



'Nostrī Plena Laboris'

BERWICK & DISTRICT AGRICULTURAL AND HORTICULTURAL SOCIETY INC

2025 BERWICK SHOW TRADE SPACE

Saturday 22nd and Sunday 23rd February 2025.

Show Opening times: Saturday 9am – 9pm and Sunday 9am – 4pm

Bump In and Bump Out: Friday 8am - 7pm and Saturday and Sunday 6am – 8am

TERMS AND CONDITIONS

1. TRADE SPACE APPLICATION

All Traders must submit an application through Stall Manager and upload the required documents.

Exhibitors **must** list all product lines/services that they wish to display or sell and a price list.

Every effort is made to ensure there are no exhibitors with similar product lines in the immediate vicinity. If there is a number of site holders offering the same product, applications will be accepted at the discretion of the Show Society.

Please note: Acceptance of Application is not guaranteed.

By completing an application to trade at the Berwick Show you agree to:

- Behave in a polite and professional manner to all participants, workers, event staff, volunteers and other stall holders
- To respect the security arrangements and comply with the measures put in place to ensure a safe and secure event for the public, event staff, workers, volunteers and stallholders.
- Comply with the decisions made by management of the event, including any decisions related to the stall site.
- Comply with all related sections of the Fair-Trading Act 1990 in the conduct of the stall site.
- The Berwick Show Society holds the right to, after notice and opportunity to rectify, close any stall that does not comply with the Terms and Conditions of this agreement.
- The Berwick Show Society holds the right to reject an application at its own discretion.

2. INSURANCE:

Proof must be provided of the applicant's current (as at February 23rd 2025) cover for Public Liability Insurance. A copy of your Certificate of Currency for your Public Liability Insurance must be uploaded with your application.

The Berwick & District Agricultural & Horticultural Society Inc. is not responsible for any loss of, damage to, or theft of, an applicant's property, whilst on the Showgrounds.

All applicants must carry their own Insurance Cover for loss of, damage to, and theft of, any of their property.

3. HEALTH, SAFETY AND EMERGENCY PROCEDURES

- ❖ A First Aid site is available on the grounds - for all users of the event.
- ❖ If you require urgent assistance, please call 000 and then contact the Trade Space Supervisor, Information Booth or Secretary's Office.

- ❖ All stall holders must have an **Emergency Evacuation Plan** and a **Shut Down Procedure** in case of emergency, for their staff and entire site, that includes making safe all equipment, eg, gas bottles, electrical equipment etc.

4. CORONAVIRUS

All traders must comply with the current Coronavirus restrictions on Show weekend. For more information on current restrictions - <https://www.coronavirus.vic.gov.au/how-we-live>

Stallholders are responsible to have the following:

- A COVIDSafe Plan is a list of health and safety actions. It is an important part of the occupational health and safety obligations.
- Hand sanitiser

5. SITES

- ❖ All marquees, vans, and stands used by stall holders must be of a standard acceptable to the Show Committee and comply with OH&S standards eg. ALL marquees must be weighted down to the manufacturers' specifications and council regulations.
- ❖ Stall holders must provide their own marquees, tables, chairs, etc. Trestles are available for indoor stall holders only as discussed prior with the Trade Space Supervisor.
- ❖ Sub-letting of sites is definitely not permitted.
- ❖ Stall-holders are required to operate on both days of the Show unless prior agreement with the Trade Space Supervisor.
- ❖ All stall sites must be set up before 8.00 am on the Saturday and Sunday mornings of the Show and be manned until at least 8.00 pm on the Saturday and 4.00 pm on Sunday, unless prior arrangement with Trade Space Supervisor.
- ❖ Site holders must continually keep their areas clean of debris, packing material, etc. and place all waste in the bins provided.
- ❖ Every effort is to be made to Reduce, Re-use and Recycle materials.
- ❖ All tent weights, guy ropes, all vehicles and vans including drawbar (where permitted), must be within your site dimensions.

6. VEHICLES

- ❖ No vehicles may be parked on the trade site unless they form part of the stand and this has been pre-arranged with the Trade Space Supervisor.
- ❖ To comply with OH&S and Risk Management, there will be **NO VEHICLE MOVEMENT** permitted on the grounds after 9 am and before agreed closing time unless escorted by prior arrangement. Contact the Trade Supervisor to arrange an escort.

7. PRODUCT LINES

- ❖ Only those items listed on the Trade Space Application Form will be permitted to be sold. Items not listed on the application form cannot be sold, demonstrated or given away during the Show.
- ❖ Raffle tickets may not be sold without prior permission from Show management.

8. BANNED ITEMS

Our Society aims to promote a family-friendly atmosphere and entertainment. We request that site holders respect the spirit and refrain from selling and exhibiting items of explicit and obscene nature or items promoting or referring to prohibited substances.

The Society reserves the right to request that a site holder remove any item deemed to contravene this condition. If you are unsure about any item you may wish to exhibit, contact the Trade Space Supervisor.

Unacceptable items: includes but not limited to: • Items that fire projectiles • All Balloons • Spray cans of paint

9. WORKING WITH CHILDREN CHECK:

Together with the City of Casey, The Berwick & District Agricultural & Horticultural Society Inc is committed to child safety and wellbeing. To ensure this occurs, **all** vendors must supply a current and valid Working with Children Check for themselves and all employees working at the Berwick Show. (A Free volunteer version is acceptable). In addition to uploading the Working with Children Check/s on the application form, everyone needs to bring their WWCC cards on the day/s attending Berwick Show.

All Working with Children Checks will need to be uploaded with the Application Forms. If you have not received your WWCC, please upload a copy of the confirmation page which shows you have applied for your Working with Children Check. You will then be required to forward on a digital copy of your approved WWCC card once it arrives.

10. SECURITY

Security Guards are on site on Friday evening and Saturday evening. Goods, commercial stock and personal items are the responsibility of the trade exhibitor. Whilst the Society takes every care, we accept no responsibility for loss or damage sustained whilst on the grounds.

11. FOOD STALL APPLICANTS:

- ❖ There is only a limited number of Food Stall sites.
- ❖ All Food Stalls at the 2025 Berwick Show must have a:
 - current Certificate of Registration of Food Premises, from your own Council
 - Statement of Trade Certificate (FoodTrader), specific to the van/trailer being used at the Berwick Show

These documents will need to be uploaded online with your application via the Stall Manager link found on Berwick Show website.

- ❖ All staff must have a current Food Handlers Certificate.
- ❖ All food stall holders must comply with the Victoria's Smoke-free Outdoor Dining laws.
- ❖ Showmen's Food Lines – The following food lines, including 'Dagwood Dogs, Waffles, Toffee Apples, Fairy Floss' are restricted to the Showmen's Guild sales only. Vendors selling these products outside the Guild will be asked to remove them.

12. SUSTAINABILITY

❖ SINGLE-USE PLASTIC

To align with the Government rulings on the ban of single-use plastic, you must not distribute, sell, provide or use the following single-use plastic items: bags, straws, balloons, single-use plastic and polystyrene cups, plastic bowls, cutlery, and takeaway food containers.

We encourage all stall holders to be familiar with the City of Casey Reducing Single-use Plastics information. <https://www.casey.vic.gov.au/single-use-plastics>

❖ CARDBOARD

We ask that all cardboard be flattened and placed in the cardboard bin.

❖ **WASTE & RECYCLING**

We ask that waste and recycling items be separated and placed in appropriate rubbish bins provided.

13. ELECTRICAL, LP GAS AND GENERATORS

Please Make Sure That:

- **ALL electrical equipment** brought onsite including extension leads and power boards will have been tested and tagged within the last three months prior to Show weekend.
- No leads are to be left on the ground – they must all be above ground.
- Each mobile vehicle utilising **LP Gas** has an **Energy Safe Victoria compliance plate**.
- All gas bottles must be date-stamped and crated prior to use at the Show.
- If your stall has multiple cookers, you must bring multiple extinguishers and fire blankets.
- All Generators must have the appropriate fire extinguishers 4.5kg ABE that have been maintenance tag dated within 6 months of the Berwick Show weekend, plus 1 large fire blanket supplied with the appliance but not attached.
- Gas Cylinders must not be located in a poorly ventilated area that would contain any gas leak.
- Gas Cylinders are to be secured upright with cylinder reliefs facing away from structures and other cylinders.
- All **fuel and chemicals** are stored correctly.
- Non-compliance results in non-acceptance at the Berwick Show.
- If items do not comply with the Victorian OH&S Act, *you may be closed down* until any breaches of this Act are remedied.
- Please ensure that all staff are familiar with your **Emergency Evacuation Plan** and a **Shut Down Procedure** in case of emergency, that includes making safe all equipment, eg, gas bottles, electrical equipment etc.

14. CANCELLATION POLICY

An administration fee will be retained for cancellations made 3 weeks prior to the Show. Exhibitors cancelling sites less than 3 weeks before Show Day will forfeit all fees if the allocated site is not able to be reallocated to another site holder. During the Show, Berwick Show Society reserves the right to cancel any commercial site by notice served on an exhibitor.

This permit cancellation may occur:

In the event of an occurrence happening which, in the opinion of the Trade Space Coordinator, justifies such action, including breach of Code of Conduct.

If the Exhibitor is in breach of any of the Exhibitor's Rules and Conditions.

If the Exhibitor does not occupy the site(s) at the commencement of and during the full period of the Show.

The Society will not be liable to pay the Exhibitor any compensation, whether on the grounds of loss of profit or otherwise, or refund any money paid by the Exhibitor in respect of such cancellation.

15. GATE PASSES

- ❖ Everyone entering the showgrounds is required to have a valid scannable single use gate pass and will be scanned at the gate upon entry.
Gate Passes are valid for either Saturday or Sunday.
- ❖ As a trader you will be allocated 4 gate passes (valid for either Saturday or Sunday) at nil cost and additional gate passes can be pre-purchased at \$10 per person per ticket.
- ❖ Total amount of gate passes can be ordered when submitting an application form and will be invoiced.

16. GENERAL GUIDELINES

- ❖ No refunds after Monday, February 17th, 2025.
- ❖ Exhibitors must demonstrate a positive approach towards the public, each other and to the Berwick Show Society Staff and Volunteers. The Code of Conduct must be followed.
- ❖ The Society reserves their right to refuse entry or close down any exhibitor site that does not comply with the Exhibitor Terms and Conditions of entry.
- ❖ On arrival at the Showgrounds traders must contact the Trade Space Supervisor to be shown their site.
- ❖ All queries or changes must be directed to the Berwick Show Trade Space Supervisor.
- ❖ By being at the Berwick Show you will be in the running for our

TRADE SPACE AWARD – create an attractive site.

Additional Information:

- ❖ Representatives from Worksafe, Energy Safe Victoria and City of Casey Health Officers may visit during Show week and during the Show weekend.
- ❖ An electrician will be attendance prior to and during the Show.
- ❖ Berwick Show Society is affiliated with, or are members of:
 1. Victorian Agricultural Societies Ltd
 2. Central and South Gippsland Affiliated Show Society Inc
 3. Victorian Showmen's Guild