2017 ROYAL MELBOURNE SHOW
AMUSEMENT OPERATOR MANUAL

Your comprehensive operator information guide.

23 SEPTEMBER - 3 OCTOBER
1. KEY INFORMATION

Show Dates and Times
Saturday 23 September - Tuesday 3 October 2017 9:30am - 9:00pm

Smoke Free
Melbourne Showgrounds is a completely smoke free venue and this applies to the 2017 Royal Melbourne Show including bump-in and bump-out.

The policy helps protect the community from exposure to and illness resulting from second-hand smoke, remove litter from cigarette butts and reduce fire hazards.

Exhibitors, staff, patrons, contractors and any other visitors onsite wanting to smoke will need to exit the venue to do so.

The implementation of the new smoke-free policy is part of the RASV’s commitment to creating a healthier and more enjoyable environment for exhibitors, event patrons and staff.

Trading Hours

<table>
<thead>
<tr>
<th>Pavilion</th>
<th>Opening and Closing Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADVANCE® Dog Pavilion</td>
<td>10.00am – 5.00pm</td>
</tr>
<tr>
<td>The Farmhouse</td>
<td>10.00am – 6.30pm</td>
</tr>
<tr>
<td>RASV Members Stockmans Lounge</td>
<td>10.00am – 7.00pm</td>
</tr>
<tr>
<td>Winning Tastes Pavilion</td>
<td>10:00am - 7:00pm indoors 10:00am - 8:00pm outdoors</td>
</tr>
<tr>
<td>Animal Nursery</td>
<td></td>
</tr>
<tr>
<td>Family Fun Pavilion</td>
<td></td>
</tr>
<tr>
<td>RACV Members Cafe</td>
<td>10.00am – 7.00pm</td>
</tr>
<tr>
<td>The Galleria</td>
<td></td>
</tr>
<tr>
<td>The Weekly Times Livestock Pavilion</td>
<td></td>
</tr>
<tr>
<td>Spotlight Makers Pavilion</td>
<td></td>
</tr>
<tr>
<td>The Emporium</td>
<td>10.00am - 7.30pm</td>
</tr>
<tr>
<td>The Animal Farmyard</td>
<td>9.30am – 7.30pm</td>
</tr>
<tr>
<td>Woolworths Fresh Food Pavilion</td>
<td>10.00am - 8.00pm</td>
</tr>
<tr>
<td>Kids Carnival</td>
<td>9.30am – 8.00pm</td>
</tr>
<tr>
<td>Adventure Carnival</td>
<td></td>
</tr>
<tr>
<td>Outdoor Boulevard</td>
<td>9:30am - 9.00pm</td>
</tr>
<tr>
<td>Coca-Cola Thrillseekers Carnival</td>
<td></td>
</tr>
<tr>
<td>The Arena Bar</td>
<td></td>
</tr>
<tr>
<td>RASV Members Restaurant &amp; Bar</td>
<td>10.00am - 9:00pm</td>
</tr>
<tr>
<td>Showbag Pavilion</td>
<td></td>
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</tbody>
</table>

RASV Reception
RASV Reception will operate from 8.30am - 5.00pm each day of the week prior to Show and from 8.00am – 6.00pm each day of the Show.
## Key Contacts for Exhibitors

<table>
<thead>
<tr>
<th>Contact</th>
<th>Position</th>
<th>Phone Number</th>
<th>Mobile Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>RASV Reception</td>
<td>RASV Administration</td>
<td>03 9281 7444</td>
<td></td>
</tr>
<tr>
<td>Kim Lowes</td>
<td>Amusement &amp; Showbag Operations Coordinator</td>
<td>0418 394 420</td>
<td></td>
</tr>
<tr>
<td>John Cahill</td>
<td>Amusement &amp; Showbag Coordinator</td>
<td>0431 699 755</td>
<td></td>
</tr>
<tr>
<td>Kate Lethbridge</td>
<td>Event Sales Executive</td>
<td>03 9281 7457</td>
<td>0435 758 555</td>
</tr>
<tr>
<td>Ann Jeffery</td>
<td>Catering Operations Manager</td>
<td>03 9281 7457</td>
<td>0417 559 005</td>
</tr>
<tr>
<td>Genevieve Kelly</td>
<td>Sponsorship Account Manager</td>
<td>03 8416 5999</td>
<td></td>
</tr>
<tr>
<td>James Laity</td>
<td>Health, Safety and Environment Manager</td>
<td>03 9281 7483</td>
<td>0488 554 009</td>
</tr>
</tbody>
</table>

**EMERGENCY LINE**

This line is for EMERGENCIES only and should not be contacted for any other reason. 9281 7400

**Event Services Line**

This line is for Lost Persons / Request Weather Report / ATM Failures / Customer Service Requests etc. 9281 7439

**Maintenance Line**

This line is for Non – Urgent Maintenance and failure of SITE infrastructure or Services. 9281 7470

## Contact details for permits, licences and hire suppliers

<table>
<thead>
<tr>
<th>Company</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Melbourne Events Health Services</td>
<td>03 9658 8831</td>
</tr>
<tr>
<td>Victorian Commission for Gambling and Liquor regulation</td>
<td>1300 182 457</td>
</tr>
<tr>
<td>Advanced Compliance</td>
<td>03 9459 1206</td>
</tr>
<tr>
<td>Harry the Hirer</td>
<td>0409 269 972 - Michael Begg</td>
</tr>
<tr>
<td>ExpoNet</td>
<td>0413 209 680 - David Haslam</td>
</tr>
<tr>
<td>Agility Logistics</td>
<td>03 9330 3303</td>
</tr>
<tr>
<td>Event Equipment</td>
<td>0448 986 326 - Paul Webber</td>
</tr>
<tr>
<td>Nor-West Security Group</td>
<td>03 9327 1711 0417 574 439 Rhonda Kirwan</td>
</tr>
<tr>
<td>Lombard The Paper People</td>
<td>03 8331 1111</td>
</tr>
<tr>
<td>POS-Itive Events</td>
<td>0400 260 147 or email <a href="mailto:tom@posevents.com.au">tom@posevents.com.au</a></td>
</tr>
<tr>
<td>Wireless Technology</td>
<td>03 9545 5000</td>
</tr>
<tr>
<td>A.M.L Risk Management</td>
<td>0438 695 911</td>
</tr>
<tr>
<td>Showcleaners</td>
<td>0410 722 999</td>
</tr>
<tr>
<td>Supagas</td>
<td>9364 8311</td>
</tr>
<tr>
<td>CRP Tag and Test</td>
<td>0409 709 725</td>
</tr>
<tr>
<td>Adecco</td>
<td>0481 038 209</td>
</tr>
</tbody>
</table>
First Aid
First Aid facilities can be found throughout Melbourne Showgrounds and are manned by EMSA staff. Please familiarise yourself with the location of your closest first aid post.

First aid locations are:
- Building 15 (The Farmhouse)
- Adjacent to Pie in the Sky
- Herald Sun Main Arena
- Railway Gates
- Gate 4 Emergency Compound

Police
Police are located near Gate 4 in the emergency compound.

Vehicle Parking

Parking
There is no parking onsite during the Show. Parking is available at the following locations:
- Flemington Racecourse, Epsom Road, Ascot Vale for $25 per vehicle per day and $10 for RASV Members (subject to change).
- Ascot Vale West Primary School, located on Langs Road opposite Melbourne Showgrounds, sells car parking spaces for the duration of the Show or daily passes. For details and bookings phone (03) 9370 8784. It is advisable to pre-book as these spaces do sell out early.

For more information about the Royal Melbourne Show including ticket prices, visit www.royalshow.com.au
The Unforgettable 2017 Royal Melbourne Show

The Royal Agricultural Society of Victoria (RASV) welcomes exhibitors to the 2017 Royal Melbourne Show. Conducted by RASV, the Royal Melbourne Show is Victoria's largest, longest running and most iconic annual community event that will be held in 2017 from Saturday 23 September to Tuesday 3 October at Melbourne Showgrounds.

Vibrant exhibitions and displays are an important component of the Royal Melbourne Show and RASV trusts that you will benefit from the exhibiting at this year’s event and in particular that you maximise this unique platform to connect and engage with customers.

In an effort to safeguard the health and wellbeing of staff and patrons, Melbourne Showgrounds is a completely smokefree venue. This policy will help protect the community from exposure to and illness resulting from second-hand smoke, remove litter from cigarette butts and reduce fire hazards.

Staff, patrons, exhibitors, contractors and any other visitors to the site who wish to continue smoking, will need to leave the venue to do so. Your support in complying with this initiative is appreciated.

Please find outlined in this Event Manual a comprehensive overview of the Royal Melbourne Show for your reference. You are encouraged to read the Event Manual and License Agreement thoroughly as it will greatly assist in ensuring you have a wonderful experience as an exhibitor at the Royal Melbourne Show.

RASV greatly appreciates and values your participation in the 2017 Royal Melbourne Show and looks forward to this year’s event being mutually rewarding and successful.

Kind regards

Brad Jenkins

General Manager, Marketing and Business Development

The Royal Agricultural Society of Victoria
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</tbody>
</table>
2. GETTING READY TO EXHIBIT

Prior to exhibiting at the Royal Melbourne Show, please ensure:

- your full payment has been received by RASV
- your Agreement has been signed
- all required paperwork has been received
- a site safety induction has been completed.

All Amusement Operators must attend a pre-Show briefing to be held on Thursday 21 September at 3.00pm, Mezzanine, Building 8 at Melbourne Showgrounds.

Exhibitor Agreement

The Exhibitors Agreement, (either sent separately or included with this manual) and this Event Manual form part of your contract with RASV for the Show. The event manual, directives and standards set by RASV form part of the Agreement and are binding requirements.

A signed copy of the agreement, full payment of fees and the completion of a site induction are required before Show bump in commences. RASV reserves the right at its absolute discretion to prevent any exhibitor from occupying a site if the fees have not been paid in full or other requirements have not been fulfilled.

Direct Debit Details

Bank - National Australia Bank
BSB Number – 083 091
Account Number – 03 769 4755

Should a cheque be dishonoured, the issuer will be liable for all costs associated with representing of the cheque, in addition to a $25 administration fee.

Payment Terms

RASV will accept payment for fees in the form of cash; MasterCard; Visa, Direct Debit or Cheque.

All exhibitors must pay their pre-Show instalments in full by 4 September 2017. If exhibitors have been offered sites at the last minute they may pay by cash or direct debit up until 15 September 2017. Please note personal cheques will not be accepted after 31 August 2017 and direct debit will not be accepted after 15 September 2017.

For rides, the remaining 25% of the total fee will be invoiced prior to the first day of the 2017 Royal Melbourne Show (23 September). This amount will only be payable once reconciliation of pre-purchased ride tickets has been completed, in order to confirm the final amount owing.

What’s in your Pack - Show Access Passes & Entry Tickets

Amusement operators will receive an allocation of passes per site. The Show access passes/entry tickets are an individually bar-coded pass which allows exhibitors and their staff access to Melbourne Showgrounds for the duration of the Show. Access passes/entry tickets will not be mailed out to exhibitors.

There are three types of Show access passes:

- 11 day full access pass – a transferable barcoded plastic card entitling the bearer to 11 days of show access. Can be used to exit and re-enter.
- One Day Show access passes – a single use paper entry ticket, non-transferable.
- Members pass/ Members guest pass – Members pass is plastic pass with members name printed on it, non-transferable, full 11 day show access. The Members guest pass is also a plastic card and is transferable with full 11 day show access.

A Show access pass is required for each staff member requiring site access and must be scanned at the turnstiles on entering and exiting Melbourne Showgrounds. Plastic cards must also be scanned out on exit, a card used to gain entry and not scanned on exit will not permit a second entry on the same day.

Allocated access passes are available for collection from RASV Reception from Monday 11 September 2017, providing exhibitor site fees are fully paid, all paper work has been returned to RASV and that safety induction has been completed.
Security
Melbourne Showgrounds has 24 hour security including CCTV coverage across the entire site. From 22 September security will be increased and maintained throughout the entirety of the Show.

Exhibitors are advised not to store anything onsite prior to this time. RASV is not responsible for any product left onsite during the Show or during bump in/out.

Whilst every reasonable precaution will be taken, RASV will not be liable for any loss or damage to exhibitors’ property or goods from the time of bump in to the conclusion of bump out.

RASV advises all exhibitors to hold product liability and insurance for their stock, fittings and fixtures during the Show.

Daily Reporting
In 2017, you are required to deliver your daily reporting to John Cahill at the RASV Reception in Building 13, or alternatively you can email your daily checklist to john.cahill@rasv.com.au. This must be done by 8:30am in order to begin public operation of your ride. (Non-compliance with this task will result in you not being able to operate your ride from 9.30am).

The following must be completed:
• Daily Safety Check Report
• Daily Incident Report
• Daily Training Confirmation Form
• Daily Takings Form

Please ensure that any operational issues such as disputes, oil spills, ride malfunctions and other incidents are listed so that they can be followed up to assist to improve your operation.

In 2017, random daily checks will be conducted by Operations and Risk Management to ensure that the daily checklist provided reflects accurately the conditions present on the ground.

Point of Sale (POS)
During Bump In, once your ticket box is in place and the power is connected, a member of the Showgrounds POS Team will arrange to meet with the ride ticket sales manager to set up, test and conduct training with your member of staff or manager. Your ticket requirements will be pre-loaded into your machine. If there are any amendments required, the POS Team will assist you during the Bump In.

Amusement Operators will receive 3 items from the POS Team in 2017:
• POS System
• Reader
• Printer

If you require a till or any other additional items, please let your RASV contact know as soon as possible.
3. ARRIVING AND DEPARTING THE SHOW

Melbourne Showgrounds Induction

In 2017 RASV requires any person entering Melbourne Showgrounds during Bump In/Bump Out to have completed the Royal Melbourne Show General Safety Induction. Once complete you will be issued with an induction certificate online which must be printed out and carried with you at all times whilst on site. You will not be permitted to access the site during bump in/bump out without your induction certification, closed-toed shoes and a Hi-Vis Safety vest.

Amusement operators and their staff are required to complete the Contractor General Safety Induction AND the High Risk Works Safety Induction prior to arrival on-site.

Amusement operators under their own insurance will be required to apply to the RASV Contractor Management System before they can induct their staff.

To receive an Induction Password please visit the following website https://www.rapidinduct.com.au/contractorRegistration/RASV/OnlineRegistration.aspx?t=RMS

To register with the Contractor Management System you will need to send the following details to james.laity@rasv.com.au;

- Company Name
- Company Contact
- Contact Email
- Contact Number

Induction on arrival to Melbourne Showgrounds is available at Gate 11. It is expected that induction will be completed prior to your arrival to avoid any delay in accessing the site.

Arrival (Bump In)

<table>
<thead>
<tr>
<th>Dates</th>
<th>Times</th>
<th>Entry/Exit Gate</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 - 22 September</td>
<td>7.00am – 7.00pm</td>
<td>Gate 5, Langs Road</td>
</tr>
</tbody>
</table>

There is no access to Melbourne Showgrounds prior to 11 September, unless organised prior with RASV.

Amusement Operators who may have difficulty entering Gate 5 are advised to contact RASV at least one hour prior to arriving onsite to arrange alternative entry if necessary.

Outdoor exhibitors may commence bump out from 10:30pm when site is clear on Tuesday 3 October. All amusement devices and games must be off the Melbourne Showgrounds site by 5:00pm Wednesday 4 October 2017. No responsibility is accepted for any goods left on Melbourne Showgrounds at the end of the Show. All items left at Melbourne Showgrounds after 5:00pm on Wednesday 4 October 20017 will be treated as rubbish and disposed of accordingly unless other arrangements have been made through the Commercial Sales Department. Please note that large amounts of rubbish left behind will be charged for disposal.

EMC Opening Hours and Curfew

To ensure the safety and security of staff, exhibitors and contractors during bump-in and bump-out of the Royal Melbourne Show, the hours of the Emergency Management Centre (EMC) have been extended and new curfew times introduced.

EMC Hours

AMI Security and EMSA Medical will commence onsite a week earlier than last year’s event, from Monday 4 September. The EMC will be staffed and operational from Monday 11 September - Thursday 21 September for bump-in from 7am-7pm daily. 24-hour operation of the EMC will begin from 7am Thursday 21 September across the duration of the Show until 7pm Wednesday 4 October.

From Thursday 5 October - Sunday 8 October, the EMC will be staffed and operational from 7am - 7pm for the remainder of bump-out.
Whilst support services may not be available during the early bump-in period, they will all become available closer to Show opening.

**Curfews and Site Access**

During bump-in and bump-out a curfew will apply on site from 7pm each day, reopening at 7am the following day. The curfew will be extended until 10pm on the two evenings preceding Show opening (Thursday 21 and Friday 22 September).

All contractors and exhibitors must vacate the site and no works are permitted during the curfew times. Any exhibitor or contractor who requires legitimate access to the site during the curfew times must request permission in advance from the Melbourne Showgrounds Venue Operations team through your Royal Melbourne Show staff contact.

All commercial exhibitors and amusement operators will need to remove vehicles from Melbourne Showgrounds by 12noon on Friday 22 September.

Caterers, showbag vendors, ride and game operators can commence bump-out on Tuesday 3 October once the site is closed and cleared of patrons. A curfew time of 1am on Wednesday 4 October will apply for ride operators and 3am for games operators and showbag vendors. Works can continue from 7am on Wednesday 4 October.

Please note that in all instances of high-risk work (such as working from heights, plant operation, electrical, rigging etc), crews must be rostered accordingly to avoid fatigue. Random inspections of timesheets will be conducted to ensure safe practices.

<table>
<thead>
<tr>
<th>Date and Time</th>
<th>Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AML Security &amp; EMSA Medical onsite</strong></td>
<td>From Monday 4 September - 7am-7pm</td>
</tr>
<tr>
<td><strong>EMC Operational</strong></td>
<td>BUMP-IN Monday 11 September - Wednesday 20 September - 7am - 7pm</td>
</tr>
<tr>
<td></td>
<td>DURING SHOW Thursday 21 September - Wednesday 4 October - 24 hours (begins 7am Thurs 21 Sept and ends 7pm Weds 4 Oct)</td>
</tr>
<tr>
<td></td>
<td>BUMP-OUT Thursday 5 October - Sunday 8 October - 7am - 7pm</td>
</tr>
<tr>
<td><strong>Curfew</strong></td>
<td>Monday 11 September - Wednesday 20 September - No works between 7pm and 7am</td>
</tr>
<tr>
<td></td>
<td>Thursday 21 September &amp; Friday 22 September - No works between 10pm and 7am Commercial exhibitors, showbag vendors, amusement and ride operators must remove all vehicles from Melbourne Showgrounds by 12 noon on Friday 22 September. Caterers delivering perishable goods are exempt from vehicle curfew.</td>
</tr>
<tr>
<td></td>
<td>Tuesday 3 October - Curfew of 1am Wednesday 4 October for catering, rides and commercial (indoor commercial – no vehicles onsite until 7am Wednesday) Curfew of 3am Wednesday 4 October for games and showbags</td>
</tr>
<tr>
<td></td>
<td>Wednesday 4 October - Sunday 8 October - No works between 7pm and 7am</td>
</tr>
</tbody>
</table>
Forklift Access
A forklift will be available for use by exhibitors during bump in Wednesday 20, Thursday 21 and Friday 22 September. A forklift will also be available during bump out on Wednesday 4 October. Exhibitors will need to book the use of the Forklift through Agility Hire Expo Services by phoning 03 9330 3303. A driver and spotter will also be made available upon request.

Forklifts used onsite must have white or non-marking tyres if operating within buildings. Forklifts with black tyres will only be allowed to operate outside of buildings.

High Visibility Vest
All persons who enter Melbourne Showgrounds during Royal Melbourne Show bump-in and bump-out must be wearing a hi-visibility clothing or a vest to be allowed onsite.

All contractors and exhibitors are encouraged to provide their own hi-visibility vests but in the instance of not having hi-visibility clothing, vests will be available from Gates 1, 4 and 7 at cost price of $5.00 each.

Pre/Post Show Vehicle Pass (Bump-In/Out)

All vehicles must have a Pre/Post Show Vehicle Pass to enter the site during bump-in/out – including delivery vehicles. All vehicles will be required to provide their vehicle registration number and a mobile contact number. RASV reserves the right to remove any vehicle, at the owner’s expense, should they fail to move their vehicle when requested or the driver of the vehicle is not contactable.

RASV does not accept any liability for the safety of any items on or delivered to Melbourne Showgrounds.

Traffic Zone Pass
Any vehicles on site must have the appropriate pass displayed on the windscreen.

The exhibitor is responsible for arranging all delivery passes as required, including providing these to delivery drivers delivering to your stand. Access will be denied to vehicles without appropriate passes. Additional pre/post delivery passes are available for purchase.

Parking on site for vehicles will not be accepted regardless of passes on hand. All parking during bump in/bump out is to be accessed via Gate 7 on Leonard Crescent.

Restricted Delivery Vehicle Pass

<table>
<thead>
<tr>
<th>Restricted Delivery Access</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amusement Operators</td>
<td>11.00pm – 8.30am, no vehicle access after 8am</td>
</tr>
</tbody>
</table>

A Restricted Delivery Vehicle Pass is needed for all vehicles onsite during this time. Exhibitors must hand their pass to security when entering Melbourne Showgrounds and collect the pass upon leaving.

Additional & Lost Show Access passes

<table>
<thead>
<tr>
<th>Additional Pass</th>
<th>Cost (Inc. GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Show 11 day Access plastic pass</td>
<td>$80</td>
</tr>
<tr>
<td>Pre/Post Show Vehicle Pass (Bump In/Out)</td>
<td>$40</td>
</tr>
<tr>
<td>Restricted Delivery Vehicle Pass</td>
<td>$70</td>
</tr>
</tbody>
</table>

If you require additional access passes, please complete the Additional Pass form. Pre-ordered passes can be collected from RASV Reception at Melbourne Showgrounds, during the hours of 8.30am – 5.00pm from Monday 11 September 2017. Alternatively additional access passes can be purchased directly from RASV Reception as required.

Any passes lost or stolen during the course of the Show must be reported to RASV Reception Office immediately. Lost passes need to be cancelled by RASV to prevent misuse. Lost or stolen passes will not be replaced by RASV and replacement passes may be purchased by the exhibitor at the exhibitor’s cost.
Deliveries During Show
During Show hours goods must only be delivered to Gate 7 Leonard Crescent and the exhibitor must be present to meet the delivery. RASV will not accept or sign for any delivery. RASV will not hold stock. The delivery must clearly state the following information:

- Company Name or Exhibit/Stand Name
- Onsite contact person at the stand and their mobile telephone number
- Stand number
- Name of pavilion/building

Vehicles in Buildings
Drivers of vehicles that wish to enter buildings during bump in/bump out must gain permission from RASV. A spotter must be employed when moving vehicles in any building.

All vehicles remaining inside buildings during the Show must have a drip tray under their vehicle and mats under the tyres. Petrol tank must be full or fully drained and the battery disconnected.

Verification of High Risk Licenses
All amusement and showbag operators of plant are required to carry their high-risk licenses to present for inspection and record keeping.

Initial inspection of Ride Plant and Plant Certifications
All ride operators are required to provide independent third party certification of their ride plant. As defined by legislation, plant includes: any machinery, equipment, appliance, implement and tool; and any component of any of those things; and anything fitted, connected or related to any of those things. For clarification contact RASV HSE Manager, James Laity.

Notification & Compliance
The operator must immediately pass on to the RASV all notices, orders or directions issued by any authority which affect or relate to the Showgrounds or to the operation of amusement rides at the Showgrounds, regardless of whether the notice, order or direction is addressed by or requires compliance by either or both the operator and the RASV or any other person. A copy of each such notice, order or direction must be given to the RASV, by the operator, within 24 hours of receipt, either written or verbal, of the notice, order or direction. If the above notices, orders or directions issued by any authority relate directly to the operator, they are to be complied with fully.

To allow WorkSafe or any other relevant authority to notify RASV of any written or verbal notice, order or direction issued to the operator as it relates to the operator’s presence and/or performance at the Showgrounds including the results of any tests undertaken.

Lift Plans & Register of Rigging Gear/Harnesses
Any operator intending to utilise crane operations or conduct work at height must supply a lift plan (Cranes), and a SWMS (Work at Height). The operator must also supply a register of any rigging gear or fall – arrest safety gear (prior to arrival and upon request on site) which clearly states the last time that equipment was inspected and when its next inspection is due.

General Build Safety Guidelines
To ensure the safety of all, Showbag Pavilion builders are reminded of the following:

1. Clear aisles must be maintained at all times.
2. Spotters must accompany forklifts in the hall at all times.
3. (a) Safe work at height practices must be maintained at all times.

Caravans
Caravans are not permitted on site except where approvals have previously been obtained in writing from RASV.
Storage & Back of House
Your storage and back of house requests have been arranged, no other allocations will be provided without written approval from RASV.

Requests for back of house/storage upon arrival on site will not be accepted.

Ride Passes
RASV will be investing in a significant integrated marketing campaign for the 2017 Royal Melbourne Show, promoting ticket offers to continue the record growth in pre-sales.

A key deliverable of the marketing campaign is to clearly communicate the value in pre-purchase a Ride Pass. There will be a range of Ride Pass values for customers to choose from and add to their cart when buying online from royalshow.com.au. In response to operator feedback, this year customers will NOT be able to purchase a Ride Pass during the event independently from purchasing an admissions ticket.

Customers that choose to buy a Ride Pass online will be provided with a pre-loaded stored-value card that will be redeemable at operator ticket booths utilising point of sale equipment provided free of charge by RASV.

The system eliminates the requirement for operators to count and submit redeemed paper tickets to RASV for payment verification purposes.

As outlined in the ‘Conditions’ to operate rides at the 2017 Royal Melbourne Show, the price for rides must be the same whether the customer pays by cash or with a Ride Pass.

As per previous years, RASV reserves the right to develop a similar model based promotions that will help drive attendance and utilisation of amusements. Any further promotions that are developed will be communicated to you prior to the 2017 Royal Melbourne Show.

Media Promotions
To help drive awareness and interest in the Royal Melbourne Show the RASV will give a limited number of the above mentioned admission tickets and ride passes to charities and media outlets for prizes and giveaways. In response to Operator feedback, this year stored value Ride Passes will be issued for these purposes instead of the paper coupons. Operators will not be reimbursed for rides redeemed on these Ride Passes.

Bag Checks
As part of RASV’s ongoing commitment to providing a safe and comfortable Show experience for all attendees, every person who enters the Royal Melbourne Show will be asked to present their bags for checking at gates prior to entry. All exhibitors, contractors and staff are encouraged to allow extra time for bag checks, have bags ready for inspection on arrival and are reminded not to leave bags unattended or unsecured.

Your cooperation and assistance in ensuring a quick and simple process is appreciated.

Valuables
Due to the large number of visitors to Melbourne Showgrounds over the course of the Show, all contractors, exhibitors and staff are encouraged to refrain from bringing valuable personal items to the event. If you are required to bring valuable personal items onsite, it is recommended they are kept with you at all times or secured out of communal areas and not within public view.

Valuable personal items brought onsite at the responsibility of the owner and not of RASV.

Working With Children Check
On 1 August 2017 changes were made to the Working With Children Act (2005). It is the responsibility of all operators to ensure they comply with current legislation and RASV will be conducting random checks. Further information about the changes can be found here.
4. CARNIVAL CODE OF CONDUCT

The following code of conduct is in place to ensure a high level of integrity and quality while presenting the best possible Show experience for patrons. It is the responsibility of the operator to ensure all staff members are aware of, and abide by, the Code of Conduct for Carnival Games and Amusement Rides.

All operators must abide by this code of conduct at all times.

1. The game price and rules of the game must be prominently and publicly displayed at all times.
2. The ride price and length of ride for all timed amusements must be prominently and publicly displayed at all times.
3. A Game must have an intrinsic level of skill built into the game for the participant to perform.
4. The game patron may only play one game at a time at the individual cost of the game.
5. The game must be constructed fairly and not be unduly difficult e.g. standard shapes and materials.
6. Game operators are not permitted to offer cash prizes or offer cash inducements.
7. Game operators are not permitted to erect or display signage which may infer the game is gambling.
8. All the winning numbers must be displayed and have corresponding winning articles with a strike rate of no less than 15%.
9. Carnival game staff must sell from behind the front boundary of the game i.e. within the boundary of game and/or game awning and must not enter the street.
10. All staff must be in identifiable company uniform and have legible name tags.
11. Licensees must be on the grounds at all times of operation or delegate to an on-site manager in the event of complaints arising.
12. All serious complaints must be resolved as quickly and fairly as possible. Please inform Kim Lowes of the outcome.
13. All games participants and passing public should be treated with respect. There should be no harassment to play games or abuse if the patron refuses to play a game.
14. Spruiking or race calling is only allowed if the amplified sound system has a compressor or sound limiter restricting the noise level to 83dB
15. Operators must be able to clearly communicate and instruct patrons to follow safety instructions during period of ride operation.
16. Conditions of entry are to be posted in Rides and height restrictions are to be monitored and enforced by operators.
17. Effective procedures must be in place to ensure that the restraint of passengers are checked by competent operators prior to commencing the ride.
18. Adequate perimeter fencing is to be installed around all rides and plant with a minimum distance of 2 metres from any moving parts.
19. All staff must be professionally presented at all times, wearing clean, neat and untorn clothing.
Melbourne Showgrounds is a smokefree venue

For more information visit melbourneshowgrounds.com
5. EMERGENCY PROCEDURES

Emergency Management
In the event of an emergency being declared at Melbourne Showgrounds, it is essential that all persons onsite obey the following procedure & instruction from Emergency Wardens without deviation.

Alert Tone
Upon hearing the alert tone (Beep, Beep, Beep) all workers are to;
- Cease work immediately and secure their workspace / plant when safe to do so.
- Prepare to exit the workspace upon instruction from the Warden.

Evacuation Tone
Upon hearing the evacuation tone (Whoop, Whoop, Whoop) or instructed by the Warden, all workers are to;
- Follow instruction from the Warden.
- Exit the workspace via the nearest safe emergency exit route.
- Make your way to the Assembly Area nominated by the Warden.
- Evacuate in a calm and orderly manner.
- Stay together at the Assembly Area and take a headcount of your crew – inform Warden of any missing person.
- Remain at the Assembly Area until the emergency is declared over and the Chief Warden instructs work to recommence.

DO NOT attempt to address any fire or emergency unless you have been trained & are authorized to do so and feel comfortable in doing so.

Report all emergencies to the Event Management Centre (EMC) on the Emergency Hotline 9281 7400

000 Calls
The Royal Melbourne Show is supported by event medical professionals and onsite Ambulance Victoria Paramedics.

If the nature of the emergency requires the assistance of Ambulance Victoria contact the EMC Emergency Hotline 9281 7400 & the Ambulance Victoria Health Commander will coordinate an Ambulance Response.

If an external 000 call is made, please contact the EMC immediately on 9281 7400 and relay the following;
- Person placing the call.
- Emergency service summoned.
- Time call was placed.
- Nature of the emergency.
- Location of the emergency.
- Contact number for person placing the call.

Incident Reporting
To effectively manage risk, RASV Melbourne Showgrounds require that all stakeholders assist in this duty of care by reporting all instances of;
- Accident
- Incident
- Injury
- Death
- Near miss
- Hazard
- Property damage
- Fire
• Theft
• Security threat
• Suspicious package / behaviour
• Service failure
• Intoxication
• Other significant event

Report all incidents to your RASV representative or contact the EMC Emergency Hotline 9281 7400 for emergency or life threatening incidents.
Service failures can be reported via the Event Services Hotline on 9281 7439
Facility maintenance incidents may be reported to the Maintenance Hotline on 9281 7470
6. POLICY AND PROCEDURES

OH&S information
Exhibitors are required to adhere to the Occupational Health and Safety Act 2004. The exhibitor is to assess the operational risks and develop a risk management plan necessary for any tasks.

- A Job Safety Analysis (JSA) must be completed for any works involving an element of risk. The JSA form is included in the OH&S Induction Guidelines section of your agreement.

Job Safety Analysis
Exhibitors who are engaging in any activity involving hazard or risk must list all controls in place to mitigate the risks on their site. This must then be emailed to james.laity@RASV.com.au for approval.

Displays
Displays involving moving equipment, machinery or water likely to injure a member of the public must be separated from the public by a physical barrier and attended by the exhibitors staff at all times.
Displays using water are permitted, provided adequate provision is made to prevent water leaking and the floor is protected to the satisfaction of RASV.
No obstacles are to be placed in the aisles and all parts of the display (including promotional staff) must be and remain within the allocated area. No displays are to hang outside the display area.

Amplification
Spruiking or recorded messages are not permitted by any commercial exhibitor or caterer. The use of a microphone is acceptable on a low level where written permission has been granted by RASV.
Amplification on the stand must not interfere with any adjacent exhibitors. RASV reserves the right to remove or refuse the use of amplification or to insist the amplification be turned down.

Storage
There are no storage facilities onsite at Melbourne Showgrounds other than the exhibitor’s allocated area, unless prior arrangement has been made with RASV.
No storage is permitted to touch any walls of the pavilions. RASV does not accept any responsibility for any loss, theft or damage to any goods or property onsite during the bump-in, Show or bump-out periods.

Unclaimed Goods
No responsibility is accepted for any goods left on Melbourne Showgrounds at the end of the Show. All items left at Melbourne Showgrounds after 5pm Wednesday 4 October 2017 will be treated as rubbish and disposed of accordingly, unless other arrangements have been made with RASV.

Pets
Domestic animals, excluding Seeing Eye dogs, are not permitted onsite.

Smoke Free
The Melbourne Showgrounds precinct is a 100% Smoke Free Workplace effective from Thursday 1 September 2016. Persons wishing to smoke must exit the site perimeter to do so. Your cooperation and assistance in ensuring your staff adheres to this policy is greatly appreciated.

Maintenance

Connection to Water and Waste
Charges apply to exhibitors wanting connection to water and waste. Exhibitors requiring hand wash facilities are required to have this self-contained on their stand. Equipment wash facilities will be provided within the pavilion.

Waste Water/ Laundry
All wastewater (including dishwater) must be captured and disposed of in accordance with guidelines to be provided by the RASV. Disposal of wastewater in storm drains/toilets etc. is not permitted.
Washing laundry is not permitted on site. For your convenience, laundry facilities are available within the Showgrounds Village Shopping Centre, located on Epsom Road.

Telecommunication
All telecommunications must be installed by RASV. No outside contractors will be permitted to install or connect telecommunications lines to any exhibitor sites. Please complete the telecommunications form if you require telephone line connection or internet connection. This form must be returned to RASV by the 1 September 2017.

Site Electrician (site contractors)
Cabling or connection to power or telecommunications can only be undertaken by the onsite electrician at the cost of the exhibitor. All exhibitors will be allocated power connections to their site, where requested or as part of the site fee. Only tested and tagged power boards with a cut-off switch are permitted. No double adapters.

Cleaners and Rubbish Removal
The exhibitor is responsible for cleaning their own site and the area directly in front of their site. Onsite cleaners can be requested, via the pavilion attendants, for general pavilion cleaning only, not for removal of your own rubbish. Exhibitors should take their rubbish to bins provided and cardboard/paper to compactors provided around the site. If exhibitors are not able to remove their rubbish during the day, exhibitors are asked to neatly keep all rubbish inside their stand and after their pavilion/area closes, exhibitors may neatly tie and stack their rubbish and cardboard outside their stands for collection by ShowCleaners.

Fixing and damage
Damage and Fair Wear and Tear
The exhibitor will be liable for the cost of any repairs or damage that has occurred, within their exhibitor site, to the building surfaces, including walls and floors whether or not the responsible party is known, and/or as a result of installing or removing any signage. RASV will decide what is fair wear and tear and what is damage.

Signs
Signs may only be displayed within and affixed to your shell scheme. Do not affix any material to any part of the buildings.

No Fixing
No fixing is permitted into the floors, ceilings, walls or support structures of any building. This includes mechanical or clamp fixing, silicone, nails, tacks, staples, pins or blutack.

Construction or Mending
Exhibitors cannot paint or affix anything to any part of a Melbourne Showgrounds building, wall, floor, ceiling etc.
Adecco

Adecco is a proud sponsor and provides staffing services to the Royal Melbourne Show.

- Temporary staffing
- Permanent recruitment
- Outplacement services
- Career transaction
- Customer service
- Sales representatives
- Merchandisers
- Events assistants
- Administration assistants

Looking for staff to support your business during the show? Our team will have staff ready to start work with you today.

Adecco onsite delivery team will be here to support all of your requirements.

Please call Christine on 0481 038 209 or email eventsvic@adecco.com.au for more information.

ROYAL MELBOURNE SHOW 2017

adecco.com.au
## 8. COMMERCIAL RIGHTS & SPONSORSHIP

### 2017 Principal Partners and Sponsors

<table>
<thead>
<tr>
<th>Level</th>
<th>Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Partner</td>
<td>Coca-Cola</td>
</tr>
<tr>
<td>Principal Partner</td>
<td>Woolworths</td>
</tr>
<tr>
<td>Principal Partner</td>
<td>ADVANCE</td>
</tr>
<tr>
<td>Major Sponsor</td>
<td>Australian Unity</td>
</tr>
<tr>
<td>Major Sponsor</td>
<td>Herald Sun</td>
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<tr>
<td>Major Sponsor</td>
<td>The Weekly Times</td>
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<tr>
<td>Major Sponsor</td>
<td>RACV</td>
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<tr>
<td>Major Sponsor</td>
<td>Jayco</td>
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<tr>
<td>Sponsor</td>
<td>Kubota</td>
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<tr>
<td>Sponsor</td>
<td>Vivo Coffee</td>
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<tr>
<td>Sponsor</td>
<td>The Ministry of Chocolate</td>
</tr>
<tr>
<td>Sponsor</td>
<td>Regional VIC</td>
</tr>
<tr>
<td>Sponsor</td>
<td>Spotlight</td>
</tr>
</tbody>
</table>

### Commercial Rights

RASV greatly appreciates the valuable support provided by sponsors of the Royal Melbourne Show and is committed to protecting commercial rights and interests of these sponsors during the event.

As result all commercial exhibitors at the Royal Melbourne Show are required to comply with the supply arrangements outlined below.

### Sale, Sampling and Promotions

<table>
<thead>
<tr>
<th>Product Category</th>
<th>Activity</th>
<th>Permitted</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dairy</strong></td>
<td>Sale of flavoured milk.</td>
<td>Only available for purchase through Coca-Cola Amatil wholesale supply list.</td>
</tr>
<tr>
<td></td>
<td>Sample, promotion or demonstration of flavoured milk.</td>
<td>Permitted. No restrictions on competing brand sampling.</td>
</tr>
<tr>
<td></td>
<td>White milk</td>
<td>No restrictions.</td>
</tr>
<tr>
<td></td>
<td>Other dairy products i.e. yoghurt, cheese etc.</td>
<td>No restrictions.</td>
</tr>
<tr>
<td><strong>Non-Alcoholic Beverages</strong></td>
<td>Sale of soft drinks, still and carbonated bottled water, sports drinks, energy drinks, iced teas, mixers, cordials, bottled juice, frozen carbonated beverages (FCB) and frozen un-carbonated beverages (FUB).</td>
<td>Only available for purchase through Coca-Cola Amatil wholesale supply list.</td>
</tr>
<tr>
<td></td>
<td>Sample of selected NARTD as approved by RASV.</td>
<td>Permitted only in Woolworths Fresh Food Pavilion and Winning Tastes Pavilion. First approved in writing by RASV.</td>
</tr>
<tr>
<td><strong>Iced Confectionary</strong></td>
<td>Sale and sampling of impulse ice-cream, pre-packaged products bought for immediate consumption such as Cornetto's and Magnums.</td>
<td>Only available for purchase through Streets Ice-Cream (Unilever) wholesale supply list.</td>
</tr>
<tr>
<td></td>
<td>Sale and sampling of ice-cream (scoop product, soft serve ice creams, bulk ice cream, ice cream desserts, ice confection, frozen yoghurts and frozen confection and ice cream novelties).</td>
<td>Permitted only in Woolworths Fresh Food Pavilion and Winning Tastes Pavilion.</td>
</tr>
<tr>
<td>Coffee &amp; Chocolate Powder</td>
<td>Sampling and promotion of coffee</td>
<td>Permitted only in Woolworths Fresh Food Pavilion and Winning Tastes Pavilion.</td>
</tr>
<tr>
<td>--------------------------</td>
<td>--------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Tea</td>
<td>Sale of tea for consumption around the grounds.</td>
<td>Permitted only in Woolworths Fresh Food Pavilion and Winning Tastes Pavilion.</td>
</tr>
<tr>
<td></td>
<td>Sampling, demonstrations, exhibitions, sales, promotions and tastings of selected brands as approved by RASV.</td>
<td></td>
</tr>
<tr>
<td>Alcoholic Beverages</td>
<td>Sampling/tastings, demonstrations, packaged/take home sales.</td>
<td>Permitted only in Woolworths Fresh Food Pavilion, Winning Tastes Pavilion and Fine Food Deli.</td>
</tr>
<tr>
<td></td>
<td>Sale of alcoholic beverages.</td>
<td>Wine available for purchase through sponsors wholesale supply list only (supplier to be confirmed). Beer available for purchase through sponsors wholesale supply list only (supplier to be confirmed).</td>
</tr>
<tr>
<td>Pet Food</td>
<td>Sale and sampling of domestic dog and cat food.</td>
<td>Mars Petcare are the official and exclusive supplier of dog and cat food for the Royal Melbourne Show. Any company that distributes or markets food that is consumed by domestic dogs is not permitted to sell, promote or sample at the Royal Melbourne Show.</td>
</tr>
</tbody>
</table>

**Exclusive and Preferred Suppliers**

Caterers must order from the exclusive suppliers outlined below:

<table>
<thead>
<tr>
<th>Supplier Name</th>
<th>Contact Details</th>
<th>Supply Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coca-Cola Amatil</td>
<td>Anthony Marrinuci 0418 528 034</td>
<td>NON ALCOHOLIC BEVERAGES</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All NARTD’s (non-alcoholic ready to drink) beverages for sale, including soft drinks, still and carbonated bottled water, sports drinks, energy drinks, ice teas, mixers, cordials, bottled juice, frozen carbonated beverages (FCB) and frozen un-carbonated beverages (FUB). For the sake of clarification, showbag operators will be permitted to sell and distribute showbags containing ambient non-Coca-Cola beverages from commercial exhibitor sites at the Show. Supply rights of Flavoured Milk.</td>
</tr>
<tr>
<td>Streets Ice-Cream</td>
<td>Zane Tito 0418 205 914</td>
<td>IMPULSE ICE CREAM</td>
</tr>
<tr>
<td>Supagas</td>
<td>Jason Phillips 0417 316 835</td>
<td>GAS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gas Bottles</td>
</tr>
<tr>
<td>Adecco</td>
<td>Christine Liew 0481 038 209</td>
<td>Staffing services</td>
</tr>
<tr>
<td>Lombards</td>
<td>Richard Park 0417 117 342</td>
<td>PACKAGING</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chip cup, hot dog trays, napkins, bags etc</td>
</tr>
<tr>
<td>Vivo Coffee</td>
<td>Maria (BH) 9335 3156 Daniel Salomone (AH) 0421 321 490</td>
<td>Coffee &amp; Chocolate Powder</td>
</tr>
</tbody>
</table>

This information is correct at the time of publication. Visit royalshow.com.au for most up to date list of Principal Partners and Sponsors.
9. INSURANCE

Commercial Exhibitors Public & Products Liability Insurance (Explanation)

Where The Royal Agricultural Society of Victoria Limited (RASV) has agreed to effect a Public Liability insurance for certain Commercial Exhibitors at the 2017 Royal Melbourne Show, the following applies:-

**Insured Parties**
RASV Show tenants, licensees, exhibitors and participants and sub-licensee exhibitors but excluding amusement operators (rides or tests of skill to the public), caterers and Government Bodies.

**Period of Insurance**
From seven days prior to the Show until seven days thereafter.

**Insured Activities**
All activities undertaken whilst within the confines of Melbourne Showgrounds consistent with the Insured Party’s main business including setting up and removal but excluding the provision of rides or tests of skill to the public, catering or activities by government bodies.

**Description of Cover**
Insurance in respect of the Insured Party’s liability to pay costs and compensation in respect of loss of or damage to third party property and death of or injury to third party persons caused by and arising out of the insured activities, all subject to RASV's policy terms, conditions, exclusions and warranties, etc.

**Amount of Cover**
$20,000,000 any one occurrence, except Product Liability in which case in the aggregate for all Insured Parties.

**Deductible**
$10,000 any one occurrence.

**Geographic Limits**
At and from the event venue

**Claims Payable**
Worldwide excluding claims made in USA and Canada

**Insurer(s)**
Primary – $20,000,000 Lloyds of London

**Address**
Lloyd’s General Representative in Australia
Lloyd's Australia Ltd
Suite 2, Level 21, Angel Place, 123 Pitt Street, Sydney NSW 2000

**Policy Number**
PC0232214

**Important Conditions**
- The Insured Parties must exercise reasonable care to maintain all premises, fittings and plant in sound condition.
- The Insured Parties must take all reasonable precautions to prevent injury and damage to persons and property.
- The Insured Parties must give immediate notice of an incident which may give rise to a claim or of receipt of advice of a claim.
- The Insured Parties must not make any admission, offer or promise in connection with any claim and must not at any time admit liability.
- The Insured Parties must comply with the following Notices:-

**Duty of Disclosure**
Before you enter into a contract of General insurance with an insurer, you have a duty, under the Insurance Contracts Act 1984 as amended, to disclose to the insurer every matter that you know, or could reasonably be expected to know, is relevant to the insurer’s decision whether to accept the risk of the insurance and, if so, on what terms.

You have the same duty to disclose these matters to the insurer before you renew, extend, vary or reinstate a contract of General insurance.
Your duty however, does not require disclosure of matter:-

- that diminishes the risk to be undertaken by the insurer
- that is of common knowledge
- that your insurer knows or, in the ordinary course of his business, ought to know.

**Non-Disclosure**

If you fail to comply with your duty of disclosure, the insurer may be entitled to reduce his liability under the contract in respect of a claim or may cancel the contract.

If your non-disclosure is fraudulent, the insurer may also have the option of avoiding the contract from its beginning.

**Average Provision**

The insurer will pay legal expenses in addition to the sum insured, if however, the total amount of the loss (less legal expenses) ultimately paid to the claimant(s) exceeds the sum insured then insurers will only pay (in addition to the sum insured) that proportion of the legal expenses as the sum insured bears to the loss.

**Third Party Interests:** This policy will only provide cover for your interest and does not cover the interests of any third party (e.g. financiers, lessors, etc.) unless the interests of the third party are noted in the policy.

**Waiver of Insurer’s Rights:** You must not enter into any agreement without the written authority of the insurer whereby any of their rights to which they become entitled as your insurer after settling or agreeing to settle a claim are prejudiced or limited in any way otherwise all benefit under the policy will be forfeited.

**NOTE**

1. All enquiries to be referred to Arthur J Gallagher (Phone: (02) 9424 1888)
2. CLAIMS
   a) No admission of liability or fault may be made in any form to a claimant. To do so may breach the policy conditions and enable insurers to avoid settlement.
   b) Any notice of a potential or actual claim must be referred immediately to Arthur J Gallagher.
3. Nothing herein shall be construed to alter in any way the scope of insurance policy, its terms, conditions or exclusions, issued by insurers.
4. RASV is not liable to the Insured Party in the event a claim is not paid or payable by Insurers unless RASV fails to take reasonable steps to advise that the cover is or is likely to be cancelled or not renewed.
5. RASV is not an Australian Financial Services (AFS) Licence holder. RASV is not providing financial product advice, has not considered the particular needs of the Insured party and no statement is intended to influence a person or persons making a decision in relation to any insurance cover. You should consider obtaining your own financial product advice from a person holding the appropriate AFS licence.
6. THIS INSURANCE ONLY APPLIES TO EXHIBITORS WHO HAVE A VALID AND CURRENT AGREEMENT WITH RASV IN WHICH RASV UNDERTAKES TO AFFECT INSURANCE.

The details listed above are not comprehensive and are provided as an outline for the policy only. Extracts from the policy are available for inspection on request at RASV’s Registered Offices during office hours.
10. RASV MEMBERSHIP AND HOSPITALITY

Exhibitors are invited to become a member of The Royal Agricultural Society of Victoria (RASV) for the coming year.

RASV membership provides you with access to a range of valuable and exclusive benefits.

Royal Melbourne Show benefits include:

- One non-transferable personalised membership card entitling the bearer to complimentary admission for all 11 days of the Show
- One fully transferable members guest card entitling the bearer to complimentary admission for all 11 days of the Show
- Save 50% on parking at Flemington Racecourse during the Show, RASV member rate $10, non-member rate $20. Enter via the Flemington Racecourse Members’ Drive off Epsom Rd
- Access to free locker hire facilities during the Show – see attendant at locker hire facility, subject to availability
- Access to members only hospitality areas

Year round benefits include:

- Monthly e-newsletter
- Access to Members only hospitality areas
- Complimentary parking for selected events and exhibitions held at Melbourne Showgrounds
- Discounted admission to selected events and exhibitions held at Melbourne Showgrounds
- Invitations to attend RASV functions and events at special member rates
- Reciprocal rights for the use of member facilities at selected interstate Royal Shows
- Access to the exclusive member benefits programs

RASV Members Restaurant & Bar

RASV members and their guests can enjoy an a la carte lunch and dinner at great value member rates in the RASV Members Restaurant & Bar during the Royal Melbourne Show.

The RASV Members Restaurant & Bar is located in the Royal Block across from the Showbag Pavilion. The menu will showcase local award winning produce, selected from the Australian Food Awards.

The RASV Members Restaurant & Bar will be open daily. Bookings are essential.

Please call 9258 4130. Located in the Royal Block, Map Ref: M6 (Building 5 - opposite the Showbag Pavilion)

The Stockman’s Lounge in The Weekly Times Livestock Pavilion

Exclusively for RASV Members and their guests, The RASV Members Stockman’s Lounge is where you can enjoy the atmosphere and judging in a ringside location in The Weekly Times Livestock Pavilion. Offering snacks, beer and wine daily. For your convenience the members’ area includes access to power facilities to recharge any electronic devices.
Enjoy

10% OFF Store Wide

Present this Flyer at any Lombard Party Store to receive 10% OFF*

*Present this flyer at any Lombard store to receive 10% off store wide. Not valid with any other promotion or discount. For your closest LOMBARD retail outlet visit us at www.lombard.com.au or telephone (03) 8331 1111.
11. COMMERCIAL EXHIBITOR AWARDS

All exhibitors are invited to participate in the Commercial Exhibitor Awards. These awards are designed to recognise Show exhibitors for excellence in presentation and service and acknowledge their contribution to the Royal Melbourne Show.

Judging:  
24 September: Best Amusement Exhibitor (Adult Ride, Childrens Ride, Games)  
25 September: Catering and Commercial Exhibitors Judging

Presentation:  
26 September: Awards Presented to each Stand Exhibitor  
3 October: Business Partners Luncheon – CEA winners recognized at luncheon. Best Overall Exhibitor Awarded at Function

Criteria for Assessment

<table>
<thead>
<tr>
<th>Quality</th>
<th>Value</th>
<th>Uniqueness</th>
</tr>
</thead>
</table>
| • Presentation of Staff  
• Service  
• Experience  
• Product/Display/Site | • For money  
• Of promotions (including RASV member discount/offer and any other promotional offerings)  
• Sampling – sample size is enough to understand and appreciate the benefits of the product | • Experience  
• Product |

Award Categories

1 Best Woolworths Fresh Food Pavilion Exhibitor  
2 Best Specialty Retail Exhibitor  
3 Best Indoor Retail Exhibitor  
4 Best Outdoor Exhibitor  
5 Best Carnival Ride  
6 Best Carnival Game  
7 Best Showbag Exhibitor  
8 Best Catering Exhibitor  
9 Best Sponsor Activation  
10 Best Overall Exhibitor