

SYDNEY
Showground

Sydney Olympic Park

OPERATIONAL REGULATIONS

OPERATIONAL REGULATIONS

OPERATIONAL REGULATIONS

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

- Section 1) General Information;
- Section 2) Event Planning and Operations
- Section 3) Venue Operations.

Further Attachments which relate to your event include:

- Attachment 1) Work Health and Safety Policy
- Attachment 2) Food & Beverage
- Attachment 3) Rigging, Custom & Display Stands
- Attachment 4) Loading Dock Management
- Attachment 5) Rules for events deemed to be "Major Events" by SOPA
- Attachment 6) Exhibitor Information
- Attachment 7) Price List

OPERATIONAL REGULATIONS

Contents

SECTION 1:	GENERAL INFORMATION	5
1.1.	DISCLAIMER & DEFINITIONS	5
1.2.	CONTACT DETAILS	6
1.3.	BANKING DETAILS	6
1.4.	CREDIT CARDS	6
1.5.	REFERENCE TO SYDNEY SHOWGROUND	7
1.6.	INSURANCE & LIABILITY FOR DAMAGE	7
1.7.	DRONES	8
1.8.	HAZARDS & INCIDENTS	8
1.9.	DISTRIBUTION OF PROMOTIONAL MATERIAL	8
1.10.	MERCHANDISING	8
1.11.	MUSIC AND PERFORMANCE PERMITS	9
1.12.	TRADE PROMOTIONS & LOTTERY COMPETITIONS	10
1.13.	PROHIBITED ITEMS	10
1.14.	LOST AND FOUND	11
1.15.	COMMON AREAS	11
1.16.	OVERNIGHT OR CASUAL ACCOMMODATION	12
1.17.	TRANSPORT	12
1.18.	PHOTOGRAPHY AND VIDEO FOOTAGE	13
1.19.	SMOKING	13
1.20.	ANIMALS	14
1.21.	AMUSEMENT RIDES AND DEVICES	14

OPERATIONAL REGULATIONS

SECTION 2:	EVENT PLANNING & OPERATIONS	15
2.1.	EVENT REPRESENTATIVES & CLIENT SERVICES OFFICERS	15
2.2.	OPERATIONS MEETING	15
2.3.	FLOOR PLANS	17
2.4.	ACCESS	17
2.5.	BUILDING INSPECTION	18
2.6.	DELIVERIES	18
2.7.	SIGNAGE	18
2.8.	TICKETING	19
<hr/>		
SECTION 3:	VENUE OPERATIONS	20
3.1.	CLEANING	20
3.2.	WASTE MANAGEMENT	21
3.3.	CROWD MANAGEMENT	21
3.4.	FIRST AID	21
3.5.	LOADING DOCKS	22
3.6.	NOISE MONITORING	23
3.7.	AIR CONDITIONING	24
3.8.	COMMUNICATIONS	24
3.9.	DISABLED FACILITIES AND SERVICES	24
3.10.	ELEVATORS	24
3.11.	OPERABLE WALLS (DOME & Halls 2,3 & 4)	24
3.12.	PUBLIC ADDRESS SYSTEM	25
3.13.	RIGGING	25
3.14.	SAND, SOIL AND SIMILAR MATERIALS	25
3.15.	SECURITY	25
<hr/>		
USEFUL CONTACTS		26

SECTION 1: GENERAL INFORMATION

1.1 DISCLAIMER & DEFINITIONS

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

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

In these Operational Regulations the following definitions apply:

‘Authority’ means any government department or council, any statutory authority, or any other body whose consent is required to hold the event.

‘Booth’ means a temporary partitioned area or room erected within the Premises.

‘Licensee’ and **‘Contractor’** means the Licensee, the Licensee’s workers and any other third party using the Showground.

‘Period’ means the duration of time the Licensee or Contractor occupies the Showground, usually from the start of move-in until the end of move-out.

‘Premises’ and **‘Showground’** means Sydney Showground at Sydney Olympic Park and any additional areas licensed for the event.

‘Structure’ means any structure, fixing or fitting erected, or intended to be erected, by the Licensee on the Premises.

‘Sydney Showground’ is the entity responsible for the Management of the Sydney Showground being the Royal Agricultural Society of NSW trading as Sydney Showground ABN 69 793 644 351.

OPERATIONAL REGULATIONS

1.2 CONTACT DETAILS

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

1 Showground Road
Sydney Olympic Park NSW 2127
Telephone: 02 9704 1111
Facsimile: 02 9704 1472
Website: www.sydneyshowground.com.au
Email: mail@sydneyshowground.com.au

Postal Address: Locked Bag 4317
Sydney Olympic Park NSW 2127

1.3 BANKING DETAILS

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

1.4 CREDIT CARDS

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

Credit Card Administration Fee:

MasterCard and Visa Card – **1.2% on amount payable**

American Express – **3.0% on amount payable**

1.5 REFERENCE TO SYDNEY SHOWGROUND

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

Venue Identification

The correct name of the venue is:

Sydney Showground, Sydney Olympic Park.

The correct location reference to all events staged at the Sydney Showground is: Sydney Showground, Sydney Olympic Park.

1.6 INSURANCE DURING THE PERIOD

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

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

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

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

OPERATIONAL REGULATIONS

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

1.7 DRONES

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

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

1.8 HAZARDS & INCIDENTS

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

The Licensee is required to provide to Sydney Showground a detailed Risk Management Plan two (2) weeks prior to the event.

1.9 DISTRIBUTION OF PROMOTIONAL MATERIAL

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

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

1.10 MERCHANDISING

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

OPERATIONAL REGULATIONS

1.11 MUSIC AND PERFORMANCE PERMITS

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

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

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

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

APRA and PPCA Licenses – How Do They Differ?

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

Contact details for APRA and PPCA:

Australasian Performing Right Association (APRA) Ph: 02 9935 7900 Website: http://www.apraamcos.com.au/	Phonographic Performance Company of Australia Limited (PPCA) Ph: 02 8569 1100 Website: www.pcca.com.au
--	---

1.12 TRADE PROMOTIONS & LOTTERY COMPETITIONS

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

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

NSW Office of Liquor, Gaming and Racing
Ph: 02 9995 0300
Web: www.olgr.nsw.gov.au

1.13 PROHIBITED ITEMS

Sydney Showground needs full cooperation from Licensees and Contractors to keep the venue safe and clean. The Conditions of Entry to Sydney Showground (located at the entrance to Sydney Showground, and online at www.sydneypshowground.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;
- Other items as determined by the RAS that may cause injury or public nuisance.

OPERATIONAL REGULATIONS

Spotless Stadium Prohibited Items

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

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

1.14 LOST AND FOUND

Any inquiries regarding lost & found items should be directed to Sydney Showground Security Control 02 9704 1020. All lost and found articles except for perishable items are catalogued and stored for 90 days. After such period, all articles will be disposed in such manner as Sydney Showground in its sole discretion may decide and no person shall have any further claim to those articles. Sydney Showground shall not be responsible for any items not collected during the stipulated period. Any money found and left unclaimed for over 90 days may be donated to the RAS of NSW Foundation to be used for charitable purposes.

1.15 COMMON AREAS

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

1.16 OVERNIGHT OR CASUAL ACCOMMODATION

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

1.17 TRANSPORT

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

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

Parking: Sydney Olympic Park Authority (SOPA) own and manage the parking around the Precinct <http://www.sydneyolympicpark.com.au/maps/parking-at-sydney-olympic-park>. For some events Sydney Showground are provided discounted Exhibitor parking, please check with your Event Representative for further information specific to your event.

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

Sydney Buses: Contact 131500 or visit www.transportnsw.info to check timetables.

Ferries: Contact 131500 or online at www.transportnsw.info to check timetables. Sydney buses connect with the Olympic Park terminal to bring you into the precinct.

OPERATIONAL REGULATIONS

1.18 PHOTOGRAPHY AND VIDEO FOOTAGE

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

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

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

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

1.19 SMOKING

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

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

OPERATIONAL REGULATIONS

1.20 ANIMALS

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

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

1.21 AMUSEMENT RIDES AND DEVICES

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

The Licensee must:

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

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

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

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

SECTION 2: EVENT PLANNING & OPERATIONS

2.1 EVENT REPRESENTATIVES & CLIENT SERVICE OFFICERS (CSO)

EVENT REPRESENTATIVE:

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

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

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

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

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

OPERATIONAL REGULATIONS

CLIENT SERVICE OFFICER:

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

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

2.2 OPERATIONS MEETING

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

Risk Assessment: Depending on the size and intended activities of the event, the Licensee may be required to provide an independent risk assessment. Please go to <http://www.sydneyshowground.com.au/plan-your-event/operational-regulations/risk-assessment/> to complete our online flowchart

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

2.3 FLOOR PLANS

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

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

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

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

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

2.4 ACCESS

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

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

OPERATIONAL REGULATIONS

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

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

2.5 BUILDING INSPECTION

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.

2.6 DELIVERIES

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

2.7 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

OPERATIONAL REGULATIONS

notices or advertisements on ceilings, floors, walls or walkways without prior written approval. If unapproved material is found, Sydney Showground reserves the right to remove this without notice to the Licensee and at the Licensees cost.

Directional and Promotional Signage

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

Rigging for Signage

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

2.8 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.

SECTION 3: VENUE OPERATIONS

3.1 CLEANING

Sydney Showground will provide cleaning services inclusive of cleaning bathrooms, emptying of bins, bin covers for internal bins, cleaning of foyer areas, catering areas and overnight vacuuming of floors. Cleaning for exhibitions (general and booth), special events, seminars, meetings, conferences and banquets is not included in the License Fee.

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

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

3.2 WASTE MANAGEMENT

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

The Licensee is responsible for the removal of waste materials including pallets and gas bottles from the licensed premises including the Loading Dock and event waste bins prior to the expiration of the license period. Waste materials include any stand fittings from exhibitions and other materials brought onto the Premises for exhibitions or events.

The Licensee is required to separate the waste into recyclable components as agreed in the planning process

The Licensee will be charged a hire fee for the waste infrastructure, removal of waste from site & disposal of waste.

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

3.3 CROWD/ENTRY MANAGEMENT

Crowd and Entry Management will be the responsibility of the Licensee. The Licensee is required to submit their crowd management plan to Sydney Showground for review and approval a minimum of fourteen (14) days prior to the commencement of the Period. Should the licensee fail to implement an acceptable crowd/entry plan Sydney Showground will do so on their behalf and all costs will be borne by the licensee.

3.4 FIRST AID

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

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

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

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

Where an external company is providing first aid for an event, they must agree to supply Sydney Showground with an incident report for each person treated. Alternatively, Sydney Showground's Security Officers can complete incident reports; however the first aid provider must notify Security immediately when a person requires first aid or medical treatment.

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

OPERATIONAL REGULATIONS

3.5 LOADING DOCKS

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

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

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

No B DOUBLES are permitted within the Sydney Olympic Park Precinct

Storage

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

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

Supervision

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

3.6 NOISE MONITORING

- (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.

OPERATIONAL REGULATIONS

3.7 AIR CONDITIONING

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

3.8 COMMUNICATIONS

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

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

3.9 DISABLED FACILITIES AND SERVICES

Sydney Showground has elevators, rest rooms and telephones that are designed to accommodate the needs of the disabled. All rooms and areas located within any Pavilion, Hall and The Dome similarly have been designed to suit these requirements except Level 1 in Hall 2,3 & 4, which due to the original design is not so classified. Guide dogs are permitted to accompany a visually impaired person on the Premises at his/her responsibility.

3.10 ELEVATORS

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

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

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

3.12 PUBLIC ADDRESS SYSTEM

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

3.13 RIGGING

All rigging must be with an approved rigging company accredited by Sydney Showground. Please contact your Event Representative for further information.

3.14 SAND, SOIL AND SIMILAR MATERIALS

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

3.15 SECURITY

Sydney Showground will manage all access to the site via perimeter gates including temporary emergency exit gates. Temporary emergency exit gates for an outdoor event may be managed by event security. A plan referencing how this will be managed is to be provided 2 weeks prior to commencement of the license period.

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

OPERATIONAL REGULATIONS

USEFUL CONTACTS

Royal Agricultural Society of NSW

1 Showground Road, Sydney Olympic Park NSW 2127

Phone: 02 9704 1111

Fax: 02 9704 1122

Sydney Olympic Park Authority

8 Australia Ave, Sydney Olympic Park NSW 2127

Phone: 02 9704 7888

Fax: 02 9714 7151

SafeWork NSW

Phone: 13 10 50

Web: www.safework.nsw.gov.au

NSW Office of Liquor, Gaming and Racing

Ph: 02 9995 0300

Web: www.olgr.nsw.gov.au

Australasian Performing Right Association (APRA)

Ph: 02 9935 7900

Web: www.apraamcos.com.au

Phonographic Performance Company of Australia Limited (PPCA)

Ph: 02 8569 1100

Web: www.pcca.com.au



1 Showground Road, Sydney Olympic Park, NSW 2127 Australia
Phone +61 2 9704 1157 Fax: +61 2 9704 1173
Email sales@sydneyshowground.com.au • www.sydneyshowground.com.au