Showground Emergency Information & Numbers

**EMERGENCIES ~ DIAL 000**
Give details e.g. “Fire/Ambulance, Princes Park, Gawler Showground. Please also advise Gawler Show Office on (08) 8523 1477

**POLICE ASSISTANCE**
Police Officers are located upstairs in the Nixon Function Centre. If you require assistance please contact Kate Cowell (Secretary) on (08) 8523 1477.

**LOST CHILDREN**
All lost children are to be taken to the Show Office who will then contact the Police onsite to assist. Children are to remain at the Show Office until their caregiver can be verified by the Police.

**FIRST AID**
Gawler Show First Aid Station is located at the NW side of the main oval, along the wall of the Stone Pavilion. Please refer to site map provided.

**HAZARD REPORTING**
Exhibitors must notify the Show Office immediately of any hazards detected. Hazards are any situation that could result in:

1. Injury, illness or death to people or animals immediately or in the future
2. Damage or destruction to property

**INCIDENT REPORTING**
Exhibitors must notify the Show Office immediately if an incident occurs which has resulted in:

1. The injury, illness or death to people or animals
2. Damage, destruction or loss of property
3. A near miss incident that could have resulted in the consequences listed in 1 and 2.

**KEY CONTACTS**
Gawler Show Office
(08) 8523 1477
info@gawlershow.org.au

President Patricia Dent OAM
Secretary Kate Cowell
Trade/Catering Tanya Veldkamp
Kate Cowell
W, H & S Officer Aaron Cowell
Kate Cowell

NO PARKING ON SHOWGROUND IN 2018
What’s New & Important for you to know this year

Social Media - We invite all our commercial exhibitors to engage with our social media pages via the following links:

Facebook: facebook.com/gawlershow
Twitter: twitter.com/gawlershow
Instagram: instagram.com/gawlershow

We strongly recommend that you print a copy of this Guide to have on your stand during the Show to assist your staff with any operational queries you may have.

Collecting Your Passes

All paperwork and passes will be posted as per your application form. The Show takes no responsibility for lost passes and will not be reissued, new passes MUST be purchased.

Passes will be released only after:

1. All invoices/monies have been paid in full
2. A signed License Agreement has been received
3. A copy of your current Public & Product Liability insurance has been provided
4. A copy of your Limited Liquor Licence, if applicable, has been provided

IMPORTANT INFO FOR VEHICLE MOVEMENT

All vehicles MUST BE OFF THE SHOWGROUNDS BY 8.00AM SATURDAY AND SUNDAY. There are NO EXCEPTIONS to this rule.

Any Commercial Exhibitor breaching these rules will not be allowed to trade in future years.

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NO PARKING ON SHOWGROUND IN 2018
**Essential Info**

<table>
<thead>
<tr>
<th>CONTACTS</th>
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<tbody>
<tr>
<td><strong>Telephone:</strong> (08) 8523 1477</td>
</tr>
<tr>
<td><strong>Postal Address:</strong> PO Box 116</td>
</tr>
<tr>
<td>Gawler SA 5118</td>
</tr>
<tr>
<td><strong>Email:</strong> <a href="mailto:info@gawlershow.org.au">info@gawlershow.org.au</a></td>
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<tr>
<td><strong>Web:</strong> <a href="http://www.gawlershow.org">www.gawlershow.org</a></td>
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**Move In Hours**

**Carnival**
- Tuesday 21st August to Friday 24th August
**Commercial Exhibitors**
- Friday 24th August 12.30pm to 7.30pm
- Saturday 25th August 7am to 8.00am

**Move Out Hours**

**All Commercial Exhibitors**
- Sunday 26th August 5.30pm to 8pm
**Carnival**
- Can continue Monday 27th August

**During Show Hours**

**Secretary’s Office during Show Hours**
- Friday 24th August 9am to 8.00pm
- Saturday 25th August 8am to 6pm
- Sunday 26th August 8am to 6pm

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This Guide should be read in conjunction with the list of Terms & Conditions distributed with the “EXHIBIT SITE LICENCE/ AGREEMENT” and as such shall be deemed to be part of the Agreement between “The Society” and “The Exhibitor”

**Important Dates & Deadline Checklist**

- **Sunday 1st July**: Late Fee Applies
- **Tuesday 21st August**: Carnival Move In
- **Friday 24th August (12.30pm to 7.30pm)**: Traders and Caterers Move In commences
- **Saturday 25th August (7am to 8.00am)**: Traders Move In Only
- **Saturday 25th August 9am**: Show commences
- **Saturday 25th August 6pm**: Traders may close
- **Sunday 26th August (7am to 8.00am)**: Exhibitors may restock
- **Sunday 26th August 9am**: Show commences
- **Sunday 26th August 5pm**: Commercial Exhibitor Move Out commences

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**No Parking on Showground in 2018**
Move In & Move Out

MOVE IN

ALL stands/sites/side shows must be completed by 8.00am sharp on Saturday 25th August ready for the Show to open at 9am. Commercial areas will be accessible for Move In during the hours set out on page 3 of this guide. NO vehicular access is permitted inside the Pavilions with the exception of an authorized Forklift and Scissor Lift. All vehicular movement is prohibited between the following hours:

8.00am to 6pm Saturday 25th August
8.00am to 5.15pm Sunday 26th August

NO PERSONAL VEHICLES PERMITTED AT ANY TIME IN THE PAVILIONS

MOVE OUT

Commercial Areas will be accessible for Move Out during the hours set out on page 3. All exhibits and exhibit stands must be removed from the Gawler Showground by the prescribed time as set out on page 3.

SAFETY DURING MOVE IN & MOVE OUT

Exhibitors are reminded that they are responsible for the safety of themselves and other users of the Gawler Showground at all times. You must comply with the following key rules during Move In and Move Out:

- No children under the age of 15 are permitted in the Pavilions
- Covered in shoes must be worn at all times
- High Vis Vests must be worn at all times and are available through the Show Office with a fully refundable deposit.
- The speed limit on the Showgrounds is 10 km/h

VEHICLE ACCESS

Under instruction from SafeWork SA there will be NO VEHICLE movement on the grounds between the hours of 8.00am to 6.30pm Saturday 25th August and 8.00am to 5.15pm Sunday 26th August (excluding authorised vehicles such as Emergency Services, Security and Clean Up). There are NO EXCEPTIONS to this rule. Any person found to not be adhering to these rules will be asked to leave the premises at their own cost and will not be invited to return again the following year.

SECURITY

During the Move In/Move Out period, exhibitors must not leave valuable products or equipment unattended at any time. The Society does not take responsibility for exhibitors property.

LAST DAY

Commercial exhibitors are reminded that their license agreements require them to maintain their sites throughout the public opening hours for Trade at the Gawler Show. This includes the entirety of the final day but, in past years, a small minority of exhibitors have commenced packing up or left prior to the public closing time. This creates a poor image for Show visitors and is unfair to the remaining commercial exhibitors who maintain the standard through to closing time. Action will be taken against those exhibitors who do not abide by this requirement and it will affect future bookings.

NO PARKING ON SHOWGROUND IN 2018
**PASSES**

As part of your Site Fee you will receive two (2) passes. Each pass allows entry on BOTH days and is fully transferrable. Additional passes may be purchased for $25 each.

Exhibitors must not resell, offer for resale at a premium or transfer passes to any other person outside of their organisation under any circumstances (including but not limited to offering the tickets as prizes or gifts in a trade or consumer promotion, competition, raffle or as part of a corporate gift) without first obtaining prior written consent from the Gawler Agricultural, Horticultural & Floricultural Society Inc (the Society). If the Society believes a ticket is sold or used in breach of these conditions, the exhibitor will be liable for payment of $25 to the Society in full for all passes issued in the name of the exhibitor, tickets may be cancelled without a refund and the bearer of the ticket may be refused admission to the Gawler Show.

**LOST PASSES**

The Society does not take responsibility in case of loss or theft so please take care of your passes. If you do lose your passes then you may purchase extra tickets from the Show Office as per above.

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**VEHICLE ACCESS**

The speed limit within the Showground is 10km/hr—WALKING PACE

Vehicles are permitted on the showgrounds

- **Friday 24th August:** 12.30pm to 8.00pm
- **Saturday 25th August:** 7.00am to 8.00am
- **Sunday 26th August:** 7.00am to 8.00am
  5.15pm onwards

**PARKING**

Unfortunately, car parking is subject to weather conditions and the release of land by the Town of Gawler – neither of which the Show Society has any control over. Last year the Show Society and TOG worked hard to secure parking along Lawrence Ave with access to the grounds across the footbridge through Gate 7. Due to feedback we will be again negotiating the use of this area for Traders Carparking with the TOG for 2018. Please note will be providing much better lighting and security. Availability will again be weather dependent due to it being a flood plain. **ALL CARS MUST BE OFFSITE BEFORE 8am as per your Commercial Exhibitors Guide. If you do not adhere to these rules, then you will not be invited back again. THERE ARE NO EXCEPTIONS TO THIS RULE.**

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**Lost Passes**

No Exhibitor parking will be available on the Showground from 2018.

**On street parking**

On street parking around the Show is generally not a practical option for exhibitors and staff. The Town of Gawler strictly enforce the parking restrictions which apply in the streets around the Show. The Society will not be held liable for any infringements received.

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**NO PARKING ON SHOWGROUND IN 2018**
**Food & Beverage**

### FOOD AND BEVERAGE SAMPLING

Within designated areas, trade exhibitors will be able to offer samples of food and beverages as part of their promotion at the Gawler Show. Trade exhibitors will be allowed to provide samples of food and beverage under the following conditions:

- The Society is notified of the proposed sampling in advance of the Show.
- The Trade Exhibitor complies with all Food and Safety standards and all relevant Town of Gawler policies and procedures.
- The portion size represents a sample (e.g. the sample does not exceed 20% of the full product size, 50gms or 50mls which ever is the lesser).
- The sample will be consumed at the point from which the sample was received and appropriate facilities are provided to accommodate any waste generated.
- The sample is provided free of charge.

### FOOD AND BEVERAGE GIVEAWAYS

1. With regard to the Society’s contracted Caterers, any competitor food and beverage products cannot be supplied as give-aways or promotional items.

2. Food and beverage products not competing with those of our contracted Caterers **may be permitted** as giveaway or promotional items. Exhibitors are required to notify the Society if they intend to provide any food or beverage giveaways at the Show for inclusion in their Site License Agreement.

### LIQUOR LICENCE

Exhibitors are required to obtain a ‘Limited Liquor Licence’ if:

- Providing taste samples as part of the exhibit
- Selling of sealed bottles of alcohol

Exhibitors requiring a licence will need to apply for a Limited Liquor Licence from the Office of Liquor and Gaming Commissioner - (08) 8226 8477.

Your application will need to include a plan to indicate your location on the Showgrounds which can be obtained from the Secretary’s Office. A copy of your Limited Liquor Licence **MUST** be provided to the Secretary before you can collect your passes.

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**NO PARKING ON SHOWGROUND IN 2018**
General

FIRE PRECAUTIONS

a. Fire points (reels, hydrants etc.) must not be covered and must not be used for other than their intended purpose.

b. Exhibitors are responsible for ensuring that at least one (1) person on their stand are conversant with the use of any extinguisher and are acquainted with the position of the nearest Fire Points and Exits.

c. Use of fire hoses for other than fire fighting purposes is not permitted. Heavy charges may apply for false alarms and these will be passed on in full to those responsible.

INSURANCE

a. All exhibitors MUST hold Public Liability and Product Liability Insurance for a minimum of $10,000,000 each.

b. Exhibitors providing samples or selling any food and/or beverages must provide the Food Business Notification as per the Town of Gawler.

c. The Society accepts no liability for any damage to exhibits by loss, fire, water, theft, storms, strikes, riots or any other cause whatsoever. Exhibitors are responsible for their own security and property insurance. Show security arrangements do not extend to include individual surveillance of exhibitors stands.

d. Security is operational during the following hours:
   7.00pm Friday 24th to 7.00am Saturday 25th August
   7.00pm Saturday 25th to 7.00am Sunday 26th August
   7.00pm Sunday 26th to 8.00am Monday 27th August

PROHIBITED ITEMS

No Political or Religious groups are eligible to exhibit at the Gawler Show.
The sale of Raffle, Lottery and Bingo Tickets is also not permitted.
Second hand goods are not permitted to be sold. Only the official supplier of Show Bags are permitted to sell show bags throughout the Show.
No tents, booths or hawkers will be allowed on the grounds without the permission of the Society and any person on the grounds illegally will be liable for prosecution.
The following list of items are also prohibited:

- Drug Related Goods
- Fake Cigarettes (Zippos)
- Fuel Type Fire Lighters
- Knives (inc pen knives)
- Metal and wooden martial arts Nunchakus
- Pressure packed snow, fart gas or silly string
- Water and Stink bombs
- Eight shot caps
- Pop downs (throw downs)
- Roll and Strip caps
- Water pistols over 150mm (6”)
- Explicit and Hardcore t-shirts
- Fireworks
- Horns and Trumpets
- Laser pointers
- Playing cards (nude or lurid)
- Balloon blowing kits
- Candles with lead wicks &/or combustible holders
- Expanding novelty toys
- Explicit DVD’s & videos
- Flashing Dummies
- Suction Tongue studs
- Yo-yo balls
- “Western Ranger” cap rifles
- Replica Guns (bullet type)
- Ball bearing guns
- Pellet guns
- Potato guns
- Strip caps

Samurai swords, English swords and Fencing swords are only permitted to be sold in SEALED PACKAGES by Licenced traders ONLY. Proof of licence is to be provided to the Secretary at time of application.

NO PARKING ON SHOWGROUND IN 2018
Stand Information

GENERAL CONDITIONS & REQUIREMENTS

Any damage to the venue resulting from the construction of your exhibit will be the sole responsibility of the exhibitor. No item is to be attached directly to the walls of the Hoecker or Stone Pavilions.

All stands and fittings must be free standing and must conform with the requirements of all Acts of Parliament and Regulations. All stands are subject to the approval of the Society.

Exhibitors must not negatively impact any other exhibitor and non-compliance will result in an eviction from the Showground and future attendance.

Exhibitors shall not drive any metal pipes or other type of fixings into sealed or paved surfaces.

Weights are to be used for any marquees on hard surfaces.

Loose display material such as bark & wood chips must be positioned on suitable protective sheets. Any costs incurred for clean up will be passed on to the responsible exhibitor in full.

STAFFING

Exhibitors shall keep their exhibit site/s staffed and properly operating and in a clean condition during exhibition hours throughout the full period of the Gawler Show.

STAND CLEANING

Exhibitors shall equip their exhibit site/s with litter bins provided by the exhibitor which are to be emptied into the nearest litter bin at the close of each day’s trading. All cartons and boxes are to be flattened before being placed in the waste containers.

While the Society employs cleaners to clean the Showground during the show, this does not extend to exhibitor sites. Exhibitors are required to keep their site/s in a clean and tidy condition and shall be held responsible for the condition of this area during the opening hours of the Show.

Exhibitors are also responsible for cleaning their site/s prior to opening each day.

If a site is to be cleaned by the Society at the end of the Gawler Show then the cost of that service will be passed on in full.

AISLES & PUBLIC WALKWAYS

Care must be taken to minimise trip hazards and obstacles. Avoid laying unprotected cables or pipes on or above paths, walkways or roads.

All aisles and public walkways at the Show must remain unobstructed and accessible at all times. Under no circumstances will any part of your stand, furniture, lighting, catering or exhibits etc., be allowed to protrude beyond the boundary of your site/s.

Demonstrations, presentations and samplings must be conducted far enough within your site/s so that crowds, which gather, are contained within the limits of the site/s where possible. The Society may request modification or elimination of the presentation.

Exits and emergency equipment must not be obstructed.

HAZARDOUS MATERIALS

The Society are to be advised of all hazardous materials that are brought onto the Showground. Appropriate warning signs and Material Safety Data Sheets are required before such materials will be permitted.

The Society has a dedicated W, H & S Officer. All direction given by the Officer must be adhered to immediately. Non-compliance may result in eviction and affect future bookings.

NO PARKING ON SHOWGROUND IN 2018
Stand Information

WASTE MANAGEMENT

It is the sole responsibility of the Exhibitor to ensure that all waste generated during the Show is disposed of in the correct way. The Society will provide multiple industrial bins as well as smaller bins throughout the Showground. It is an expectation that all exhibitors utilise these bins to reduce the amount of waste deposited throughout the event areas.

We also have available several large industrial recycling bins for exhibitor use. When disposing of recyclable materials you must ensure that all boxes are flattened. Any exhibitors found to be misusing these bins will be charged a fee and it may affect future bookings.

The Society will not be responsible for the collection and disposal of any hazardous waste, building materials, liquids, cooking materials, disused products or furniture, sawdust etc. If left then the cost of removing these items plus a surcharge will be charged to the Exhibitor responsible.

Venue Information

ATMs

ATMs are conveniently located throughout the Showground.

DELIVERIES

The Society cannot accept delivery of any goods and cannot accept responsibility for any goods delivered to unstaffed site/s. Any delivery to the Show Office will be returned at the senders cost.

LOST PROPERTY

The point for Lost Property is at the Show Office Reception.

STAND NAME

The name of the Exhibitor must be prominently displayed. If participating in the Treasure Trail you must clearly display the Treasure Trail Map Number allocated.

STAND SECURITY

Exhibitors are solely responsible for the security of their site/s and their equipment and property. Exhibitors are warned against the possibility of pilferage or loss of goods during stocking, exhibition and departure periods. The Society strongly recommends that Exhibitors effect insurance to cover such risks and to ensure that all valuable items on their stands are adequately safeguarded at all times.

Venue Information

FIRST AID

A St John First Aid Station is located adjacent to the Main Arena. Please refer to the maps provided.

MEDIA COMMENTS

Any public comment on emergencies, incidents or other venue matters should only come from the Society. The key media spokesperson for the Society is the President, Stephen Frinsdorf.

SECURITY

Police are on site during operational hours of the Show and Security is present outside these hours. Refer to page 7.

The Gawler Show is a Family Friendly Event and as such is a SMOKE FREE ZONE. Smoking is allowed outside of a 20m radius from the Showgrounds. Pass outs are available.

NO PARKING ON SHOWGROUND IN 2018
Exhibitor Services

**ELECTRICAL**

All electrical installations must be paid for before work on the installation can be completed and can only be completed by an electrician approved by the Society. Any electrical items installed by any other person will be removed by the Society’s electrician at the Exhibitors cost.

All equipment brought onto the Showground must be tested and tagged to comply with Australian Standard 3760-2003.

Exhibitors attention is drawn to the Regulations under the Work Health and Safety Act (SA) 2012 which requires that a hand held electrical appliance must incorporate an Earth Leakage device in the circuit provided by the Exhibitor and must be safety tagged.

All stand lighting must be switched off at the end of each day.

Extension cords must be earthed and all electrical appliances must be earthed or double insulated. Appliances must be in sound working order and safety tagged.

Power boards with overload protection can only be used at the discretion of the Society’s Electrician and/or W,H & S Officer with prior approval.

The use of double adapters and bar heaters is strictly prohibited.

**LPG GAS CYLINDERS**

Should you plan to use LP gas at your site/s you must inform us by email immediately. Cylinders must not exceed 45kg in size and connections must be checked by the Society’s W,H & S Officer.

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**SAFETY INDUCTION**

It is compulsory for ALL Commercial Exhibitors, Contractors, Volunteers and Staff to undergo a Safety Induction Process. Please refer to www.gawlershow.org.au. The Show Office receive an automated notification once completed. You will need to print a copy to keep on you at all times during the show as you may be asked to provide evidence by SafeWork SA. You must ensure that ALL staff who are attending the show over the course of the weekend complete this online training.

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**LIGHTING**

The Society provides general lighting only in the indoor areas and does not take responsibility for inadequate lighting at individual sites. You are encouraged to provide your own lighting to best showcase your exhibit.
South Australia has a Container Deposit Scheme (CDS)

- If you sell, supply or give-away beverages at the Gawler Show you may have to comply with CDS
- A beverage covered by the CDS must be:
  - Approved by the EPA, have a waste management arrangement on place and display approved refund marking
- Application forms for approval are available at the EPA website:
  http://www.epa.sa.gov.au/environmental_info/container_deposit/resources
- If in doubt, phone the EPA to check your beverage is approved (08 8204 1180)

Failure to comply with SA’s CDS will result in enforcement action by the EPA including one or more of the following:

- Requiring you to immediately cease selling or supplying your beverage/s,
- An Environmental Protection Order to prevent the sale or supply of the container until it is approved by the EPA,
- On the spot fine of $360

Relevant Legislation: **Division 2 - Beverage Container provisions of the Environmental Protection Act, 1993**

South Australia has a Plastic Shopping Bag Ban

- There is a ban on lightweight plastic shopping bags in South Australia. Gawler Show stallholders must comply with the ban.
- Bags that are less than 35 microns are banned unless they are *biodegradable bags¹* and meet the Australian Standard.
- Do not assume that bags with words such as ‘this bag is environmentally friendly’, ‘this bag is degradable’, ‘this bag degrades totally’, ‘Recyclable Bag’, ‘ECO Friendly Bag’, are legal in South Australia.

Failure to comply with SA’s Plastic Bag Ban will result in enforcement action by the EPA including one or both of the following:

- An Environmental Protection Order to prevent the sale of lightweight plastic shopping bags,
- On the spot fine of $375 or a maximum penalty of $5000

Relevant Legislation: **Plastic Shopping Bags (Waste Avoidance) Act 2008**

More information on CDL and Plastic Bag ban is available at the EPA website:
http://www.epa.sa.gov.au/households/waste_and_recycling or phone 08 8204 2004

¹A biodegradable bag is one that has been assessed and tested in accordance with Australian Standard 4736-2006 and - in accordance with that standard - can be designated as compostable (i.e. A statement with words to that effect, or having that meaning, are embossed on the bag).