

OPERATIONAL REGULATIONS

# OPERATIONAL REGULATIONS



## OPERATIONAL REGULATIONS

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This document contains the rules and regulations of operation for Sydney Showground (Operational Regulations). The three sections contain information in relation to your event being:

[Section 1\) General Information](#)

[Section 2\) Event Planning and Operations](#)

[Section 3\) Venue Operations](#)

[Section 4\) Special Event Licence](#)

Further Attachments which relate to your event include:

[Attachment 1\) Work Health and Safety Policy](#)

[Attachment 2\) Sampling & Selling Guidelines](#)

[Attachment 3\) Rigging, Custom & Display Stands](#)

[Attachment 4\) Loading Dock Management](#)

[Attachment 5\) Rules for events deemed to be "Major Events" by SOPA](#)

[Attachment 6\) Venue Exhibitor Information](#)

[Attachment 7\) Operational Costs](#)

# Contents

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SECTION 1:	General information	5
1.1.	Disclaimer & definitions	5
1.2.	Contact details	6
1.3.	Banking details	6
1.4.	Credit cards	6
1.5.	Reference to Sydney Showground	7
1.6.	Insurance & liability for damage	7
1.7.	Drones	8
1.8.	Hazards & incidents	8
1.9.	Distribution of promotional material	8
1.10.	Merchandising	9
1.11.	Music and performance permits	9
1.12.	Trade promotions & lottery	10
1.13.	Competitions prohibited items	10
1.14.	Lost and found	11
1.15.	Common areas	11
1.16.	Overnight or casual accommodation	12
1.17.	Transport	12
1.18.	Photography and video footage	13
1.19.	Smoking	13
1.20.	Animals	14
1.21.	Amusement rides and devices	14

## OPERATIONAL REGULATIONS

<b>SECTION 2:</b>	<b>Event Planning &amp; Operations</b>	<b>15</b>
2.1.	Event Representatives & Floor Managers	15
2.2.	Operations Meeting	16
2.3.	Floor Plans	17
2.4.	Access	17
2.5.	Building Inspection & Compliance Walk Through	18
2.6.	Post Event Feedback & Survey	18
2.7.	Deliveries	18
2.8.	Signage	18
2.9.	Ticketing	19
<b>SECTION 3:</b>	<b>Venue Operations</b>	<b>20</b>
3.1.	Cleaning	20
3.2.	Waste Management	20
3.3.	Crowd Management	21
3.4.	First Aid	21
3.5.	Loading Docks	22
3.6.	Noise Monitoring	23
3.7.	Air Conditioning	24
3.8.	Communications	24
3.9.	Disabled Facilities & Services	24
3.10.	Elevators	24
3.11.	Operable Walls (Dome & Halls 2,3 & 4)	24
3.12.	Public Address System	24
3.13.	Rigging	24
3.14.	Sand, Soil & Similar Materials	25
3.15.	Security	25
3.16.	Storm Water Drains	25
3.17.	Environmental Obligations & Sustainability	25
3.18.	Pyrotechnics & Fireworks	25
<b>SECTION 4:</b>	<b>Special Event Licence</b>	<b>26</b>
	<b>USEFUL CONTACTS</b>	<b>27</b>



## OPERATIONAL REGULATIONS

### SECTION 1: GENERAL INFORMATION

#### 1.1 DISCLAIMER & DEFINITIONS

These Operational Regulations provide the rules for the operation of events held at Sydney Showground and are binding on the Licensee and Contractors who use the Showground. They are applicable as at the date of issue and are subject to change. If you have any queries, please call your Event Representative directly.

Sydney Showground does not represent statutory authorities mentioned in this document. Licensees and Contractors must conduct their own sufficient investigations to fully inform themselves so as to fulfill all obligations required by law, regulation, or Authority. This document is intended only to provide a summary of the subject matter covered. It is not a comprehensive guide, nor does it provide legal advice. No responsibility is accepted by Sydney Showground for the accuracy or omission of any statement, opinion, advice, or information in this document.

In these Operational Regulations the following definitions apply:

- 'Authority' means any government department or council, any statutory authority, or any other body whose consent is required to hold the event.
- 'Booth' means a temporary partitioned area or room erected within the Premises.
- 'Licensee' and 'Contractor' means the Licensee, the Licensee's workers and any other third party using the Showground.
- 'Period' means the duration of time the Licensee or Contractor occupies the Showground, usually from the start of move-in until the end of move-out.
- 'Premises' and 'Showground' means Sydney Showground at Sydney Olympic Park and any additional areas licensed for the event.
- 'Structure' means any structure, fixing or fitting erected, or intended to be erected, by the Licensee on the Premises.
- 'Sydney Showground' is the entity responsible for the Management of the Sydney Showground being the Royal Agricultural Society of NSW trading as Sydney Showground ABN 69 793 644 351.

## OPERATIONAL REGULATIONS

### 1.2 CONTACT DETAILS

Royal Agricultural Society of NSW ABN 69 793 644 351 ("RAS")  
Trading as Sydney Showground

1 Showground Road  
Sydney Olympic Park NSW 2127  
Telephone: 02 9704 1111  
Facsimile: 02 9704 1472  
Website: [www.sydneyshowground.com.au](http://www.sydneyshowground.com.au)  
Email: [mail@sydneyshowground.com.au](mailto:mail@sydneyshowground.com.au)

Postal Address: Locked Bag 4317  
Sydney Olympic Park NSW 2127

### 1.3 BANKING DETAILS

Banking Institution: Commonwealth Bank of Australia  
Account Name: Royal Agricultural Society of NSW  
Branch: Sydney Olympic Park  
BSB: 062714  
Account Number: 10019155

### 1.4 CREDIT CARDS

Sydney Showground accepts payment by Visa, Bankcard, MasterCard, and American Express (Diners Cards are not accepted).

Credit Card Administration Fee:  
MasterCard and Visa Card – 1.2% on amount payable  
American Express – 2.0% on amount payable

## OPERATIONAL REGULATIONS

### 1.5 REFERENCE TO SYDNEY SHOWGROUND

The Licensee must ensure that all promotional material adheres to the following Venue Identification and Location Branding. This includes Sydney Showground venue references used in print, broadcast and electronic advertising and promotions, or verbal or written references in public relations or media interviews:

#### Venue Identification

The correct name of the venue is:

Sydney Showground, Sydney Olympic Park.

The correct location reference to all events staged at the Sydney Showground is:

Sydney Showground, Sydney Olympic Park.

### 1.6 INSURANCE DURING THE PERIOD

Evidence of Public & Product Liability Insurance (Certificate of Currency - COC) of \$20million (unless otherwise agreed) with an insurer approved by the Australian Prudential Regulatory Authority is required to be disclosed to Sydney Showground at least 21 days before the Period. Sydney Showground requires that the 'Royal Agricultural Society of NSW t/as Sydney Showground' or the name of the event and location is noted on the COC as named insured ensure disclosure of the activities on the Showground has been made.

Subject to the terms of the particular contract for the event, the Licensee is responsible for any damage to the Showground or injuries caused to people by its own actions, or the actions of its workers, service providers, agents, exhibitors, or members of the public invited to the event. In the event of damage to property, the cost of repair and replacement will be evaluated by Sydney Showground and charged to the Licensee as an operational cost or deducted from the bond. Sydney Showground may charge for its own time to fix the issue and will seek quotes for repair if applicable.

In the event of injuries to people, depending on the circumstances of the incident, the Licensee will usually conduct the personal injury claim through their own insurance policy. Sydney Showground will ask for a copy of the Licensee's public liability policy to ensure that it covers the proposed event at an acceptable level.

If the Licensee engaging any workers to assist in the Permitted Use of the Premises, the Licensee must have proper workers compensation insurance, have paid all workers compensation premiums associated with that work, checked that their workers are classified in the correct industry, have declared an appropriate amount of wages for their insurance cover and has signed the attached Subcontractor's Statement annexed hereto and marked "C".

## OPERATIONAL REGULATIONS

The Licensee must also affect and maintain in respect of the Premises and the event adequate motor vehicle insurance covering third party property damage for all the Licensee's vehicles; a contract works policy is required, and other insurances as Licensor reasonably considers to be appropriate having regard to the nature of the Permitted Use that are intended to be included in the event.

### 1.7 DRONES

If the Licensee's event incorporates the use of Drones, they will need to ensure that Sydney Showground is notified of this activity prior to the event move-in date. Drones will not be permitted to be used without a licensed operator and valid risk assessment. Additionally, the Licensee will be required to ensure that their public and products liability policy adequately notes the use of drones, as most policies exclude aviation activity.

Drones will only be permitted when they comply with CASA Regulations or an exemption has been provided by CASA. For more information [click here](#).

### 1.8 HAZARDS & INCIDENTS

It is the Licensee's responsibility to manage their own event, including identified hazards, risks, and incidents within this area. The Licensee's incidents and all medical responses are to be reported to Sydney Showground Staff or Security Control via radio or 02 9704 1020, who will then facilitate any emergency response required.

The Licensee is required to provide to Sydney Showground a detailed Risk Management Plan no later than two (2) weeks prior to the event.

### 1.9 DISTRIBUTION OF PROMOTIONAL MATERIAL

The distribution of any promotional material such as brochures, catalogues, leaflets and pamphlets are restricted to within the licensed area of the event. Distribution in all common areas and public areas within and surrounding Sydney Showground is not permitted without prior written approval by Sydney Showground. Sydney Olympic Park Authority does not permit the distribution of promotional material within the common domain.

Sydney Showground may evict anyone from the Showground that is involved in ambush marketing.



## OPERATIONAL REGULATIONS

### 1.12 TRADE PROMOTIONS & LOTTERY COMPETITIONS

The Licensee must obtain the appropriate permit from the NSW Office of Liquor, Gaming and Racing if they wish to conduct a lottery, trade promotion, giveaway promotion or other type of competition. Competitions, giveaways, and games must not be conducted outside of your licensed space within the Showground.

#### Contact Details for NSW Office of Liquor, Gaming and Racing:

NSW Office of Liquor, Gaming and Racing  
Ph: 02 9995 0300  
Web: <https://www.liquorandgaming.nsw.gov.au/>

### 1.13 PROHIBITED ITEMS

Sydney Showground needs full cooperation from Licensees and Contractors to keep the venue safe and clean. The Conditions of Entry to Sydney Showground (located at the entrance to Sydney Showground, and online on the Sydney Showground website [here](#)) apply at all times and include a list of prohibited items, including:

- Glass or breakable containers;
- Cans or metal containers;
- Alcoholic beverages;
- Illicit drugs or paraphernalia;
- Flares, Fireworks, Smoke Bombs or any other explosive device;
- Laser Pointers;
- Knives or other dangerous weapons including potential missiles;
- Skateboards, scooters, roller blades or bicycles;
- Large items including eskies, bags that cannot fit under seats;
- Animals unless approved by the RAS;
- Flags over 1m x 1m in size;
- Register rolls or Confetti;
- Commercial food (food purchased from external caterers, including recognized commercial food brands);
- Cameras and recording devices (for commercial purposes) including tripods;
- Other items as determined by the RAS that may cause injury or public nuisance.

## OPERATIONAL REGULATIONS

### 1.10 MERCHANDISING

Merchandising is permitted by the Licensee on the Premises subject to written approval from Sydney Showground and may be subject to a percentage payment to Sydney Showground. The Licensee must send a written submission to Sydney Showground fourteen (14) days prior to the commencement of the Period, detailing the sales locations, list of products to be sold (with description) and the sale price of each product. All products merchandised on the Premises must meet Australian safety standards and regulations.

### 1.11 MUSIC AND PERFORMANCE PERMITS

The Licensee is responsible for obtaining all licenses, permits and approvals from the appropriate government departments, statutory board, or competent authority as required for the event. Licensees who intend to play music (whether played live or pre-recorded) or use performance as part of the event must make their own enquiries with the Australasian Performing Right Association (APRA) and Phonographic Performance Company of Australia Limited (PPCA) to ensure they have the appropriate licenses.

APRA and PPCA licenses are a basic requirement for events at Sydney Showground which are classed as concerts, festivals, dance parties, functions with live entertainment or theatrical performances.

Sydney Showground must be provided with copies of the licenses, permits and approvals obtained from APRA and the PPCA.

Should the Licensee not have the correct permit, Sydney Showground will apply on the Licensee's behalf and any cost incurred in the application must be borne by the Licensee. Sydney Showground has an appropriate annual APRA license in place for the playing of background music only.

APRA and PPCA Licenses – How Do They Differ?

- APRA provides the copyright in the song (lyrics, composition etc.)
- PPCA covers the copyright in the recording and/or music video of the song (a particular recorded performance) – 'blanket' licenses available from PPCA, or individual licenses available from the copyright holders

#### Contact details for APRA and PPCA:

Australasian Performing Right Association (APRA)  
Ph: 02 9935 7900

Website: <http://www.apraamcos.com.au/>

Phonographic Performance Company of Australia  
Limited (PPCA)

Ph: 02 8569 1100

Website: [www.pcca.com.au](http://www.pcca.com.au)

## OPERATIONAL REGULATIONS

### ENGIE Stadium Prohibited Items

As noted above in the Sydney Showground Prohibited items list and as per the below.

- Whistles, hooters and horns. Specific conditions may apply for some events regarding the entry of musical instruments including drums)
- Patrons are not to wear or otherwise display political or other offensive signage or logos
- Electrical cigarettes (e-cig or e-cigarettes), personal vapourisers, electronic nicotine delivery systems or other battery powered vapourisers are not permitted to be consumed anywhere in the Stadium other than in designated smoking areas only

### 1.14 LOST AND FOUND

Any inquiries regarding lost & found items should be directed to Sydney Showground website where the Lost Property Form is to be completed. All lost and found articles except for perishable items are catalogued and stored for 90 days. After such period, all articles will be disposed in such manner as Sydney Showground in its sole discretion may decide and no person shall have any further claim to those articles. Sydney Showground shall not be responsible for any items not collected during the stipulated period. Any money found and left unclaimed for over 90 days may be donated to the RAS of NSW Foundation to be used for charitable purposes.

### 1.15 COMMON AREAS

All areas outside the Premises are considered common areas. All activities using the common areas require the prior written consent of Sydney Showground and are subject to payment of licence fees.

## OPERATIONAL REGULATIONS

### 1.16 OVERNIGHT OR CASUAL ACCOMMODATION

Overnight or casual accommodation or residential uses are prohibited on the Premises under the lease agreement with Sydney Olympic Park Authority. Approval can be applied for in applicable circumstances.

There are a variety of Accommodation options within the Sydney Olympic Park precinct. Please refer to Sydney Olympic Park Authority (SOPA) website for further information

<https://www.sydneyolympicpark.com.au/Living/Accommodation>

### 1.17 TRANSPORT

#### Coach/Bus

Coaches & Buses can drop off and pick up passengers in signed, designated areas on Grand Parade, and Showground Road. Additional areas can be arranged through your Event Representative.

#### Taxi

A permanent taxi rank is located on Herb Elliot Avenue next to the Pullman Hotel. A taxi commissionaire can be arranged through your Event Representative if required.

#### Parking

Sydney Olympic Park Authority (SOPA) own and manage the parking around the Precinct

<http://www.sydneyolympicpark.com.au/maps/parking-at-sydney-olympic-park>. For some events Sydney Showground are provided discounted Exhibitor parking, please check with your Event Representative for further information specific to your event.

#### Sydney Trains

Olympic Park train station is located on Murray Rose Avenue across the road from the Sydney Showground. Contact 131500 or online at [www.transportnsw.info](http://www.transportnsw.info) to check timetables.

#### Sydney Buses

Contact 131500 or visit [www.transportnsw.info](http://www.transportnsw.info) to check timetables.

#### Ferries

Contact 131500 or online at [www.transportnsw.info](http://www.transportnsw.info) to check timetables. Sydney buses connect with the Olympic Park terminal to bring you into the precinct.



## OPERATIONAL REGULATIONS

### 1.18 PHOTOGRAPHY & VIDEO FOOTAGE

Sydney Showground reserves the right to video and/or photograph any Event including but not limited to archival records and for promotional purposes.

It is not Sydney Showground's intention for amateur photographers to be restricted from taking photos around the Showground, providing that:-

- 1) the photographer is not causing annoyance or inconvenience to other show patrons;
- 2) that the subject of the photo is not one detailed in the Summary Offences Act 1988 (NSW);
- 3) the subjects have given their consent (if under 18, parental consent is required); and
- 4) that the photos are not to be sold for commercial gain.

Sydney Showground operates surveillance cameras from Sydney Showground Security and these are located in and around facilities requiring security monitoring for the safety or security of individuals or property. A person entering Sydney Showground may be photographed, filmed, recorded and/or subjected to monitoring by close circuit television and it is deemed that a person by entering Sydney Showground consents to such footage being recorded. Please note that security camera monitoring is continuous and ongoing. RAS strictly complies with the Workplace Surveillance Act 2005. Sydney Showground may use this footage for incident reporting or it may be required by law to be disclosed without licence or compensation to the event or the people recorded in the footage.

### 1.19 SMOKING

These restrictions are governed by the Smoke Free Environment Act 2000 and the smoke free Environment Regulation 2016.

#### Regulations

- No smoking at organised sporting events - Designated smoking areas will be provided in areas where patrons cannot spectate.
- No smoking inside buildings or any substantially enclosed areas - Smoking is prohibited in all buildings and all areas that are 'substantially enclosed' such as the Amphitheatre and the Pavilions. Substantially enclosed is approx. 25% of the area being covered.
- No smoking 4 metres from outdoor commercial catering outlets - Smoking is prohibited within 4 metres of any place at a food fair where food is sold or supplied for commercial consumption. By way of example, this would encompass areas within 10 metres of a pop-up vendor or food cart, or similar, operating at an event.
- No smoking 10 metres from children's play equipment - Smoking is prohibited within 10 metres of children's play equipment. This would include Cathy Freeman Park play equipment and Easter Show activities.
- No smoking in other public areas, or ticketing lines - Smoking is prohibited at any bus stop, taxi rank, railway platform or any area where members of the public are likely to queue for tickets to use these services.
- No smoking within 4 metres of a pedestrian entrance to or exit from a public building.

## OPERATIONAL REGULATIONS

### 1.20 ANIMALS

The Licensee may only bring an animal/s to the venue with the express consent of Sydney Showground and in accordance with the current warnings issued by the Department of Primary Industries for the species of animal. Sydney Showground may require health certificates to be provided and evidence of appropriate vaccinations before the animals are allowed onsite.

The Owners of the animals allowed on site must adhere to the RAS' Animal Welfare Policy. If a breach of animal welfare is reported, Sydney Showground will contact RSPCA directly for further investigation.

### 1.21 AMUSEMENT RIDES & DEVICES

Amusement rides and devices are allowed at the discretion of Sydney Showground and subject to approval by SOPA. To ensure the safe and smooth erection and operation, each Amusement Ride and Device, must comply with Australian Standard 3533.1 (Design and Construction) including Appendix, 3533.2 (Operation and Maintenance) and include an updated Logbook. The Licensee must:

- 1) **AT LEAST 1 MONTH BEFORE THE PERIOD:** Provide a scaled plan showing proposed locations including dimensions of the area required and height restrictions. The area required is to include all external barriers and queuing space. Sydney Showground will either approve the planned locations or provide comment for improvement.
- 2) **AT LEAST 10 DAYS AFTER RECEIVING THE FEEDBACK:** the Licensee must re-submit the plans to Sydney Showground, with the required changes, for further review and approval.
- 3) Comply with SafeWork NSW Guide: Amusement Devices - Duties of Event Organisers which can be found [here](#).

The Licensee is required to submit the following documentation prior to occupancy:

- 1) Copy of Logbook Record of Device Set Up and Record of Inspections.
- 2) Safety inspection certificate signed by a structural engineer.
- 3) Copy of the current Amusement Device Registration Certificate (including Special & General Conditions) for each Amusement Ride & Device.
- 4) Certificate of currency for Public Liability Insurance
- 5) Certificate of currency for Workers Compensation
- 6) Risk Assessment for the amusement device

Sydney Showground will use its best endeavors to gain SOPA approval for the amusements device, but it is not guaranteed.

## SECTION 2: EVENT PLANNING & OPERATIONS

### 2.1 EVENT REPRESENTATIVES & FLOOR MANAGERS

#### EVENT REPRESENTATIVE

Before the Event: An Event Representative is appointed for each event and will liaise directly with the Licensee in relation to any Sydney Showground services that are required. The Event Representative is the main point of contact *prior* to the event.

The Event Representatives duties include:

- Creating an EVENT ORDER for your event. This document details the move-in and move-out times and operational requirements for the event.
- Ensure the RISK ASSESSMENT conducted by the Licensee is acceptable for the event and covers all of the reasonably foreseeable harm which could occur, and reasonable steps required to minimize the harm identified.
- Collect the ESTIMATED ATTENDANCE FIGURES required for Food and Beverage requirements and crowd/entry management plans.
- The payments of Licence Fee in the form of deposits are to secure your booking with Sydney Showground. The total amount of Licence Fee may change due to changes in the size and/or scope of your event, as well as changes to the occupation period, premises and/or operational services. As a result the Licence Fee is subject to refund or cancellation charges as prescribed in Clause Section 3 of the Event Licence and therefore GST is not applicable. A tax invoice on the total event charges with applicable GST will only be provided on the completion of your event when goods and services have been provided and charges are determined.
- Collect the FINAL ATTENDANCE FIGURES from the Licensee post-event.

At least thirty (30) days prior to the commencement of the Period, the Licensee must issue to Sydney Showground written advice of all operational details, including but not limited to:

- Security requirements.
- Licensee's risk assessment
- Attendance numbers
- Opening/closing times
- Service provider names
- Cleaning requirements
- Electrical requirements

Food & Beverage catering menus and numbers are to be confirmed no later than 10 working days prior to the license period commencing. Final Catering numbers are to be confirmed 3 working days prior to the license period commencing.

## OPERATIONAL REGULATIONS

### FLOOR MANAGER

During the Event: A Floor Manager is appointed for each event and is the Licensee's main point of contact *during* the event. The Floor Manager assist with operational requirements on the day such as:

- Conduct Pre & Post event inspections
- Ensuring the venue is set as per the Event Order requirements
- Being the point of contact for incident reporting, venue security arrangements,
- Providing keys and card access to buildings.
- Assist Licensee's to coordinate emergency response required for any incidents and coordinate with SafeWork NSW for any incidents which are 'notifiable' under the WHS Legislation.
- Main liaison with Licensee and coordinating Sydney Showground internal staff.

### 2.2 OPERATIONS MEETING

Under the Work Health & Safety Act and Regulations (WHS Legislation), all Licensees and Contractors are called PCBU's, meaning a 'Person Conducting a Business or Undertaking'. Both the Licensee and Sydney Showground must agree to comply with the requirements of the Work Health and Safety Legislation and the Licensee agrees to attend the scheduled operations meetings to cooperate and consult with Sydney Showground to discuss requirements of the *Work Health and Safety Act 2011 (NSW)* and any regulations under that Act. Furthermore, the Licensee must have in place a Work Health and Safety Policy and Program and consult and cooperate with the Work Health and Safety requirements of Sydney Showground. The Licensee agrees to conduct all appropriate risk assessments required for the event. Should the Licensee fail to adhere to Sydney Showgrounds reasonable WH&S requirements, then the Licensee consents to Sydney Showground disclosing their private information to SafeWork NSW to aid compliance with the legislation.

Risk Assessment: Depending on the size and intended activities of the event, the Licensee may be required to provide an independent risk assessment. Please go to <https://www.sydneyshowground.com.au/organisers/?currentTab=Toolkit|Health-and-Safety> to complete our online flowchart

Special Event Emergency Planning Meeting: events considered high risk or classed as a mass gathering (over 10,000 pax in attendance) will need a special event emergency plan. There will be a minimum of one meeting held with all stakeholders to agree and sign off on the plan. Meetings with individual stakeholders may also be required prior to the main meeting to discuss and agree on certain aspects of the planning. A desktop/scenario exercise may be required.



## OPERATIONAL REGULATIONS

### 2.3 FLOOR PLANS

The Licensee must provide event floor plans of all licensed areas for approval by Sydney Showground including registration build, entrance features etc. Plans must be submitted in AutoCAD (.dwg) or Visio (.vsd) format on the venue template plans provided. A PDF version of these plans is also required. Plans on non-approved venue templates or templates which have been changed will not be acceptable.

Plans must be submitted 3 months prior to the commencement of the license period or prior to the event tickets going on sale unless capacity has been pre-approved. Plans which are not approved are required to be resubmitted addressing the rectifications prior to the commencement of the license period. Changes to the floor plans during the license period are to be notified to your Event Representative and approval sought.

The plans must include the event name & dates, stand numbers & dimensions, aisle dimensions, names of stages/seminar rooms/ lounges/café's etc., layout of seminar/ stage areas including seats, drapes etc. All structures, displays, decorations, food & beverage services areas, overhead structures, AV positions etc. must be shown on the plans. Layers showing clear/no build zones and service pits must also be turned on.

The final built form must comply with New South Wales legislation and is the responsibility of the Licensee. In some cases, further approval may be required from engineers, local council or similar. Any associated costs will be borne by the licensee.

Any event or display area or type that reduces or changes the existing Fire Safety systems and designs will require additional fire safety measures provided by the Licensee or contractor, e.g. extinguishers, emergency lights, self-maintained exit signs etc. Requirements and positions may be indicated in the plan approval however final determination rests with Sydney Showground once the build has been completed on site.

### 2.4 ACCESS

Unless otherwise specified in your contract with Sydney Showground, the Premises are accessible on the first day of the License Period from 0500 until 2359 on the last day of the license period.

The Licensee may have access to the Premises at all times during the Period, but if access is required between 2200 and 0600 the Licensee must give the Licensor notice of such requirement. The Licensee must pay to the Licensor on demand, any expenses incurred by the Licensor in connection with access to the Premises between 2200 to 0600.

## OPERATIONAL REGULATIONS

**Cards:** Proximity access cards will be issued to the Licensee for entry to the Premises. The Licensee must return the proximity cards to Sydney Showground prior to the expiration of the Period. In the event of a proximity access card issued being lost or stolen, a replacement fee of \$50.00 will be charged to the Licensee. Under no circumstances is the Licensee permitted to duplicate or attempt to duplicate the proximity access.

**Keys:** Keys may be issued to the Licensee if required for the organiser's office. Any keys given to the Licensee must be returned to Sydney Showground prior to the expiration of the Licence Period. In the event of a key issued to the Licensee being lost or stolen, a replacement fee of \$100.00 per key will be charged to the Licensee. Under no circumstances is the Licensee permitted to remove lock barrels, cylinders or attempt to duplicate a key.

### 2.5 BUILDING INSPECTION & COMPLIANCE WALK THROUGH

The Licensee will be invited to attend whilst Sydney Showground undertakes a documented pre-event inspection and post-event building inspection report of the premises. The pre-event building inspection will occur at the commencement of the Period (prior to mark up on the Move-In Date) and the post-event building inspection prior to the expiration of the Period (after final clean by the Licensee). Pre-event and post-event reports are binding on the Licensee whether or not the Licensee attends. The Licensee is responsible for any damage or incidents caused by its employees, contractors, sub-contractors, service providers, agents and Exhibitors. The cost of repair and replacement will be evaluated by Sydney Showground and charged to the Licensee or deducted from the Operational Bond.

The Licensee and stand builder will be invited to join the Floor Manager & Risk & Safety Manager on a Compliance Walk through prior to exhibitors arriving onsite. This is to ensure that the build is as per the approved floor plan.

### 2.6 POST EVENT SURVEY & FEEDBACK

Post Event Survey & Feedback will be sent to the main contacts post event. This feedback allows Sydney Showground to continually improve its services.

### 2.7 DELIVERIES

Sydney Showground will not accept any freight deliveries/shipments or Cash on Delivery deliveries on behalf of the Licensee or Exhibitors and will not be accepted prior to the License period commencing. Consignment of all shipments to be delivered to the Premises will be the responsibility of the Licensee and Exhibitors. Sydney Showground does not provide any material handling services.

### 2.8 SIGNAGE

#### General Signage

The Licensee must coordinate all temporary signage, its contents, location and duration of use within the Premises. Sydney Showground will base allocation of signage space on the Showground in consideration of other events and commitments. Sydney Showground reserves the right to remove all signage of any description from the Premises or any part of the Showground, which in the opinion of Sydney Showground is objectionable and may cause offence. Any cost incurred in the removal of such signage will be borne by the Licensee.

## OPERATIONAL REGULATIONS

Sydney Showground does not permit the sticking, posting hanging and/or attaching of any notices or advertisements on ceilings, floors, walls or walkways without prior written approval.

If unapproved material is found, Sydney Showground reserves the right to remove this without notice to the Licensee and at the Licensees cost.

### Directional and Promotional Signage

Throughout the Showground and Sydney Olympic Park Precinct there is a comprehensive and coordinated permanent directional and promotional signage system in place. Charges may apply. Temporary directional and/or Promotional signage outside the Premises is not permitted without the written approval of Sydney Showground.

### Rigging for Signage

Sydney Showground provides rigging points on the Premises for hanging signage. Please see Attachment 3: RIGGING for further information.

## 2.9 TICKETING

The Licensor requires accurate reports of tickets numbers sold by the ticketing party, at any time, the Licensor may request prior to the Event.

If the Event is a ticketed event, whether for invited guests or general public, the Licensor requires direct contact and communication with the party issuing the tickets ("ticketing party"), whether that party is a third party ticketing agent or the Licensee. The Licensee agrees to facilitate this, including by providing the name and contact details of the person at the ticketing party who is authorised to communicate with the Licensor.

Should ticket sales be conducted by a third party, the Licensor may require that the Licensee direct the third party pay to the Licensor certain monies held on trust for the Licensee, in the form set out in Annexure "G". Any monies paid by that third party to the Licensor pursuant to such direction may, upon receipt by the Licensor, be credited towards the Occupation Fee and Estimated Operational costs only. The Holding Bond (inclusive of the Noise and Damage Bond) must in any event be paid in full by the Licensee prior to the Event. Should this option be confirmed by the Licensee, all monies held in trust by the third party must be confirmed to the Licensor by the third party in writing in the form set out in Annexure "G" available on request, and the monies the subject of the direction must be transferred to the Licensor's nominated bank account on the first working day after the Event. Notwithstanding any of the foregoing, the Licensee acknowledges that it is primarily liable for payment of all of the Occupation Fee, Estimated Operational Costs and the Holding Bond, and any other amounts payable.

## OPERATIONAL REGULATIONS

### SECTION 3: VENUE OPERATIONS

#### 3.1 CLEANING

Sydney Showground will provide cleaning services inclusive of cleaning bathrooms, emptying of bins, bin covers for internal bins, cleaning of foyer areas, catering areas.

The Licensee is responsible for cleaning the licensed premises, including move in clean, operational clean and post-event clean. Your Event Representative can provide a quote for cleaning services from the Sydney Showground preferred supplier. The licensee may use an alternate accredited cleaning provider in our primary venues, excluding ENGIE Stadium where the preferred supplier must be engaged to maintain the integrity of our Stadium. The licensee must confirm the provider for approval at least 4 weeks prior to the commencement of the license period. A cleaning management plan including staff rosters is to be provided at least 2 weeks prior to the commencement of the license period.

A mechanical Sweep mechanical scrub will be executed by Sydney Showground and the charges will be borne by the Licensee.

Should the Licensee leave pallets onsite post event, the cost for the removal of pallets will be charged back to the Licensee. Pallet removal begins at \$700 (inc. GST) and will form part of the final event invoice.

#### 3.2 WASTE MANAGEMENT

Waste management infrastructure and the removal of waste from the site is managed entirely by Sydney Showground. Your Event Representative will confirm with you and your cleaning provider the number of bins, waste infrastructure required and locations of such prior to your event.

The Licensee is responsible for the removal of waste materials including pallets and gas bottles from the licensed premises including the Loading Dock and event waste bins prior to the expiration of the license period. Waste materials include any stand fittings from exhibitions and other materials brought onto the Premises for exhibitions or events. If Sydney Showground need to remove any equipment including pallets & gas bottles after the license period concludes charges will be borne directly by the licensee.

The Licensee is required to separate the waste into recyclable components as agreed in the planning process. The Licensee will be charged a hire fee for the waste infrastructure, removal of waste from site & disposal of waste.

In the event that the Licensee fails to keep the Premises and adjacent loading dock clean, Sydney Showground will make good and charge all costs to the Licensee.

## OPERATIONAL REGULATIONS

### 3.3 CROWD/ENTRY MANAGEMENT

Certain events, such as those that attract a large volume of patrons may require a crowd safety & entry management Plan which will be the responsibility of the Licensee to develop. The venue will review the clients Risk Assessment & if it is deemed necessary that a crowd management plan is required the Licensor will advise the licensee 60 days prior to the event.

The Licensee is required to submit their crowd management plan to Sydney Showground for review and approval a minimum of fourteen (14) days prior to the commencement of the Period.

Should the licensee fail to implement an acceptable crowd/entry plan Sydney Showground will do so on their behalf and all costs will be borne by the licensee.

### 3.4 FIRST AID

Sydney Showground requires the Licensee of Public Events to engage the services of an approved First Aid supplier for all operational days. Should the Licensee not engage the services of an approved First Aid supplier, then Sydney Showground will do so at the prevailing rates and charge the costs to the Licensee

Licensees conducting trade shows or private functions should engage the services of an approved First Aid supplier or have a nominated trained first aid person/s available to respond to any medical incidents.

The provision of any first aid treatment must be by a registered first aid authority or Sydney Showground trained personnel. First aid trained staff can be contacted by telephoning +61 2 9704 1020 or by contacting any Security Officer.

Requests for an Ambulance are to be communicated to Sydney Showground Security Control via radio or +61 2 9704 1020. Details of the patient, location and a contact will be required. Sydney Showground will communicate with Ambulance Service of NSW (ASNSW) and provide spotters to escort the ambulance on site to the patient.

Where an external company is providing first aid for an event, they must agree to supply Sydney Showground with an incident report for each person treated.

Alternatively, Sydney Showground's Security Officers can complete incident reports; however the first aid provider must notify Security immediately when a person requires first aid or medical treatment.

First Aid/Medical providers & the licensee are required to provide all equipment necessary to fulfill the role and allocate a suitable location for the provision of service. A dedicated First Aid Room is located in the Foyer of the Dome on the ground level.

#### 3.4a EMERGENCY STAKEHOLDERS

In some instances, user paid Emergency Service's may be required for your event. Please liaise with your event representative for further information.

## OPERATIONAL REGULATIONS

### 3.5 LOADING DOCKS

Access to the loading dock is off Australia Avenue (Gate 13), Murray Rose (Gate 15) or Grand Parade (Gate 11) depending on premises contracted. Sydney Showground controls access onto the loading dock. When the loading dock is full, SOPA guidelines will govern the conduct of vehicles in the public domain.

Please reference the Loading Dock Traffic Management Plan (Appendix 4) for specific loading dock requirements.

Parking in the emergency access/service lane or exit areas are strictly prohibited. Vehicles (Trucks, Vans and Cars) may use the loading dock for loading and unloading purposes only. After loading and unloading, goods vehicles must leave the loading dock immediately. No parking or loitering is allowed in these areas.

No B DOUBLES are permitted within the Sydney Olympic Park Precinct

All mechanical transportation vehicles (forklifts, etc), which enter the premises, must have non-marking tyres to avoid marking the sealed concrete surface.

#### Storage

Storage is not permitted on the loading dock, exits or service lane. All storage requirements will be subject to the approval of Sydney Showground and will be charged in accordance with Sydney Showground's prevailing storage charges as set from time to time.

Storage of freight cases on the Premises is permitted within the Licensee's designated storage area for the Event. Storage in this area must have an aisle system of at least three (3) metres in width, be neat and tidy with no loose-leaf documentation. At each entry/exit have located a minimum of two (2) fire extinguishers of a type approved suitable for extinguishing electrical fires by the Fire and Rescue NSW.

#### Supervision

Supervision of the loading dock will be the responsibility of the Licensee and their designated Dock Traffic Controllers (DTC). The Licensee must staff the loading dock with uniformed DTC that holds a valid traffic controller licence during the Move-In Dates and Move-Out Dates to control vehicular movements and create a safe working environment. There must be a minimum of one (1) DTC per dock access point to the Hall(s) during the Move-In and Move-Out.

To ensure the loading dock traffic management plan is maintained, one (1) Loading Dock Manager will required during the Move-In Dates and Move-Out Dates, and will be supplied by Sydney Showground with these costs borne to the Licensee. Should the Licensee fail to provide the number of dock attendants as outlined above, *Sydney Showground will provide sufficient numbers of attendants and the costs will be borne by the Licensee.*

## OPERATIONAL REGULATIONS

### 3.6 NOISE MONITORING

- 1) The Licensee must ensure that between 7.00am and midnight, the noise level from the Premises does not exceed 5dB(A) above the background noise level (in the octave band center frequencies of 31 Hz – 8 kHz inclusive) at the boundary of any private residence outside Sydney Showground.
- 2) The Licensee must ensure that between midnight and 7.00am the noise level from the Premises does not exceed the background noise level (in the octave band center frequencies of 31 Hz to 8 kHz inclusive) at the boundary of any private residence outside Sydney Showground and the noise level must not be audible in any habitable room of any private residence during this period.
- 3) At the Licensee's cost, an acoustic consultant may be necessary for the Event and if a breach of section 3.6 (a) and (b) occurs the Licensor may immediately and without further notice take action as it considers necessary, including but not limited to:
  - i. Notification to the Licensee to immediately reduce the noise to acceptable levels if there is a requirement for noise reduction;
  - ii. If there is no such reduction within five (5) minutes of the initial advice, the Licensor will immediately impose a fine of five thousand dollars (\$5,000.00) to be deducted from the Holding Bond.
  - iii. Where the aforementioned breach continues, fines of five thousand dollars (\$5,000.00) will be deducted from the Holding Bond for every additional five (5) minute period.
  - iv. Should there be no acceptable noise reduction after the elapse of twenty (20) minutes from the issue of the initial advice, the Licensor reserves the right to withdraw Operational Services and terminate this License.
- 4) The Licensee indemnifies the Licensor against any Claim (including legal and consultants' costs) in respect of which the Licensor may become liable as a result of a breach of 3.6 (a) or (b).
- 5) Should the Licensor deem it necessary, an acoustic consultant will monitor noise emanating from the Premises during the Event in the residential areas surrounding Sydney Showground. The Licensee must on demand reimburse the Licensor in respect of the fees charged by the consultant to the Licensor for such monitoring.

## OPERATIONAL REGULATIONS

### 3.7 AIR CONDITIONING

Air-conditioning is available in most venues and specific arrangements will be made with the Licensee at pre-event meetings regarding time, operation and cost.

Within the Dome the air conditioning vents are located within the perimeter wall. Any form of draping or walling may obstruct the air flow and should be considered when designing your event layout.

### 3.8 COMMUNICATIONS

The Licensee must notify Sydney Showground in writing of the use of all communications equipment and frequencies in the Premises.

Only a Sydney Showground approved Telecommunication Service Provider is permitted to provide Telecommunication Services to the Licensee on the Premises.

### 3.9 DISABLED FACILITIES AND SERVICES

Sydney Showground has elevators, rest rooms and telephones that are designed to accommodate the needs of the disabled. All rooms and areas located within any Pavilion, Hall and The Dome similarly have been designed to suit these requirements except Level 1 in Hall 2, 3 & 4, which due to the original design is not so classified.

Guide dogs are permitted to accompany a visually impaired person on the Premises at his/her responsibility.

### 3.10 ELEVATORS

Under no circumstances are elevators to be used for the mechanical transportation of any freight, equipment and/or furniture. Hand carried items are permitted.

### 3.11 OPERABLE WALLS (Dome & Exhibition Halls 2, 3 4, 5 & 6)

Operable walls are acoustically treated and extend from the floor to the ceiling. They must only be operated by Sydney Showground or suitably qualified staff. Any changes in the positioning of the Operable Walls, once set in place, will be charged to the Licensee. Please ensure that there is a 1m buffer between the operable wall and your stand configurations. Also note that the housing locations of the operable walls are in Hall 2, 4 and 6. Please ask your Event Representative for further information.

### 3.12 PUBLIC ADDRESS SYSTEM

The Dome and Exhibition Halls two (2) to six (6) have a Public Address System that can be located on the Premises. This system can be controlled individually per hall or linked to cover a number of halls. Sydney Showground will make this system available, inclusive of a standard microphone, to the Licensee. Playback equipment for the Organiser's Office and linking of Halls over Riverina Avenue can be arranged by Sydney Showground, the costs of which will be borne by the Licensee.

### 3.13 RIGGING

All rigging must be with an approved rigging company accredited by Sydney Showground. Please contact your Event Representative for further information. Rigging applications must be submitted no later than 10 working days prior to license period commencing



## OPERATIONAL REGULATIONS

### 3.14 SAND, SOIL AND SIMILAR MATERIALS

All Event displays or individual exhibits that use sand, topsoil, peat moss and similar material must protect the floor from stains by laying a leak proof covering on the floor. The Licensee is responsible for ensuring all precautions are taken to prevent such materials being stepped on and staining any part of the Premises. Watering must be controlled to prevent leakage or seepage. Sydney Showground will charge the Licensee for any damage so as to make good the Premises to the same conditions it was pre-event.

### 3.15 SECURITY

Sydney Showground will manage all access to the site via perimeter gates including temporary emergency exit gates.

The Licensee is responsible for the provision of event security services including all costs unless otherwise agreed. The licensee must provide for approval at least 4 weeks prior to the commencement of the license period copies of their security providers Master License, Public & Property Liability Insurance Certificate of Currency, and Worker's Compensation Certificate of Currency.

### 3.16 STORM WATER DRAINS

The licensee is responsible for ensuring that all contractors & exhibitors refrain from disposing any form of waste into the stormwater system.

### 3.17 ENVIRONMENTAL OBLIGATIONS & SUSTAINABILITY

Sydney Showground is committed to minimising adverse environmental impact. Please pay careful attention to activities that may cause harm to the environment, or cause pollution of the venue or its surroundings, including light, noise, waste and water aspects. The venue has no provision for the disposal of toxic hazardous liquid substances such as paints, solvents, oils etc. Please contact your event representative for further information or visit our [ESG policy](#).

Sustainability is a core part of the way business is conducted at Sydney Showground. To achieve this – the venue accepts and embraces its social responsibility as a corporate member of the Sydney community and practice's responsible environmental management. Our ESG Strategic Properties Include:

- Work together with our partners on their sustainability journey
- Create positive environmental outcomes
- Create positive social outcomes for our communities
- Success in a market with shifting expectations

For further information please refer to our [ESG policy](#).

### 3.18 PYROTECNICS & FIREWORKS

If the Licensee is planning to have a pyrotechnics display as a part of the Event, the Event Representative must know as soon as possible in order to make provisions for this.

A copy of the contractors Certificate of Currency, Public Liability insurance and Risk Assessment is required. Documentation will be reviewed by the Safety Manager and the Head of Events & Venue Operations Manager.

## SECTION 4: SPECIAL EVENT LICENCE

### Event Safety Management Plans

- 1) The Licensee agrees to provide the following documentation (noting that documentation may still be in preliminary form), no less than 60 days prior to the event, unless otherwise agreed between the parties.
  - i. Event Plan;
  - ii. Risk Management Plan;
  - iii. Security Management Plan;
  - iv. Crowd Management Plan;
  - v. Medical Plan;
  - vi. Crowd Welfare Management Plan including messaging plan;
  - vii. Site Layout in dwg format; and
  - viii. Any other documents reasonably required to create a satisfactory Sydney Showground 'Special Event Emergency Plan' (SEEP).
- 2) The Licensee warrants that they have read, considered, and where appropriate incorporated the "Guidelines for Music Festival Event Organisers" (available at <https://www.health.nsw.gov.au/aod/Pages/music-festival-guidelines.aspx>) as part of their preparation of the documents listed at 6.7(a)(i)-(viii) inclusive.
- 3) The Parties will collaborate in good faith to ensure that the documentation meets the standard required by the Licensor and by any applicable regulatory body or any statutory obligations. The Licensor reserves the right to approve or veto the plans if the plans are non-conforming or do not effectively mitigate risks associated with the event.

## OPERATIONAL REGULATIONS

### USEFUL CONTACTS

Royal Agricultural Society of NSW  
1 Showground Road, Sydney Olympic Park NSW 2127  
Phone: 02 9704 1111  
Web : [www.sydneyshowground.com.au](http://www.sydneyshowground.com.au)

Sydney Olympic Park Authority  
5 Olympic Boulevard Sydney Olympic Park NSW 2127  
Phone: 02 9704 7888  
Web: [www.sopa.nsw.gov.au](http://www.sopa.nsw.gov.au)

SafeWork NSW  
Phone: 13 10 50  
Web: [www.safework.nsw.gov.au](http://www.safework.nsw.gov.au)

NSW Office of Liquor, Gaming and Racing  
Ph: 02 9995 0300  
Web: [www.olgr.nsw.gov.au](http://www.olgr.nsw.gov.au)

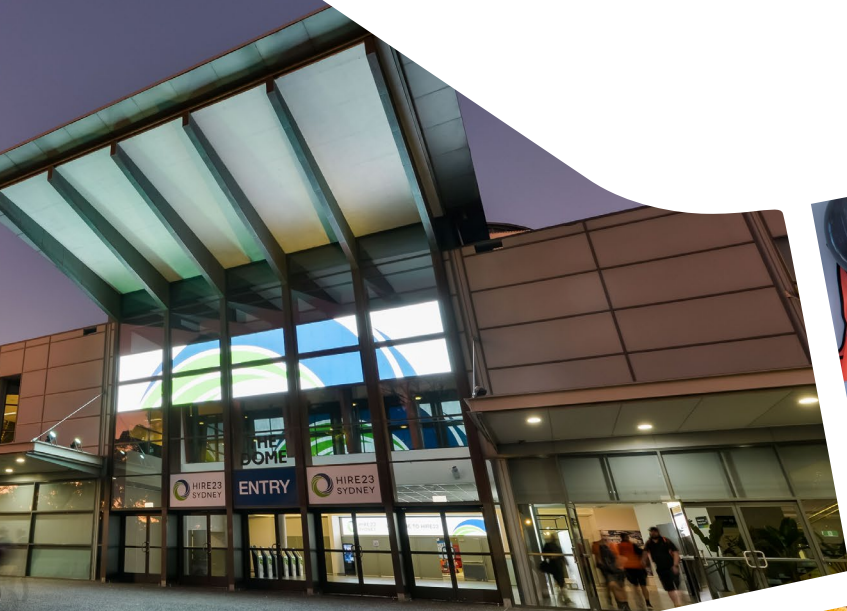
Australasian Performing Right Association (APRA)  
Ph: 02 9935 7900  
Web: [www.apraamcos.com.au](http://www.apraamcos.com.au)

Phonographic Performance Company of Australia Limited (PPCA)  
Ph: 02 8569 1100  
Web: [www.pcca.com.au](http://www.pcca.com.au)

OPERATIONAL REGULATIONS

# ATTACHMENT 1

## WORK HEALTH & SAFETY GUIDELINES





## WORK HEALTH & SAFETY GUIDELINES

NSW WH&S Legislation and Codes of Practice require Persons Conducting a Business or Undertaking (PCBU) to consult with workers to identify the potential hazards, to assess the risks involved to anyone including staff, visitors, or contractors and to develop controls to eliminate or minimise the risks.

Sydney Showground nominates the Licensee as occupier of the premises and in control of the workplace for the purpose of the Event License.

For the duration of the License Period, you are required to comply with Sydney Showground Site Safety Rules and present to Sydney Showground on demand written proof of safety risk assessments, safe system of work and safety training records that ensure all staff or personnel or contractors working under your control at the Showground are competent in their tasks and have provided you with the required insurances, licenses, etc.

### **3.1.41a Children**

No children under the age of 15 are allowed on site during move-in and move out of events without prior consent of Sydney Showground.

### **3.1.41b Contractor Safety Induction**

All Licensees are required to complete the RAS on-line WHS Induction prior to commencement of work at Sydney Showground. The on-line induction will assist you in exercising your duty of care under the WHS Legislation by informing your staff, and PCBU's about safety practices specific to Sydney Showground.

Please contact your Event Representative for further details.

### **3.1.41c Covered Footwear**

Enclosed footwear must be worn during move-in and move-out of events. No thongs, sandals or open toed shoes allowed.

### **3.1.41d Emergency Evacuation Procedures**

Sydney Showground has an Emergency Management Evacuation Plan.  
It is important for all occupants of the Sydney Showground to be aware of the Emergency Procedures.

A copy of the Emergency Procedures is issued and discussed with the Licensee at the commencement of their License Period. Copies of the Emergency Procedures can be issued prior to occupation upon request and should form part of your manual/information pack to your clients & PCBU's.

## WORK HEALTH & SAFETY GUIDELINES

### 3.1.41e Event Fire Safety

The Licensee is to ensure that they, their employees, exhibitors and PCBU's comply with the prevailing Fire Safety regulations and building codes.

The Licensee must ensure that its employees are trained in the proper use of first attack – firefighting appliances provided on the premises.

The Licensee must ensure that its employees are familiar with the locations of the fire alarm call points, hose reels, extinguishers, and fire exits.

It is not permitted to do any of the following:

- Block or congest emergency exits (These can be recognised by green and white exit signs over the doors)
- Block the access route to an emergency exit
- Obscure or cover emergency exit signs
- Store equipment or any other item in fire stairs
- Chock open fire or smoke doors or any doors leading to fire stairs

Fire lanes in and around Sydney Showground must remain clear and unobstructed.

Fire regulations prohibit the storage of combustible materials on the premises.

The Licensee must notify Sydney Showground in writing at least 30 days prior to the period and provide a copy of relevant risk assessments and/or the approval documentation from SafeWork NSW / Fire and Rescue NSW for the following:

- display and operation of any heater, barbecue, heat producing or open flame devices, candles, lanterns, torches, and naked lights
- welding equipment
- other smoke emitting materials as part of the exhibit
- display and operation of any electrical, mechanical, or chemical devices which may be deemed hazardous by SafeWork NSW and/or under the Work Health and Safety Act 2011
- all toxic and hazardous material, including flammable liquids, compressed gas, or dangerous chemicals
- pyrotechnics and fireworks

Under no circumstances must the fire protection system, air-conditioning mechanical ventilation vents, fire safety equipment, fire hose reel/riser cabinets, fire alarm pull stations, house lighting fixtures, emergency exit lights and controls be blocked or access to them be impeded in any way.

## WORK HEALTH & SAFETY GUIDELINES

### 3.1.41f Fire Safety Systems

Any Event or display area or type which reduces or changes the existing Fire Safety systems and design or is separated from the existing fire safety exits or systems will require additional fire safety measures provided by the Event Licensee including fire extinguishers, self-maintained emergency lights and exit signs, smoke detection, e.g. Rigging, overhead and other signage or banners, temporary storage areas, seminar/demonstration areas, displays, demountable structures including stands with a roof, staging, or structures that seat, carry or accommodate people, and multi-storey structures. Where the location of a fire hydrant or hose reel is obscured, additional temporary directional signage is required (AS1319) and cost borne by the licensee.

Any requirement for additional fire safety measures must be submitted by the Event Licensee to Sydney Showground for evaluation. Nothing shall be built or remain within "No Build" zones designated by Sydney Showground to provide direct and unobstructed access to fire exits and fire equipment including additional fire safety facilities nominated from time to time.

### 3.1.41g Fire Wardens

Additional fire safety measures are required anywhere there is an increased risk of fire including a dedicated Sydney Showground fire warden. Sydney Showground managers and supervisors are the fire wardens for their work area. The Sydney Showground Head of Event & Venue Operations will determine if additional fire wardens are required to monitor Event activities at the Licensee's cost. The Sydney Showground Security Manager will brief Event personnel on fire warden duties and evacuation procedures.

### 3.1.41h Smoke Detectors

Temporary isolation of Smoke Detector and/or local fire alarms may be required to eliminate false alarms and if necessary, will be performed only by Sydney Showground Security who will maintain a current status log of smoke detector isolations and resets. If isolation of Smoke Detectors is required during operational hours or for extended periods, Sydney Showground will provide fire wardens at the Event Licensee's cost. FIRE AND RESCUE NSW FALSE ALARM CALL-OUT FEES will be charged to the Event Licensee should false fire alarms occur due to the Event's activities.

### 3.1.41i High Visibility Clothing

All persons working on the move-in and move-out of events within the Sydney Showground precinct (or extended event site area) are to wear high visibility clothing to assist in minimising risks associated with plant and vehicle movement. High visibility clothing or vests should be appropriate for day and or night use and should comply with AS/NZS 4602.1:2011 High visibility safety garments.

In addition, safety vests must be worn on the loading dock

- near any loading / unloading operation at any Sydney Showground venue
- when near or operating machines anytime

High Visibility clothing can be purchased from the vending machines located on Showground Rd & at Gate 13.

## WORK HEALTH & SAFETY GUIDELINES

### 3.1.41j Incident Reporting

All incidents and accidents or near misses must be reported to Sydney Showground Floor Manager / Security immediately. Any incidences occurring onsite should be advised and documentation provided to the Floor Manager (i.e. First Aid sheets, etc.)

### 3.1.41k Exit Signs

Persons must be able to see “self-maintained” illuminated exits signs compliant with AS 2293 in two opposite directions (180 degrees) from any location indoors (see in 20m, reach in 40m). Additional directional exit signs are required if the direct path to an existing building exit is changed, obscured or not in a direct line of flight. Any additional exit signs shall be at the licensee’s cost.

### 3.1.41l Smoke Ventilation System

Exhibition Hall Ventilation Louvers are part of the building’s Fire Safety System to provide smoke exhaust. No part of an Event shall be located within one metre of the inside or outside face of the southern and northern walls of the Halls. Temporary Event overlay in the louver area including exhibition stands, signage or banners, and food & beverage facilities shall not exceed 2.4 metres in height.

### 3.1.41m Theatre Seating

All theatre style seating must be installed in line with the Building Code of Australia Class 2-9 Buildings – NSWI4D20 Seating In Rows.

1. Securely fastened to the floor; or
2. Secured together by interlocking or cable tie in groups of not less than 4 and not more than 16.



OPERATIONAL REGULATIONS

# ATTACHMENT 2 SAMPLING AND SELLING GUIDELINES



## SAMPLING AND SELLING GUIDELINES

### FOOD AND BEVERAGE SAMPLING

Sydney Showground is the sole provider of food and beverage, no other supplier or caterer will be permitted to supply food and beverage unless prior approval has been given.

Exhibitors wishing to sample or sell food and beverage on stand must complete selling and sampling application .

All applications will be reviewed by Sydney Showground, associated fees and charges must be paid prior to commencement of event.

### ALCOHOL SAMPLING

The Royal Agricultural Society of NSW 'RAS' trading as Sydney Showground is the holder of an 'On Premise' Licence and this licence is in respect to the entire Showground site.

Sydney Showground is the sole dispenser and seller of alcohol.

#### Mandatory Requirements

Beverage portions are limited to

- Non-alcoholic beverages 60ml or less
- Spirits 20mls or less
- Wine and Beer 50ml or less
- RSA must be followed as per Liquor and Gaming NSW and the Liquor act 2007, no alcohol is to be supplied to under 18 years of age. ID checks for under 25 years of age.
- No on-site sales of alcohol or processing of sales permitted
- Free water must be available and easily accessible
- Samples must be dispensed in a comparative size vessel to the sample being poured.
- No alcohol is permitted to leave site

All persons serving alcohol must hold a Current NSW competency card, a copy of which must be provided to the event organiser and Sydney showgrounds prior to tenancy. Competency cards will be sighted each day prior to exhibition opening by Sydney showground staff before any sampling can commence.

Details of approved RSA courses can be found Home - <https://www.liquorandgaming.nsw.gov.au/>

Mandatory Liquor and Gaming NSW signage must be clearly displayed on stands when sampling alcohol.

If not supplied, Sydney Show will provide at a cost of \$20.00 per sign

Details of all non-alcoholic and alcoholic beverages must be supplied to Sydney Showground with your application.

Only pre-approved beverages will be permitted to be sampled.

## SAMPLING AND SELLING GUIDELINES

### WASTE DISPOSAL

Waste must be stored and disposed in properly sealed containers and or bags, and emptied regularly

### FOOD SAFETY STANDARDS

Paramatta Council food safety regulations apply to all events at Sydney Showground.

Business are required to register for a temporary Food and Beverage outlet from Parramatta Council

Temporary food/beverage outlet application must be supplied with your sampling and selling application.

<https://www.cityofparramatta.nsw.gov.au/sites/council/files/2023-07/Temporary-Outlet-Application-2023-2024-Editable-Form.pdf>

Lodge the completed form to

Email: [council@cityofparramatta.nsw.gov.au](mailto:council@cityofparramatta.nsw.gov.au)

In Person: Phive Library – Customer Service at PHIVE Building – 5 Parramatta Sq Parramatta, Monday to Thursday, 9am – 8pm and Friday to Sunday, 9am – 5pm

You must keep a record of the confirmation email with your number when you are trading at any event or market within the City of Parramatta local government area.

Event organiser will request your licence number to help them register their event with City of Parramatta Council.

Please visit the council's website for further information

<https://www.cityofparramatta.nsw.gov.au/>

## SAMPLING AND SELLING GUIDELINES

### FOOD SAMPLING

Food samples are to be bit sized and or maximum of 50g per serve.

All applications are subject to prior approval by Sydney Showground.

### SELLING GUIDELINES

Selling for immediate consumption is determined based on the type of exhibition/show. A food related show is determined when food is a primary component of the exhibition and makes up more than 80% of the show content, this is determined by Sydney Showground. A non-food related show is determined when food is a minor component or non-relative to the exhibition/ show.

Selling for Immediate Consumption is classified by (but not limited to):

- Products that can be opened and consumed onsite at the event  
Muesli bars, canned beverages, coffee, baked goods, cooked pies, ready-made meals etc.
- Single serve packed goods.

Selling Not for Immediate Consumption is classified by but not limited to

- Products that require additional preparation (raw meats, uncooked pasta, frozen meals etc.)
- Items that are packaged in bulk.

Sampling and selling of food and beverage products must have prior approval from Sydney Showground before the commencement of the event.

Preparation, distribution, sampling and disposal of food and beverage products and by- products must comply with the general standards of health, safety, sanitation and any other specific requirements of NSW Environmental Health Department, NSW Food Authority, Parramatta Council and Sydney Showground.

Disposable products must meet current NSW guidelines.

#### General Equipment

Where eating, drinking, and serving utensils and/or vessels are re-used, a double bowl sink will need to be installed.

Sinks can be provided additional cost apply.

Sydney Showground does not provide communal washing facilities for exhibitors



OPERATIONAL REGULATIONS

# ATTACHMENT 3 RIGGING, CUSTOM AND DISPLAY STANDS



## RIGGING, CUSTOM AND DISPLAY STANDS

Sydney Showground only permits the use of a residue-resistant single-sided and double-sided cloth-backed tape for securing carpeting and other floor coverings to the concrete flooring.

Tape recommended by Sydney Showground that fulfil these requirements are;

1. Tessa – 4934
2. Tessa – 4974
3. Stylus – 105C

No adhesives are to be used on permanent carpeted floors, stone and concrete floors or walls.

The Licensee will be responsible for the removal of all tape and residue marks on the Premises. Removal and damage incurred as a result of the Licensee's use of non-recommended tape will be carried out by Sydney Showground and charged to the Licensee.

Adhesive-backed (stick-on) decals or similar promotional items are not permitted on the Premises. Any costs incurred by Sydney Showground for the removal of these items and the repair of any damage caused will be charged to the Licensee.

Erasable chalk is acceptable for marking booth locations on any concrete floor of the Premises. An approved tape may be used; however, no other floor marking may be used. Removal of non-approved floor marking devices will be charged to the Licensee.

Erection of partitions or display boards that may hamper the fire detection system, the air conditioning diffusers and airflow on the Premises is not permitted.

Temporary exhibition booth false ceilings made of non-combustible, fire retardant materials, and which permit water to flow through freely may be permitted subject to the Licensee notifying Sydney Showground in writing prior to the Period.

Where a booth and/or structure is covered by a temporary false ceiling on the Premises or any part of the Showground the Licensee must ensure:

1. The Booth and/or structure have smoke detectors of a type, which comply with Australian Standard 3786;
2. Additional two (2) fire extinguishers of a type approved suitable for extinguishing electrical fires by Fire and Rescue NSW;
3. A responsible person is dedicated to keeping a fire watch on a twenty four (24) hour basis. Camouflage Net Covering may be permitted provided the Licensee obtains written approval from Fire and Rescue NSW. A copy of the approval must be submitted to Sydney Showground.

As a guide, in order to use Camouflage Net Covering, the Licensee must ensure;

1. the netting is manufactured from materials which do not support combustion
2. the netting is supported on steel hooks from the structure of the building. The hooks to be of such size that they will support additional loads in case of an area of collapse.
3. the netting is supported at no greater than four (4) metre centres in the body of the exhibit and at one (1) metre centres above entry and exit corridors.
4. the netting is supported by light flexible metal wiring (2-3 mm dia. Min.) suspended over the hooks and below the netting in both directions to form continuous grid of intermediate supports.
5. the netting to be substantially supported above entry and exit doors to prevent the collapse of the netting into the exit routes in an emergency.

## RIGGING, CUSTOM AND DISPLAY STANDS

6. the netting to be suspended at least one (1) metre below the fixed pavilion lighting to prevent heat ignition from the lights.
7. the netting is no less than 2.4 metres above floor level at the perimeter and no less than six (6) metres above the floor level above public circulation areas.

Tunnels are strictly prohibited at all times.

Marquees and Tents must be weighted down when constructed, as per the manufacturer's recommendations. Spikes in the ground and tie-off points are not permitted.

Every exit is to be available to everyone at all times regardless of population or activity in the Premises. No reduction in the existing aggregated width of egress can occur. No item is permitted to remain within three (3) metres of any exit.

Exit doors must be able to be opened from the Premises at any time.

Persons must see illuminated exit signs and find building exits within forty five (45) metres in two opposite directions (180 degrees) from any location within the Premises. Foyers form part of the egress path.

No loose or fixed items can block the path of egress to an exit including production equipment, risers, follow spots, sets, counters, curtains, chairs, or aisle ropes.

Additional illuminated directional exit signs are required if the path to an existing exit is changed or obscured.

Erected temporary structures must allow for a minimum clearance of 3 metres (10 feet) from any door opening to a fire cabinet, electrical or mechanical riser and alarm call point.

The interior permanent building wall of the Premises must permit the building ventilation system to operate efficiently and effectively.

Passageways and aisles must be a minimum of three (3) metres (10 feet) in width.

Objects must not be attached to, or suspended from, any wooden beams, glass/metal railings and light fixtures on the ceiling.

As the electrical pits and trenches on the Premises are used to supply utility services, the Licensee must ensure that waste is not discharged into such pits and trenches but only into designated areas fitted with proper plumbing. Nothing shall be affixed to, stored, or discarded in the utility pit and trenches.

Any Licensee proposing to erect brick, stone or block walls etc shall lay plywood plus visquene heavy duty building paper, or similar material, on the floor under the walls to protect the floor surface.

Sydney Showground shall be entitled to remove, at the Licensee's cost, any form of construction or structure which does not comply with the statutory requirements, or which infringes on the above regulations.



## RIGGING, CUSTOM AND DISPLAY STANDS

### EXHIBITION AND STRUCTURE CONSTRUCTION

#### a. Crate Storage

A Sydney Showground approved Exhibition Freight Handling Service Provider must handle all crate storage on the Premises.

#### b. Double Storey Booths and Structures

Double storey booths are permitted providing they comply with current statutory requirements.

To ensure the safe and smooth erection of double storey booths and structures the Licensee is required to submit to Sydney Showground the following for review, not later than two (2) months prior to the commencement of the Period.

1. Two (2) copies of plan view of scale no less than 1:500 showing location of the booth and structure.
2. Two (2) copies of elevation views of scale no less than 1:100 showing cross sections and elevations of the double storey booths and structures.

Prior to submission to Sydney Showground, the Licensee must ensure that all diagrams display the corporate seal, date, signature and printed name, address and contact phone of a qualified structural engineer.

Sydney Showground will return one (1) set of each of the aforementioned plans to the Licensee showing any recommended changes and/or comments of the plans originally submitted.

If changes are made to the plans, the Licensee must re-submit the plans to Sydney Showground, with the changes for further review, within ten (10) days from the date of receipt of the plans by the Licensee.

#### c. Guidelines for Construction and Dismantling of Booths and Structures

The construction of stands, signs and facias must be in accordance with the Building Code of Australia, the tests for which are outlined in Australian Standard 1530 Part 3.

Only a Sydney Showground approved Stand Building Service Provider is permitted to provide Stand Building Services to the Licensee on the Premises.

All constructions, installations and dismantling shall be carried out at the expense of the Licensee and shall be carried out in such a manner as not to cause unnecessary disturbance or disruption to the activities of other occupiers at the Showground.

The Licensee will not cause or permit any damage to be caused to the Premises or alter or interfere with the building structure, equipment and installations.

Use of readily flammable materials is strictly prohibited including crepe paper, corrugated cardboard, styrene, or synthetic materials such as plastic.

Materials used in any part of the Premises accessible to the public must be rendered non- flammable including curtains, sets, scenery, overhead structures, decorations, etc. and have a minimum spread of flame and smoke developed index as outlined in Australian Standards 1530 Parts 2 & 3. Certified proof of fire rating must be provided to the Sydney Showground prior to the period.

No nails or screws shall be driven or holes drilled into the floors, walls, doors, pillars or other parts of the structure of the Premises.



## RIGGING, CUSTOM AND DISPLAY STANDS

### **d. Floor Loads**

Floor slabs are designed to accommodate heavy vehicles and exhibition loads. The Exhibition Hall floor and cast iron pit covers are designed for:

#### **1. Point Load**

20,000 kilogram (maximum static) load over 0.5 metre x 0.5 metre (minimum) – Load Spreaders recommended.

#### **2. Vehicle Load**

20,000 kilogram forklift axle load, dual wheeled pneumatic tyres.

All RTA legal axle loads as defined in the Australian Roads Bridge Design Code.

T44 Truck (Semi Trailer - 10,000 kilogram axle)

HLP 320 Heavy Platform loading (20,000 kilogram axle)

W7 Wheel Load

These loads are to be taken into account for the installation of exhibits and/or structures and also for the handling of equipment and exhibits.

The Licensee needs to notify Sydney Showground in writing if the intended displaying exhibits have Pointed or Dynamic Loads and/or loads exceeding 2,500 kilograms per square metre. Accompanying such notification must be the appropriate engineering approvals.

### **e. Freight Handling**

The Licensee's exhibitors may only bring on the Premises items that may be carried by hand or by domestic trolley.

A Sydney Showground approved Exhibition Freight Handling Service Provider who will provide the necessary transportation equipment and labour at the prevailing rate must handle deliveries that require mechanical transportation on the Premises. Unloading of containers on the Premises is to be undertaken by crane only.

All mechanical transportation vehicles (forklifts, etc), which enter the premises, must have non-marking tyres to avoid marking the sealed concrete surface.

No mechanical transportation of goods is permitted through the common areas at the front of the Premises including the passenger lifts and lobbies.

## RIGGING, CUSTOM AND DISPLAY STANDS

### f. Painting

Major painting of displays and exhibition materials is not permitted on the Premises.

“Touch-up” painting of the displays and exhibition materials is permitted on the Premises provided such work is undertaken during the Move-In Dates only and provided all safety precautions and protective surface coverings are put in place.

Safety precautions include:

1. Paint in an area that is properly ventilated
2. Use Non-Toxic Paints
3. Cover floors with plastic over-lay or drop sheets
4. Do not paint near the vertical structures (i.e.: walls) of Premises
5. Do not wash paint material within or around the Premises.

### g. Population of Areas

Event designs or displays must maintain 1.2 square metres per person and WILL reduce the licensed population capacity in the Premises including the use of sets, scenery, stages, desks, counters, food and beverage service areas, AV positions etc.

### h. Rigging

Only a Sydney Showground approved Rigging Service Provider is permitted to provide rigging services on the Premises at the prevailing rates as set from time to time.

To ensure the smooth organisation of rigging services for the Event, the Licensee is required to submit to Sydney Showground for review the following plans not later than ten (10) working days prior to the commencement of the Period. The [Rigging Application Form](#) is also to be submitted with these plans.

1. Two (2) copies of plan view of scale no less than 1:100 showing location of the object to be rigged and rigging relevant to the roof structure of the Premises.
2. Two (2) copies of elevation views of scale no less than 1:100 showing cross sections and elevations of proposed object to be rigged and rigging relevant to the roof structure of the Premises.

Prior to submission to Sydney Showground, the Licensee must ensure that all diagrams display the corporate seal, date, signature and printed name, address and contact phone of a qualified structural engineer.

Sydney Showground will return one (1) set of each of the aforementioned plans to the Licensee with comments, if any.

If any changes are made to the plans, the Licensee must re-submit the plans to Sydney Showground with the changes, within five working (5) days from the date of receipt of the plans by the Licensee.

The Exhibition Hall structure is designed to handle the following:

1. Hall 1 (The Dome) supports a load of 1,500 kilograms per node.

## RIGGING, CUSTOM AND DISPLAY STANDS

There are a total of 72 nodes of which:

- a. 24 nodes are 12 metres apart on a 47.5 metre radius (1st radii);
- b. 24 nodes are 10.5 metres apart on 40.5 metre radius (2nd radii);
- c. 24 nodes are 8 metres apart on a 31.5 metre radius (3rd radii).

Hall 1 (The Dome) has a house lighting and sound support structure ('chandelier') suspended from the roof. Attached to the base of this structure are eight (8) one metre horizontal bars that can support ten (10) kilograms per bar. Each bar has 2 x 10 Ampere electrical outlets.

The 'chandelier' can also support up to 1000 kilograms at the intersecting point between each bar.

Attached to Hall 1 (The Dome) roof structure between the 1st and 2nd radii are 24 x 1 metre horizontal bars that can support ten (10) kilograms per bar. Each bar has 2 x 10 Ampere electrical outlets.

Attached to Hall 1 (The Dome) roof structure between the 2nd and 3rd radii are 24 x 1 metre horizontal bars that can support ten (10) kilograms per bar. Each bar has 2 x 10 Ampere electrical outlets.

2. Halls 2A to 4B support a load of 2,000 kilograms per node at 9 metre centres. There are 14 nodes per hall (total of 84 nodes)

The total mass that can be hung is 15,000 kilograms from 20-30 points by polyester slings. Attached to the roof structure of Halls 2A to 4B are 8 x 1 metre horizontal bars per hall that can support ten (10) kilograms per bar. Each bar has 2 x 10 Ampere electrical outlets.

### i. Submission of Floor Plans

To ensure the smooth organisation of the event, the Licensee is required to submit to Sydney Showground for review the plans specified below:

Prior to Selling Floor Space:

1. Two (2) copies of plan of scale no less than 1:500 showing location and erection of structures and booths (shell scheme and custom stands) including pit and trench overlays not later than three (3) months prior to the commencement of the Period:
2. Two (2) copies of plans of scale no less than 1:50 showing cross sections and elevations of proposed work on booths and structures that exceed 4 metres (13.1 feet) in height.

Prior to submission to Sydney Showground, the Licensee must ensure that all diagrams display the corporate seal, date, signature and printed name, address and contact phone number of a qualified structural engineer.

Sydney Showground will return one (1) set of each of the aforementioned plans to the Licensee with comments, if any.

If changes are made to the plans, the Licensee must re-submit the plans to Sydney Showground within ten (10) days from the date of issue of the plans to the Licensee.

The final built form must comply with New South Wales law regardless of inconvenience to an event or prior to review of plans or notice given to Sydney Showground. Sydney Showground will call in Fire and Rescue NSW for a ruling if necessary.

## RIGGING, CUSTOM AND DISPLAY STANDS

Responsibility to comply with Fire and Rescue NSW rulings rests with the Licensee.

Any event or display area or type that reduces or changes the existing fire safety systems and designs will require additional fire safety measures provided by the Licensee or contractor, eg. Extinguishers, emergency lights, self maintained exit signs etc.

Variations to the existing fire safety systems and design requires prior review by Sydney Showground. Plans must include fixed or curtain walls, AV positions, stages, sets, scenery, overhead structures, curtains, displays, decorations, or food and beverage service areas to be accepted for review.

If the licensee or event contractor does not agree with the Sydney Showground interpretation of the various statutory requirements, they are welcome to seek and present written approval from Fire and Rescue NSW prior to the event. Sydney Showground will assist if requested.

### **j. Utility Services**

Sydney Showground will provide Plumbing (Drainage, Water and Natural Gas) services to the Licensee on the Premises

Only a Sydney Showground approved Electrical Service Provider is permitted to provide electrical, compressed air and lighting services to the Licensee on the Premises.

The Electrical Service Providers are permitted to plug directly into either the pit and/or wall sockets provided.

Sydney Showground will undertake all hard wire connections into the service tunnels.

The consumption charges for these services are metered and charged by Sydney Showground to the Licensee. The consumption charge rate is available upon request.

Sydney Showground shall carefully drain all exhibits and ancillary equipment containing water at the end of an exhibition.

No water is to be discharged onto the floor of the Premises.

### **k. Utility Technical Specifications**

The Exhibition Hall Premises have an extensive service pit, trench and tunnel system under the floor through which electrical, water, drainage and telecommunication systems are reticulated channelled through.

Access to the tunnel system is strictly limited to Sydney Showground.

Access to the service pit and trench system is strictly limited to a Sydney Showground approved Electrical Service Provider and approved Telecommunication Service Provider.

## RIGGING, CUSTOM AND DISPLAY STANDS

### 1. Service Pits

Exhibition Hall 1 (The Dome) has a total of 125 service pits spread over ten (10) rows. Exhibition Halls two (2) to four (4) have a total of 252 service pits (7 rows x 36 pits/row).

The service pits are on a 6 metre x 9 metre grid. Each service pit measures 500mm (L) x 380mm (W) x 350mm (H).

Each service pit comprises of:

- a. 1 x 32 Ampere Three Phase Outlet
- b. 1 x 10 Ampere Single Phase Outlet
- c. 2 x RJ 45 outlets

### 2. Trench Systems

Service pits in each row are connected in the Exhibition Hall by a trench system. The trench measures 380mm (W) x 350mm (H).

### 3. Tunnel System

A tunnel system comprising of four (4) single tunnels traverse the Exhibition Halls. Each trench connects to a service tunnel and each service tunnel measures 2 metre (W) x 2 metre (H).

The following outlets are located within each tunnel:

- a. Electrical Points 200 Ampere TPN Outlet
- b. Water (Where the Service Trench crosses the Service Tunnel) 2 x 20mm Hose Cock with Isolated Valve
- c. Drainage (Where the Service Trench crosses the Service Tunnel) 2 x 100 mm outlets

### 4. Natural Gas Pits

- a. In Exhibition Hall 1 (The Dome) the natural gas pits are limited to the area adjacent to the Catering Outlet side of the hall. The natural gas pits are six (6) metres and twelve (12) metres apart. Exhibition Hall 1 (The Dome) has a total of thirteen (13) natural gas pits (1 row x 10 pit/ row and 1 row x 3 pits/row).
- b. In Exhibition Halls two (2) to four (4) the natural gas pits are limited to the front and back of the halls. Each natural gas pit measures 500mm (L) x 380mm (W) x 350mm (H). The natural gas pits are six (6) metres apart. Exhibition Halls two (2) to four (4) have a total of sixty (60) natural gas pits (2 rows x 30 pits/row). The following outlets are located within each natural gas pit: 1 x 15mm Ball Valve with threaded brassmale connection (2.75kPa Pressure).

## RIGGING, CUSTOM AND DISPLAY STANDS

### **I. Registration Counters**

Registration Counters in Hall two (2) to four (4) must be placed within the Premises.

Registration Counters in Hall 1 (The Dome) may be placed in the open area adjoining the Foyer subject to approval by Sydney Showground.

All Entry and /or Exit doors and the foyer must be kept clear at all times.

Construction and erection of temporary registration counters at other locations within the common areas requires prior written approval of Sydney Showground.

### **m. Vehicles**

#### **1. Flammable Liquid Powered Motor Vehicle Exhibits**

The exhibiting of liquid powered motor vehicles and other equipment shall be subject to the following conditions:

- a. The Licensee shall notify Sydney Showground of the locations of these exhibits in the exhibition.
- b. The fuel tank shall be full and locked.
- c. The addition or removal of fuel from vehicles while on the Premises or any part of the Showground is not permitted. Ignition keys must not be left in the Vehicle.
- d. A drip tray must be placed under each vehicle.

#### **2. Flammable Gas Powered Motor Vehicle Exhibits**

The exhibiting of Gas powered motor vehicles and other equipment shall be subject to the following conditions: -

- a. The Licensee shall notify Sydney Showground of the locations of these exhibits in the exhibition.
- b. The systems must be fitted in accordance with As/NZS 1425:2013 LP Gas Fuel Systems for Vehicle Engines
- c. The LPG fuel tank must be isolated from the engine mechanically by enclosing the 'Service Tap' on the fitted fuel tank.
- d. The vehicle is to be run until all fuel in the fuel line and converter is exhausted.
- e. Vehicles in an exhibition are must not be started without written approval from Workcover and a copy of such approval issued to Sydney Showground.
- f. Ignition keys must not be left in the Vehicle.
- g. A drip tray must be placed under each vehicle.

## RIGGING, CUSTOM AND DISPLAY STANDS

### 3. Forklifts

Only Forklifts with non-marking tyres are permitted on the Premises. This is necessary to avoid surface damage on the sealed concrete floor.

### 4. Within the Licenced Area

Vehicles (Trucks, Vans and Cars) may enter the premises:

- a. if they are to be used in an exhibit and/or display.
- b. if equipment is being craned from them into an exhibition.
- c. if they are unloading and have approval from the Licensee.



OPERATIONAL REGULATIONS

# ATTACHMENT 4 LOADING DOCK TRAFFIC MANAGEMENT PLAN





## LOADING DOCK TRAFFIC MANAGEMENT PLAN

# Contents

<a href="#"><u>Introduction</u></a>	<a href="#"><u>50</u></a>
<a href="#"><u>Traffic Management Policy</u></a>	<a href="#"><u>50</u></a>
<a href="#"><u>Supervision</u></a>	<a href="#"><u>51</u></a>
<a href="#"><u>Dock Traffic Controllers</u></a>	<a href="#"><u>54</u></a>
<a href="#"><u>Communication</u></a>	<a href="#"><u>55</u></a>
<a href="#"><u>Sydney Showground Security</u></a>	<a href="#"><u>55</u></a>
<a href="#"><u>Loading Dock Usage</u></a>	<a href="#"><u>55</u></a>
<a href="#"><u>Work, Health &amp; Safety</u></a>	<a href="#"><u>57</u></a>
<a href="#"><u>High-visibility Clothing</u></a>	<a href="#"><u>58</u></a>
<a href="#"><u>Material Handling/Moving Plant/EWPs/Gas Bottles &amp; Cages</u></a>	<a href="#"><u>58</u></a>
<a href="#"><u>Delivery of MHE, Moving Plant &amp; EWPs</u></a>	<a href="#"><u>59</u></a>
<a href="#"><u>Event Forklift</u></a>	<a href="#"><u>59</u></a>

## LOADING DOCK TRAFFIC MANAGEMENT PLAN

### INTRODUCTION

This Loading Dock Management Plan is supplied to Sydney Showground Licensees to outline our policies and procedures associated with traffic management on our site as well as the surrounding Sydney Olympic Park precinct.

Information contained in this pack is relevant to all individuals accessing the loading dock. Therefore, it is the Licensee's responsibility to ensure that the policies and procedures outlined in this document are observed and performed by all people in their organisation. This includes principal contractors, exhibitors and other agents involved in the planning and execution of an event.

All site processes and procedures are referenced in our Operational Regulations.

### TRAFFIC MANAGEMENT POLICY

All traffic management, loading dock management and access to areas will be managed by either Sydney Showground OR the Licensee's security provider, on the basis that the provider is approved by Sydney Showground. However, Sydney Showground will be the only supplier for the following posts:

- Gate 13 (loading dock access point) – not charged to the Licensee
- Gate 15 (loading dock access point) – these costs may be borne by the Licensee. All other access gates appropriate to the feasibility of access/deliveries around the site to manage the flow of vehicular traffic around the precinct. These costs will be borne by the Licensee
- Traffic Controllers on access roads around the precincts, including the holding lane - these costs will be borne by the Licensee
- Hall 5, Hall 6/Monaro Street - these costs will be borne by the Licensee
- Riverina Ave, Gate 12 or Grand Parade - these costs will be borne by the Licensee
- Howie, Loading dock access point off Grand Parade – these costs will be borne by the Licensee

## LOADING DOCK TRAFFIC MANAGEMENT PLAN

### SUPERVISION

Supervision of the loading dock will be the responsibility of the Licensee and their designated Dock Traffic Controllers (DTC). The Licensee must staff the loading dock with uniformed DTC that holds a valid RMS issued Traffic Control Card or a SafeWork NSW Traffic Control Work Training Card for work type Traffic Controller (TCR), during the Move-In Dates and Move-Out Dates to control vehicular movements and create a safe working environment. There must be a minimum of one (1) DTC per dock access point to the Hall(s) during the Move-In and Move-Out.

Should the Licensee fail to provide the number of dock attendants as outlined above, Sydney Showground will provide sufficient numbers of attendants as deemed appropriate for traffic numbers and entry points and the costs will be borne by the Licensee.

To ensure the loading dock traffic management plan is maintained, one (1) Loading Dock Manager may be required during the Move-In and Move-Out dates and will be supplied by Sydney Showground with these costs borne to the Licensee. Should the Licensee utilise third party DTC, a Loading Dock Manager will be provided by Sydney Showground with these costs borne to the Licensee.

All event conflicts around the precinct will be communicated to the Licensee as changes to access may be deemed appropriate.

When managing traffic flow, the following areas will be considered:

- All access roads to designated loading docks and subsequent holding lane areas. For the nominated key loading dock, Australia Avenue is the main access point, however other access points may need to be considered depending on the footprint of the event - Showground Road, Grand Parade, Kevin Coombs Avenue. In some instances, these access roads do not represent the Sydney Showground precinct and therefore there may be a cost involved to utilise these roads which will be borne by the Licensee.
- Sydney Olympic Park Authority (SOPA) is the Road Traffic Authority for all areas immediately external to RAS property
- loading dock operation – peak traffic scheduling versus non-peak times
- emergency vehicle access and egress
- emergency evacuation procedures
- communications between Sydney Showground, the Licensee and the Licensee's suppliers. The Licensee is to supply radio communication to Sydney Showground.
- waste management – location of permanent compactors, skip bins as well as additional event specific waste management requirements. Compactor and bin orders must be placed with your Sydney Showground Event Representative.

Sydney Showground, in consultation with the Licensee, will be responsible for the traffic management of the site. Specifically, the Sydney Showground Venue Operations team is responsible for ensuring that the traffic management is executed in a way that accommodates different types of event traffic across the venue and surrounding roads.

## LOADING DOCK TRAFFIC MANAGEMENT PLAN

### MOVE IN/MOVE OUT DAYS

It is the Licensee's responsibility to have a dedicated Event Security Officer on duty within the contracted space to allow access for deliveries via the loading dock into the licensed areas. As a standard rule, if there is no security on duty, then no access to the loading docks will be granted. All access gates – Gate 11, 12, 13, 15 and access from Grand Parade and Riverina Ave will remain the responsibility of Sydney Showground Security.

The licensee is responsible for ensuring all contractors, exhibitors and staff are aware of time limits on the dock, and ensuring vehicles leave once this time has been reached. Where any person is to be granted longer access, an appropriate pass issued by Sydney Showground is to be issued.

Move-in and move-out schedules, indicating access times for the Licensee's staff and contractors, are required, and must be lodged with the assigned Sydney Showground Event Representative.

The Licensee must give Sydney Showground a minimum of twenty-four (24) hours' notice of any changes to the move-in/move-out schedule and ensure that these changes are reflected in the dock traffic control schedule.

All areas must be clear of equipment, exhibit stands, stand fixtures including the removal of all pallets once the licence period concludes. All equipment left on site whether inside the venue(s) or on the dock(s) after the contracted period will be deemed as rubbish and disposed of accordingly at the Licensee's cost.

Pallet removal post event will incur a minimum cost of \$700, pending amount of pallets, with all costs borne to the licensee.

For details on the move-in/move-out of Materials Handling Equipment/Moving Plant and Elevated Work Platforms, please refer to Attachment A - Equipment Delivery Information.

### Operational Days

If there is a substantial delivery requirement on any of the operational days, then the Licensee will need to ensure that dock management procedures are in place, as above, at the Licensee's cost.

Event Security officers are responsible for ensuring that any person delivering to the Licensee's contracted space leaves the loading dock once the delivery is complete. It is mandatory that Event Security officers are present within the contracted space to monitor access for the duration of tenancy.

## LOADING DOCK TRAFFIC MANAGEMENT PLAN

### Licensee's Responsibility

To assist with the preparation for effective event traffic management the Licensee must forward the following information to Sydney Showground 30 days prior to the licence period commencing:

- Move-in date and times
- Operational dates and times
- Move-out date and times
- Move-in and move-out schedules
- Expected traffic peak periods during each day of each phase
- Security Roster- Exhibitor list (if required)
- Equipment delivery sheet

It is also the Licensee's responsibility to ensure their staff, exhibitors and contractors are aware of the following:

- There is no left hand turn into Australia Ave during peak move in & out times
- It is a condition of entry to all persons who require access to the loading docks that vehicles, equipment and personal belongings, i.e. bags etc. may be randomly searched by Sydney Showground Security upon entering and/or exiting the loading docks
- A 15-minute unloading time limit applies to all vehicles on the loading dock. Extended times for larger vehicles are at the DTC discretion
- There is no parking available to contractors or exhibitors on the loading dock during the move-in, operation and move-out of an exhibition unless the Licensee has pre- arranged this with your Sydney Showground Event Representative
- Access into the licensed area for build-up and/or breakdown will be via the loading dock only, unless permission has been granted by your Sydney Showground Event Representative
- No access will be permitted to the loading docks outside the scheduled event licensed period, unless approved by your Sydney Showground Event Representative
- NO B DOUBLES are Permitted within the Sydney Olympic Park Precinct
- No vehicles are to be driven on or parked outside any event space, on footpaths, public spaces or areas not specifically managed under the Traffic Control measures.
- Event Security is responsible for allowing access from the loading dock to the licensed area

## LOADING DOCK TRAFFIC MANAGEMENT PLAN

- No vehicles are to be parked within the marked lines outside of the bifold doors, or emergency exit doors, on the loading dock
- The loading or unloading of equipment from access roads is not permitted, unless previously agreed by your Sydney Showground Event Representative, and therefore forms part of the loading dock management policy for the event
- Contractors requiring pedestrian access to the building must enter the building via the foyer area(s) or the pedestrian gate at Gate 15 which will need to be staffed at the Licensee's cost. High-visibility clothing and closed in shoes must be worn before entering the site
- No responsibility will be taken by Sydney Showground in the case of an accident and/or damage to equipment
- By law, Sydney Showground is required to maintain clear access for egress from all emergency exit doors leading onto the loading dock
- When there is a holding lane in use, where vehicles can wait for loading dock access, all drivers must stay with their vehicles at all times whilst in the holding lane in order to avoid receiving infringement notices from the Sydney Olympic Park Rangers and/or NSW Police
- Surrounding roads are patrolled by Sydney Olympic Park Rangers and the NSW Police and therefore operate as public roads and are subject to current roads and traffic regulations

### DOCK TRAFFIC CONTROLLERS

DTC are supplied by Sydney Showground to manage traffic on the loading docks when the Licensee fails to provide their own. DTC must be certified in traffic management and carry a copy of the appropriate licence.

DTC should be rostered on duty at the loading docks for the entire move-in and move-out periods for your event. The exact number of DTC required for a particular event will be determined by Sydney Showground - at a minimum one (1) DTC is required per dock access point to the Hall(s).

All DTC are instructed to conduct random checks of forklift licences. Contractors who cannot show a valid forklift licence will be asked to stop operating the equipment immediately.

It is mandatory that Event Security officers are present within the contracted space to monitor access for the duration of tenancy. DTC are not permitted to provide access to tenanted space.



## LOADING DOCK TRAFFIC MANAGEMENT PLAN

### COMMUNICATION

To ensure that clear and consistent information is communicated to the key logistical personnel, two-way radio will be assigned to the following:

- Sydney Showground Floor Manager/Security Control/Freight forwarding company

The Licensee is responsible for providing a radio channel for communication associated with loading dock traffic control.

A logistic and traffic control meeting is mandatory prior to the move-in commencing as well as during the operational hours to discuss any potential conflicts that may arise and to plan the move-out. The meeting will include the Licensee (or a representative), freight forwarding company, Event Security Supervisor, Floor Manager and Event Representative.

During the course of each day, the Floor Manager will meet with the Event Security Supervisor, and Licensee to obtain any recently added information which may affect the loading dock and general access. Once the information has been gathered, the Floor Manager will communicate with internal Sydney Showground departments. If there is a Sydney Showground Loading Dock Manager required for the event, they will become the key point of contact regarding dock management.

### SYDNEY SHOWGROUND SECURITY

The Sydney Showground (main) loading dock is secured by a security fence and electronic gate system to control and restrict access by members of the public.

In the event of an incident occurring on the Loading Dock, Sydney Showground Security is to be notified immediately by calling 9704 1020.

### LOADING DOCK USAGE

Contractors with vehicles, and who require ongoing access to their vehicle to pick up and drop off equipment, will need to make alternative parking arrangements. Contractors are entitled to drop off equipment and then move immediately to their preferred car park.

Loading Dock Parking Permit requests may be considered under the following circumstances:

- Where the contractor needs to return to the vehicle(s) at least every thirty (30) minutes to pick up equipment throughout the day
- Where they are emergency vehicles, e.g. St Johns Ambulance
- Please note that a parking permit does not guarantee parking on the loading dock. Parking is based on daily availability

## LOADING DOCK TRAFFIC MANAGEMENT PLAN

- Permit requests may be rejected due to space availability as deemed appropriate by the Sydney Showground Logistics Coordinator

Areas on the Loading Dock include:

- loading bays, which include unique identification numbering
- emergency clearways
- forklift bays
- boom lift bays
- no standing zones
- RAS compactor bin area
- smoking zone
- gas cage area

### EMERGENCY CLEARWAYS

Emergency clearways are to remain clear at all times. This will assist emergency vehicles to access the loading dock in the event of an emergency.

### FORKLIFT BAYS/BOOM LIFT BAYS

Forklift bays will be confirmed by Loading Dock Manager or the Floor Manager.

### COMPACTORS/OPEN-TOP BIN LOCATIONS

The number and location of any event specific compactors or bins must be pre-ordered and the location discussed and agreed between the Licensee and the Event Representative.

## LOADING DOCK TRAFFIC MANAGEMENT PLAN

### SMOKING ZONES

Smoking is only permitted within the designated smoking areas.

These restrictions are governed by the Smoke Free Environment Act 2000, Smoke-free Environment Amendment Regulation 2009, the Smoke-free Environment Regulation 2007 (Regulations):

- No smoking inside buildings or any substantially enclosed areas - Smoking is prohibited in all buildings and all areas that are 'substantially enclosed' such as the Amphitheatre and the Pavilions. Substantially enclosed is approx. 25% of the area being covered.
- No smoking 4 metres from outdoor commercial catering outlets - Smoking is prohibited within 4 metres of any place at a food fair where food is sold or supplied for commercial consumption. By way of example, this would encompass areas within 10 metres of a pop-up vendor or food cart, or similar, operating at an event.
- No smoking 10 metres from children's play equipment - Smoking is prohibited within 10 metres of children's play equipment. This would include Cathy Freeman Park play equipment and Easter Show activities.
- No smoking in other public areas, or ticketing lines - Smoking is prohibited at any bus stop, taxi rank, railway platform or any area where members of the public are likely to queue for tickets to use these services.
- No smoking within 4 metres of a pedestrian entrance to or exit from a public building.

### WORK HEALTH AND SAFETY

Safety requirements for the loading docks include the following:

- in the event of an emergency, Sydney Showground Security will work with the Licensee to ensure that an adequate response occurs. All personnel are to follow the directions of Sydney Showground Security
- persons under the age of 15 are not permitted at any time on loading docks
- all persons must wear high-visibility vests/clothing to Australian Standards NZS 4602.1 and enclosed footwear (no thongs, sandals or open-toed shoes)
- no person is to work while under the influence of drugs or alcohol
- emergency exits must remain unobstructed
- no unauthorised riding of bicycles or skateboards on the loading dock
- all gas bottles are to be labelled with a company name and stored correctly in the cages provided
- all vehicles (including forklifts) must drive at a speed no greater than 10km per hour
- forklift operators must be licensed and carry their licence on them whilst operating the machinery

## LOADING DOCK TRAFFIC MANAGEMENT PLAN

- crates, stillages, pallets and other storage containers must be stacked in a way which makes them stable and must not exceed 3m height.
- no unauthorised pedestrian access to the loading dock
- deliveries and pick-ups by taxi, motorbike and/or by hand will be re-directed to the main event entry
- no animals excluding service as per event loading/unloading policy.

### HIGH-VISIBILITY CLOTHING

All persons attending or working on the move-in and move-out of events within Sydney Showground are required to wear high-visibility clothing in order to minimise risks associated with plant and vehicle movements around the venue.

This clothing can be in the form of high-visibility vests or uniforms and must meet the requirements of AS/NZS 4602.1. Specifically, it is the Licensee's responsibility to ensure that high-visibility clothing is worn at all times on Sydney Showground's loading docks and around the licensed area whilst in move-in and/or move-out mode.

Without exception, the above requirements must be observed by the Licensee's staff, contractors and exhibitors working on the event.

### MATERIALS HANDLING/MOVING PLANT/ELEVATED WORK PLATFORMS/GAS BOTTLES AND CAGES

Companies which require Materials Handling Equipment (MHE)/Moving Plant, Elevated Work Platforms (EWPs), gas bottles and cages for use on-site during events must supply Sydney Showground with an Onsite Material Handling Equipment Delivery Information form (Attachment A).

The use of the Material Handling equipment requires submission of the above form:

- pallet jacks
- forklifts
- cranes
- man lifts
- scissor lifts
- boom lifts
- gas bottles and cages

## LOADING DOCK TRAFFIC MANAGEMENT PLAN

### DELIVERY OF MHE/MOVING PLANT AND EWPS

MHE/moving plant and EWPs must not be delivered to Sydney Showground more than one (1) day prior to the commencement of move-in and must be collected no later than one (1) day after the event has moved out, unless other arrangements have been approved by the Event Representative.

Notification of MHE/moving plant and EWP deliveries should be forwarded to Sydney Showground Event Representative at least two (2) days prior to the delivery of that equipment. This can be done via the [Onsite Equipment Delivery Form](#). Failure to provide this information may result in being denied access to the loading dock. When delivered, all equipment must be labelled with the user company's details. EWP, forklifts, and mobile cranes can be parked in the designated areas on the loading dock during the move-in, operational and move-out days of the event for which they are being used. They cannot be parked inside the licensed area (internal spaces) when not in use.

There is no storage of MHE, EWP, gas bottles or cages within the precinct between events, unless approval has been granted by the Sydney Showground Security and/or Event Representative.

### EVENT FORKLIFT

Sydney Showground does not have an Event Forklift Permit system in place; however, the Licensee must ensure that all companies operating forklifts at Sydney Showground understand their obligations, agree to abide by relevant legislation and venue requirements and provide services in a professional and safe manner.

DTC and the Sydney Showground Team are instructed to conduct random checks of forklift licences. Contractors who cannot show a valid forklift licence will be asked to stop operating the equipment immediately. If forklifts are operated on a public road the forklift must be registered and a current driver's license is also required.

### PARKING

During the move-in and move-out of an event, some vans and trucks may require all-day parking on the loading dock. The Licensee must provide the Event Representative with a list of contractors requiring parking. The Event Representative will then issue a permit to the authorised vehicles. The permit must be displayed on the dashboard of the vehicle for the duration of its stay on the loading dock. There is a cost associated with parking on the loading dock and limited space availability.



OPERATIONAL REGULATIONS

# ATTACHMENT 5

## RULES FOR EVENTS DEEMED TO BE 'MAJOR EVENTS' BY SOPA





## RULES FOR EVENTS DEEMED TO BE 'MAJOR EVENTS' BY SOPA

### SYDNEY OLYMPIC PARK EVENT GUIDELINES

Sydney Olympic Park Authority (SOPA) are the local authority managing the day-to-day management of the buildings, facilities, and landscape assets of the Olympic Park precinct.

Precinct controls are detailed guidelines and regulations that dictate the development and design of specific areas within Sydney Olympic Park. They cover aspects such as building heights, setbacks, open spaces, connectivity, and architectural standards. These controls ensure that the Park's development adheres to the strategic vision and maintains a consistent and high-quality environment throughout different precincts.

The event guidelines apply to all events which take place in the precinct, including at Sydney Showground. The purpose of these guidelines for events is to provide general considerations on what should be addressed prior to and whilst conducting an event within Sydney Olympic Park. These guidelines are not exhaustive as other considerations may need to be addressed also.

Please refer to the SOPA Guidelines [here](#)

### MAJOR EVENT IMPACT ASSESSMENT GUIDELINES

Further assessment may be required by SOPA should an event be deemed as a 'major event'.

Please refer to the guidelines [here](#)

OPERATIONAL REGULATIONS

# ATTACHMENT 6 VENUE EXHIBITOR INFORMATION



## VENUE EXHIBITOR INFORMATION

### Contents

<a href="#">Amusement Devices &amp; Rides</a>	64
<a href="#">Animals</a>	64
<a href="#">Balloons</a>	64
<a href="#">Banks</a>	64
<a href="#">ATM Facilities</a>	65
<a href="#">Car Parking</a>	65
<a href="#">Care of Building</a>	66
<a href="#">Clear Aisles</a>	66
<a href="#">Condition of Entry</a>	66
<a href="#">Contractors</a>	66
<a href="#">Cooking On Stand</a>	66
<a href="#">Dangerous &amp; Hazardous substances</a>	66
<a href="#">Delivery of Goods</a>	67
<a href="#">Demonstrations or Activities on Stand</a>	67
<a href="#">Electrical Tagging</a>	67
<a href="#">Emergency Evacuation &amp; Fire Protection</a>	68
<a href="#">Fire Regulations</a>	68
<a href="#">First Aid</a>	68
<a href="#">Food &amp; Beverage</a>	68
<a href="#">Food &amp; Beverage Sampling &amp; Selling</a>	68
<a href="#">Goods Removal Authority</a>	69
<a href="#">High Visibility Vests and Closed Toed Shoes</a>	69
<a href="#">Insurance</a>	69
<a href="#">Ladders</a>	69
<a href="#">Loading Dock Traffic Management</a>	70
<a href="#">Medical Display or Demonstration</a>	70
<a href="#">Naked Flames</a>	70
<a href="#">Non-Smoking Policy</a>	70
<a href="#">Painting</a>	71
<a href="#">Public Address (PA) System</a>	71
<a href="#">Public Transport</a>	71
<a href="#">Rigging</a>	72
<a href="#">Stand Building and Design Regulations</a>	72
<a href="#">Toilets</a>	72
<a href="#">Vehicles Displays</a>	72
<a href="#">Venue Services</a>	73
<a href="#">Weapons / Sharp Implements / Props</a>	73
<a href="#">Work Permit</a>	73



## VENUE EXHIBITOR INFORMATION

### AMUSEMENT DEVICES & RIDES

Amusement Rides and Devices are allowed at the discretion of Sydney Showground (“the organiser”). To ensure the safe location of each amusement ride and device please contact the Organiser directly for further information and they will seek approval from the venue.

### ANIMALS

Animals are only permitted within the venue with consent from Sydney Showground. Sydney Showground requires health certificates to be provided and evidence of appropriate vaccinations before the animals are allowed onsite.

Any animals that enter the venue must be supervised at all times and are not to be left onsite overnight. Owners must keep the public well clear of animals & animal waste. All those who come into contact with animals must wash their hands after coming in contact with either animals or animal waste.

The owners of the animals allowed on site must adhere to the RAS’ Animal Welfare Policy. If a breach of animal welfare is reported, Sydney Showground reserves the right to contact RSCPA or any other relevant authority directly for further investigation. Owners must be aware of any diseases and injuries associated with animals onsite and ensure that staff, visitors & contractors are adequately educated, and Sydney Showground are notified of any incident immediately.

### BALLOONS

Exhibitors planning to use helium balloons as part of their stand display are required to inform the venue in writing. Exhibitors will be charged for the removal of any balloons remaining in the venue or for any false Fire Brigade call out costs caused by balloons activating the smoke alarm beams.

BANKS	
Westpac Bank	Shop 7 Newington Market Place Avenue of Europe, NSW, 2127 +61 02 8748 4444
ANZ Bank	Sydney Markets Shop 2, Parramatta Rd Flemington, NSW, 2000

## VENUE EXHIBITOR INFORMATION

ATM FACILITIES	
Multicard ATM	Mini Mart Dawn Fraser Ave, Sydney Olympic Park
Multicard ATM	The Brewery Dawn Fraser Ave, Sydney Olympic Park
Multicard ATM	The Locker Room Olympic Blvd, Sydney Olympic Park
Cardtronics ATM - ENGIE Stadium	Concourse level of ENGIE Stadium
Grand Pde Bunker	Grand Pde - Located outside Halls 5&6* *Only open upon request
Post Office	37-39 Egerton St, Silverwater NSW 2128

### CAR PARKING

Car parking is available within the Olympic Park precinct at the following locations:

- P1
- P5
- P6

Parking is generally run on a first-come-first-serve basis however it is possible to pre-book parking by visiting the following website [www.sydneypark.com.au](http://www.sydneypark.com.au).

For a pre purchased discounted Exhibitor rate please contact the Sydney Showground venue Services team or you can order online at [www.sydneypark.com.au/onlineexhibitorservice](http://www.sydneypark.com.au/onlineexhibitorservice)

Automatic and Pay & Display machines accept:

- Coins: 10c, 20c, 50c, \$1 and \$2 coins only (note: machines will not accept 5c coins, more than 30 coins per transaction and do not give change)
- Credit card (i.e. MasterCard and VISA)
- Mobile phone (note: Transaction fees may apply)

Change machines are located on Dawn Fraser Ave (west). Change machines only accept \$5, \$10 and \$20 notes and do not accept credit cards.

Cashier Pay Stations located at P1, P5 & P6 car parks are generally staffed during major events.

Pay & Display ticket machines are available at P6 series car parks as well as on-street parking on Showground Road, Dawn Fraser Avenue (west) and Herb Elliot Avenue.

Automatic Pay Stations are located at all boom gated, car parks. They operate 24 hours a day, 7 days a week.

Free Parking is available in the following locations:

- |   |              |
|---|--------------|
| • Grand Parade (Between Showground Rd & Olympic Blvd)     | 2-hour limit |
| • Olympic Boulevard (Between Grand Pde & Murray Rose Ave) | 2-hour limit |
| • Dawn Fraser (outside Novotel)                           | 2-hour limit |

[Return to Attachment 6 Contents Page](#)

## VENUE EXHIBITOR INFORMATION

### CARE OF BUILDING

You are not permitted to paint, nail, gaffer tape, staple, screw or glue to any floor, ceiling, or wall within Sydney Showground. Material used in stand construction must not cause dampness, staining, be readily ignitable or be capable of emitting toxic fumes should ignition occur.

### CLEAR AISLES

To ensure ease of access, especially in an emergency, all aisles must be free of obstacles, i.e. furniture, accessories; displays are not permitted in the aisles.

### CONDITIONS OF ENTRY

Sydney Showground Conditions of Entry & Risk Warning must be adhered to by all exhibitors and contractors.

Refer to the conditions of entry on the Sydney Showground website [here](#)

### CONTRACTORS

All contractors and sub-contractors working at Sydney Showground must adhere to the venue's standard procedures and requirements at all times. Contractors must have all appropriate permits and licenses to conduct the services and they must adhere to all other relevant legislation that is in force in New South Wales and Australia.

### COOKING ON STAND

Exhibitors wishing to cook on their stands will need to be pre-approved by Sydney Showground. Please contact the Sydney Showground Venue Services team for more information.

All cooking equipment must be certified for indoor use and meet Australian Safety regulations.

Food safety and hygiene standards must be met and in accordance with NSW food Authority.

All gas cooking appliances must be marked with the type of gas to be used and marked with an Australian recognised certification panel. Gas appliances to be used indoors must be certified for indoor use.

### DANGEROUS & HAZARDOUS SUBSTANCES

No dangerous or hazardous substances, including chemicals, paint products, sharps, biological matter, fuel, acids, cleaning agents, LPG, gases, ETC are to be brought on the premises without written approval from the venue. For further information please contact the Organiser.

The use of LPG for cooking or exhibition displays requires approval by Sydney Showground. Please contact the venue services team.



## VENUE EXHIBITOR INFORMATION

### DANGEROUS ACTIVITIES

If an exhibitor intends on carrying out potentially dangerous activities EG. Fire breathing, sword acts, operating machinery, venue approval is required.

A risk assessment may be required. Please contact the venue services team for further information

### DELIVERY OF GOODS

The venue will not accept delivery of any goods on behalf of Exhibitors, nor will there be any responsibility taken for the safety of any such items delivered to the venue. The delivery of goods is not permitted outside of the licence dates of the event.

### DEMONSTRATIONS OR ACTIVITIES ON STAND

If an Exhibitor wishes to hold an activity or display on their stand, please contact the Organiser for approval and special preparation may be needed. These activities/ displays include but are not limited to:

- Welding & cutting equipment
- Moving displays
- Spray booths
- Aerial acts
- Inflatable structures
- Physical activity or performance

Exhibitors are required to complete a Work Permit form if activities / displays are applicable. Please contact Venue Services for more information.

### DRUGS & ALCOHOL

It is prohibited for any person undertaking work within the venue to be under the influence of alcohol or illegal drugs. Possession, distribution and/or use of illegal drugs by anyone is against the law and will be dealt with promptly by reporting to the NSW Police.

Those considered to be under the influence of alcohol, prescription medication, drugs or other substances that, in the opinion of Sydney Showground, constitute a danger to themselves or others will be required to leave the venue.

### ELECTRICAL TAGGING

It is a legal requirement in all temporary Exhibition Work Sites that all electrical equipment be tested & tagged in accordance with AS/NZS 3000 Electrical Installations, AS/NZS 3760 In Service Safety Inspection and Testing and Managing Electrical Risks at the Workplace Code of Practice. Checks will be carried out to ensure all equipment onsite within the venue meets with Australian Standards. Non-compliance will result in the Exhibitor being required to remove the equipment.

### ELEVATED WORK PLATFORMS

Only trained and licensed individuals may operate elevated work platforms (EWPs). It is their responsibility to carry out an inspection of the vehicle and complete the logbook before and after use. When using an EWP in the raised position, a spotter is to be stationed at ground level to ensure that the space under the working area is kept clear, and to lower the platform in an emergency.

Sydney Showground Security may conduct random spot checks on EWP licenses.

## VENUE EXHIBITOR INFORMATION

### EMERGENCY EVACUATION & FIRE PROTECTION

At all times clear access to the venue's emergency exits must be maintained. For information on Sydney Showground emergency evacuation procedures please contact the Organiser.

At all times clear access must be provided to firefighting equipment. No items should be placed in front of fire cupboards and hose reels located within the venue or loading dock.

In the event of a fire alarm

- Alert alarm: "Beep! Beep! Beep!" This is a warning alarm to notify everyone of a possible emergency. If it sounds, please stand by for further instructions from Sydney Showground wardens.
- Evacuation alarm: "Whoop! Whoop!" This alarm means all occupants must evacuate. When it sounds, wardens will direct everyone to leave via the nearest exits quickly but calmly, and assemble at the nearest evacuation assembly point where they are to remain until venue staff advise that it is safe to return

### FIRE REGULATIONS

The installation of any fuel-burning appliance with liquid or solid fuel shall conform to uniform building regulations.

The installation of LPG appliances for demonstrations shall comply with Australian Standards 1596, 5601 and 2030. Containers are to be located outside the building. A CO2 extinguisher is to be provided for each appliance using LP gas.

If you have any doubt about the appliance you plan to use, permission should first be obtained by contacting the Exhibition Organiser who will seek permission from the venue.

The storage of any flammable liquids or fuels within the Exhibition halls is not permitted.

Flammable building material used for stand walls must be fire proofed. The use of readily flammable material in displays, such as crepe paper, corrugated cardboard, straw, untreated hessian, or PVC sheet (except on floors as a protective membrane) is strictly prohibited without the express approval of the Sydney Showground.

### FIRST AID

In the event of any accident or emergency, please contact the event first aid company, or your Organiser to liaise with Sydney Showground should it be required.

### FOOD & BEVERAGE

Sydney Showground holds exclusive rights to all catering on site. The Sydney Showground Food and Beverage team can assist you with any catering requirements you may have. For on-stand catering please contact the Venue Services team.

No External catering will be permitted unless prior approval is granted.

Sydney Showground is a fully licensed venue. All alcohol must be purchased from Sydney Showground and consumed on premises.

### FOOD & BEVERAGE SAMPLING & SELLING

Any selling and sampling of food and beverage must have prior approval by Sydney showground.

Sampling and selling of food and beverage must relate to the exhibitor's core business.

You will need to complete the Selling and Sampling form via our online portal.

Food safety and hygiene standards must be met and in accordance with NSW food Authority.

## VENUE EXHIBITOR INFORMATION

### GOODS REMOVAL AUTHORITY

The venue will not accept the collection of any goods on behalf of Exhibitors, nor will there be any responsibility taken for the safety of any such items collected from the venue. The removal of all goods must happen within the licence dates of the event.

### HIGH VISIBILITY VESTS AND CLOSED TOED SHOES

All persons are to wear approved high visibility vests and closed toed shoes during move in and move out whilst in the venue and at all times on the loading dock. Children under the age of 15 are not permitted onsite during move in and move out. Safety Vest vending machines can be found at Gate 13, on the main loading dock, and on the corner of Showground Rd and Riverina Ave.

### INCIDENT REPORTING

A hazard is defined as anything– including work practices or procedures – that has the potential to adversely affect the health or safety of a person. All users of the venue have a responsibility to identify and report hazards. If not able to or not qualified to rectify a hazard, please report it to Sydney Showground staff or security staff immediately.

### INSURANCE

It is recommended that all Exhibitors ensure that any third parties they deal with have valid Workers Compensation and a valid Public/Product Liability insurance policy for the services they are conducting.

### LADDERS

To minimise risks when using portable ladders, please consider the following:

- Only use ladders for short duration and light work
- Ladders are to comply with AS/NZS 1892.5:2000 Portable ladders – Selection, safe use and care
- Ladders are to be suitable for the task
- Do not use metal ladders where an electrical hazard exists
- Ladders are to be used as prescribed by the manufacturer
- Do not carry anything when climbing or descending – use a tool belt
- Avoid placing ladders in vehicle or pedestrian traffic areas
- Stepladders are to be used in the fully open position
- Wear slip-resistant footwear when using ladders
- Three points of contact is maintained and tools can be operated safely with one hand.

A ladder that does not comply with the above requirements is one that is inappropriate for the task and needs replacement with a more suitable elevated work platform e.g. a scissor lift, boom lift or vertical lift.

## VENUE EXHIBITOR INFORMATION

### LOADING DOCK TRAFFIC MANAGEMENT

#### For Halls 2 to 4 and Dome only

Access to the loading dock is via Gate 13 on Australia Avenue. The loading dock is a one-way system. Enter from Australia Avenue and exit at Murray Rose Avenue (Gate 15). Sydney Showground has a vehicle checkpoint at the dock entry to monitor access and ensure orderly unloading.

- A 30-minute unloading limit applies to all vehicles on the loading dock. Times for larger vehicles are at the loading dock attendant's discretion.
- Any person wishing to gain access to the venue outside the scheduled hours must seek approval from Sydney Showground through the Organiser at least 24 hours in advance
- There is no parking available to contractors or Exhibitors on the loading dock during the move in, operation, and move out of an exhibition unless the Organiser has pre-arranged this with Sydney Showground.
- The security company contracted to the event is responsible for allowing access from the loading dock to the Exhibition Halls.
- By law the venue is required to maintain clear access for egress from all emergency exit doors leading onto the loading dock
- There is a holding lane on the eastern side of Australia Ave where vehicles can wait for the loading dock access when required. All drivers must stay within their vehicles whilst in the holding lane.

#### For Halls 5 & 6

Access to the loading dock is via Grand Parade. The loading dock may operate as a one way or 2-way system. Please follow instructions provided by the organiser regarding loading access for the event.

### MEDICAL DISPLAY OR DEMONSTRATION

Medical activities including tattooing, body piercing, cosmetic procedures and demonstrations using human cadavers, animals or specimens require Sydney Showground approval and the relevant government authority's permission.

Please contact the Venue Service's team for further information.

### NAKED FLAMES

Naked flames include: candles, burning incense, gas fires & heaters, sparklers, ethanol burners, fuel lanterns, fire pits, fire breathing/juggling, or any other flames used for display, set design or theatrical purposes.

Any Exhibitor who wishes to use a naked flame as part of their display must seek approval from Sydney Showground through the event Organiser.

### NON-SMOKING POLICY

All internal areas of the venue are non-smoking.

## VENUE EXHIBITOR INFORMATION

### PAINTING

Major painting of displays and exhibition materials is not permitted within Sydney Showground however, “touch-up” painting of the displays and exhibition materials is permitted, provided such work is undertaken during the buildup period only and all safety precautions and protective surface coverings are put in place. These precautions include:

- Painting in an area which is properly ventilated
- Use of non-toxic paints
- Covering the floor with plastic overlay or drop sheets
- No painting near the venue

The use of commercial spray paint is strictly prohibited. Painting is not permitted on the carpeted area unless proper protection has been provided and permissions granted by Sydney Showground. Disposing of any paint, thinners or other potentially hazardous substances in the drainage system is not permitted. Water-based paint is to be used wherever possible.

### PUBLIC ADDRESS (PA) SYSTEM

The public address system is for use by the Organiser for official announcements only. It is only available to Exhibitors or Visitors in the case of genuine emergencies.

### PUBLIC TRANSPORT

Sydney Olympic Park is conveniently serviced by bus, train, taxi and ferry services

#### Transport by train

Olympic Park train station is on Sydney Showground’s doorstep. The Sprint service, operated by CityRail, travels between Lidcombe and Olympic Park Stations daily, every 10 minutes.

A limited number of direct services also operate between Central Station and Olympic Park Station.

For further information visit [www.131500.com.au](http://www.131500.com.au).

#### Transport by bus

Sydney Buses operate direct bus services to Sydney Olympic Park from a number of locations including Lidcombe, Strathfield and Parramatta.

For information regarding timetables visit [www.131500.com.au](http://www.131500.com.au).

#### Transport by ferry

Sydney Ferries run a daily service between Circular Quay and Parramatta stopping at Sydney Olympic Park Ferry Wharf. To travel to Sydney Showground, visitors must also catch a connecting bus.

For further information regarding timetables visit [www.131500.com.au](http://www.131500.com.au).

#### Transport by plane

Sydney Airport is approximately 20km from Sydney Olympic Park and is easily reached by all modes of transport including car, train, taxi or bus.

For more information visit [www.sydneyairport.com.au](http://www.sydneyairport.com.au).

## VENUE EXHIBITOR INFORMATION

### RIGGING

All rigging at the venue must be done through venue approved Rigging companies. Please contact the Organiser directly for further information.

### STAND BUILDING AND DESIGN REGULATIONS

All temporary structures built for exhibitions must comply with the Building Code of Australia and all other statutory regulations current at the time of construction. This includes areas pertaining to egress, height, fire safety and flammability ratings of materials. All stands must be designed and constructed in accordance with all relevant Australian Standards.

Sydney Showground minimum requirements are as below:

- Any multi storey structure (>1m high where persons will be on or under it) must be structurally certified by an independent structural engineer in writing before use. Certification must be supplied to the venue. The proof of certification must be carried out onsite and provided to venue staff on request
- Where there is a roof, smoke detectors are to be fitted and a portable fire extinguisher available & visible
- The edge of a stand must comply with the BCA if it has a step of any size
- The edge of a stand must comply with AS 1428.1, plus the DDA for people with disabilities.
- Any step/edge, ramp or any other part of the display must be wholly within the stand and not extend into the aisle.
- Temporary floors used in custom stands must comply with AS 3661.1 and AS4663
- Stands with storage areas must have a fire extinguisher available
- The contractors build and staff schedule should be sent to the venue
- Space only contractors must ensure they provide the Organiser with their stand design for approval, safe method statement, professional indemnity, public & product liability cover, workers compensation and WHS policy. All third-party contractors employed for the stand build must also provide the above details.

### TOILETS

Standard & accessible toilets are located in all venues.

### VEHICLES DISPLAYS

If an Exhibitor intends to have a vehicle as part of their stand display approval from Sydney Showground is required. The Exhibitor follow the below guidelines:

- A fire extinguisher must be located next to the vehicle
- Vehicle keys must be left with a stand representative and contact details are to be given to the venue and Organiser
- Drip trays must be put under the body of the vehicle



## VENUE EXHIBITOR INFORMATION

### VENUE SERVICES

Sydney Showground offers a range of services for Exhibitors including:

- On Stand Catering & Catering Debit
- Accounts Telecommunication & Internet
- Services Water / Waste and Gas Connections
- Compressed Air
- Parking
- Food Sampling & Selling
- On Stand Cleaning

#### Contact

Venue Services

Ph: 02 9704 1265

Fax: 02 9704 1472

Email: [venueservices@sydneyshowground.com.au](mailto:venueservices@sydneyshowground.com.au)

Exhibitors can order these services through our online ordering system by clicking [here](#)

### WEAPONS/SHARP IMPLEMENTS/PROPS

If an exhibitor intends on displaying knives, weapons, sharps or props it is their responsibility to be familiar and comply with all knife, weapons and prohibited items laws and relevant legislation for NSW.

- Sale is not permitted to persons under the age of 18.
- No sharp/live blades are allowed to be within reach of any patrons without appropriate and secure covering.
- Risk assessments are to be completed by every Exhibitor that intends to display, conduct demonstrations with, or sell any weapon or props.
- Weapons/sharp implements/props sold to the public are to be security sealed upon purchase. The item will only be provided to the purchaser upon leaving the building. Weapons or props once removed from any sealed packaging will not be allowed back into the venue after leaving.

### WORK PERMIT

Any work involving Hot Works, Electrical Work, Roof Work or Trenching within Sydney Showground is required to be authorised prior to commencing. A "Permit to Work" form is to be completed detailing the work involved, the safety controls required and the details of the individual responsible for managing the work whilst on-site. Contact the Organiser who will then seek approval from Sydney Showground for further information.

OPERATIONAL REGULATIONS

# ATTACHMENT 7

## OPERATIONAL COSTS

### 2024



Below is a list of event related services and operational costs to be taken into consideration during your event planning process.

SERVICE	COST
AUDIO VISUAL	
Audio visual equipment	POA
<ul style="list-style-type: none"> <li>Sydney Showground’s preferred audio- visual supplier is Harry The Hirer. Please contact our Account Manager or Event Representative to discuss your requirements for a comprehensive quote.</li> <li>Alternatively, you can source audio visual through an external supplier.</li> </ul>	

SERVICE	COST
CLEANING	
Exhibition and Special Event cleaning	POA
Waste & Compactor Charges	POA
Pallet Removal	From \$700
<ul style="list-style-type: none"> <li>Sydney Showground will provide all cleaning services for all special events (festivals, dance parties etc.) please contact your Event Representative for a cleaning quote</li> <li>For Exhibitions and Trades shows Sydney Showground can provide a comprehensive cleaning quote, or alternatively, you can source your own quote through an external supplier. Please contact your Event Representative to discuss your requirements.</li> <li>Standard cleaning is included in venue rental for functions, banquets, meetings and similar events. Additional charges apply when specialized cleaning is required (e.g. removal of confetti, glitter bombs)</li> </ul>	

SERVICE	COST
INTERNET	
Wired Broadband Internet Connection, incl. installation	From \$220.00
Wireless Broadband Internet Connection	From \$220.00



## OPERATIONAL COSTS 2024

SERVICE	COST
<b>ELECTRICAL</b>	
3 Phase Power Connection	\$262.00
3 Phase Splitter Board	\$262.00
Electrical Consumption, per KWH	\$0.40
GPO Single Phase Connection (max 15amp)	\$147.00
Tail Connection (up to 100amp)	\$149.00
Tail Connection (up to 200amp)	\$248.00
Power Lock (up to 400amp)	\$311.00
Electrician, per hour – minimum 4 hours	\$56.00
Level 1 Main Arena Tower Lights (200lx), per hour min. 4 hours	\$45.00
Level 2 Main Arena Tower Lights (500lx), per hour min. 4 hours	\$85.00
Level 3 Main Arena Tower Lights (1000lx), per hour min. 4 hours	\$170.00
Level 4 Main Arena Tower Lights (CTV), per hour min. 4 hours	\$330.00
The consumption for air conditioning is now metred with the pit power	

SERVICE	COST
<b>PLUMBING, COMPRESSED AIR CONNECTIONS</b>	
Double Bowl Sink and Basin Installation (including hot water)	\$860.00
Water Connection directly to your equipment	\$234.00
Waste Connection directly to your equipment	\$234.00
Water Connection to stand	\$168.00
Waste Connection to stand	\$168.00
Compressed Air Supply to your equipment	\$584.00
Compressed Air Supply to your stand	\$368.00
Portable Toilet units	POA
Owners Sink Installation (Basic water & waste)	\$477.00
Self-contained hand wash basin includes warm water, soap & hand towel dispenser (exhibitor to provide 10amp power)	\$420.00

SERVICE	COST
<b>SIGNAGE</b>	
Blade Sign insert, per sign	\$66.00

SERVICE	COST
<b>SECURITY</b> Note: All shifts are minimum 4 hours	
Fire Warden Mon-Fri, per hour	From \$55.95
Fire Warden Saturday, per hour	\$71.00
Fire Warden Sunday, per hour	\$88.34
Fire Warden Public Holiday, per hour	\$106.87
Security Guard, Gate Guard or RSA Guard Mon-Fri, per hour	From \$55.95
Security Guard, Gate Guard or RSA Guard Saturday, per hour	\$71.00
Security Guard, Gate Guard or RSA Guard Sunday, per hour	\$89.85
Security Guard, Gate Guard or RSA Guard Public Holiday, per hour	\$108.70
Traffic Controller or Loading Dock Attendant Mon-Fri, per hour	From \$55.95
Traffic Controller or Loading Dock Attendant Saturday, per hour	\$71.00
Traffic Controller or Loading Dock Attendant Sunday, per hour	\$89.85
Traffic Controller or Loading Dock Attendant Public Holiday, per hour	\$108.70
Security Supervisor or Loading Dock Supervisor Mon-Fri, per hour	From \$58.75
Security Supervisor or Loading Dock Supervisor Saturday, per hour	\$74.55
Security Supervisor or Loading Dock Supervisor Sunday, per hour	\$94.30
Security Supervisor or Loading Dock Supervisor Public Holiday, per hour	\$114.10
Police User Pay	POA
Fire User Pay	POA
Ambulance User Pay	POA
First Aid Services	POA
Sound Monitor	POA

SERVICE	COST
<b>PARKING</b>	
Special Event Parking rate	\$35.00
Vehicle Parking, per hour rate	\$7.00
Vehicle Parking, maximum daily rate	\$35.00
Truck Parking, daily rate	\$70.00
Bus Parking, daily rate	\$70.00

SERVICE	COST
<b>EVENT EQUIPMENT</b>	
<b>CHAIRS</b>	
Function Chairs	\$16.00
Café Chairs	\$16.00
Café Green Lounge Bench	\$250.00
<b>TABLES</b>	
Banquet Round Table	\$25.00
Banquet Round Table – Clothed	From \$38.00
Trestle Table 1.8m x 750mm	\$25.00
Trestle Table – Black Fitted	\$41.00
Picnic Table Available at Sydney Showground Discretion	\$70.00
<b>COCKTAIL</b>	
High Bar Table – Tolix Wooden	From \$80.00
Bar Stool – Black or White Cushioned Seat	\$55.00
Bar Stool – Tolix Wooden	\$55.00
<b>LINEN</b>	
White Banquet Tablecloth (230mm x 230mm)	\$11.00
Black Banquet Tablecloth (230mm x 230mm)	\$13.00
White Cafe Tablecloth (160mm x 160mm)	\$5.00
White Trestle Tablecloth (135mm x 280mm)	\$10.00
Black 3-sided Fitted Trestle Tablecloth	\$16.00
Black 4-sided Fitted Trestle Tablecloth	\$16.00
White Linen Serviette	\$1.00
Tea Towel	\$1.00
Executive Set per person : Includes Pads, Pens, Mentos, Water Jugs	\$6.50
Retractable Crowd Barrier	\$35.00
2 Window Ticket Box Available at Sydney Showground Discretion	\$350.00



## OPERATIONAL COSTS 2024

SERVICE	COST
<b>FOOD &amp; BEVERAGE</b>	
Note: All shifts are minimum 4 hours.	
Staff working over 5 hours require a 30 min break	
F&B Attendant Monday – Friday per hour	\$60.00
F&B Attendant Saturday per hour	\$72.00
F&B Attendant Sunday per hour	\$84.00
F&B Attendant Public Holiday per hour	\$132.00
Chef Monday – Friday per hour	\$65.00
Chef Saturday per hour	\$79.00
Chef Sunday per hour	\$92.00
Chef Public Holiday per hour	\$144.00
Kitchen Hand Monday – Friday per hour	\$60.00
Kitchen Hand Saturday per hour	\$72.00
Kitchen Hand Sunday per hour	\$84.00
Kitchen Hand Public Holiday per hour	\$132.00
Barista Monday – Friday per hour	\$62.00
Barista Saturday per hour	\$75.00
Barista Sunday per hour	\$87.00
Barista Public Holiday per hour	\$137.00
Surcharge under 25 guests	\$360.00
Surcharge under 50 guests	\$260.00
Surcharge Alternate Meal Service per person	\$9.80
Surcharge, After Midnight per person per hour	\$8.00
Café Minimum Spend – Coffee Cart	\$1500.00
Café Minimum Spend – Grab and Go Café / Food Cart	\$2500.00
Café Minimum Spend – Hall	\$4500.00
Café Minimum Spend – Dome Café	\$5000.00
Food Truck Minimum Spend	\$2500.00
Sunday Surcharge 10% applies to all Food and Beverage	
Public Holiday Surcharge 15 % applies to all Food and Beverage	

**NOTE:**

- For a comprehensive overview of all event related services, please contact your designated Event Representative
- Prices effective from 1st January 2024
- All prices are subject to change without notice and are inclusive of GST



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