with Photo Identification Accreditation for the 2019 Sydney Royal Easter Show will be required to attend the Exhibitor Services Centre and present their signed Photo ID Authority Form and a valid form of photo identification. Photo ID Passes will not be issued without a valid form of identification. The RAS will accept the following types of identification: Drivers licence, proof of age card, birth certificate, passport or bankcard.

Photo ID passes include free travel by public transport to and from the Show between 12 - 23 April 2019 inclusive - Conditions apply. For further travel information visit www.transportnsw.info

If a 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 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 Photo ID Pass can be cancelled.

Contractor Access Pass (Bump-in & Bump-out)

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

Contractor Access Passes are transferable and must be worn at all times when on Sydney Showground.

Daily Pass (One-day ticket)

A Daily Pass allows one person to enter Sydney Showground once only.

Licensees wishing to purchase additional Daily Passes should complete the Additional Daily Pass Application Form available on request.

If Daily Passes are lost or stolen, contact the relevant department immediately.

Daily Passes include free travel by public transport to and from the Show between 12 - 23 April 2019 inclusive, on the day of first use for one day only – Conditions apply. For further travel information visit www.transportnsw.info

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 drivers 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 ONE Delivery/Re-supply Pass per Licensed space. This allows the holder to enter and deliver goods/ stock to their space on Sydney Showground in a vehicle between specified hours during the Show.

A fee of \$289.00 will be payable to the RAS for a replacement Delivery/Re-supply Pass. Licensees who require an additional Delivery/Re-supply Pass should complete the Additional Delivery Pass Application Form 2.

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/stock. ALL parking is to occur offsite in parking stations.

Parking Passes

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 \$25.00 per day.

Pre-booked P1 parking tickets can be purchased via the Sydney Olympic Park website: www.sydneolympicpark.com.au/parking/pre-book_parking

The Photocopying of Passes is strictly prohibited.

5. GENERAL LICENSEE INFORMATION

5.1 LICENSEE OPERATING HOURS

LICENSEE	TIME
Exhibition Licensee* <small>*The Steggles Poultry Pavilion, Sheep Pavilion & Farm of the Future close at 7pm.</small>	9.00am - 8.30pm
Showbag Licensee	9.00am - 9.30pm
Carnival Licensee	9.00am - close
Catering Licensee	9.00am - close

NOTE: ALL Licensees will be required to operate from 8.30am daily on the Easter weekend from Good Friday 19 April - Easter Monday 22 April 2019 inclusive.

5.2 EXHIBITOR ACCESS TIMES

LICENSEE	TIME
SHOWBAG PAVILION EXHIBITORS <small>*Vehicle and restock deliveries</small>	1.00am - 7.45am
Exhibitor Access - daily restock and deliveries <small>*must have ID to enter Pavilion and access will only be granted to the Pavilion your stand is in</small>	7.00am - 7.45am
All vehicles to leave site (including forklifts)	8.00am
Exhibitor Access - handheld deliveries, movements and setup <small>must have ID to enter Pavilion and access will only be granted to the Pavilion you are located in.</small>	7.00am - 9.00am
Exhibitor Access Easter Long Weekend (19 - 22 April)	7.00am - 8.30am
Exhibitors to leave Commercial Pavilions upon closure. Security on site for Pavilion closure. The Steggles Poultry Pavilion, Sheep Pavilion, & Farm of the Future close at 7.00pm.	8.30pm - 8.45pm

5.3 VALUE DAYS

*Subject to change

DAY	THEME
Friday 12 April	Opening Day
Wednesday 17 April	Seniors' Day
Tuesday 23 April	Kids' Day

5.4 GRAND PARADE TIMES

The Grand Parade is held in the Spotless Stadium.

DAY	TIME
Saturday 13 April	5.20pm
Monday 15 April	4.30pm
Saturday 20 April	4.30pm

5.5 COMMERCIAL EXHIBITOR AWARDS

Each year the RAS awards Commercial Exhibitors believed to have 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 15 April & Tuesday 16 April 2019 with awards presented on Thursday 18 April 2019.

5.6 MEDIA

Licensees must not speak to the media concerning RAS or general Sydney Royal Easter Show issues 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

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, 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

Prior to the opening of the Show all Licensee's exhibits on 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 assist visitors and judges to locate exhibits, these numbers must be displayed in a prominent position throughout 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 Thursday 11 April 2019, please contact 02 9704 1368 or the Area Supervisor. Contractors and performers should check the details in the schedule of their contract.

5.9 INSURANCE

Property on 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 or stolen goods so please ensure your property brought onto Sydney Showground is adequately protected.

If any vehicles are on 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.
- Signed a statement that all workers compensation premiums applicable for that work have been paid.

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

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 PRIVACY

Information collected by the RAS will be used for the purpose detailed in the collections statement. All private information is subject to the RAS Privacy Policy, a copy of which is available at www.eastershow.com.au. You have the right of access to and alteration of personal information concerning yourself in accordance with the national privacy laws. You may contact our Privacy Officer on (02) 9704 1111 or in writing to the RAS, Locked Bag 4317, Sydney Olympic Park NSW 2127 or email to the privacyofficer@showground.com.au.

5.12 STATUTORY OBLIGATIONS

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, WorkCover NSW, Roads and Traffic 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.

5.13 USE OF LICENSED SPACE

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.

5.14 WORKING WITH CHILDREN

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 Clearance Numbers, Names and Dates of Birth of all staff employed or volunteering in such roles, in order for the RAS to check the names in the online facility. Evidence of valid Working with Children Check/s must be provided to the RAS at least 1 month prior to the SRES.

Visit www.kidsguardian.nsw.gov.au for more information.

6. LICENSEE SPACE REGULATIONS

6.1 PRESENTATION

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 an RAS Representative. No signage or attachments (including flags) are to exceed 3.5m from ground level (excluding the Fashion & Style Pavilion which may not exceed 3m in height).

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. A basic black or white is acceptable.

No nails or screws shall be driven or holes drilled in the floors, walls, doors, pillars or other parts of the structure of the premises. All waste (nails screws and the like) 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 or alterations to fascia boards.

6.2 FALSE CEILINGS

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

- The booth 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

Floor loading in the 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

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

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 an RAS Representative. The maximum height is 3.5m in all Pavilions, excluding the 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 [http://www.sopa.nsw.gov.au/data/assets/pdf_file/0020/738101/Final SOPA DCP Guidelines for Events Held Within SOP 2nd Edition 20 9 2016 Rev B - accessible.pdf](http://www.sopa.nsw.gov.au/data/assets/pdf_file/0020/738101/Final_SOPA_DCP_Guidelines_for_Events_Held_Within_SOP_2nd_Edition_20_9_2016_Rev_B_-_accessible.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 on 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 Friday 5 April 2019.

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.

6.6 TEMPORARY FLOORS

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

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

6.7 DOUBLE STOREY BOOTHS & STRUCTURES

All Double Storey Booths 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 (2) 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

Temporary demountable structures 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. 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 [http://www.sopa.nsw.gov.au/data/assets/pdf_file/0020/738101/Final SOPA DCP Guidelines for Events Held Within SOP 2nd Edition 20 9 2016 Rev B - accessible.pdf](http://www.sopa.nsw.gov.au/data/assets/pdf_file/0020/738101/Final_SOPA_DCP_Guidelines_for_Events_Held_Within_SOP_2nd_Edition_20_9_2016_Rev_B_-_accessible.pdf)

6.9 ACCOMMODATION ON SITE

Accommodation on site is strictly prohibited without the express permission of the RAS in writing.

Accommodation is provided exclusively to Agricultural exhibitors. No other person will be provided accommodation and staying on site overnight is prohibited

6.10 FIRE REGULATIONS FOR APPROVED ACCOMMODATION STRUCTURES

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 and the like);
- 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.

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).

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

PCBU	<ul style="list-style-type: none">A PCBU must ensure, so far as is reasonably practicable, the health and safety of:<ul style="list-style-type: none">Workers engaged or caused to be engaged.Workers whose work is influenced or directed by the person whilst at work.The health and safety of other persons is not put at risk from work carried out. <ul style="list-style-type: none">A PCBU must as far as reasonably practicable ensure:<ul style="list-style-type: none">The provision and maintenance of a work environment without the risk to health and safety.The provision and maintenance of safe plant and structures.The provision and maintenance of safe systems of work.The safe use, handling, and storage of plant, structures and substances.The provision of adequate facilities for welfare at work including access and egress.The provision of information, training, instruction or supervision necessary to protect all persons arising from work activities.Monitoring of workers' health and work conditions.
OFFICERS	<ul style="list-style-type: none">Duty of Officers (sect. 27):<ul style="list-style-type: none">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.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.
WORKERS	<ul style="list-style-type: none">Duty of Workers (sect.28)<ul style="list-style-type: none">While at work, a worker must:<ul style="list-style-type: none">Take reasonable care for his or her own health and safety, andTake reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons, andComply, 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, andCo-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.
OTHERS	<ul style="list-style-type: none">Duty of other persons at the workplace (sect. 29):<ul style="list-style-type: none">Take reasonable care for his or her own health and safety.Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.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.

7. SERVICES

The following services are available to Licensees subject to application and payment:

- Utility
- Electrical
- Gas
- Telecommunications
- Internet

Licensees are required to complete the relevant Service Application Form and return it to the RAS by the due date stipulated on the relevant form, or if after this date, within 14 days of Licence issue date.

7.1 UTILITY SERVICES

- The RAS will provide Plumbing (Drainage, Water and Natural Gas) services to the Licensee at Sydney Showground.
- 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.

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 through.
- 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.

7.2 ELECTRICAL SERVICES

No Licensee or Licensee's contractor is 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 and 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.

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:

1. **IDENTIFY HAZARDS.** Safety check/inspect your workplace. Be alert!
2. **ASSESS THE RISK** by asking yourself “What could go wrong.”
3. **CONTROL THE RISK.** Speak to your Manager about safety training & ways to fix it! (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.
4. **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.

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)**
A **9704 1020** or call "000"

C Contain the fire by closing doors

E Extinguish the fire if it is safe to do so

EVACUATION

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 Fire Warden
- ▶ **DO not** re-enter until authorised by the Fire Warden

MEDICAL

RAISE THE ALARM!

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

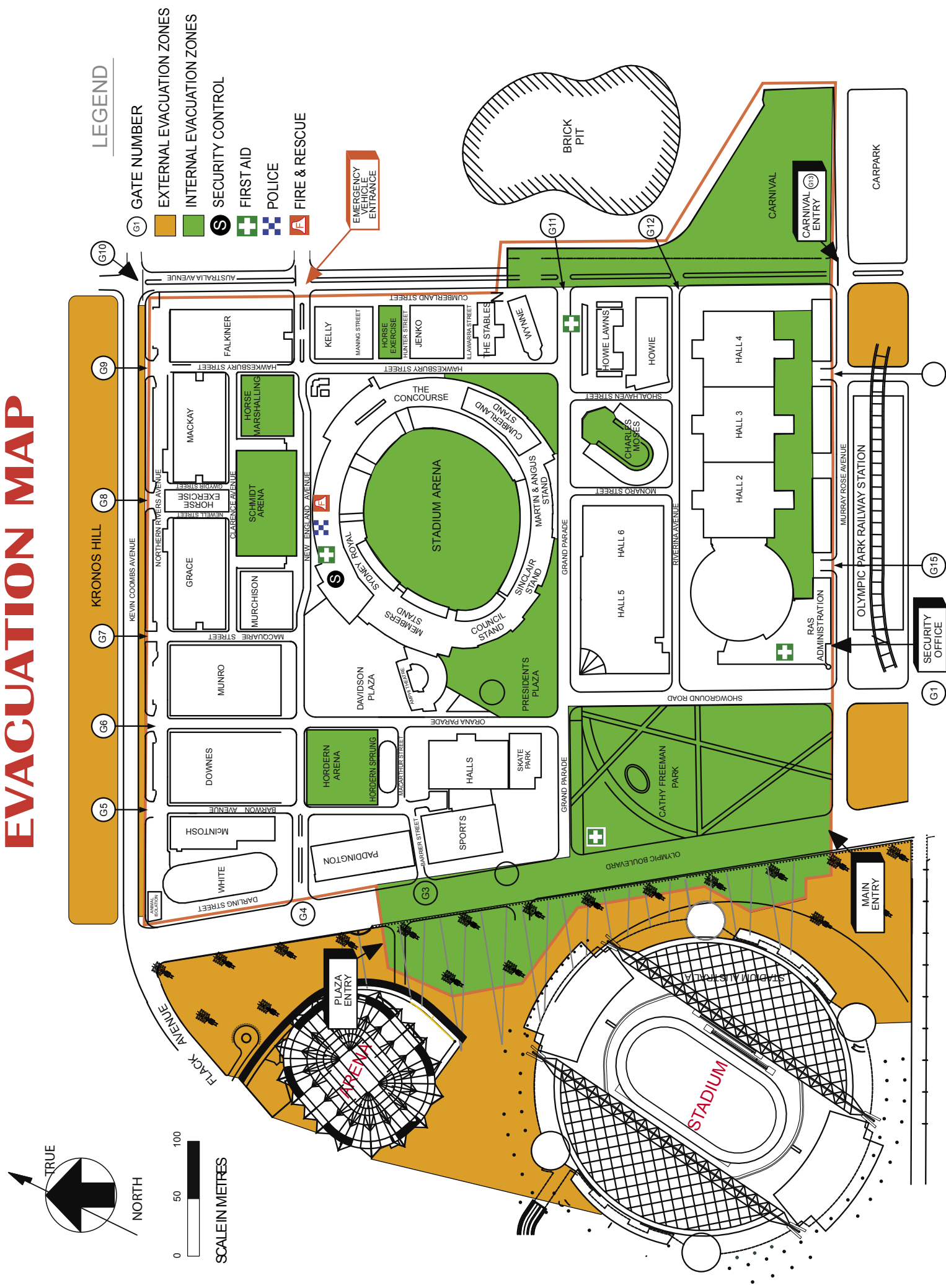
If you receive a Bomb Threat

- ▶ 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

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 behaviour
IF YOU SEE SOMETHING - SAY SOMETHING

EVACUATION MAP



Festoon lighting shall be located and supported so that:

- 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.

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

- All Gas and LPG installations must comply with the relevant Australian Standards AS 1940, AS2030 and AS/NZ 1596.
- 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.
- Greater than nine (9) kilograms or twenty (20) pounds are not permitted inside a building without approval.
- 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 1596:1997 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 should be stored outside in a well ventilated area, be carried and stored upright at all times.
- 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: [http://www.fairtrading.nsw.gov.au/ftw/Consumers/Product and service safety/Gas safety.page](http://www.fairtrading.nsw.gov.au/ftw/Consumers/Product_and_service_safety/Gas_safety.page)

7.4 WATER & WASTE CONNECTIONS

- 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.

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, & even/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.

Trainings: 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 Stokes 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

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.

8.1 INCIDENT REPORTING

It is the Licensees responsibility to ensure all injuries, incidents, near misses and property damage are reported immediately to the Area Supervisor and Event Security on 02 9704 1020.

8.2 HIGH VISIBILITY CLOTHING

It is a condition of entry during move-in and move-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).

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

8.3 SECURITY

No access to any area without induction & authorisation. Always wear your SRES photo accreditation. 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 or the like. 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 hrs 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 & baggage searches. Contact Event Security on 02 9704 1020.

8.4 EMERGENCY PROCEDURES

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

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 can 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

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

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 the 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 on 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 MATERIALS & COMPONENTS

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 such as plastic. 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.

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

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 prior to the Show. 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 to be provided for each situation.

8.10 PRESSURE TANKS

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 4242, 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 exceeding 20ltrs (9kg) 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 storage is not permitted indoors overnight and shall not be replenished when the public is present.

For more information please contact the SRES Operations Department.

8.11 PYROTECHNICS

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.

8.12 DYNAMIC EXHIBITS

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.

8.13 SAFEWORK NSW

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 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 AIR CONDITIONING AND VENTILATION

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

9.2 ANIMALS

The [General Regulations](#) (available to download from www.eastershow.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.sydneymayroyal.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
- Ensure the animal/s have authorisation to be onsite, which is issued by the RAS.
- Ensure animals are not left unattended or left within any motor vehicle.
- Ensure the animal/s are properly restrained at all times and not likely to cause harm to others.

9.3 BALLOONS

Licensees, unless stated within their Licence as 'Permitted Use', are not permitted to sell or give away inflated balloons at the Show. Balloons may be given away as promotional items if they are not inflated.

9.4 BOUNDARY OF LICENSED SPACE

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.

9.5 CLEANING

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.
- 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 and cardboard) into the correct bins.

9.6 COLLECTIONS FROM THE PUBLIC / SOLICITING

Licensees are not permitted to collect money from the public for any charitable or other reason. Subject to the conditions of a 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.

9.7 COMPETITIONS / GIVEAWAYS & GAMES

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 on Sydney Showground at any time. The RAS does not permit the Licensee to solicit monies for charitable purposes, unless specifically permitted, at any time.

9.8 DAMAGES

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.

9.9 DELIVERIES

The RAS will not accept any deliveries on behalf of Licensees.

Licensees must personally arrange to receive any goods or correspondence delivered to Sydney Showground prior to, during and after the Show. The RAS does NOT accept any responsibility for goods/equipment and/or correspondence delivered to Sydney Showground.

When making arrangements for deliveries ensure goods are clearly marked with company name, stand number and a contact number. Unmarked deliveries will be turned away.

9.10 DISABLED ACCESS

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.

9.11 FIRST AID

Medical assistance is available onsite from 9am - 9pm during the Show. 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.

9.12 FUMES, EXHAUST OR SMOKE

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

9.13 HEATING APPLIANCES

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.

9.14 NOISE

The RAS monitors all acoustic levels on Sydney Showground. The RAS must approve the use of loud speakers and amplifiers to be used during the Show. 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. Recorded messages are not permitted from catering outlets. If complaints from the public or 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.

9.15 OBJECTIONABLE CONDUCT

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.

9.16 PHOTOGRAPHY & VIDEO

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 parent s consent); and
- 4) that the photos are not to be sold for commercial gain.

The RAS conducts surveillance on 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 can 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 a right to use the material are not liable to the subject for its use in any way.

9.17 POOLS AND SPAS

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

9.18 PRODUCE

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

9.19 PROMOTIONAL MATERIAL DISTRIBUTION

Licensees are not permitted to distribute stickers, balloons or any form of advertising outside the perimeters of their space as specified in the Show Licence.

9.20 RIGGING

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.

9.21 SIGNAGE

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 such 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 must obtain the written consent of the RAS at least 30 days before the commencement of the 2019 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 a banner, sign or distribute or show material or engage in any activity, which suggests that it or any other person sponsors or is approved or endorsed by the RAS unless the Licensee or that person is party to a sponsorship agreement with the RAS. Signage must comply with the Sydney Olympic Park Outdoor Signage Guidelines online at www.sopa.nsw.gov.au/data/assets/pdf_file/0010/343909/guidelines_for_signage_2002_figures.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.

9.22 SMOKING

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

9.23 SOUVENIRS

The RAS retains exclusive rights to sell or distribute all Show souvenirs. Licensees are not permitted to use the name "RES", "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.

9.24 SPONSORSHIP

As a not-for-profit organisation, the RAS relies on sponsorship to assist in funding its activities. The RAS has a structured sponsorship program that provides sponsors with a range of benefits according to their level of investment and their sponsorship objectives. If you have concerns that your activities may be in conflict with sponsors of the Sydney Royal Easter Show, please contact the Sponsorship Department on 02 9704 1141.

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

9.25 STAFF PRESENTATION

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 on Sydney Showground, Licensees and their staff must wear their 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.

9.26 STORAGE

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

9.27 SUPPLIERS SELLING RIGHTS

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, stick ice cream and bulk ice cream, 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.

9.28 VEHICLES

The NSW Roads Traffic 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 Roads & Traffic Authority (RTA) 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 on 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 on Sydney Showground is not permitted without the written approval from the RAS.
- Vehicles must have head lights on at all times, especially at night.

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.

9.29 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 waste into the stormwater system.
- Required to participate in Show waste avoidance, minimisation by sorting waste at the source into waste streams suitable for recycling, including cardboard, food and general waste into the correct bins; and by educating staff.

Catering Licensees are also required to:

- Use recycled paper or recyclable food trays and packaging
- Purchase all packaging through suppliers utilizing environmentally safe packaging.

If the Licensee causes or contributes 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.

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 licence Schedule 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 Sydney Showground site. An application will be made for a Limited Licence – Trade Fair in respect to the Woolworths Fresh Food Dome leading into the 2019 Sydney Royal Easter Show. 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. Paper certificates are no longer valid.
4. Tasting by the Public is permitted. (Sampling product must be dispensed in a cup no greater than 60ml in size).
5. Take away sales are permitted for consumption offsite only for stands located in the Woolworths Fresh Food Dome 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 are 9:30am to 8:30pm.
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



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, 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.
- 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 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 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 may 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

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

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, eg: paper cups, plastic spoons, plastic wine glasses etc, and must not be re-used.
- 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 2019 Show are inclusive of return public transport. These tickets are known as 'ShowLink' tickets. Ticket prices subject to change.

TICKET TYPE	TICKET	ONLINE** PRE SHOW	ONLINE** DURING SHOW	GATE*
Adult ShowLink	Adults aged 16 years or older and other customers who do not meet the requirements for purchasing a Child or Concession ticket.	\$37.00	\$39.00	\$43.00
Concession ShowLink	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).	\$27.00	\$29.00	\$33.00
Child ShowLink	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	\$22.00	\$24.00	\$27.00
Family ShowLink	Two adults plus two children	\$99.50	\$116.00	N/A
Kids' Day ShowLink	Entry only on 23 April 2019	Child \$13.50	\$13.50	\$13.50
Seniors Day ShowLink	Entry only on 17 April 2019	Concession \$16.50	\$16.50	\$16.50
After 4 ShowLink	Entry permitted after 4pm only	Adult \$31.00	\$31.00	\$31.00
		Child \$10.00	\$10.00	\$10.00
		Concession \$23.00	\$23.00	\$23.00

*Recommended Retail Prices **Ticketmaster handling fee of \$2.65

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

Tickets can be purchased online at www.eastershow.com.au, participating Woolworths stores, Ticketmaster outlets and at any entry point to the Show.

Please note: Tickets are no longer available to purchase at Sydney Train Stations or on Sydney Olympic Park major event buses.

For more information, including school and group admission offers, visit www.eastershow.com.au.

11.2 PARKING

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 \$25.00 per day. P1 Pre-booked parking tickets can be purchased via the Sydney Olympic Park website: www.sydneolympicpark.com.au/parking/pre-book_parking

11.3 TRANSPORT

The best way to get to the Show is by public transport, by rail or bus. All general admission tickets for the 2019 Show are inclusive of return public transport.

Rail

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

Bus Stops

Will be 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 or contact the Transport Information Line on 131 500.

11.4 SERVICES & FACILITIES

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

12-18 April + 23 April	9.00am - 9.30pm
Easter Weekend 19 - 22 April	8.30am - 9.30pm

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

12-18 April + 23 April	9.00am - 9.30pm
Easter Weekend 19 - 22 April	8.30am - 9.30pm

Locker, Stroller & Wheelchair Hire

Approximately 1300 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 0418 645 219 or email showlockers@hotmail.com.

Motorised scooters, wheelchairs and strollers will be available for hire on Olympic Boulevard near the main entry. Please contact Show Call Centre on 02 9704 1000 for further information.

Lost Persons Centre

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

OPERATING HOURS

12-18 April + 23 April	9.00am - 9.30pm
Easter Weekend 19 - 22 April	8.30am - 9.30pm

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 Venue Operations Department on 02 9704 1020. Lost property will be kept for a three month period following the conclusion of the Show.

Parents Rooms

There are three Parents Rooms located on site:

- Woolworths Fresh Food Dome Foyer
- Southee 6 on Grand Parade
- Olympic Boulevard

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

RAS Membership & Services

Membership of the RAS of NSW is one of the best ways to show 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 or email 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 the Spotless Stadium.
- Members only seating in the Woodchop Stadium.
- Members only bar, café and restaurant.
- Access to pre-purchase One Day Royal tickets for family and friends (Show entry plus access to Members facilities).
- Access to pre-purchase parking conveniently located at P1 parking station.
- Members only discounts at selected commercial exhibitors.

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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