

Mount Gambier Spring Show  
25<sup>th</sup> & 26<sup>th</sup> October 2019



## Trade Space Information

Dear Business Owner,

This years Mount Gambier Spring Show will again be an action packed program operating over two days on Friday 25<sup>th</sup> & Saturday 26<sup>th</sup> October 2019.

The Annual Mount Gambier Show is well supported by the community with patrons up to 15,000 attending past shows held. The 2017 show was on a par with our third best show on record.

The two day entertainment program will feature many popular attractions including, the Agriculture Learning Centre, two day Dog Show, Showmen's Guild Carnival, Fireworks, Poultry, Horticulture, Craft as well as Log Chop and many other favorite spring show attractions.

Included in your site fee also is power allocation and two Trade Exhibit Passes per booking. If you require camping on site this is an additional \$20 per night. It is important that Exhibitors read carefully the information in the General Rules and Regulations, Environmental Health and Safety Regulations, and Site Application Form.

If you would like to express your interest in commercial space for this year's Show, please complete the enclosed application forms, along with appropriate fees as soon as possible because sites are allocated on a first in first served basis for multiple products. Incomplete applications forms will not be processed. Get in before the 31<sup>st</sup> of August to avoid incurring late fees.

Please ensure that you have read carefully all information provided for your reference, and fill out all details required and provide the relevant paperwork (including insurance cover) and email a printable business card size advertisement for your opportunity to advertise for free. We encourage you to return your application as soon as possible to secure your site and be a part of this year's exciting event. Cancellations can be made up to 14 days prior to the event with a full refund. Any cancellations within 14 days of the event will not receive a refund.

**PLEASE NOTE:** sites will not be confirmed unless payment is received in full. Site passes and the confirmation of your allocated site will be forwarded prior to the Show.

We look forward to hearing from you.

Regards

Mt Gambier Agricultural & Horticultural Society

### Show office contact details:

Secretary: Cathy Knight  
Address: PO Box 106  
MOUNT GAMBIER, 5290  
  
Phone: 08 8725 1873  
Fax: 08 8724 9461  
Email: [admin@mgshow.com.au](mailto:admin@mgshow.com.au)  
Web: [www.mgshow.com.au](http://www.mgshow.com.au)



159<sup>th</sup> Mount Gambier Spring Show  
25<sup>th</sup> & 26<sup>th</sup> October, 2019  
Proudly Sponsored by  
Gambier Earth Movers Pty Ltd



## INDEX

Advertising.....	12	Incident Reporting.....	14
Alcohol .....	12	Lp Gas Cylinders.....	13
Banned Items .....	5	Welding & Cutting .....	14
Camping .....	13	Security .....	10
Champion Outdoor Trade Exhibit .....	13	Stand Security .....	10
Contact Details.....	3	Setting Up.....	8
Entry To Showgrounds.....	4	Showbags .....	4
Exhibition Hours .....	9	Smoking Policy .....	12
Exhibitor Passes .....	4	Stand Information	
First Aid .....	12	Aisles & Public Walkways .....	11
Food Stall Exhibitors .....	8	Amplification .....	11
Letter To Potential Site Holders .....	1	Care & Damage.....	12
Media Comments.....	12	Conditions & Requirements .....	10
Moving Out Information		Deliveries.....	12
Outside Areas.....	9	Hazardous Materials.....	12
Privacy Act Statement.....	14	Stand Cleaning & Waste Disposal.....	12
Public Liability Insurance.....	10	Trade Exhibitor Passes.....	4
Risk Management.....	13	Trade Exhibitor Vehicle Permit.....	9
Duty Of Care.....	14	Conditions Of Issue.....	9
Electrical Equipment .....	13	Vehicle Access.....	4
Fire Precautions.....	14	Vehicle Permit .....	4
Hazard Reporting .....	14	Waste Disposal.....	13

**\*Applications will not be processed unless accompanied by the fees in full**

### CLOSING DATE

Applications, with remittance, received by August **31<sup>st</sup> 2019** will be given allocation priority.

Applications received after this date will be allocated sites on an "as available basis".

**Applications will not be processed unless accompanied by the fees in full.**

Whilst every endeavour will be made to meet applicants requests this will not always be possible and the Society reserves the right to allocate alternate sites depending on availability.

### INDOOR TRADE SITES

Main Show Hall

All sites in total are 3m x 3m with modules having 3metre frontage each. We have 26 sites available.

**Power is available at most sites indoors**

### OUTDOOR TRADE SITES

Outdoor trade sites vary in size depending on location. Most of which are sold as 3m or 6m frontage sites.

\*These are subject to change due to ground maintenance and structural upgrades

Sites 1-62, 134-154, 168-196 & 200-214 are general trade sites of varying sizes.

Sites 74-112 are for food vendors & catering companies.

Sites 113-132 are for show bag vendors.

## **Site Boundaries**

Space allotted must be adhered to, boundary creeping is strictly prohibited.

Note that tent ropes and tow bars on caravans must come within the limits of the allotted space.

Fire hydrants and walkways must be kept clear at all times.

## **Trade Exhibitor Passes**

Trade Exhibitor Passes allow 2 persons and 1 car admission to the Showgrounds for the 2 days that admission is charged. Maximum extra passes available is two per booking.

Site fees include passes (see Site Fees). Additional 2 day passes are available – \$20 per pass.

## **ENTRY TO SHOWGROUNDS**

Entry to the grounds is by Pass or payment of Gate Admission only.

Please ensure that you have enough Trade Exhibitor Passes for you and your staff. If you are not providing passes for the people manning your site please ensure that they are aware that **Gate Admission will be charged.**

## **EXHIBITOR PASSES**

Your pass entitlement has been indicated on the form enclosed with this Manual. If you require additional passes, please use the form to order.

Exhibitors' passes will be available for collection from the Managers Office from 7 days prior to the Show unless posted prior. Arrangements can be made to collect your passes prior to this date (if not posted out prior).

Exhibitors shall not sell or transfer to any other person, under any circumstances, exhibitor passes issued to the exhibitor by the Society for the sole use of personnel staffing stands. Breach of this condition by the exhibitor will render the exhibitor liable for payment to the Society in full for all exhibitor passes issued in the name of the exhibitor.

## **VEHICLE PERMIT**

Trade Exhibitors MUST affix the Trade Exhibitor Vehicle Permit to the windscreen of their vehicle to gain access to the Trade area. This permit is for UNLOADING ONLY. VEHICLE SPEED IS 5km/hr onsite.

## **CONDITIONS OF ISSUE**

Vehicles may not move around the Showground after 9am on any day under any circumstances whatsoever. Vehicles to be parked on the 'on-site' parking areas are to display the vehicle permit issued clearly on their windscreen at all times.

Any person misusing or contravening the conditions of issue of vehicle entry passes or parking in contravention of the Mount Gambier A&H Society Regulations will have their Passes withdrawn and may be fined up to \$200. Parking is available at on-site car parks – free if Vehicle Permit displayed - or \$3 if no permit in vehicle.

## **VEHICLE ACCESS**

The Society Traffic Control Code imposes speed restrictions within the Showground. For the duration of the Mount Gambier A&H Spring Show the speed limit is 5kph.

During the Show, all vehicular traffic must enter the Showground via the Gatwick Drive entrance. Parking must be in designated areas only. Large machinery for display etc must be onsite prior to 8.30 am each day of bump in. If movement of large vehicles is required after 8.30am two flagmen must accompany vehicle front and back in high vis vests for safety of pedestrians.

## **SHOWBAGS**

Samples of all Show bags are to be lodged with the Manager at the Showgrounds by 3.00pm on the Wednesday prior to the Show; for inspection by officers from the Office of Consumer and Business Affairs.

# Banned Items

## Prohibited Items

Sales of the following items are NOT permitted:-

- Balloon blowing kits
- Candles with lead wicks &/or combustible holders
- Expanding novelty toys
- Explicit & hardcore T-shirts
- Explicit DVD's & videos
- Drug related goods (including cocaine kits, bongs etc)
- Fake cigarettes
- Fireworks (including crackers)
- Flashing dummies
- Fuel type lighters (Zippo)
- Knives (including pen knives)
- Laser pen lights &/or laser toys
- Metal & wooden martial art numchuckers
- Novelty toy cigarette lighters
- Playing cards (nude or lewd)
- Pressure pack fart gas, silly string or snow
- Stink bombs
- Suction tongue studs
- Water pistols longer than 150mm
- Water bombs
- Yo-yo balls
- Toy guns are acceptable however the following are not:
  - Pellet guns
  - Ball bearing guns
  - Replica guns (bullet type)
  - Pop downs (throw downs)
  - 8 shot caps (caps only banned)
  - Strip caps (caps only banned)
  - "Western Ranger" cap rifles
  - Trumpets

A more comprehensive list is available on Consumer and Business Services website: [www.cbs.sa.gov.au](http://www.cbs.sa.gov.au)

To maximize the safety of our exhibitors and visitors to the Show, you are strictly prohibited from selling or giving away the following:-

- any fireworks, pyrotechnic items, explosive devices or novelties, sparklers, or novelty items containing gunpowder or chlorates (with the exception of toy pistol caps).
- any "exploding" type product or device.
- "Silly String" (or similar aerated "foam" products) water pistols or "supporters' horns".
- laser pointers of any description.
- pressure sensitive adhesive stickers of any description

You must obtain approval from the Managers Office if you intend to:

- sell or give away helium filled balloons.
- sell or give away products in glass bottles.

The Society expects you to abide by the following:-

1. The sale or promotion of any "Bingo", "Instant Money" or similar type of ticket is forbidden at all times.
2. You must not sublet, underlet, assign or grant any license or in any way part with, divide or allocate any portion of space allocated to you to any other commercial company or sole trader.
3. You must not distribute or display on your stand/s any circulars, advertising, or photographic matter relating to any other company or sole trader without the consent of the Society.
4. You must not distribute any handbills, printed matter, goods, merchandise or any other material for your company from any location except from within the boundaries of your stand(s).
5. You must not sell or promote any product/service which has not been approved by the Society, or offer for sale any item/s that are considered by the Society to be dangerous or offensive to the public or that are under any legal dispute or restraint.
6. To sell raffle tickets, you must first seek approval in writing from the Society.
7. Sale of unlicensed products is illegal and not permitted by the Society.
8. The placing of fundraising coin collection tin/s on you stand(s) is prohibited.
9. The use of sandwich boards is not permitted outside the boundaries of your stand without approval from the Society (in writing).

At all times, the Society reserves the right to withdraw any product or services for any reason whatsoever from any exhibitor's stand.

## ***Food Stall Exhibitors***

Applicants will be advised if your application has NOT been successful and full fees refunded.

Within designated areas, exhibitors will be able to offer samples of food and beverage as part of their promotion at the Mount Gambier A&H Spring Show. Exhibitors will be allowed to provide samples of food and beverage under the following conditions:

- The Society is notified of the proposed sampling, in writing and in advance of the event.
- The Exhibitor complies with all Food Safety standards and all relevant Mount Gambier City Council policies and procedures.
- The portion size represents a genuine sample:
- In the case of packaged product, the sample represents no more than 20% of the full product size.
- In the case of unpacked food, the sample does not exceed 50 grams.
- In the case of beverage, the sample does not exceed 50mls.
- The sample will be consumed at the point from which the sample was received and appropriate facilities are provided to accommodate any waste generated.
- Exhibitors considering sampling of food and beverage should contact the Managers Office.

It is a requirement of the Food Act 2001 that all food businesses notify the Food Authority (the City of Mount Gambier [the Council]) of their existence. There is no fee associated with this notification. It is only necessary to notify once unless circumstances or any details change and then details need to be updated. Once Council is notified they will issue a notification number, which you will be required to provide when Council undertakes inspections.

The necessary notification can be done online by connecting to [www.fbn.sa.gov.au](http://www.fbn.sa.gov.au) or by completing a notification form available from the City of Mount Gambier, PO Box 56, Mount Gambier 5290. If notification is done electronically an email will be forwarded with a notification and PIN. This email is a Certificate of Notification.

Enquiries with regard to Notification should be directed to the Environmental Health Officer – 08 8721 2530.

## ***Setting Up***

Wednesday and Thursday prior to the Show: - when the majority of exhibitors are setting up and stocking stands. Only commercial vehicles, fully loaded station wagons or cars with trailers, with a valid Trade Exhibitor Vehicle Permit Pass will gain access to the Showground. Private cars, (with the exception of fully loaded station wagons & cars with trailers), will need to park in the Car Park area as they will not be allowed on the Showground. If you wish to unload stock outside your designated time, or from a private car, on Wednesday or Thursday you can do so by hand truck or trolley from one of the free parks within the show grounds.

Staff can gain pedestrian access to stands at other times.

### **Sites are to be set up by 9am Friday of the Show.**

No tables, trestles, chairs, floodlights or power leads will be supplied. Please ensure that you have all the necessary equipment with you.

NB: All electrical cords, equipment & RCD's must be tagged and tested.

### **Stand Restocking**

The Trade Areas will be open to exhibitors for the restocking of stands during the Show from 7.00am – 9.00am daily

## ***Trade Exhibitor Vehicle Permits***

You must display your Trade Exhibitor Vehicle Permit to gain vehicle access onto the Showground at these times.

### **Conditions of Issue:**

- a. The Trade Exhibitor Vehicle Permit is issued for the sole purpose of carrying supplies for the restocking of stand/s and in **no way constitutes the right to park vehicles within the Showground.**
- b. Those exhibitors requiring service contractors to make deliveries to their stand/s during the Show, must advise these companies to make an application for a Trade Exhibitor Vehicle Permit at least 2 weeks prior to the Show. No Admittance after 9am each day of the show.
- c. Only the vehicle displaying a pass will be permitted free entry to the Showground during Show. Drivers and Passengers must be in possession of an appropriate ticket to gain entry to the Showground.
- d. During the opening period of the Show, vehicle entry will only be permitted via the Gatwick Drive entrance.
- e. Vehicles must not stand for longer than is necessary. Drivers are to ensure that they leave the Hall doorways free for hand trucking or carrying of goods into the halls.
- f. Vehicle entry permits may be transferred between vehicles owned or exclusively controlled by the exhibitor to whom it is issued.
- g. Care must be taken with all vehicle passes issued. Any that are lost or stolen will not be replaced.

### **Exhibition Hours**

Showground Gates will be open for public entry from 9am daily, and Halls to be advised:

Outside Exhibits Sites & Activities – 9.00am – 7.00pm daily.

All stands are to be kept fully staffed and operating throughout the exhibition hours of the Show.

It is the exhibitors' responsibility to ensure that their stand is staffed immediately the doors are opened. The Society accepts no responsibility for any losses or damages to exhibits.

### ***Moving Out Information***

Removal of exhibits or parts thereof from the Showground before the closure of the Show is expressly prohibited.

**\*\*The Society cannot grant permission to exhibitors to vacate the Show until after the close of show.**

### **Outside Areas**

Removal of all exhibits from outside areas must be completed by the following Tuesday after the Show.

**Note:** Late removal of exhibits and exhibit stands will result in additional rental fees being charged from the above dates and removal costs to other areas of the site.

During the move-out period, exhibitors are urged not to leave their stand unattended at any time until all their valuable exhibits have been removed, made secure or the building closed. This is the highest risk period for security and the Society cannot accept responsibility for missing goods.

## ***Security***

The Society's normal security will be in operation during the period of the Show. However, the Society accepts no liability for damage to exhibits by loss, fire, water, theft, storm, strike, riots or any other cause whatsoever.

Due to the large area and expanse of the halls, it is not possible for security to keep a constant watch over individual exhibits. Exhibitors should pay strict attention to ensuring that staffs are in attendance one hour before public opening each day until close of halls each evening.

The grounds will be patrolled between:

7.00pm Thursday & 7.00am Friday

7.00pm Friday & 7.00am Saturday

NB: The hours stated above are approximate at this time

## **Stand Security**

Exhibitors are solely responsible for the security of their stands 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.

## **Public Liability Insurance**

All Trade Exhibitors will be carrying appropriate insurance for their legal liability against bodily injury or damage to property of third parties as a result of an occurrence caused by the negligence of the Exhibitor or as a result of the Exhibitors' products.

1. For those operating amusement devices, games of skill, catering and food outlets or selling registered showbags or other exhibitors in relation to whom the taking out of insurance is regarded by us as appropriate, you must:
  - a. Take out public and product liability insurance with a limit as specified.
  - b. Comply with the terms of the insurance policies;
  - c. Provide us with evidence of currency of the insurance policy by the date specified in the Exhibitors' Manual;
  - d. **Ensure that Mt. Gambier A&H Society is noted as having an interest on the insurance policies**
2. The Society accepts no responsibility for the safety of an exhibitor's staff or any other person in any circumstances whatsoever.
3. Catering and food outlet operators are advised that they shall ensure that their food outlet or exhibit is covered by insurance against Public and Product Liability and that an original Certificate of Currency or the Insurance, must be lodged with the Society **on or before 14 days prior to the Show.**

**Note:** Operators failing to produce a Certificate of their insurance will not be permitted to operate. 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; Mount Gambier Show security arrangements do not extend to include the surveillance of exhibitors' stands.

# **Stand Information**

## **Conditions & Requirements**

The following requirements relating to exhibition stands are in place:

- **Any damage to the venue resulting from the construction of your exhibit will be the sole responsibility of the exhibitor.**
- All stands and fittings must be free standing, substantially erected or placed and must conform with the requirements of all Acts of Parliament and Regulations.
- All stands are subject to the approval of the Society.
- Exhibitors constructing display walls are required to finish the back walls so as not to negatively impact on neighbouring stands.
- Blank walls facing onto the walkways are not permitted.
- In the construction of stands, no exhibitor shall use wall plugs or any other similar fixings; apply paint, oil, varnish or any other dressing to venue walls, pillars or floors; fix anything to the floors, walls, roof or roof supports either by use of percussion driven fixings, glue, double-sided adhesive tape or any other means whatsoever.
- Exhibitors shall not drive any metal pipes or other type of fixings into sealed or paved surfaces. Sleeves may be cemented into sealed surfaces but only after permission in writing has been obtained from the Society.
- The use of tan bark or any other materials likely to stain floors is permitted only if they are used on an adequate area of industrial plastic sheeting.
- Drop sheets or protective sheeting must be used on the stand when painting to avoid paint marking the floor.
- Loose display material such as bark and wood chips must be positioned on suitable protection sheets.
- Caravan units used for promotional or trading purposes are to be fitted with 'skirting' and hired portable building or office units to have the hiring agent's signs camouflaged and the units to be suitably dressed.
- Exhibitors shall keep all their exhibit site/s and office/s staffed and properly operating and in a clean condition and adequately lit during exhibition hours throughout the full period of the Mount Gambier A&H Spring Show.
- Exhibitors shall equip their exhibit site/s with litter bins provided by the exhibitor which are to be emptied into the nearest litter bin or industrial container at the close of each day's trading. All cartons and boxes are to be flattened before being placed in the waste containers.
- Care must be taken to minimise trip hazards and obstacles. Avoid laying unprotected cables or pipes on or above paths, walkways or roads.

## **Amplification**

Any amplification must not interfere with adjacent exhibitors.

## **Aisles & Public Walkways**

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 stand.

Demonstrations, presentations and samplings must be conducted far enough within the stand so that crowds, which gather, are contained within the limits of the stand where possible. We suggest half a metre back from the front of your stand. The Society may request modification or elimination of the presentation.

Exits and emergency equipment must not be obstructed.

## **Care & Damage**

Exhibitors damaging or defacing Society premises will render themselves to be refused space at subsequent Shows and possible legal implications.

All exhibitors have a "Duty of Care" to avoid exposing themselves or other people to situations which could lead to injury.



## **Hazardous Materials**

The Society is 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 allowed on site.

## **Stand Cleaning & Waste Disposal**

While the Society employs cleaners to clean the Showground during the Show, this does not extend to exhibitors' stands. Exhibitors are required to:

- a. keep their stand/s and, where applicable, the area to a distance of 3 metres surrounding it, in a clean and tidy condition and shall be held responsible for the condition of this area during the opening hours of the Show.
- b. be responsible for cleaning their own stands prior to opening each day.
- c. retain all rubbish on their stands, **until the end of each day**. Rubbish may then be placed in the bins provided. All waste including liquids must be disposed of responsibly. Storm drains must not be used for the disposal of any waste.

## **Deliveries**

The Society cannot accept delivery of any goods and cannot accept responsibility for any goods delivered to unstaffed stands.

## ***Alcohol***

May be purchased and consumed in the licensed bar area only.

## ***First Aid***

St John Auxiliary First Aid Station is located in the Building next to the Managers office. Exhibitors are advised to keep a basic first aid kit available for minor injuries.

## ***Media Comments***

Any public comment on emergencies, incidents or other venue matters should only come from the Society.

## ***Smoking Policy***

Smoking is prohibited inside any building on the Showground. Smoking is allowed 10 metres from entrance of buildings.

## ***Advertising***

Advertising over the Public Address System on the grounds will be available on Friday & Saturday of the Show. Please contact the office two weeks prior to the Show if you wish to take advantage of this offer.

## **Champion Outdoor Trade Exhibit**

Champion sashes will be awarded by the Society in the following categories:

- Best New Exhibit
- Best indoor Exhibit
- Best Home & Leisure Exhibit
- Best Industrial Exhibit
- Best Food & Beverage Exhibit

## **Camping**

- Camping Requests should be completed and forwarded to the Society at least 3 weeks prior to the Show to allow time for permits to be returned to applicants.
- Onsite camping incurs an additional fee of \$20 per night.
- Sites will not be allocated. Limited powered sites available.
- Electrical cables – see “Electrical Equipment”.

## **Waste Disposal**

All refuse to be disposed of responsibly.

## **Risk Management**

### **LP Gas Cylinders**

It is a requirement that you notify us if you intend to use LP gas on your stand. Cylinders cannot exceed 45kg in size, they are not to be used inside Halls only on outside trade sites, they must be secured and comply to Acts and Regulations and the connection must be checked for leakage every morning.

### **Electrical Equipment**

Exhibitors' attention is drawn to the Regulations under the Occupational Health, Safety and Welfare Act, 1986 which requires that a hand held electrical appliance must incorporate an Earth Leakage device in the circuit provided by the Exhibitor and must be safely tagged.

- All stand lighting must be switched off at the end of each day
- Exhibitors must supply their own “Safety Switch” (RCD) for installation at each power outlet they use.
- 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 Manager.
- The use of double adaptors is strictly prohibited.
- Appliances and power cables must not be used or laid through any area that may become wet.
- Power cables must not be laid across walkways, paths, roads or any area where damage could occur to the cable.
- Bar (resistance) heaters are strictly prohibited.
- Light sockets must not be used for any other purpose.
- All electrical appliances and power leads must comply with AS3760 2003.
- All electrical appliances and power leads to have current compliance tags attached to the supply end of the lead.
- Cables must not be laid on the ground in areas accessible to the public or vehicular traffic.
- Leads may be supported overhead (no joins permitted).
- Minimum clearance:
  - Areas subject to vehicular traffic 6 metres
  - Other areas – 2.5 metres.
- Representatives from the Office of Technical Regulators and Workplace Services will be on site during the Show.

## **Welding & Cutting**

Welding, cutting, brazing, grinding or flame gun operation of any kind is not permitted anywhere on the premises without specific and direct approval of the Managers Office. If you require any of these services on your stand, please contact the Managers Office.

## **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 all persons on their stand are acquainted with the position of the nearest Fire Points & Exits.
- c. Use of fire hoses for other than fire fighting purposes is not permitted as use activates the fire alarm. Heavy charges which apply for false alarms will be passed on to those responsible.

## **Hazard Reporting**

Exhibitors must notify the Society Manager or other authorized Society representative immediately of any hazards detected. Hazards are any situation that could result in:

1. Injury, illness or death to people or animals.
2. Damage or destruction to property.

## **Incident Reporting**

Exhibitors must notify the Society Manager or other authorized Society representative immediately an incident occurs which has resulted in:

1. The injury, illness or death of any person or animal
2. The damage, destruction or loss of property
3. A near miss incident that could have resulted in the consequences listed in 1 and 2.

Incident Report Forms are available from the Show Office.

## **Duty of Care**

All exhibitors have a "Duty of Care" to avoid exposing themselves or other people to situations, which could lead to injury. This "Duty of Care" extends to the prevention of damage to property.

## **Privacy act Statement**

*The Mount Gambier A&H Society Inc. uses the information provided by you pursuant to this Application for the primary purpose of determining the occupancy of space for the Mount Gambier Spring Show.*

*Any information lodged with the Society will remain confidential at all times except for the disclosure which you may have consented to or which otherwise required by law. We may pass your information onto any operational service providers or such other persons the Society deems helpful in enabling the successful applicant to adhere to and perform the Permitted use. You may request access to your information and request that it be corrected at any time.*