



QUORN AGRICULTURAL SHOW SOCIETY Inc.

Quorn Show—Saturday 17th September 2016.

TRADE SPACE / STALLHOLDER EXPRESSION OF INTEREST

This expression of interest is to be returned no later than 22nd July 2016.

All trade space sites are 6 metres x 3 metres Cost per 6m x 3m site: \$50 Powered site: \$15 extra

Name of organisation:

Contact person:

Address:

State: Postcode:

Email: ABN:

Phone: Mobile:

Note: Sole rights for sale of hot chips, donuts, BBQ, canned drinks, Golden North ice creams and show bags have been given to local Quorn organisations.

Site requirements:	No. of sites	With / Without Power	Number of staff
(All sites are 6m x 3m)		(Please circle whichever applies)	

Preferred site location:

Electricity requirements: (Limited supply)	Is electricity required	* Yes * No
Power required	* 3 phase * Single phase	

Description of goods:

If music will be played, please provide details:

If food and/or drink are to be sold, please provide details:

PUBLIC LIABILITY INSURANCE

1. Please forward a copy of your certificate of currency with your application (minimum \$10 million cover).
 2. If you do not have your own insurance, a policy can be purchased at an additional cost (approx \$35-\$65 depending on the total number of vendors requiring single day insurance)
- I require insurance cover * Yes * No

CAMPING

Due to very limited space, there is no camping offered for commercial vendors or food stall operators. The Quorn Caravan Park offers powered and unpowered sites and there are numerous accommodation options in Quorn.

Please contact our Visitor Information Centre for details—08 8648 6419 or 1800 220 980.



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Note: your booking will be confirmed on receipt of the completed application form and relevant payment.
An application for Trade Space does not guarantee a space due to the limited size of the Quorn Showground.
Priority will be given to organisations who have previously held Stallholder Space at the Quorn Show.
All traders are to provide their own shelter and accessories and to make themselves conversant with the enclosed O.H.S. & W. Policy and Basic Minimum Requirements for Food Stalls.

Please make all cheques payable to the Quorn Agricultural Show Society

PO Box 380, Quorn SA 5433

quornshow@gmail.com

Declaration

I, _____ agree, on behalf of the organisation making application for Trade Space at the Quorn Agricultural Show, to observe and abide by the OHS&W Policy. I have read and understand the permit conditions and agree to abide by the terms and conditions contained in this application.

Signed _____ Date _____

Council Authorisation Permit: Approved / Denied

Insurance: * Certificate of Currency sighted * Policy issued:

Fee: * Paid * Not applicable

Signed _____ Date _____

THE FLINDERS RANGES COUNCIL STALLHOLDER PERMIT—GENERAL CONDITIONS

All stallholders must be issued with a Stallholder Permit by The Flinders Ranges Council. In previous years this has been a separate form, completed on site. For ease of processing, this one form will serve the dual purpose of confirming your trade space and your application for the Council permit.

The issuing of a stallholder permit by The Flinders Ranges Council is subject to:

- A. The permit holder agreeing to the General Conditions of the permit as set out below.
- B. The permit holder agreeing to all Special Conditions, which the Council may determine.
- C. The permit holder paying the prescribed fee.
- D. The permit holder providing a copy of all appropriate insurances.

1. The permit holder agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the permit.
2. The permit holder shall take out and keep current a Public Risk insurance policy in the name of the permit holder insuring the permit holder for the minimum sum of Ten Million Dollars (\$10 000 000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the permit holder in relation to the activity.
3. The permit holder must provide confirmation of insurance to the Council. Such policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the permit holder.
4. The permit holder, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this permit.



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5. The permit is not transferable.
6. The permit holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
7. No food or drink shall be offered for sale by any permit holder without the prior approval of The Flinders Ranges Council.
8. The permit holder shall notify the Council at the time of the application, if alcohol is to be served during the period of the permit.
9. No music system or amplified sound to be used by any permit holder without the prior approval of the Council.
10. Stalls and exhibitors sites will be allocated by the Council and no allocated sites may be altered without the approval of the Council.
11. The permit holder shall ensure that its site or sites are left in a clean and tidy condition at the end of the event. Failure to do so may result in cleaning fees being charged.
12. The use of power by permit holders shall not exceed that agreed to and approved by the Council.
13. The permit is liable to be revoked by Council if the permit holder fails to comply with a condition of this permit or may be revoked in any other justifiable circumstance.
14. This permit will not come into operation until proof of the appropriate insurance has been provided to the Council and a copy of this document, signed by the Council has been returned to you.

ENVIRONMENTAL HEALTH & SAFETY — QUORN SHOW POLICY

1. **Environmental Protection:** Site holders and Showmen must give protection of the environment a high priority in all activities on site, and must not commit any act that will place the Quorn Show Society in breach of any regulation. Any accidental spill or release of substances which may contaminate or harm the environment must be immediately contained, and then reported to the Secretary or Ground Manager. Any requirement to discharge substances into the air, stormwater or sewers must be approved by the Secretary.

Where the work requires the disposal of any environmentally harmful substance, the Site holders and Showmen shall be responsible for the removal, transport and disposal in accordance with all statutory regulations and laws, so as not to place the Quorn Show Society in breach of any regulation.

Tasks which require particular care include:

- a) Refuelling of engines of vehicles, generators, etc.
- b) Disposal of wastewater, cooking fats, etc.

2. **Electrical:** All electrical equipment and appliances (power tools, extension leads, etc) must conform to all relevant statutory authorities requirements. Earth Leakage Protection / Residual Current Devices must be used in conjunction with all power tools and extension leads. Extension leads must be fixed overhead away from pedestrian or vehicular traffic. Extension leads should be safety tested and tagged. All electrical works and appliances shall comply with relevant Australian Standards.
3. **Personal Protective Equipment:** Site holders and Showmen are to provide their employees with, and enforce the wearing of, all safety equipment appropriate to the tasks being performed, or as deemed mandatory to the Quorn Show Society. This includes gloves, earmuffs, safety boots, safety glasses, facemasks, safety helmets, fall protection harnesses, etc in association with appropriate clothing. Loose clothing, jewellery and unruly hair are dangerous near revolving machinery, and personnel operating this equipment are to be suitably clothed.
4. **Conduct of Site holders' and Showmen's Employees:** Site holders and Showmen are responsible for the conduct of their employees. Skylarking, throwing of objects, careless driving, abusive language, fighting on the site and/or grounds are prohibited.
5. **Insurances:** It is mandatory for site holders and showmen to have in place the following insurances:



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Quorn Show—Saturday 17th September 2016.

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- a) Workers Compensation Insurance in accordance with the applicable legislative requirements.
 - b) Public and Product Liability Insurance with a limit of not less than \$10,000,000 for any one occurrence.
 - c) Insurances for Plant and Equipment for which they are responsible.
6. **Security:** Site holders and Showmen are responsible for securing their tools, equipment and property adequately, as well as the personal property of their employees, as the Quorn Show Society accepts no responsibility for damage or theft.
7. **Housekeeping/Cleaning:** Site holders and Showmen must continually keep their areas clean of debris, packaging materials, etc and place all waste in the provided bins. Every effort is to be made to Reduce, Re-use and Recycle materials.
8. **Licences, Registrations & Certificates**
- a) The Site holders / Showmen and their employees shall possess licences, registrations and certificates in accordance with all relevant Federal, State and local government requirements relative to their sites and operations.
 - b) Equipment and vehicles shall be registered or licensed in accordance with all Federal, State and local government requirements.
 - c) The Site holder and Showmen shall maintain a list of licensed operators for all equipment requiring operating licences, together with all licence numbers.
 - d) Amusement structures and rides must comply with relevant Australian Standards, in AS 3533 – 1997, and follow a Risk Assessment authorised by Work Cover.
 - e) All operations must be within safe work practices, and to licences / competencies.
 - f) Particular attention must be paid to load shifting equipment and elevating work platforms, including correct maintenance and operation, and use of safety equipment.
9. **Legislation, Codes of Practice and Australian Standards:** There is a vast array of Acts, Regulations, Codes of Practice, Standards, etc to comply with, or use as guides. The Society expects that Site holders and Showmen will perform their work safely and assist the Quorn Show Society, as a team, to achieve maximum compliance through cooperation and diligence.
10. **Prevention of Falls:** All site holders need to familiarise themselves with the regulations and the “Code of Practice- Prevention of Falls in General Construction”. Both of which are available from Worksafe. It is the responsibility of Site Holders and Showmen to ensure that they have appropriate and adequate prevention measures in place BEFORE any erection of equipment commences at the Quorn Show site. Erection of scaffolding is subject to separate statutory requirements, and these are to be adhered to at all times, particularly the fitting of access ladders, kickboards and handrails. All ladders shall conform to the appropriate Australian Standards, be maintained in safe condition and be tied off when in use. Aluminium ladders shall not be used for electrical work.
11. **Materials brought onto Showgrounds:** The permit holder shall ensure that its site(s) are left in a clean and tidy condition at the end of the event. Failure to do so may result in cleaning fees being charged.
12. **LPG Cylinders:** All LPG cylinders are to be secured, safely installed, tested and ventilated.
13. **Signage/drapes:** No calico signs or flammable drapes in any material will be allowed and the use of cardboard, crepe paper or plastic as a lining for a stand/display is prohibited.
14. **High Risk Activities:** A number of Site holders’ and Showmen’s activities have been assessed as of higher risk, and require additional attention to safety and environmental aspects:
- (a) Amusement Rides
All safety regulations and requirements of relevant authorities are to be complied with in the erection, securing, operation and dismantling of this equipment.
 - (b) Equipment Guarding
All machine guards are to be maintained in a safe condition and be securely fitted to equipment before any equipment is operated. The equipment must be stopped before any guard is removed



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and an authorised person following safe procedures must only remove it.

Additionally, prevention of falls as determined in section 10 must be implemented for the construction/erection of this type of equipment.

15. **Painting / Fixings:** Permission must be obtained before commencing any painting on any surface, which is the property of Quorn Show Society or The Flinders Ranges Council. Similarly, Site holders and Showmen should restrain from driving any nails or screws into any surface which is the property of the Quorn Show Society or The Flinders Ranges Council for safety reasons (to avoid catching electrical cables, water pipes, etc).
16. **Emergency Exits & Fire Fighting Equipment Access:** Access aisle ways and pathways to all Emergency Exits and Fire Fighting equipment are to be kept totally clear at all times. External exits of doors from buildings are to be regularly checked for clear space. **At all times there must be access along all roadways for fire fighting vehicles and other emergency service vehicles.**
(*It is not permissible for ticket-boxes, etc to protrude onto roadways etc and to impinge on the safe access of these vehicles. Objects that protrude at height such as prize displays must also not protrude in the air space above roadways.*)

BASIC MINIMUM REQUIREMENTS FOR FOOD STALLS

All food stallholders must abide by Food Safety Standards, with which all food businesses must comply, and The Flinders Ranges Council's requirements. All food stalls must register with the Department of Health. Registration is free and may be completed online at <https://www.fbn.sa.gov.au/fbn/foodBusinessLogin.jsp>

An *Information Kit for Food Businesses* is available from the Department of Health.

For more information and your copy of the kit, please contact:

- South Australian Department of Health, Food Section on 8226 7100, email food@health.sa.gov.au or visit them online at www.health.sa.gov.au/pehs/ and click on 'Food Safety'

OR

- The Flinders Ranges Council by phone on 8648 6031 or email council@frc.sa.gov.au

Selection of stalls is based on diversity and variety of menus. Some stall applications may not be accepted mainly for reasons of duplication and limited numbers. Non-acceptance is not a reflection on the Stall or Stallholder's quality.

If multiple applications are received offering the same style of menu or food items for sale, the local applicant will be considered first.