SYDNEY SHOWGROUND

Operational Regulations



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

Section 1) General Information
Section 2) Event Planning & Operations
Section 3) Venue Operations
Section 4) Special Event Licence

Further attachments which relate to your event include:

Attachment 1) Work Health & Safety Guidelines
Attachment 2) Sampling & Selling Guidelines
Attachment 3) Rigging, Custom Stands & Displays
Attachment 4) Loading Dock Management
Attachment 5) Operational Costs

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Section 1: General Information

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 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 a government department, council, statutory authority, or other official 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 length of time that you are allowed to occupy the Venue, starting from Move-In Date and ending on the Move Out Date '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

Insurance During the Period

Evidence of Public and 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."

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.

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 the following documents.

- Valid risk assessment
- Map indicating drone launch point, flight area and emergency landing point
- Insurance
- Drone registration and licence

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.

Indoor operations

Indoor drone operations require prior written approval from Sydney Showground regardless of whether CASA airspace authorisation is required.

An indoor operation plan must specifically address:

- the dimensions and structural limitations of the indoor space;
- ceilings, walls, cables, trusses, drapes, lighting, signs and suspended equipment;
- machinery, amusement devices and other moving equipment;
- electromagnetic or radio-frequency interference;
- crowd density and movement;
- restricted take-off, landing and emergency landing areas;
- continuous visual line of sight;
- communication between the remote pilot, spotters and Sydney Showground;
- propeller protection and other aircraft safety systems;
- procedures for immediately suspending or terminating the operation; and
- the method used to prevent patrons or unauthorised persons from entering any required exclusion zone.

The RPA must not be operated outside the approved flight plan or operating parameters. The remote pilot must immediately cease operations if the approved exclusion zone cannot be maintained, crowd conditions change, visual line of sight is lost, communications fail, or an unsafe condition arises.

Operations over or near people

Under the ordinary CASA drone safety rules, drones must generally remain at least 30 metres from people who are not involved in controlling or navigating the aircraft and must not be flown directly over another person. Operations outside these ordinary conditions may require specific CASA approval. CASA states that operating within 30 metres without consent, or closer than 15 metres with consent, requires CASA approval to fly near people and may also require the applicable populous-area authority.

Where an RPA is proposed to operate within 30 metres of, or directly over, patrons, workers, performers or any other uninvolved person, the Licensee must provide:

- a current CASA approval instrument authorising operations over or near people;
- evidence that the instrument applies to the operator, remote pilot, proposed RPA, operating method and proposed activity;
- the relevant approved operational category and procedures;
- confirmation of whether the operation relies upon informed consent, active-participant status, physical separation or another approved operating pathway;
- evidence of any applicable CASA exemption or authority for operation in or over a populous area;
- the calculated impact or transfer energy and the evidence supporting that calculation, where relied upon;
- minimum horizontal and vertical separation distances;
- aircraft speed, height, weight and configuration limitations;
- details of propeller guards, parachute recovery systems, obstacle avoidance systems or other safety equipment;
- the process for briefing active participants and obtaining consent, where applicable;
- the controls preventing flight outside the conditions of the CASA approval; and
- a specific plan for managing overflight, crowd exposure and emergency response.

CASA identifies festivals, sporting events and other locations where people gather as examples of populous areas. Standard operations over people are prohibited unless the operator is operating under the applicable CASA approval or exemption pathway.

CASA advised in December 2025 that certain operators holding a current approval to fly within 30 metres of people, or in or over another person's safety zone, may rely on a general exemption for some populous-area flights rather than obtaining a separate approval. This is conditional and does not remove the requirement to comply with the operator's approval, operations manual and all applicable conditions. The Licensee must provide evidence demonstrating that any general exemption relied upon applies to the proposed operation.

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 at least thirty (30) days prior to the commencement of the Period.

Distribution Of Promotional Material

The distribution of any promotional material such as brochures, catalogues, stickers, leaflets and pamphlets is 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.

Promotional giveaway items within ENGIE Stadium must comply with the ENGIE Stadium giveaway procedure and relevant fees apply. Please speak to your Event Representative for a copy of this procedure.

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

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.

Music & 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.ppca.com.au

Trade Promotions & Lottery Competitions

The Licensee must obtain the appropriate permit from Liquor and Gaming NSW 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 Liquor and Gaming NSW:
Liquor and Gaming NSW Ph: 02 9995 0300 Web: https://www.liquorandgaming.nsw.gov.au/

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 at http://www.sydneyshowground.com.au 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 & smart glasses
- Other items as determined by Sydney Showground that may cause injury or public nuisance

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. Sydney Showground 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.

Smoking & Vaping

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

- No smoking or vaping 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 are 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.

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.
Sydney Showground welcomes accredited assistance animals in accordance with relevant legislation and venue protocols. Assistance animals must always remain under the effective control of their handler and be managed to ensure the safety and welfare of the animal,

patrons and staff. Assistance animals are not permitted in high-risk, high-noise or hazardous operational areas. Clients and contractors must advise their Event Representative in advance where assistance animals form part of event operations.

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 scale 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 and General Conditions) for each Amusement Ride and 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 amusement device, but it is not guaranteed.

Boundaries

Our Venues share boundaries with Sydney Olympic Park Authority and so full access via all entry points may not always be possible.

All fees and charges associated with Sydney Olympic Park Authority, including related venue hire, will be an additional charge to the Licensee. These costs will be captured in the Estimated Operational invoice.

Boundaries of Sydney Showground are outlined on the map below.

SYDNEY SHOWGROUND



1 Showground Road, Sydney Olympic Park, NSW 2127
(02) 9704 1111
www.sydneyshowground.com.au

Section 2: Event Planning & Operations

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 and Beverage catering menus and numbers are to be confirmed no later than 10 days prior to the license period commencing. Final Catering numbers are to be confirmed four (4) days prior to the license period commencing.

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 assists with operational requirements on the day such as:

- Conduct Pre and 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 Licensees to coordinate emergency response required for any incidents and coordinate with WHS Manager/Safety Officer for any incidents which are 'notifiable' under the WHS Legislation.

- Main liaison with Licensee and coordinating Sydney Showground internal staff.

Operations Meeting

Under the Work Health and Safety Act 2011 (NSW), Work Health and Safety Regulation 2025 and applicable Codes of Practice, Sydney Showground, the Licensee and contractors may each hold duties as a PCBU. Where duties overlap, all parties must consult, cooperate and coordinate to manage WHS risks.

The Licensee must attend required operations meetings, comply with Sydney Showground's reasonable WHS requirements, maintain appropriate WHS arrangements and complete relevant event risk assessments.

Sydney Showground may provide information to SafeWork NSW or another authority where required or permitted by law.

Risk Assessment

The Licensee is required to provide an independent risk assessment for the event. Your Event Representative can provide details of suppliers who can assist with a formal risk assessment being developed for your event.

Special Event Emergency Planning Meeting

Events considered high risk or classified as a mass gathering will require a Special Event Emergency Planning (SEEP) meeting. All key stakeholders are required to attend and provide an update on their current planning status and any information relevant to the safe and effective operation of the event.

The Venue Emergency Management Plan will apply to all high-risk events. Additional stakeholder meetings or a desktop/scenario exercise may be required depending on the nature and complexity of the event

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.

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.

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 and WHS 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.

Post Event Survey & Feedback

Post event survey and feedback will be sent to the main contacts post event. This feedback allows Sydney Showground to continually improve its services.

Deliveries

Sydney Showground will not accept delivery of any goods on behalf of the Licensee or Exhibitors, nor will there be any responsibility taken for the safety of any such items delivered to the venue. The delivery of goods 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.

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.

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 Licensee's 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 for further information.

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.

Sydney Olympic Park Event Guidelines

Sydney Olympic Park Authority (SOPA) is the local authority managing the day-to-day management of the buildings, facilitates, 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

Section 3: Venue Operations

Cleaning

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

The Licensee is responsible for cleaning the licensed premises, including move-in clean, operational clean and post-event clean. Quayclean is Sydney Showground's in-house preferred cleaning provider, and your Event Representative can provide a quote for their services.

The Licensee may use an alternate accredited cleaning provider in our primary venues, excluding ENGIE Stadium where Quayclean must be engaged to maintain the integrity of the Stadium. The Licensee must confirm the provider for approval at least four (4) weeks prior to the commencement of the licence period. A cleaning management plan, including staff rosters, is to be provided at least two (2) weeks prior to the commencement of the licence period.

A mechanical sweep and scrub will be undertaken by Sydney Showground, with charges borne by the Licensee.

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

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 needs to remove any equipment including pallets and 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 and 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.

Crowd & Entry Management

Certain events that attract a large volume of patrons may require a Crowd Safety and Entry Management Plan, which will be the responsibility of the Licensee to develop. The venue will review the Licensee's Risk Assessment and, where a Crowd Management Plan is required, will advise the Licensee 60 days prior to the event.

The Licensee must submit the 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 Safety and Entry Management Plan, Sydney Showground may implement one on their behalf, with all associated costs borne by the Licensee.

All-Inclusive Operating Model – ENGIE Stadium Concerts

All concerts held at ENGIE Stadium operate under an all-inclusive event operations model. Sydney Showground will coordinate and provide key event operational services, including event security through its in-house security provider ACES, first aid, harm minimisation and required emergency services.

Licensees should discuss their event requirements with their Event Representative, who will provide further information regarding the services included within the operating mode.

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 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.

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 NSW Ambulance 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 and the licensee are required to provide all equipment necessary to fulfill the role and allocate a suitable location for the provision of service.

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. Exhibitors may order on-stand catering via 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.

Floor Plans

The Licensee must submit event floor plans for all licensed areas to Sydney Showground for review and approval. Plans must cover the complete event layout, including registration builds, entrance features, shell scheme and custom stands, stages, seminar rooms, lounges, cafés,

food and beverage areas, AV positions, sets, scenery, displays, decorations, overhead structures and any other temporary structures.

Plan format & content

Plans must:

- Be prepared using the Sydney Showground venue template plans provided. Plans submitted on an incorrect, altered or non-approved venue base plan will not be accepted.
- Be submitted in AutoCAD (.dwg) or Vectorworks (.vwx) format, together with a PDF version.
- Be drawn at a scale of no less than 1:500.
- Have the venue pit layer turned on for all conference, exhibition and trade show events.
- Show stand numbers and dimensions, aisle dimensions, event name and dates, named event areas, seating layouts, drapes, AV positions and other relevant event infrastructure.
- Show shell scheme and custom stand locations and include pit and trench/service pit overlays.
- Have layers showing clear/no-build zones and service pits turned on.
- Include to scale stage drawings and placement within venue along with square metre calculations for total sections of general attendance space, and restricted view lines for music/concert style events.

Where an incorrect venue base plan requires redrawing, the Licensee may arrange this directly or request the Event Representative to coordinate the redraw. Any associated costs will be charged to the Licensee through the estimated operational invoice.

For booths or structures exceeding 4 metres in height, plans at a scale of no less than 1:50 must also be submitted showing relevant cross-sections and elevations. Where structural engineering certification is required, the plans must display the qualified structural engineer's corporate seal, date, signature, printed name, address and contact phone number.

Submission & approval

Plans must be submitted no later than three (3) months before the commencement of the License Period and prior to event tickets or floor space going on sale, unless the relevant capacity has already been approved.

Sydney Showground will review the submitted plans and provide comments or required amendments. Plans that are not approved must be amended and resubmitted before the commencement of the License Period. Where Sydney Showground issues plans back to the Licensee requiring changes, amended plans must be resubmitted within ten (10) days.
Any changes made to approved floor plans during the License Period must be notified to the Event Representative and approval obtained before proceeding.

Compliance & fire safety

The final built form must comply with applicable New South Wales legislation and statutory requirements. Compliance remains the responsibility of the Licensee regardless of Sydney Showground's review or approval of the plans. Additional approvals or certification may be required from structural engineers, local council, Fire and Rescue NSW or other relevant authorities, with associated costs borne by the Licensee.

Any event layout, structure or display that reduces, alters or impacts existing fire safety systems or their design requires prior review by Sydney Showground. The Licensee or

contractor may be required to provide additional fire safety measures, including fire extinguishers, emergency lighting and self-maintained exit signs.

Requirements and locations for additional fire safety measures may be identified during the plan review process. Final requirements will be determined by Sydney Showground following the completed onsite build. Sydney Showground may seek a ruling from Fire and Rescue NSW where required, and responsibility for compliance with that ruling remains with the Licensee. Where the Licensee or event contractor does not agree with Sydney Showground's interpretation of statutory requirements, they may obtain and provide written approval from Fire and Rescue NSW prior to the event. Sydney Showground may assist with this process if requested.

Floor Coverings & Adhesives

Only residue-resistant single- or double-sided cloth-backed tape approved by Sydney Showground may be used to secure carpet and other floor coverings to concrete floors.

Approved tapes are:

- Tessa – 4934
- Tessa – 4974
- Stylus – 105C

Adhesives must not be used on permanently carpeted floors, stone, concrete floors or walls.

The Licensee is responsible for removing all tape, adhesive residue and floor markings from the Premises. Any cleaning, repair or removal costs resulting from non-approved products will be charged to the Licensee.

Adhesive-backed promotional items, stickers and decals are not permitted unless approved by Sydney Showground.

Erasable chalk may be used to mark booth locations on concrete floors. Other floor-marking products require prior approval.

Emergency Stakeholders

In some instances, user paid Emergency Services may be required for your event.
Please contact your Event Representative for further information.

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 refer to the Loading Dock Traffic Management Plan (Attachment 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.

Heavy Vehicles have restricted access to the Olympic Park precinct. Check roads - Route Planner | NHVR

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. Storage crates, stillages, pallets etc. should not exceed 2.5m high. At each entry/exit have located a minimum of two (2) fire extinguishers of a type approved suitable for extinguishing fires of items stored.

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 be 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 a sufficient number of attendants, and the costs will be borne by the Licensee.

Noise Monitoring

Further to our air, noise and water policy

a) 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.
b) 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.
c) 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 and 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.

d) 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).
e) 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.

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 and Halls 2 - 4 the air conditioning vents are located within the permitter wall. Any form of draping or walling may obstruct the air flow and should be considered when designing your event layout. Halls 5 and 6 air conditioning socks run through the venue and cannot be obstructed by event rigging or build.

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.

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.

Accessible Facilities & Services

Sydney Showground is equipped with elevators, restrooms, and telephones that cater to the needs of individuals with disabilities. All rooms and areas within any Pavilion, Hall, and The Dome are designed to meet these requirements, except for Level 1 in Halls 2, 3, and 4, which do not meet these standards due to their original design.

Certified Companion Animals are allowed to accompany individuals on the premises, with the owner assuming responsibility.

Additional accessible and inclusive spaces Sydney Showground can offer include:
An Adult Assisted Change Room: This room provides a safe, private, and accessible space for personal care needs, including toileting, dressing, or hygiene support for people of all ages. It is equipped with specialized equipment such as a hoist and an adult change table and is fitted with a MLAK.

A Quiet Room: This room promotes emotional regulation and well-being, ideal for individuals with sensory processing disorders, autism spectrum disorder (ASD), or other conditions affecting sensory perception. It offers sensory stimulation toys, sensory bags, and a calm, relaxing environment.

These rooms are located on Grand Pde and can be activated for an event with all associated operational costs, including staffing and cleaning, borne to the Licensee.

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.

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.

Public Address System

The Dome and Exhibition Halls 2 to 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.

ENGIE Stadium also has a Public Address System within the seating bowl. Function spaces within the Stadium with Public Address systems are Charley Room, Playfair Room and Jamison Room.

Rigging

All rigging must be with an approved rigging company accredited by Sydney Showground. Rigging applications must be submitted no later than ten (10) working days prior to license period commencing. Please contact your Event Representative for further information and refer to Attachment 3.

Sand, Soil & 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 to make good the Premises to the same conditions it was pre-event.

Security

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

ACES is Sydney Showground's preferred in-house security provider. The Licensee is responsible for the provision of event security services, including all associated costs, unless otherwise agreed. Where an alternate security provider is engaged, the Licensee must provide for approval, at least four (4) weeks prior to the commencement of the licence period, copies of the security provider's Master Licence, Public and Property Liability Insurance Certificate of Currency, and Workers Compensation Certificate of Currency.

Sydney Showground operates a 24/7 Security Control Room onsite, contactable on (02) 9704 1020. ACES also performs the role of Area Wardens onsite during an emergency, supporting the venue's emergency management arrangements.

Storm Water Drains

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

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 practices 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.

Pyrotechnics & Fireworks

If the Licensee is planning to have pyrotechnics 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 contractor's Certificate of Currency, Public Liability insurance and Risk Assessment is required. Documentation will be reviewed by the Safety Manager and the Head of Event and Venue Operations. A pyrotechnics fire warden will also be rostered by the venue for these activities, at cost to the Licensee.

LPG Use Indoor

As per AS/NZS 1596:2026 and SafeWork NSW Guidance, indoor storage should be avoided wherever possible. If unavoidable, only very small quantities are permitted.
Typical Indoor limits:

- Maximum combined LPG: 30 kg per room >10 m^2 of floor area.
- No single cylinder larger than 15 kg indoors.

Storage conditions:

- Cylinders must be upright, with valves closed and safety caps fitted.
- Store in a well-ventilated area, preferably outdoors.
- Keep away from ignition sources, heat, and combustible materials.
- Protect cylinders from impact and damage (e.g., use cages or restraints).
- Outdoor storage is strongly recommended for safety.

Equipment being used within buildings must be suitable for indoor use.

Service Pits & Trenches

Service pits and trenches are provided for venue utility services. Waste, materials or liquids must not be discharged, stored or disposed of in these areas.

Where services are installed through pits or trenches, they must be routed and protected in a manner approved by Sydney Showground.

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 event.

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

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 channeled 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.

1. **Service Pits**

Exhibition Hall 1 (The Dome) has a total of 125 service pits spread over ten (10) rows. Exhibition Halls 2 to 4 have a total of 252 service pits (7 rows x 36 pits/row).
The service pits are on a 6metre x 9metre grid. Each service pit measures 500mm (L) x 380mm (W) x 350mm (H).

Each service pit comprises of:

- 1 x 32 Ampere Three Phase Outlet
- 1 x 10 Ampere Single Phase Outlet
- 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:

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

4. **Natural Gas Pits**

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).

In Exhibition Halls 2 to 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).

Turf Protection

Your Event could impact the turf at Sydney Showground and ENGIE Stadium. We will provide pre-event and post event turf reports and conduct the post event inspection with the Licensee so all parties can agree on turf replacement costs. We have Turf Protection Requirements that you must meet.

- We've specifically designed and constructed a turf system at our Venue ENGIE Stadium to help deliver a resilient, safe and long-lasting natural grass surface.
- Couch grass grows on a special sand profile blended with unique plastic mesh elements that provide structural support to the intertwined root system and a safe and stable competition surface.
- The sand profile is and must remain clean of all foreign or introduced matter.
- Water drains through the sand profile almost immediately minimising the chance of 'rained out' events.

Cricket Wicket

Our **strong** preference is to not use the cricket wicket area for the Event.

- The area is ~300m2, would be fenced off using appropriate barriers, and is not included in crowd or turf protection calculations.
- Any changes to this requirement are subject to our approval, in consultation with our Sports Turf Manager, and depend on factors such as the time of year (which impacts grass natural ability to rejuvenate after use / stress) and sporting fixtures.

If your Event requires the cricket wicket area, then:

- a plan is to be provided to our Sports Turf Manager during planning phases so that full discretion as to how this area is protected can be achieved,
- coordination between the Sports Turf Manager and Event Team Members on the required protection, and
- it must be the last ground area covered before the Event.

Turf Protection

Turf Protection is required during your Event to protect turf from physical damage and still let sunlight, air and water through.

- We have specific supplier arrangements in place with specifically approved products for Turf Protection.
- Any damage to the turf (whether negligent, reckless, accidental or intentional) will require replacement at a cost to the Licensee.

We undertake any reasonable and usual post event maintenance and repairs to the Stadium surface as part of our routine surface works.

You will need to pay for turf replacement and remediation if during the Period there is:

- negligent, reckless, accidental or intentional damage to the Stadium Turf, and
- It was not caused by our Team Members.

If required, those costs will form part of the Final Invoice.

Approved Products

The products listed below are the pre-approved products for ENGIE Stadium. Alternatives to these products will be at the discretion of the Sydney Showground Sports Turf Manager and negotiated in good faith. For clarification of any turf protection arrangements, please contact your Event Representative.

Name	Protection level	Description	Amount
SUPATRAC	FULL	Turf and ground protection product, perforated allowing light, air and water through, keeping the turf alive whilst protecting the turf.	Approx. 15,000m2(+) for full coverage (pending stage/production locations
ENKAMAT	FULL	Protective reinforcing layer between the turf and flooring product and should be installed in areas of high-density traffic, namely the area between the front of stage and front of house	i.e. d-barrier, front barrier, approx. 5,000m2
TERRATRAK PLUS	FULL	Translucent natural material designed for heavy loads for use during load in and load out.	Roadways and build areas

Section 4: Special Event Licence

Event Safety Management Plans

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.

The Licensee warrants that they have read, considered, and where appropriate incorporated the "Guidelines for Music Festival Event Organisers" as part of their preparation of the documents listed above.

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.

SYDNEY SHOWGROUND

Attachment 1

Work, Health & Safety Guidelines



Under the Work Health and Safety Act 2011 (NSW), Work Health and Safety Regulation 2025 and applicable Codes of Practice, PCBUs must eliminate or minimise risks so far as is reasonably practicable and consult, cooperate and coordinate with other duty holders where responsibilities overlap.

The Licensee is responsible for managing WHS risks arising from event activities under their management or control. Sydney Showground and other PCBUs retain their respective WHS duties.

During the Licence Period, the Licensee must comply with Sydney Showground Site Safety Rules and ensure workers and contractors are appropriately trained, competent and, where required, licensed for their work. Relevant risk assessments, safe work procedures/SWMS, licences, competency records and insurance documentation must be provided to Sydney Showground on request.

Children

Persons under 15 years of age are not permitted onsite during event move-in or move-out without prior approval from Sydney Showground.

Contractor Safety Induction

All Licensees must complete the Sydney Showground WHS Induction through RapidInduct before commencing work onsite. Contact your Event Organiser or Sydney Showground Event Representative for information or assistance with accessing the induction.

The Licensee must also ensure that workers and contractors under their control receive relevant site-specific safety information and are aware of Sydney Showground safety requirements before commencing work.

Additional inductions, briefings or toolbox talks may be required where activities or site conditions present additional risks. Evidence of induction or competency must be provided to Sydney Showground on request.

Covered Footwear

Enclosed footwear must be worn during move-in and move-out of events. Thongs, sandals and other open-toed footwear are not permitted.

Emergency Evacuation Procedures

Sydney Showground maintains an Emergency Management Plan and associated emergency procedures.

The Licensee must ensure relevant workers, contractors and event personnel are familiar with the emergency procedures applicable to their work area and understand how to respond in an emergency.

Emergency procedures will be provided or discussed with the Licensee at the commencement of the Licence Period and are available earlier on request. Relevant information should be included in the Licensee's event, contractor, and exhibitor information where applicable.

At all times, clear access to the venue's emergency exits and firefighting equipment must be maintained. 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

- 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

Event Fire Safety

The Licensee must ensure that its workers, contractors and exhibitors comply with applicable fire safety requirements, the National Construction Code (NCC) as adopted in NSW, relevant Australian Standards and Sydney Showground requirements.

Workers who may be required to use first-attack firefighting equipment must be appropriately instructed or trained. No person is expected to fight a fire where it is unsafe to do so.

Workers and event personnel must be familiar with the location of emergency exits, fire alarm call points and firefighting equipment relevant to their work area.

The following are not permitted:

- Blocking or obstructing emergency exits or paths of travel.
- Obscuring emergency exit or directional signage.
- Storing equipment or materials in fire stairs, fire exits or emergency access routes.
- The storage of any flammable liquids or fuels within the venue.
- Chocking open fire or smoke doors.
- Blocking access to fire hydrants, hose reels, extinguishers, alarm points or other fire safety equipment.
- Obstructing fire lanes or emergency vehicle access.
- Combustible materials must be kept to the minimum quantity required for the event and stored so they do not obstruct exits, fire equipment or fire safety systems.
- The Licensee must obtain prior approval from Sydney Showground for activities that may introduce an increased fire or hazardous material risk, including:
- Heaters, barbecues, open flames, candles, lanterns or other heat-producing equipment;
- Welding, cutting, grinding or other hot works;
- Smoke, haze or similar effects;
- Hazardous electrical, mechanical or chemical equipment; and
- Flammable liquids, compressed gases, dangerous goods or hazardous chemicals.

Relevant risk assessments, permits and any statutory approvals or notifications required for the activity must be provided to Sydney Showground before the activity commences. If you have any doubt about the appliance you, or your exhibitor, plan to use, please reach out to your Sydney Showground Event Representative.

Fire Safety Systems

Event builds or displays that affect existing fire safety systems, exits or access to fire equipment may require additional fire safety measures, including extinguishers, emergency lighting, exit signage, smoke detection or fire wardens.

Temporary structures, overhead signage, covered stands, storage areas and other event infrastructure must not obstruct fire exits, fire equipment or designated No Build zones.
Any additional fire safety requirements must be approved by Sydney Showground prior to the event.

Fire Wardens

Additional fire wardens may be required where event activities increase fire risk or where fire safety systems are isolated.

Sydney Showground will determine any additional fire warden requirements, with associated costs borne by the Licensee. Relevant event personnel will be briefed on emergency and evacuation procedures.

Smoke Detectors

Smoke detectors or local fire alarms may only be isolated by authorised Sydney Showground personnel.

Where isolations are required during operational hours or for extended periods, additional fire wardens may be required at the Licensee's cost. Any Fire and Rescue NSW false alarm charges resulting from event activities may also be passed on to the Licensee.

High Visibility Clothing

High-visibility clothing must be worn during event move-in and move-out where workers may be exposed to plant, vehicles or loading/unloading activities.
High-visibility garments must be suitable for the conditions and comply with AS 4602.1:2024.

High-visibility clothing is mandatory:

- On loading docks;
- During loading and unloading activities; and
- When working near or operating mobile plant or machinery.

High-visibility vests can be purchased from the vending machines located on Showground Road and at Gate 13

Incident Management

All incidents, injuries, near misses and hazards must be reported immediately to the Sydney Showground Floor Manager, Venue Representative or Security. Immediate risks must be controlled where safe to do so, and relevant incident documentation provided to Sydney Showground.

Serious or potentially notifiable incidents must be escalated immediately. Where an incident is notifiable under WHS legislation, the relevant PCBU remains responsible for notifying SafeWork NSW and preserving the incident site as required.

The Licensee must cooperate with any incident investigation and implement required corrective actions before affected work recommences.

Exit Signs

Exit and directional signage must comply with the National Construction Code (NCC) as adopted in NSW, applicable AS/NZS 2293 requirements and Sydney Showground fire safety requirements.

Where temporary event infrastructure affects existing exits, paths of travel or exit signage:

- Additional exit signage must be provided where existing signage is obscured or no longer clearly visible.
- Directional exit signage must be provided where the path to an exit is changed, obstructed or not readily apparent.
- Additional signs must clearly indicate the direction of travel to the nearest appropriate exit.
- Exit signs must be clearly visible to persons approaching the exit and positioned on, above or adjacent to the relevant exit.
- Temporary signage must be consistent with the location, direction and viewing requirements of the venue's permanent exit signage.
- Additional exit signage required as a result of the event layout must be supplied and installed by the Licensee or their contractor, as directed by Sydney Showground.
- Exit signage and paths of travel must remain clearly visible and unobstructed for the duration of the event.

Smoke Ventilation System

Exhibition Hall ventilation louvres form part of the building's fire and smoke exhaust system and must remain unobstructed.

No event infrastructure is permitted within three (3) metres of the inside or outside face of the northern or southern Hall walls. Temporary event infrastructure within the louvre area must not exceed 2.4 metres in height unless otherwise approved by Sydney Showground.

Theatre Seating

Theatre-style seating must comply with the National Construction Code (NCC) as adopted in NSW and Sydney Showground requirements.

On level floors, chairs must be either:

- Securely fixed to the floor; or
- Secured together in groups of 4 to 16 chairs using an approved method (interlocking chairs or cable tied).

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 1892.5:2020 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.

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 venue requirement that all electrical equipment brought onsite for use within temporary exhibition work sites is tested and tagged prior to use.

For temporary event setups, all equipment must comply with the applicable requirements of **AS/NZS 3002:2021** (*Electrical installations — Shows, carnivals and events*) is the primary standard governing temporary electrical installations, working alongside **AS/NZS 3760:2022** for the testing and tagging of portable appliances and leads. Any connection to, or alteration of, the venue's fixed electrical infrastructure must also comply with **AS/NZS 3000:2018** (*Wiring Rules*) and be carried out by a licensed electrician.

Checks may be carried out onsite to ensure all electrical equipment meets the venue's requirements and applicable Australian Standards. Any equipment that is not appropriately tested and tagged, or is otherwise found to be non-compliant, must not be used and may be required to be removed from service.

Elevated Work Platforms

Only trained and competent persons may operate elevated work platforms (EWPs). Operators must hold the appropriate High Risk Work Licence where required by law and comply with all manufacturer instructions, venue requirements and applicable safety procedures.

Before use, the operator must inspect the EWP and complete all required pre-start checks and logbook entries. Any faults or defects identified must be reported immediately, and the equipment must not be used until it has been made safe.

When an EWP is operated in the raised position, a competent spotter must be positioned at ground level where required by the venue or the relevant risk assessment. The spotter must ensure the area beneath and around the EWP is kept clear and be familiar with the emergency lowering procedures.

Sydney Showground Security may conduct random checks to verify operator competency and any required EWP or High-Risk Work Licences. Operators who cannot provide the required evidence may be directed to cease operation of the EWP.

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.

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. Please contact your Event Representative to seek approval and for further information.

SYDNEY SHOWGROUND

Attachment 2

Sampling & Selling Guidelines



Food & Beverage Policy

Sydney Showground is the exclusive provider of food and beverage services onsite. Any food or beverage sampling, full-size sampling, preparation or selling by exhibitors or external parties requires prior written approval from Sydney Showground.

Exhibitors undertaking these activities must submit a Food and Beverage Sampling and Selling Application. Submission of an application or payment of any applicable fee does not constitute approval. Activities may only commence once written approval has been issued and all applicable fees have been paid.

Activity Definitions

Activity	Meaning
Sampling	Small complimentary portions offered for tasting or demonstration.
Full-size sampling	Complimentary retail-size products or giveaways that exceed the approved sampling size.
Immediate consumption	Products that can reasonably be opened, served or consumed at the event, including single-serve items. Examples include muesli or protein bars, packaged snacks, baked goods, ready-made meals and bottled or packaged drinks.
Packaged or take-home sale	Sealed, bulk, frozen, chilled, raw or other products intended to be prepared or consumed after the event. Examples include unopened multipacks, frozen or chilled products, heat-and-eat meals, coffee, tea bags, drink powders and mixers.

Sampling Requirements

Food sampling

- Food samples must be complimentary, bite-sized and no more than 60g per serve.
- Samples must be served in a suitable single-use vessel unless approved washing facilities are provided. Used sample containers must not be refilled.
- Sampling must remain within the approved stand boundary, and only products approved in writing may be offered.

Beverage sampling

- Non-alcoholic beverage samples must not exceed 60ml per serve.
- Alcohol sample limits are beer 50ml, wine 50ml and spirits 10ml per serve.
- Complimentary products exceeding the approved sampling size will be treated as full-size sampling and may attract additional conditions or fees.

Alcohol Sampling

The Royal Agricultural Society of NSW, trading as Sydney Showground, holds an On Premise Liquor Licence covering the entire Sydney Showground site. Under this licence, Sydney Showground retains the exclusive right to supply and sell alcoholic beverages across the venue.

- Alcohol must not be supplied to anyone under 18 years of age. Proof of age must be requested where a person appears to be under 25 years of age.
- All persons serving alcohol must hold a current NSW Responsible Service of Alcohol competency card, either physical or digital. RSA details must be provided with the application, and competency cards must be produced for inspection when requested.
- Alcohol sampling must comply with Responsible Service of Alcohol requirements, Liquor & Gaming NSW requirements, the Liquor Act 2007, Sydney Showground's liquor licence and any applicable event Alcohol Management Plan.
- Alcohol sales, orders and payment processing by exhibitors are not permitted onsite unless separately approved in writing by Sydney Showground.
- Free drinking water must be available and mandatory Liquor & Gaming NSW signage must be clearly displayed while alcohol is being sampled.
- Samples must be dispensed in a vessel appropriate for the approved sample size.
- Alcohol samples must not leave the venue.
- Only beverages approved in writing may be sampled. Sydney Showground may inspect the stand before sampling begins and at any time during the event.
- RSA courses, liquor requirements and mandatory signage: Liquor & Gaming NSW

Selling Guidelines

The sale of food or beverage products may be approved where the products are directly related to the exhibitor's core business and do not directly compete with Sydney Showground's food and beverage offering. Sydney Showground will assess each application using the information provided, including the proposed products, intended consumption, nature of the event and impact on venue food and beverage operations.

Product examples are indicative only. Sydney Showground will determine the final classification and may apply fees, additional conditions or a separate commercial arrangement.

- Only products approved in writing may be sold.
- All selling, payment processing and customer collection must remain within the approved stand boundary and must not obstruct aisles, neighbouring stands or venue operations.
- Changes to approved products, quantities, pack sizes, equipment or operating methods require further written approval.

Fees & Payment

- Sydney Showground will advise in writing whether fees apply following assessment of the application.
- A fee of $650 per day may apply to sampling or selling activities that fall outside these standard Sampling and Selling Guidelines.
- Fees may also apply to approved selling activities and full-size sampling. Additional commercial arrangements may apply depending on the nature and scale of the activity.
- Payment of a fee does not constitute approval. Activities may only commence once written approval has been issued and all applicable fees have been paid.

Food Safety Compliance

Food and beverage must be prepared, stored, handled, served and disposed of safely. All operators must comply with applicable City of Parramatta, NSW Food Authority and Sydney Showground requirements.

Where required for the proposed activity, the operator must hold a current City of Parramatta Temporary Food Outlet Registration and provide evidence of registration with the Food and Beverage Sampling and Selling Application. Sydney Showground or the event organiser may request the registration confirmation or registration number before approval is issued.

Temporary Food Outlet Registration | City of Parramatta
Council contact: council@cityofparramatta.nsw.gov.au
Further information: City of Parramatta website

Operators must retain their registration confirmation and registration number while trading at events or markets within the City of Parramatta local government area.

General Equipment

- Reusable utensils, drinking vessels and serving equipment require approved washing facilities. Where required, a double-bowl sink must be installed.
- Sinks may be provided by Sydney Showground, and additional charges may apply. Sydney Showground does not provide communal washing facilities for exhibitors.
- Cooking, heating, LPG and electrical equipment require prior written approval and must meet venue safety requirements.
- Refrigeration, power, water and drainage requirements must be identified in the application and may attract additional charges.

Waste Disposal

- Waste must be stored in properly sealed containers or bags, removed regularly and disposed of through approved waste streams.
- Wastewater, grease and oil must not be discharged into sinks, drains or other venue infrastructure unless specifically approved.
- Waste oil, grease and packaging disposal requirements must be identified before the activity commences.

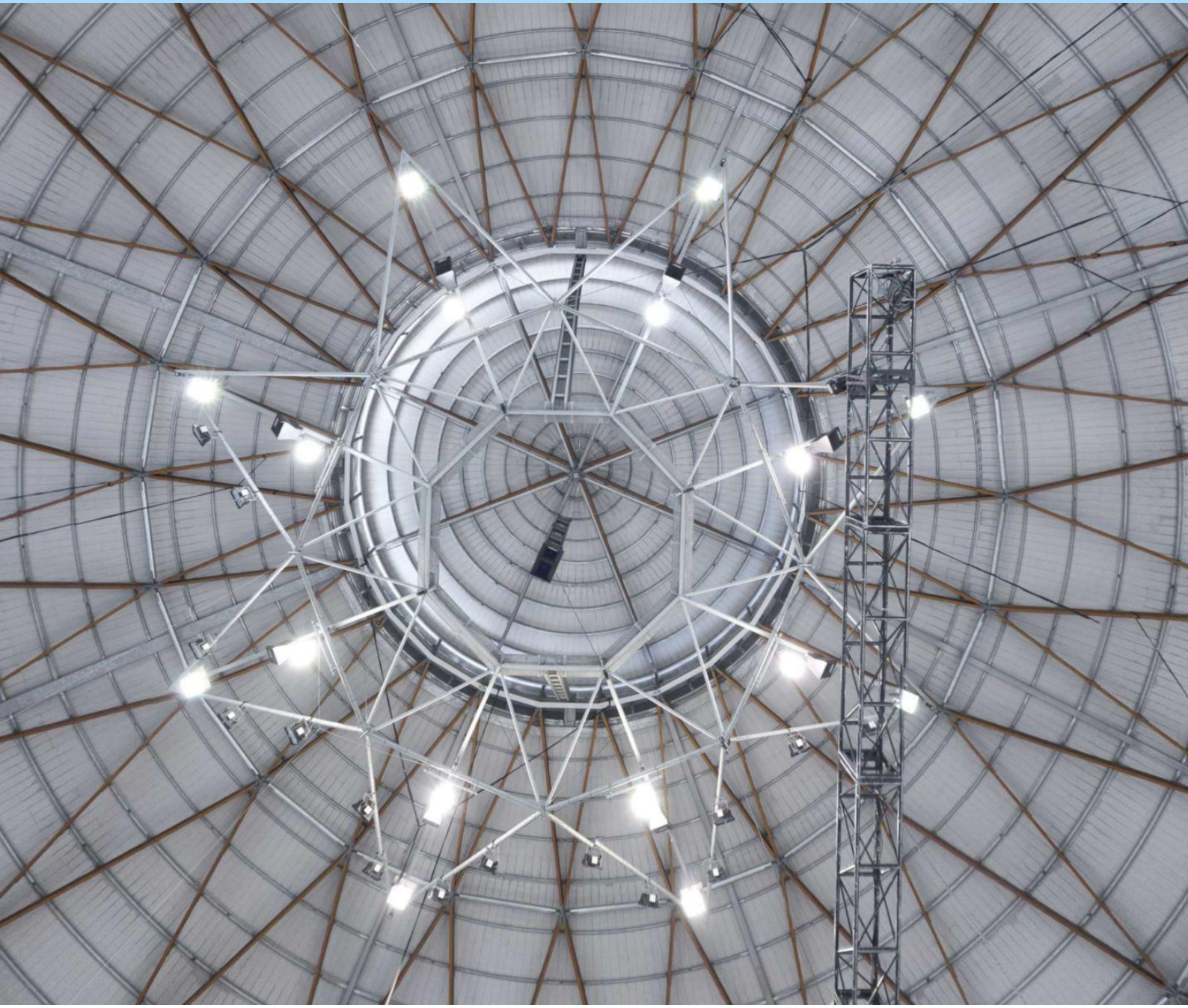
Additional Requirements

- Ingredient and allergen information must be accurate and available for inspection.
- Business name and contact details must be included on product labels where applicable.
- Disposable products must comply with current NSW requirements and any applicable event conditions.
- The applicant is responsible for the conduct and compliance of its staff, contractors and representatives.
- Only products, portion sizes, quantities, equipment, personnel and operating methods included in the written approval may be used.
- Sydney Showground may inspect an activity, impose additional conditions, vary operating arrangements or direct an activity to stop where it is unapproved, unsafe or non-compliant.
- Incomplete or inaccurate information may delay assessment or result in approval being refused or withdrawn.
- Approval applies only to the event, stand, dates and activities identified in the written approval.

SYDNEY SHOWGROUND

Attachment 3

Rigging, Custom Stands & Displays



Rigging

To maintain the integrity of our buildings and ensure safe rigging practices, clients will be required to select one venue-approved rigging company to manage all rigging aspects for the duration of their event. The venue will review and approve all rigging plans submitted and adjustments will be required based on the advice of the subject matter expert. Please speak to your event representative for further information.

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 10 business days prior to installation:

- Full rigging plot showing all points to be installed
- Completed Rigging Application Form with the weight of each point, method of attachment and distribution of load detailed.

If any amendments are required as a result of the subject matter expert's advice, or changes are made to the plans, the Licensee or rigging contractor must re-submit the plans to Sydney Showground with the changes, as soon as feasibly possible and no later than three days prior to the installation.

The Exhibition Hall structure is designed to handle the following:

1. Hall 1 (The Dome) supports a load of 144 tonnes. This can be distributed over:
    - 72 x 1500kg points
    - 24 x 1000kg points
    - 24 x 500kg points
    - 8 x 1000kg 'chandelier' points - see below

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 45 tonnes. This can be distributed over:
    - 20 x 2000kg points
    - 12 x 1500kg points
    - 10 x 500kg points

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.

Partitions & Display Structures

Partitions, display boards and other temporary structures must not obstruct or interfere with fire detection systems, air-conditioning diffusers, ventilation or airflow.

Temporary Ceilings & Covered Structures

Temporary ceilings must be constructed from non-combustible or fire-retardant materials and must not permit water penetration unless otherwise approved by Sydney Showground.

Where a booth or structure is covered by a temporary ceiling, additional fire safety measures may be required, including:

- Compliant smoke detection;
- Additional fire extinguishers; and
- A dedicated fire watch.

Specific requirements will be determined by Sydney Showground based on the design and impact on existing fire safety systems.

Camouflage Netting & Decorative Coverings

Camouflage netting and similar decorative coverings must:

- Be manufactured from flame-retardant material that does not support combustion;
- Be securely fixed to suitable structural supports;
- Be adequately supported to prevent sagging or collapse;
- Be installed so that failure of the material or supports does not create a hazard;
- Be suspended at least one (1) metre below fixed pavilion lighting; and
- Be no lower than 2.4 metres above floor level at the perimeter and six (6) metres above public circulation areas.
- Netting must not obstruct exits, paths of travel or fire safety systems.

Tunnels

Tunnels are strictly prohibited unless specifically approved by Sydney Showground.

Marquees & Tents

Marquees and tents must be installed, anchored and weighted in accordance with the manufacturer's requirements. Any marquee or tent structure greater than nine (9) square metres, inclusive of smaller marquees positioned side by side, will require engineer sign off once built onsite. Alternatively, they are to be placed six (6) metres apart

Spikes, ground pegs and tie-off points must not be used without prior Sydney Showground approval.

Exits & Egress

Required exits and paths of travel must remain available and unobstructed at all times.

- Exit doors must be capable of being opened from the egress side at all times.
- Temporary structures must not obstruct required exits or paths of travel.
- Loose or stored items, production equipment, furniture, cases, signage or similar items must not obstruct egress routes.
- Additional illuminated directional exit signage must be provided where the normal path to an exit is changed or obscured.
- Foyers and required egress areas must not be used for storage.

Clearance From Building Services

Temporary structures must maintain a minimum clearance of three (3) metres from door openings to fire cabinets, electrical or mechanical risers and alarm call points. Structures must not interfere with building ventilation or other essential services.

Passageways & Aisleways

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. Passageways and aisles must be maintained at a minimum width of three (3) metres, unless otherwise approved by Sydney Showground.

Overhead Fixings

Objects must not be attached to or suspended from building beams, railings, light fittings or other venue infrastructure without prior Sydney Showground approval.

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 metres x 0.5 metres (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 approval.

Floor Protection for Masonry & Similar Displays

Any Licensee proposing to construct brick, stone, blockwork or similar displays must protect the floor beneath the installation using plywood with heavy-duty Visqueen, building paper or another suitable protective material.

The protective layer must be installed before construction begins and must be sufficient to prevent staining, scratching, marking or other damage to the floor surface

Non-Compliant Structures

Sydney Showground may require any structure, fixing or installation that does not comply with

these Operational Regulations or approved plans to be modified or removed at the Licensee's cost.

Exhibition & Structure Construction

All temporary structures built for exhibitions must comply with the National Construction Code 2022 (NCC) and all relevant Australian Standards 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 strict accordance with the National Construction Code 2022 and all relevant Australian Standards.

Crate Storage

A Sydney Showground approved exhibition freight handling service provider must handle all crate storage on the Premises.

Booths and Structures exceeding 3m

Permission for booths, structures or specialist machinery exceeding three (3) metres in height must be granted by the venue prior to installation. Where these booths or structures are allowed, they may require the following:

- Engineer certification prior to the stand being built.
- Engineer certification upon completion and prior to occupation.

To ensure the safe and smooth erection of these 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.

- Two (2) copies of plan view of scale no less than 1:500 showing location of the booth and structure.
- Two (2) copies of elevation views of scale no less than 1:100 showing cross sections and elevations of the booths and structures exceeding three (3) metres.

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.

Guidelines for Construction and Dismantling of Booths and Structures

The construction of stands, signs and facias must be in strict accordance with the NCC 2022 and all relevant Australian Standards. The tests for which are outlined in Australian Standard 1530 Part 3.

All custom stand plans must be submitted to Sydney Showground for approval prior to construction onsite.

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 and as per the NCC 2022. 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.

Additionally, Sydney Showground minimum requirements are as below:

- Where there is a roof, smoke detectors are to be fitted and a portable fire extinguisher available and visible
- The edge of a stand must comply with the NCC 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
- Doors built into a stand need to comply with the requirements of an exit door i.e. open outwards with a push bar or lever handle, and have an exit sign affixed above
- Any door incorporated into the stand and not providing an alternative means of egress is to have a "NO THOROUGHFARE" sign affixed
- 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 and complete a venue induction.

<u>Stand Access</u>

Access to the stand should be provided for those with disabilities. This may be achieved by providing a ramped edge around a raised floor, having staff on site to assist, or creating a dedicated ramp. Where a dedicated disabled ramp is built, it will need to comply with Australian Standards.

- Disabled access ramps must be clearly distinguishable from the remainder of raised floor surrounding it. To reduce the risk of a trip hazard, a handrail, block-off panel or suitable barrier of 900mm minimum in height should be installed.
- The ramp is to have a gradient of no less than 1:8 if the rise is 190 mm or less.
- The ramp is to have a gradient of no less than 1:14 if the rise exceeds 190 mm.
- The ramp is to be a minimum of 1000 mm in width, with a clear landing area of at least 1200 mm top and bottom

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.

Registration Counters

Registration Counters in Hall 2 to 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.

Temporary Stage Structures

A non-conventional stage that is larger than 50 m2 but smaller than 150 m2 must have at least two means of egress from the backstage area.

The need for a handrail is based on the rise (height) of the stairway. A handrail is required if steps rise one (1) metre or more. Is must be located along at least one side of a flight of stairs or along each side if the width is two (2) metres or more.

Standard handrails are required for stages 1000mm and taller. It is, however, often a wise decision to use handrails where the public will be entering and exiting on stage.

The construction and design of temporary stages is a safety critical element of any event; therefore, it is important that special attention is made in regard to the design, materials and construction of any stage.

The client is responsible for ensuring that any temporary stage is designed and approved by a structural engineer prior to build taking place. Information regarding the layout, design and structure must be approved as fit for purpose and submitted to the venue no less than 14 days prior to building.

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 your Event Representative for further information.

Naked Flames

Naked flames include candles, burning incense, gas fires and 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.

- Stands with naked flames require the possession of the appropriate fire extinguisher.

- If hot works are taking place, the appropriate fire extinguisher is required.

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 the current editions of **AS/NZS 1596:2026** (The storage and handling of LP Gas), **AS/NZS 5601.1:2022** (Gas installations — Part 1: General installations), **AS/NZS 5601.2:2020** (Gas installations — Part 2: LP Gas installations in caravans and boats for non-propulsive purposes), **AS 2030 series** (Gas cylinders — including AS 2030.1:2026 and AS 2030.5:2026), **AS/NZS 5263 series** (Gas appliances — including AS/NZS 5263.0:2023). Containers are to be located outside the building. A CO2 extinguisher is to be provided for each appliance using LP gas.

Flammable building material used for stand walls must be fireproofed. 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.

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 carpeted areas 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.

Tattoo Display

Event organisers wishing to include tattooing as part of their event must apply for a permit via NSW Police Security Licensing & Enforcement Directorate (SLED). Tattooing Shows - NSW Police Public Site

Exhibitors must work with the Event Organiser to ensure the relevant permit has been applied for.

The following items must also be in place

- Have a sink with hot and cold water directly in the vicinity of the stand
- Have a sharps bin on the stand
- Have a visual shield
- Be set up on non-porous floors
- Provide a Targeted Risk Assessment

Vehicle Displays

The Licensee must notify Sydney Showground of all vehicles to be displayed indoors and their proposed locations. The following items apply to all vehicle displays

- A drip tray must be placed underneath all vehicles while displayed inside the venue.
- Vehicles must not be started or operated during the event unless authorised by Sydney Showground.
- Ignition keys to not be left in the vehicle
- A minimum of 1x 2.3kg A: B(E) dry powder extinguisher located on stand for up to four (4) vehicles. 2x 2.3kg A: B(E) dry powder extinguisher for 5 – 10 vehicles.
- Vehicle keys must be secured in a Sydney Showground safety lock box and always remain accessible to a Sydney Showground representative.
- Vehicles must not obstruct aisles, emergency exits, access ways or fire safety equipment.

Internal Combustion Engine (ICE) Vehicles

- Fuel must not be added to or removed from vehicles while inside the venue.
- Fuel tanks must be secured against unauthorised access.
- Fuel tank to be no more than ¼ full
- Any fuel or fluid leak must be reported immediately, and the vehicle must not remain on display until the leak has been made safe.
- LPG or other gas-powered vehicles must comply with the additional gas isolation requirements specified by Sydney Showground.

Electric and Hybrid Vehicles

- Electric and hybrid vehicles must be identified to Sydney Showground prior to being brought indoors.
- Vehicles must be powered down while on display and remote keys/fobs secured to prevent unintended activation.
- Electric vehicles must not be charged onsite without prior written approval from your Sydney Showground Representative. Additional safety controls and operational requirements may apply and will be advised upon approval.
- Any electric or hybrid vehicle with a damaged or modified high-voltage battery system, or subject to an unresolved battery/high-voltage system safety recall, must not be brought onsite without prior written approval from Sydney Showground.
- Any battery warning, unusual heat, odour, leaking, vapour, smoke, hissing or other indication of battery failure must be reported immediately to Sydney Showground. The vehicle must not be operated or charged.

Flammable Gas-Powered Motor Vehicle Exhibits

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

- The Licensee shall notify Sydney Showground of the locations of these exhibits in the exhibition.
- The systems must be fitted in accordance with As/NZS 1425:2013 LP Gas Fuel Systems for Vehicle Engines
- The LPG fuel tank must be isolated from the engine mechanically by enclosing the ‘Service Tap’ on the fitted fuel tank.
- The vehicle is to be run until all fuel in the fuel line and converter is exhausted.

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

Within the Licenced Area, vehicles (trucks, vans and cars) may enter the premises:

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

Weapons/Sharp Implements/Props Displays

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 and sent to Sydney Showground for approval.
- 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.

Demonstrations Or Activities On Stand

If you plan or have an Exhibitor who wishes to hold an activity or display on their stand, venue approval and special preparation may be needed. These activities/displays include but are not limited to:

- Welding and cutting equipment
- Moving displays
- Machinery operations
- Spray booths
- Aerial acts
- Inflatable structures
- Physical activity or performance
- Dangerous activity such as fire breathing, sword acts etc.

You, or the exhibitor may be required to complete a Work Permit form if activities/displays are applicable. A targeted risk assessment may also be required to be submitted. Please contact your Event Representative, or have the exhibitor reach out to the Venue Services team for more information.

Cooking Displays

Cooking displays, including exhibitors wishing to cook on their stands, will need to be pre-approved by Sydney Showground.

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 and Australian recognised certification panel. Gas appliances to be used indoors must be certified for indoor use.

The use of LPG for cooking or exhibition displays requires approval by Sydney Showground.

Balloon Displays

Any use of helium balloons as part of the event or exhibition stand displays are required to inform the venue in writing. Licensee's will be charged for the removal of any balloons remaining in the venue or for any false NSW Fire & Rescue call out costs caused by balloons activating the smoke alarm beams.

Pool & Spa Displays

Any pool, spa or water feature capable of containing water to a depth greater than 300mm must comply with the following requirements:

- Pools, spas and water features must be adequately supervised and protected from unauthorised access.
- Where public access is not intended, suitable physical barriers or other controls must be provided to prevent entry.
- At least one competent person must be present within the exhibit space whenever the display is open to the public.
- Pool safety signage, including supervision warnings and CPR/resuscitation information, must be prominently displayed.
- No attached climbing devices, ladders or footholds are permitted unless required as part of the approved display.
- Water must be contained within the display area and managed to prevent slip hazards arising from splashing, leaks, overflow or maintenance activities.
- Any demonstration involving entry into the water must be supported by a risk assessment and approved by Sydney Showground prior to the event.
- Sydney Showground reserves the right to require additional controls based on the size, design and intended use of the display, including but not limited to physical barriers, dedicated supervision, the provision of qualified lifeguards, or personnel holding current First Aid and CPR qualifications.
- Any damage to service pits as result of water leaks will be as cost to the Licensee.

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.

SYDNEY SHOWGROUND

Attachment 4 Loading Dock Management



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

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 Sydney Showground 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.

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 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.

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.

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 and 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 / Heavy Vehicles 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
- 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
- The Licensee and contractors remain responsible for their vehicles, equipment and other property while using the loading dock.
- 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 orderr 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 recommended 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.

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 recommended 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/or 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 +61 2 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. NSW Ambulance
- Please note that a parking permit does not guarantee parking on the loading dock. Parking is based on daily availability
- 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
- Sydney Showground 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.

Work Health & 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 **AS 4602.1:2024** 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
- crates, stillages, pallets and other storage containers must be stacked in a way which makes them stable and must not exceed three (3) metres high.
- no unauthorised pedestrian access to the loading lock
- 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 4602.1:2024**. 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 & 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.

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

Delivery Of MHE/Moving Plant & 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. 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.

SYDNEY SHOWGROUND

Attachment 5

Operational Costs



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

Audio visual

Service	Cost
Audio visual equipment	POA

- Sydney Showground's preferred audio-visual supplier is Encore. Please contact your Account Manager or Event Representative to discuss your requirements for a comprehensive quote.
- Alternatively, you can source audio visual through an external supplier.

Cleaning

Service	Cost
Exhibition and Special Event cleaning	POA
Waste & Compactor Charges	POA
Pallet Removal	From $700

- Sydney Showground will provide all cleaning services for all special events incorporating ENGIE Stadium (festivals, dance parties etc.) please contact your Event Representative for a cleaning quote
- 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.
- 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)

Internet

Service	Cost
Wired Broadband Internet Connection, incl. installation	From $200.00
Wireless Broadband Internet Connection	From $40.00 per device

- Wired connection speed available as 20mb/s, 30mb/s, 50mb/s or 100mb/s
- Wireless connection speed available as 15mb/s, 20mb/s, 30mb/s or 50mb/s
- All internet connections are charged per day
- Custom connection requirements can be discussed with your Event Representative

Parking

Service	Cost
Special Event Parking rate	$40.00
Vehicle Parking, per hour rate	$8.00
Vehicle Parking, maximum daily rate	$40.00
Truck Parking, daily rate	$73.00
Bus Parking, daily rate	$73.00
Showground Rd Bus Zone fee	POA
SOPA land use / road closure fee	POA

Electrical

Service	Cost
3 Phase Power Connection	$293.00
3 Phase Splitter Board	$293.00
Electrical Consumption, per KwH	$0.44
GPO Single Phase Connection (max 15amp)	$165.00
Tail Connection (up to 100amp)	$168.00
Tail Connection (up to 200amp)	$278.00
Power Lock (up to 400amp)	$348.00
Electrician, per hour – minimum 4 hours (additional cost between 1800-0600hr and PH)	$72.50
25% Main Arena Tower Lights (130kWh), per hour min. 4 hours	$59.20
50% Main Arena Tower Lights (261kWh), per hour min. 4 hours	$118.86
AFL broadcast Main Arena Tower Lights (510kWh), per hour min. 4 hours	$232.25
Cricket broadcast Main Arena Tower Lights (522kWh), per hour min. 4 hours	$237.72

- The consumption for air conditioning is now metred with the pit power

Plumbing & Compressed Air Connections

Service	Cost
Double Bowl Sink and Basin Installation (including hot water)	$963.00
Water Connection directly to your equipment	$279.00
Waste Connection directly to your equipment	$279.00
Water Connection to stand	$200
Waste Connection to stand	$200
Compressed Air Supply to your equipment	$655.00
Compressed Air Supply to your stand	$412.00
Owners Sink Installation (Basic water & waste)	$508.00
Self-contained hand wash basin includes warm water, soap & hand towel dispenser (exhibitor to provide 10amp power)	$471.00
Bulk Water Supply, per kilolitre, over 5,000L	$5.71
Portable Toilet units	POA
Onsite additional labour, per hour (minimum 4 hours)	$125.00

Signage

Service	Cost
Blade Sign insert, per sign	$70.00

Event Services

Service	Cost
Police User Pay	POA
Fire User Pay	POA
Ambulance User Pay	POA
First Aid Services	POA
Sound Monitor	POA

- Please contact your Account Manager or Event Representative to discuss your requirements for a comprehensive quote.

Security	
Service Note: All shifts are minimum 4 hours	Cost
Fire Warden, Mon-Fri, per hour	$60.97
Fire Warden, Weekend, per hour	$75.61
Fire Warden, Public Holiday, per hour	$110.19
Security Guard, Gate Guard or RSA Guard, Mon-Fri, per hour	$60.97
Security Guard, Gate Guard or RSA Guard, Weekend, per hour	$75.61
Security Guard, Gate Guard or RSA Guard, Public Holiday, per hour	$110.19
Traffic Controller or Loading Dock Attendant, Mon-Fri, per hour	$60.97
Traffic Controller or Loading Dock Attendant, Weekend, per hour	$75.61
Traffic Controller or Loading Dock Attendant Public Holiday, per hour	$110.19
Security Supervisor or Loading Dock Supervisor Mon-Fri, per hour	$64.65
Security Supervisor or Loading Dock Supervisor Weekend, per hour	$80.23
Security Supervisor or Loading Dock Supervisor Public Holiday, per hour	$114.49

Event Equipment	
Item Chairs	Cost
Function Chairs	$16.50
Café Chairs	$16.50
JayDee Café Chairs	$26.00
Café Green Lounge Bench	$260.00
Hardwood Dining Chair	$42.00
Leather Lounge Chair	$83.00
Evelyn Armchair	$105.00
Evelyn 2-Seater Sofa	$260.00
Avian Armchair	$105.00
Avian 2-Seater Sofa	$260.00
Tables	
Banquet Round Table	$29.00
Banquet Round Table – Clothed	From $41.50
Trestle Table 1.8m x 750mm	$26.00
Trestle Table – Black Fitted Cloth	$47.00
Frankie Hardwood Coffee Table set (2 piece)	$105.00
Café Table	From $47.00
Black Top Table	$52.00
Cocktail	
High Bar Table – Tolix Wooden	From $94
Black Top Bar Table	$260.00
Bar Stool – Black or White Cushioned Seat	$57.00
Bar Stool – Tolix Wooden	$50.00
JayDee Bar Stool	$57.00
Linen	
White Banquet Tablecloth (230cm x 230cm)	$12.50
Black Banquet Tablecloth (230cm x 230cm)	$14.50
White Cafe Tablecloth (160cm x 160cm)	$5.50
White Trestle Tablecloth (135cm x 280cm)	$11.00
Black Trestle Tablecloth (135cm x 275cm)	$17.50

Black 3 or 4-sided Fitted Trestle Tablecloth	$21.00
White Linen Napkin (56cm x 56cm)	$1.50
Tea Towel	$1.50
Polishing Cloth	$1.50
White Bath Towel	$8.50
White Hand Towel	$6.00
Other	
3 Window Ticket Box (available at Sydney Showground discretion)	$1000.00
Tiered Seating (available at Sydney Showground discretion)	$420.00
Tensa Barrier	$36.50
Executive Set Up, per person: Includes Pads, Pens, Mentos, Water Jugs	$8.00

Food & Beverage

Service Note: All shifts are minimum 4 hours Staff working over 5 hours require a 30 min break	Cost
F&B Attendant, Bar Staff or Kitchen Hand, Mon-Fri, per hour	$68.00
F&B Attendant, Bar Staff or Kitchen Hand, Saturday, per hour	$81.00
F&B Attendant, Bar Staff or Kitchen Hand, Sunday, per hour	$95.00
F&B Attendant, Bar Staff or Kitchen Hand, Public Holiday, per hour	$149.00
F&B Supervisor, Chef or Logistics Staff, Mon-Fri, per hour	$76.00
F&B Supervisor, Chef or Logistics Staff, Saturday, per hour	$91.00
F&B Supervisor, Chef or Logistics Staff, Sunday, per hour	$106.00
F&B Supervisor, Chef or Logistics Staff, Public Holiday, per hour	$167.00
Sous Chef, Mon-Fri, per hour	$84.00
Sous Chef, Saturday, per hour	$101.00
Sous Chef, Sunday, per hour	$118.00
Sous Chef, Public Holiday, per hour	$186.00
Barista, Mon-Fri, per hour	$70.00
Barista, Saturday, per hour	$84.00
Barista, Sunday, per hour	$98.00
Barista, Public Holiday, per hour	$154.00
Surcharge under 25 guests, per room, per service	$485.00
Surcharge under 50 guests, per room, per service	$375.00
Surcharge Alternate Meal Service per person, per course	$6.00
Surcharge, After Midnight per person, per hour	$10.50
Café Minimum Spend – Coffee Cart	$1650.00
Café Minimum Spend – Grab & Go Café / Food Cart	$2750.00
Café Minimum Spend – Hall Café	$5000.00
Café Minimum Spend – Dome Café	$5500.00
Food Truck Minimum Spend	$2750.00
Sunday Surcharge 10% applies to all Food & Beverage	
Public Holiday Surcharge 15 % applies to all Food & Beverage	