



ROYAL AGRICULTURAL
SOCIETY of WA

PERTH
ROYAL SHOW

Perth Royal Show 2026 Site Rules & Regulations

26 SEPTEMBER – 3 OCTOBER 2026

perthroyalshow.com.au



Introduction 1

Contact Information	1
Event Details	1
Background	2
Definitions	3

Section 1 4

Finance & Licence Agreement 5

Breaches & Enforcement Actions	5
Goods and Service Tax (Gst)	5
Risk, Release of Liability & Indemnity	5

Code of Conduct 6

Exhibitors, Vendors, Suppliers and Competitors Code of Conduct	6
Working with Children Requirements	6

Safety & Legislation Compliance 7

Acts and Regulations	7
Inductions	7
Personal Protective Equipment (PPE)	8
Worksafe	8
Incident Reporting	8
Security and Claims	9

Behaviour 10

Exhibitors Liable For Agents And Employees	10
Alcohol, Drugs & Smoking	10

Compliance 11

Charity Policy	11
Competitions & Raffles	11
Photography	11
CCTV Surveillance	11

Vehicles 12

Internal Traffic Management	12
Vehicle Towing	12
Parking	12

Access 13

Minors	13
Gate Control	13
Passes	13
Dogs/Animals	14
Overnight Onsite Accommodation	14

Section 2 15

Finance & Licence Agreement 16

Trading Hours	16
Insurance Requirements	16
Cancellation of Site	16
No Perth Royal Show	16
Default	16
Relocating Exhibitors	17
No Assignment - Sub-Letting	17
Confidentiality	17
Exclusivity	18
Showbags	18
Merchandise	18
Products & Menus	18

Food Safety Requirements 19

Documentation	19
Health Inspections	19
Cooking Demonstrations	19
Sample Size Limitations	20
Responsible Service of Alcohol	20

Utility Connections	21
Applications for Services	21
Electrical Installations	21
Test & Tag Requirements	21
Power Supply	22
Gas Safety	22
Non-Compliance & Disconnection	22
Water Supply Service	22
First Aid	22
Aisles/Roads/Emergency Exits	22

Safety & Legislation Compliance	23
Fire Precautions	23
Entry Into Exhibitor Site	23
Safe Work Method Statements (SWMS)	23
Exhibitor Refunds	23

Marketing	24
Social Media	24
General Media	24
Mascots and Character Performances	24

Site Presentation & Limitations	25
Temporary Structures	25
Signage	26
Umbrellas	26
Appearance	27
Demonstration Areas	27
Waste Process	27
Cleaning	27
Noise	28
Mobile Plant Equipment	28

Vehicles	29
Personal Forklift, Golf Buggies, UV, Scissor Lifts, & EWP	29
Vehicle Authorisation Form	29
Vehicle Rules and Regulations	29

Deliveries	31
Designated Delivery Zones	31
Delivery Exclusion Zones	31

Prohibited Items & Activities	32
Prohibited Items	32
Prohibited Activities	33
Job Interviews	33

This document provides key operational information relevant to the Perth Royal Show and Claremont Showground. Please ensure you read this carefully, as all Personnel are required to comply with the requirements outlined within it.

The Site Rules and Regulations are structured in two sections:

Section 1 - Applies to all Personnel.

Section 2 - Applies to Exhibitors including:

- Retail
- Food Vendors
- Sideshow
- Showbags
- Sponsors
- Education

All Personnel must read Section 1 in full.

Exhibitors are required to read both Section 1 and the applicable parts of Section 2 as they relate to their site and operations at the Perth Royal Show.

Competitors must comply with Section 1 of this document, in addition to the relevant General Regulations.

Failure to adhere to the conditions of these Site Rules and Regulations may result in the termination of your agreement with the Royal Agricultural Society of Western Australia and, where applicable, action by the relevant authorities.

If you require further information not covered in this document, or clarification on any content, please contact the relevant the Royal Agricultural Society of WA team for assistance.

Contact Information

The Royal Agricultural Society of Western Australia

ABN: 91 661 481 302

Address: 1 Graylands Road, Claremont WA 6010

Tel: 08 6263 3100

Website: perthroyalshow.com.au

Event Details

Perth Royal Show Dates

The 2026 Perth Royal Show will be held from Saturday 26 September to Saturday 3 October 2026.

Opening Hours For Public Entry

Gate access times are from 10am to 8.30pm.



Background

Claremont Showground is owned and operated by The Royal Agricultural Society of Western Australia.

The Site Rules and Regulations apply to all Personnel and their Associated Persons when accessing or operating at Claremont Showground for the purpose of the Perth Royal Show.

The Royal Agricultural Society of WA may amend, update, or replace the Site Rules and Regulations at any time. Any amended Site Rules and Regulations take effect immediately upon notification or publication, and continued access to or use of the Venue constitutes acceptance of those amendments.

Definitions

Asset Services

The Royal Agricultural Society of WA's Asset Services Personnel.

Common Area

An area that is designed and intended by the Royal Agricultural Society of WA to be utilised by the public and all Personnel, including pavilion aisles, walkways, streets, grassed, or paved areas.

Competitor

A person involved in a competition at the Perth Royal Show.

EOC

The Royal Agricultural Society of WA's Emergency Operations Centre.

Event

The Perth Royal Show.

Exhibitor

A person, business, organisation or group that sells or promotes their work or products. The Exhibitor holds the licence agreement with the Royal Agricultural Society of WA and is responsible for all Personnel associated with their site, including their employees, contractors, and volunteers while at the Venue.

The word 'Exhibitor' extends to Sideshow and Show Bag operators at the event.

Exhibitor Services

The Royal Agricultural Society of WA's Commercial Department.

General Public

Refers to ticket holders that have purchased or received complimentary tickets to attend the event.

Land

Refers to Claremont Showground, Claremont, Western Australia 6010, which is owned and operated by the Royal Agricultural Society of Western Australia.

Law

Includes statutory laws, regulations and requirements of any authority and government body.

Licence Agreement

A short-term licence for use of a site at the Venue granted by the Royal Agricultural Society of WA to an Exhibitor.

Minor

A minor is any individual that is under the age of 16 years old for the purpose of this document. A Minor is allowed on site under the condition that they are under supervision of an adult at all times, including ingressing and egressing the Venue.

Personnel

Refers to a person who is an Exhibitor, Competitor, Sponsor or Contractor, and their respective employees, agents, volunteers, and contractors while on site.

Plant Equipment

Refers to heavy machinery and equipment that are used in the workplace, such as forklifts, telehandlers, scissor lifts, and elevating work platform (EWP).

Personal Protective Equipment

Personal Protective Equipment (PPE) is used to reduce the risk to a person's health and safety, such as wearing high vis vests and safety boots while at the Venue.

Show

The Perth Royal Show.

Sideshow

Includes carnival rides and amusement devices, as well as games and aerial ropeways.

Site

Part of the Venue which the Royal Agricultural Society of WA has granted an Exhibitor a licence agreement to use.

Stand

An Exhibitor's display, premises, temporary building, tent, sideshow, attraction or other improvement erected by an Exhibitor.

Venue

Refers to Claremont Showground, Claremont, Western Australia 6010.



ROYAL AGRICULTURAL
SOCIETY *of* WA

**PERTH
ROYAL SHOW**

Section 1

APPLIES TO ALL PERSONNEL

Finance & Licence Agreement

SECTION 1

Breaches & Enforcement Actions

1. All Personnel are legally bound by the terms and conditions, which are listed within this Site Rules and Regulations Document as part of their licence agreement with the Royal Agricultural Society of WA.
2. All Personnel are responsible for providing both the Site Rules and Regulations Document to all employees, contractors and volunteer, including a copy of the following:
 - a) Exhibitor Manual Document for Commercial Exhibitors.
 - b) General Regulations Document for Competitors and Livestock Exhibits.
3. All Personnel will be held responsible for their behaviour and actions while at the Venue.
4. The Royal Agricultural Society of WA may take enforcement action against any Personnel who breach these Site Rules and Regulations. Enforcement action may include, but is not limited to:
 - a) Issuing a breach notice or warning;
 - b) Applying any breach administration charges specified within these Site Rules and Regulations;
 - c) Suspending or revoking vehicle permits, access credentials, licences or approvals;
 - d) Directing the Personnel to cease trading, exhibiting, competing or conducting activities at the Venue;
 - e) Requiring the Personnel to leave the Venue; and/or
 - f) Recovering any reasonable costs incurred by the Royal Agricultural Society of WA as a result of the breach.
5. The Royal Agricultural Society of WA will not be liable for any refunds, costs, expenses, loss of income, loss of opportunity or other losses arising from enforcement action taken in accordance with these Site Rules and Regulations.

Goods and Service Tax (GST)

1. GST is to be administered in accordance with the *Goods and Services Tax Act* at the time.

Risk, Release of Liability & Indemnity

1. All Personnel at the Venue, including by accessing to or egressing from or using any part of the Venue (and including using any infrastructure, equipment, facilities or appliances at the Venue which are owned or provided by the Royal Agricultural Society of WA or any other person) do so entirely at their own risk in all respects.
2. All Personnel are responsible for all property damage, injury, or death resulting from their actions or those of their representatives if done without the Royal Agricultural Society of WA's or Asset Services' written consent, outside their specified directions, in violation of any applicable laws, or in breach of the licence agreement or Site Rules and Regulations.
3. All Personnel must indemnify and hold the Royal Agricultural Society of WA, its officers, employees, and agents harmless from any claims, costs, or losses resulting from their use of the site, the exercise of their rights under the licence agreement, or any breach of its terms or the Site Rules and Regulations.
4. Without limiting the above, the Royal Agricultural Society of WA shall not be liable for any loss, theft, damage, destruction, injury, illness or death affecting any equipment, property, materials, exhibits, livestock, animals or other items brought onto the Land by Personnel or any Associated Person, whether occurring during the Event, while such equipment, property, materials, exhibits, livestock, animals or other items are on the Land, or during transportation to or from the Land. All Personnel acknowledge that all such equipment, property, materials, exhibits, livestock and animals are brought to, kept on and removed from the Land entirely at the Personnel's risk. All Personnel are solely responsible for the care, custody, control, security, welfare, transportation and insurance of all such equipment, property, materials, exhibits, livestock and animals.

Code of Conduct

SECTION 1

Exhibitors, Vendors, Suppliers and Competitors Code of Conduct

1. A Code of Conduct document will be sent to all Personnel and made available on the Perth Royal Show website.
 - a) All Personnel will receive a link to access the webpage.
2. Any Personnel seen to be engaged in inappropriate conduct or failing to comply with the Code of Conduct will receive Breach Enforcement Actions..
 - o Includes back-of-house or private areas of the event that are not visible to the public, where anyone under 18 years old may be present or have access.

- c) Exhibitors must submit an electronic copy of their current National Police Certificate or WWC Card to compliance@raswa.org.au no later than **Friday, 4 September 2026** and include the following:
 - o Subject line of the email to include either 'Commercial Exhibitor WWC' or 'Commercial Exhibitor Police Check'.
 - o Provide both the trading name and registered business name in the body of the email.
 - o Ensure all attachments have full names attached to each document.
- b) Exhibitors must comply with the requirements of the *Working with Children (Screening) Act 2004 (WA) (WWC Act)* which includes:
 - o Ensuring no Personnel are employed, engaged or volunteer at or in connection with the Event if the Exhibitor is aware the Personnel has been convicted of or has a pending charge for a Class 1 or Class 2 offence as defined by the *WWC Act* and does not have a current Working With Children Check (WWCC), or has been issued with a negative notice or an interim negative notice under the *WWC Act*.
- c) Ensuring all Personnel undertaking duties that involve or are likely to involve contact with children under the age of 18 years hold a valid WWCC in accordance with the *WWC Act*.
 - o Comply with the [Working with Children \(Criminal Record Checking\) Bill 2004](#).
 - o Keep and maintain up-to-date records of all Personnel and make these records available to the Royal Agricultural Society of WA immediately upon request, details include the following:
 - Full names
 - Email addresses
 - Contact details
 - Date of births

Working with Children Requirements

1. All Personnel must comply with the Royal Agricultural Society of WA's Code of Conduct, including the clauses entitled Code of Conduct for Child Safe Environment and the Royal Agricultural Society of WA Child Safe Professional Behaviours.
2. **The Royal Agricultural Society of WA Volunteer requirements:**
 - a) Current National Police Certificate and a valid WWC Card.
 - b) Upload an electronic copy of both documents via the Better Impact website no later than **Friday, 4 September 2026**.
3. **Exhibitor requirements: -**
 - a) Supply the Royal Agricultural Society of WA with an electronic copy of all Personnel's current National Police Certificate or valid WWC Card if at the time of the Event the Exhibitor's site meets any of the following criteria:
 - o Employs or engages (including volunteers) anyone under 18 years old.
 - o Has staff (including volunteers) who interact directly with anyone under 18 years old without parent or guardian supervision (note: direct contact is defined as physical or face-to-face contact).

Safety & Legislation Compliance

SECTION 1

Acts and Regulations

1. All Personnel will strictly observe the provisions of all laws applicable to their business or the use or occupation of their site including, without limitation to the following:
 - a) *Health Act 1911 (WA)*
 - b) *Food Act 2008 (WA)*
 - c) *Workers Compensation and Injury Management Act 1981 (WA)*
 - d) *Workers Compensation and Injury Management Act 2023 (WA)*
 - e) *Work Health and Safety (General) Regulations 2022 (WA)*
 - f) *Workers Compensation and Rehabilitation Act 1981 (WA)*
 - g) *Australian Consumer Law (ACL)*
 - h) *Competition and Consumer Act 2010 (Cth)*
 - i) *Fair Trading Act 2010 (WA)*
 - j) All relevant product safety regulations relating to all items, food offered for sale or sampled at their site/s and relating to the business of which is conducting their activities.
2. Should the business be required to close under any such Act, rule, regulation or by-law by any authority acting within its powers or cancelled by the Royal Agricultural Society of WA for any infringement of the conditions of this agreement:
 - a) The Royal Agricultural Society of WA shall not be under any liability for damages on account of such closure.
 - b) The Royal Agricultural Society of WA will not be liable to refund the licence fee already paid by the Exhibitor or any part thereof.
 - c) The Royal Agricultural Society of WA will not forfeit any claim or the amount of any licence fee due but not paid by the Exhibitor at the time of such closure or cancellation.

Inductions

1. All Personnel must complete their Perth Royal Show induction online prior to arriving at the Venue.
2. Exhibitors, Competitors, Sponsors and Suppliers are responsible for providing the induction link to their employees, contractors, and volunteers, including these additional event documents:
 - a) Exhibitors are responsible for providing the Commercial Exhibitor Manual to all Personnel associated with their site.
 - b) Competitors are responsible for supplying the General Regulations document to all Personnel associated with their competition entry or animal exhibit.
3. All Personnel must complete their Perth Royal Show induction online prior to commencing any work at the Venue.
 - a) The induction must be completed by each individual and cannot be completed by someone else.
 - b) Access into the Venue will be denied if an induction certificate cannot be presented to Gate Staff.
 - c) Induction certificate QR codes will be scanned upon entry.
 - d) Gate Staff may ask for photo ID to match the name on the induction certificate.
4. All Personnel are prohibited from sharing the induction link with the following:
 - a) Friends and family who are not associated with the build or pack down of the allocated site.
 - b) External media or social media groups without prior written approval from the Royal Agricultural Society of WA's Marketing Department.

Personal Protective Equipment (PPE)

1. As a condition of entry during bump in and out, all Personnel are required to comply with the following requirements:
 - a) All Personnel are required to supply their own high visibility vest, which must be worn prior to entering through the gates and within the Venue at all times.
 - b) Closed in shoes must be worn (thongs and sandals will not be accepted). Steel cap boots are the preferred choice of footwear.
 - c) Any additional form of PPE is to be worn as required when completing medium to high-risk activities (safety glasses, harnesses and hard hats etc.)
 - d) Any Personnel found to have not met the above safety standards will be asked to leave site immediately and can only return once they rectify their PPE requirements.
 - e) Breaches and Enforcement Actions will apply for any Personnel found within the Showground without the correct PPE, including removing their high vis vests once entering through the gates.

Worksafe

1. Inspections will be carried out by WorkSafe to oversee the compliance and safety methods used by all Personnel across the Venue.
 - a) If found to be using unsafe practices and/or Work Health and Safety Methods, infringements and/or fines will be issued directly to the individual by WorkSafe.
 - b) If the individual receives a WorkSafe Improvement & Prohibition Notice and/or fines, they must advise the Royal Agricultural Society of WA immediately.

Incident Reporting

1. All Personnel must complete the Royal Agricultural Society of WA Incident Report in respect to any accident, incident or near miss which has or could have resulted in an injury of any nature or kind to a person or damage to property.
2. Under *WHS Act 2020 Section 39*, the Royal Agricultural Society of WA has a duty to preserve the scene where an incident has taken place until a WorkSafe inspector arrives.
 - a) The Royal Agricultural Society of WA holds independent notification obligation and works closely with WorkSafe for all incidents reported at the Venue.
3. Incidents are to be reported to the Emergency Operations Centre (EOC) by the following methods:
 - a) Calling EOC on (08) 6263 3114.
 - b) Scanning the QR, which is included in the Exhibitor Manual and completing the online report.
 - c) Locating a Royal Agricultural Society of WA Staff Member to make a report.
4. In the event of a life-threatening emergency:
 - a) Please call 000.
 - b) Report this to EOC on (08) 6263 3114 to advise the Royal Agricultural Society of WA of any accidents and to safely manage any emergency vehicles entering the Venue.
5. If there is a serious injury or illness, a death or a dangerous incident:
 - a) Please call 000.
 - b) Report this to EOC on (08) 6263 3114 to advise the Royal Agricultural Society of WA of any accidents and to safely manage any emergency vehicles entering the Venue.
 - c) Make a report to WorkSafe WA immediately on 1800 678 198.

Security and Claims

1. The Royal Agricultural Society of WA provides routine security patrols across the Venue, however:
 - a) Due to the scale of the event, individual exhibits and assets cannot be monitored at all times.
 - b) The Royal Agricultural Society of WA will not accept any responsibility for the protection of exhibits, including stock, nor for any loss or damage how so ever caused.
 - c) All Personnel must remain vigilant and report any suspicious activity to Emergency Operations Centre on (08) 6263 3114 or by scanning the QR code to complete the online report.
2. All Personnel are responsible for their own assets and must manage all risks, including those under the *Workers' Compensation Act* or any other applicable laws.

Exhibitors Liable For Agents And Employees

1. All Personnel are responsible for the behaviour and actions of their employees, contractors, and volunteers while at the Showground.
 - a) All Personnel understand that they are liable for all Breaches and Enforcement Actions that are received against their business as a result of the behaviour or activity that is carried out by their employees, contractors, or volunteers.
- c) The Royal Agricultural Society of WA will not be liable for any compensation for any item that is confiscated and disposed of.
8. The above line items apply to bump in and out periods, including all event days.
9. Smoking and vaping will only be permitted in the designated Smoke Area, which will be included on the site map.

Alcohol, Drugs & Smoking

1. Drinking alcohol on the Showground, other than in the licensed areas, is prohibited.
2. Personnel are required to hold a 0.00% blood alcohol content (BAC) at all times during bump in and out, including before arriving to the Venue and during rostered shift during event days.
3. Personnel are prohibited from operating any form of vehicle or plant equipment under the influence of drugs and alcohol.
4. Taking illicit substances is strictly forbidden on the Showground.
5. Personnel that are found to be intoxicated or affected by drugs will be escorted offsite by security and will be refused entry for the remainder of the event.
6. Personnel cannot bring alcohol into the Venue for personal consumption.
7. The Royal Agricultural Society of WA Staff and Security have the rights to check Personnel bags and belongings at any time.
 - a) Bag checks will be completed by Security each time Personnel enter the Venue, including re-entry on event days.
 - b) Any items that are confiscated by the Royal Agricultural Society of WA Staff or Security will not be returned to the Personnel.

Charity Policy

1. The Royal Agricultural Society of WA has a Charity and Donations Policy that guidelines the participation of charities at the Perth Royal Show.
2. An application must be submitted to exhibitorservices@raswa.org.au by **Friday 31 July** to raise donations at the event.
 - a) Approval is not automatic, and each request will be assessed on a case-by-case basis by Royal Agricultural Society of WA.
 - b) If approval has not been received in writing from the Royal Agricultural Society of WA, no money or donations can be collected at the event, including for patrons completing a sign-up process which allows for future monetary donations or deductions.

Competitions & Raffles

1. Exhibitors wishing to conduct a trade promotion, competition, lottery or other competition must contact the Department of Creative Industries, Tourism and Sport to obtain the permits required.
2. All Personnel must not conduct any form of competition or offer any prize or award, including selling raffle tickets, without the prior written approval of the Royal Agricultural Society of WA.
 - a) An application must be submitted to exhibitorservices@raswa.org.au by **Friday 31 July**.
 - b) If approved, all Personnel must conduct that competition or offer that prize or award strictly in accordance with terms of Responsible Gaming and Liquor (RGL) and the approval given by the Royal Agricultural Society of WA.

Photography

1. The use of drones is strictly prohibited at the Venue without written prior approval from the Royal Agricultural Society of WA.
2. Approved media by the Royal Agricultural Society of WA will carry official 'Media' passes.
3. Professional cameras are prohibited from being used at the Venue, unless written permission has been granted by the Royal Agricultural Society of WA.
 - a) Personnel must request permission by emailing marketing@raswa.org.au by **Monday 31 August**.

CCTV Surveillance

1. The Royal Agricultural Society of WA conducts CCTV surveillance across the Venue and may access relevant security footage where applicable.
2. By entering the Venue, all Personnel acknowledge and consent to being photographed, filmed, recorded and/or monitored via CCTV.
 - a) This consent extends to the Royal Agricultural Society of WA, and any third parties engaged by the Royal Agricultural Society of WA for these purposes.
3. The Royal Agricultural Society of WA, and authorised third parties, may use, reproduce, publish, broadcast or licence any such images, recordings or footage for operational, safety, or security purposes, without compensation to the individual.
 - a) Royal Agricultural Society of WA, its authorised parties, and any parties acquiring this material are entitled to use it and are not liable to the individual for its use.

Internal Traffic Management

1. All drivers, including external delivery drivers must abide by the following:
 - a) Follow all instructions from the Royal Agricultural Society of WA Staff.
 - b) Abide by all internal traffic and directional signage.
 - c) Not exceed speeds of 8km/h within the Venue during bump in/out and event days.
 - d) Give way to pedestrians.
 - e) Unloading and loading activities to be completed within the designated delivery zones.
 - o All loading and Unloading activities must be in accordance with **RAS-PRO-028 Loading and Unloading Procedure.**
 - f) Exhibitors are responsible for providing their delivery drivers with the above information, including relevant delivery maps.

Vehicle Towing

1. The Venue is classified as private property and managed by the Royal Agricultural Society of Western Australia.
 - a) The Royal Agricultural Society of WA has the right to tow any vehicle.
 - b) The owner of the vehicle will be liable for all towing expenses incurred.
 - c) The Royal Agricultural Society of WA will not be held liable for any form of cosmetic or mechanical damage sustained while at the Venue or during the towing process to an external location.
 - d) If a vehicle has been towed by the Royal Agricultural Society of WA, re-entry into the Venue may be denied and future involvement at the Perth Royal Show may be impacted.

Parking

1. Bump In and Bump Out:

- a) All vehicles must not block or restrict access to the following:
 - o Emergency exits or fire equipment.
 - o Gates or doors.
 - o Park within another Exhibitor's site boundaries.
 - o Block any roads, aisles or the peripheral view for other drivers.
- b) All vehicles must be immediately removed from the Venue after unloading and relocated to a designated parking area.

2. Event Days:

- a) Parking is not available onsite at the Venue.
- b) External parking information will be available closer to the event date.
- c) Vehicles can enter through Gate 1 from 6am and no more vehicles will be permitted to enter after 8.30am.
- d) Vehicles remaining on-site after the 9am cutoff time will be in breach of the Site Rules and Regulations.
 - o The Royal Agricultural Society of WA may apply a breach administration charge of \$300 plus GST to cover the additional operational, traffic management, security and administrative resources required to manage the breach.
 - o If the owner cannot be located within 10 minutes after the cut-off time, RASWA may require the vehicle to be removed from the Venue and may arrange for the vehicle to be towed or otherwise removed at the owner's expense. The vehicle owner will be responsible for any reasonable costs incurred by RASWA in connection with the breach, including towing, storage, traffic management, security and administrative costs.

Minors

1. Minor must be accompanied by an adult at all times, including ingressing and egressing the Venue during bump in/out and event days.
 - a) The Venue is classed as a construction site during bump in and bump out due to the heavy traffic movements across site, including the operation of plant equipment and is not a suitable environment for minors.
2. All Personnel working with minors on event days must comply with the Royal Agricultural Society of WA's Code of Conduct, including all working with children requirements listed within this Site Rules and Regulations Document.

Gate Control

1. Gate control measures will be implemented at the Royal Agricultural Society of WA 's discretion to ensure the safety, security, and smooth operation of the event. These measures may include:
 - a) Restrictions on vehicle and pedestrian access.
 - b) Designated entry and exit points.
 - c) Enforcement of pass requirements.
2. All Personnel must comply with all gate control directives as issued by the Royal Agricultural Society of WA.

Passes

1. **Competitors:**
 - a) All Competitor passes will be issued according to the relevant Competition Schedule.
2. **Exhibitors:**
 - a) Exhibitors will require passes to enter the Venue on event days and are supplied to Exhibitors at the Royal Agricultural Society of WA's absolute discretion.
 - b) Passes will be issued in September provided all outstanding site fees and service fees have been received.
 - c) Passes will be sent out electronically by Megatix and will not be printed by the Royal Agricultural Society of WA.
 - d) Additional Exhibitor passes beyond individual allocations are available for purchase at discounted prices, as determined by the Royal Agricultural Society of WA and must only be used to admit staff.
 - e) Passes will be checked at the entry gates and misappropriation of passes may result in cancellation of all passes, and termination of the licence agreement with the accompanying forfeiture of site fee and removal from the Venue.
 - f) Each pass will require a name, contact email address and telephone number.
 - g) Exhibitors will be asked to provide their induction certificate to gate staff during bump in/out and access will be denied until their induction has been completed.

Dogs/Animals

1. No animals or pets are permitted on the grounds except for:
 - a) Assistance Dogs.
 - b) Under the control of a Police or Security Officer.
 - c) Animals who are participating in an approved Competition, activity or performance that legitimately requires use of the animals.
Subject to advanced written approval by the Royal Agricultural Society of WA.
2. Such approved animals or pets must be on a leash, or in an enclosed pen with the appropriate handler present.

Overnight Onsite Accommodation

1. Personnel must not reside, camp or sleep, nor permit any person to reside, camp or sleep on their site/s or in the Venue, including carparks, at any time during the Show unless approved by the Royal Agricultural Society of WA.
2. Approved Personnel must have their details registered and must carry the appropriate accreditation at all times afterhours.
 - a) Approved Personnel must stay within their designated area to ensure they can be located for emergency and evacuation purposes.



ROYAL AGRICULTURAL
SOCIETY *of* WA

**PERTH
ROYAL SHOW**

Section 2

APPLIES TO EXHIBITORS

Finance & Licence Agreement

SECTION 2

Trading Hours

1. By accepting the site offer, Exhibitors agree to adhere to the designated operating hours for their site area.
2. Opening or closing outside of these hours is strictly prohibited and may result in reaches and Enforcement Actions.
3. In the event of an emergency preventing an Exhibitor from being onsite during operating hours, the Royal Agricultural Society of WA must be notified in writing.
4. Exhibitors acknowledge that the Royal Agricultural Society of WA is not responsible for their site during their absence.

Insurance Requirements

1. Insurance Certificates requirements:
 - a) Must be valid for the entire duration of the event, including bump in, event days and bump out periods.
 - b) Obtain a policy with a minimum of \$20 million Public Liability Insurance and \$20 million Product Liability Insurance
 - c) Employers Indemnity Insurance (Workers Compensation) if you have employees on site.
 - d) The Royal Agricultural Society of WA Pty Ltd listed as an interested party.
 - e) Issued by an APRA-approved insurer or Lloyd's of London equivalent.

Late Payment and Balance of Account

1. The Royal Agricultural Society of WA reserves the right to terminate an Exhibitor's licence agreement and cancel their site booking/s that have not been paid in full by the deadline.
 - a) Sites may be resold at the Royal Agricultural Society of WA's discretion.

2. All deposits are non-refundable; however, at the discretion of the Royal Agricultural Society of WA, deposits may be held as credit for the following year.
3. Payments for passes, additional services, and any outstanding balances made after **Friday, 11 September** must be paid via cash or with a credit card.

Cancellation of Site

1. Exhibitors that wish to cancel their site after **Friday 14 August** will be liable for 50% of the signed contract amount.
2. Exhibitors who cancel their site after **Monday 31 August** will remain liable for the full site fee and forfeit any prior payments made to the Royal Agricultural Society of WA.
3. Any outstanding invoices will impact future involvement at the Perth Royal Show.

No Perth Royal Show

1. If the Perth Royal Show is not held for any reason, Exhibitors will not be required to pay site or stand fees for that year.
 - a) The Royal Agricultural Society of WA is not liable for any loss, including consequential loss, loss of profit, or any costs incurred due to the event's cancellation.
2. The Royal Agricultural Society of WA will not be liable for any delay in performing or failure to perform its obligations under this agreement and such failure is due to Force Majeure.
 - a) The performance of the the Royal Agricultural Society of WA's obligations under this agreement will be suspended for the period of the delay due to Force Majeure, provided that the Royal Agricultural Society of WA promptly notifies the other party in writing of the reasons for the delay or failure and its likely duration.

3. If due to an emergency or other unforeseen circumstances the site is not available, the Royal Agricultural Society of WA will immediately consult with the Exhibitor to agree to an alternative location without incurring any liability.

Default

1. If an Exhibitor does not observe, adhere to and/or perform any of the covenants, agreements and obligations contained in the licence agreement or these Site Rules and Regulations, which it is required to and does not remedy that default immediately or within a reasonable period of time as set by the Royal Agricultural Society of WA or being requested to do so by the Royal Agricultural Society of WA, the Royal Agricultural Society of WA may terminate the Exhibitor's licence agreement.
2. On termination, the Exhibitor must close their stand and promptly remove all their property (including all perishables, goods, merchandise and rubbish) from the Venue and make good to the satisfaction of the Royal Agricultural Society of WA any damage caused by that removal.
 - a) Repair fees will be passed onto the Exhibitor for any damage to their site.
3. An Exhibitor in default must pay all costs incurred by the Royal Agricultural Society of WA in respect of that default.
 - a) No refund of licence fees will be made.

Relocating Exhibitors

1. If the Exhibitor is required to move site locations, the Royal Agricultural Society of WA will relocate the Exhibitor to the most suitable location.
 - a) Multiple factors are taken into consideration by the Royal Agricultural Society of WA when reviewing and selecting alternative site locations, including event layout, utility connection points and pedestrian foot traffic.

- b) The Exhibitor must accept the alternative site location provided by the Royal Agricultural Society of WA.

2. Should the Exhibitor set up on the wrong site or outside of their licenced area, the Exhibitor agrees to move to the correct site at the Exhibitor's own expense without protest.

No Assignment - Sub-Letting

1. Exhibitors must not sublet, assign or grant any licence or in any way part, divide or allocate any portion of space allocated to them or any other company, sole trader or third party.
2. Exhibitors in breach of this will be required to remove their site from the Venue immediately.

Confidentiality

1. Each party agrees not to disclose information relating to a licence agreement that is not publicly available (including the existence or contents of the licence agreement) except:
 - a) To any person in connection with an exercise of rights or a dealing with rights or obligations under the licence agreement.
 - b) To officers, employees, legal and other advisors and auditors of any party.
 - c) To any party to this agreement or to any related entity of any party to this agreement, provided the recipient agrees to act consistently with this clause.
 - d) Each party consents to disclosures made in accordance with this clause.
 - e) Associated entity means an associated entity as defined in the *Corporations Act 2001 (Cwth)*. With the consent of the other party, or as allowed or required by any law or stock exchange.

Exclusivity

1. The Royal Agricultural Society of WA has granted exclusivity for the sale and promotion of beds and mattresses at the Event.
 - a) This exclusivity applies only to the specific product category of beds and mattresses and is limited to the scope of the Exhibitor's approved product range as outlined in their application and licence agreement.
 - b) The Royal Agricultural Society of WA reserves the right to permit other Exhibitors to sell or promote goods that are not considered, in the Royal Agricultural Society of WA's reasonable opinion, to fall within the category of beds and mattresses.
 - c) This exclusivity does not apply to:
 - o Products or services that are ancillary, complementary, or incidental to beds and mattresses; or
 - o Any sponsor activations, demonstrations, or displays approved by the Royal Agricultural Society of WA that do not constitute the primary sale of beds and mattresses.
 - o The Royal Agricultural Society of WA retains the sole discretion to interpret and apply the scope of this exclusivity.

Showbags

1. Exhibitors are not permitted to use the word Showbag/s unless the Exhibitor is an approved Showbag Exhibitor.
2. Bags can be sold without the 'Showbag' name, including 'gift bag', 'promotional bag', 'product sample bag', and other associated names.

Merchandise

1. The Royal Agricultural Society of WA retains the exclusive right to sell and distribute all official Show merchandise.
2. Exhibitors are not permitted to use the "Perth Royal Show", "PRS", "Claremont Showground", or any the Royal Agricultural Society of WA names, trademarks or logos without prior written approval from the Royal Agricultural Society of WA's Marketing Team.

Products & Menus

1. As part of the application process, Exhibitors are required to submit the following:
 - a) Full product list of products or menu items with pricing information.
2. If an Exhibitor is found to be selling a product that is not listed on their application, they will be required to remove this product from their site immediately. Breaches and Enforcement Actions may apply.
3. Exhibitors are not permitted to change the price of their products, menu items, or amusement devices once their application has been submitted.

Food Safety Requirements

SECTION 2

Documentation

1. All documentation must be submitted to Exhibitor Services prior to **Friday 14 August** and includes the following documents:
 - a) Food Safe Documents (if qualified chefs then a trade certificate must be produced).
 - b) Food Notification Form from the Town of Claremont.
 - c) Food Business Certificate from local government authority.
 - d) Insurance documents that meet the Royal Agricultural Society of WA's requirements.
 - e) Floor plan showing layout and all services (hand drawn plans will not be accepted).
 - f) Food Safety Supervisor Certificate (high and medium risk food vendors only)
 - g) Vehicle registration details:
 - o Registration of the vehicle and trailer (if applicable).
 - o Photos of the vehicle (if a vehicle is used to transport food, then details are required).
- o Handwritten signs will not be acceptable.
- o All food price lists are to be returned with the Site Application Form.
- o Have an ingredient list available for all foods.
- o All allergens, nuts etc. must be clearly identified and displayed.
- o Be FoodSafe accredited.
- o Provide the Royal Agricultural Society of WA a Food Safety Supervisor Certificate.
- o Display Town of Claremont issued permit at all times, once received.
- o Not clean or store mop and mop buckets in the sinks.
- o Breaches and Enforcement Action will apply for non-compliance.

Health Inspections

1. The Town of Claremont will conduct health inspections throughout the Event.
 2. Health inspection and/or food registration fees will apply to all food sites.
 3. Exhibitors who operate a catering or fairy floss stand must:
 - a) Be a registered food business with their local council and a copy of the registration must be displayed in the outlet.
 - b) Not commence trading unless the above certificate of registration has been issued.
 - c) If provided with a seating area, keep the tables clean and the area clear of rubbish.
 - d) Clearly display on their stands, in a form easily understandable to the public, a price list of all goods offered by them for sale:
1. Cooking demonstrations are not permitted without the prior written approval of the Royal Agricultural Society of WA.
 - a) Products from demonstrations may not be sold at the Event.
 2. If samples are handed out, local council Food Notification Forms including supporting documentation must be completed prior to the deadline listed in the Exhibitor Manual.
 3. Health inspection fees will apply to all Exhibitors providing food, beverages, or samples.

Cooking Demonstrations

Sample Size Limitations

1. Samples to be provided free of charge to the public must comply with the following:
 - a) No larger than 90ml (3oz) cups for hot beverages or 150ml (5oz) cups for cold beverages (liquid portions).
 - b) Food samples must be no larger than bite size or 3cm x 3cm.
 - c) The display unit containing food offered for sampling must include an ingredient list and allergy declaration for all items available.
2. Exhibitors providing samples must comply with all relevant food regulations and laws.
3. Exhibitors are required to follow food safety protocols, including correct storage procedures and good hygiene practices.
7. Alcohol purchased at the Event must not be consumed onsite and must remain sealed.
 - a) Exhibitors are responsible for clearly communicating this to patrons.
 - b) Any opened alcohol will be confiscated by Security.
 - c) No alcohol to be supplied to an intoxicated person.
8. Sampling product must be supplied gratuitously.
9. Sampling product must be consumed for tasting purposes within 1 metre of the stand only.
10. Exhibitors are required to submit their producer's licence to the Royal Agricultural Society of WA.
 - a) Royal Agricultural Society of WA will apply for the Liquor Licence on behalf of the approved alcohol Exhibitors for the Event.

Responsible Service of Alcohol

1. Only approved Exhibitors are permitted to sell alcoholic beverages at the Event.
2. Exhibitors selling alcoholic beverages or providing samples will be issued with a water cooler by Exhibitors Services during bump in.
 - a) Each unit will be numbered and registered to the respective business.
3. Water coolers must be displayed and visible at all times during the Event.
4. All water coolers must be returned to the Admin Building during bump out. Any units not returned will incur a replacement fee.
 - a) Exhibitors are responsible for monitoring their water levels and must notify Exhibitor Services if replenishment is required.
 - b) Water will be restocked throughout the Event as needed.
5. Exhibitors must comply with all applicable liquor licencing requirements, including maintaining and displaying a valid liquor licence and any associated documentation at all times during the Event.
6. Exhibitors must adhere to responsible service of alcohol (RSA) requirements at all times.
 - a) No alcohol to be served to anyone under 18 years of age.
 - b) Exhibitors are responsible for checking IDs.

Applications for Services

1. Exhibitors must complete a Plumbing Requirements Form if water and/or waste connections are required for their site.
2. All Exhibitors must complete an Electrical Requirements Form as a mandatory requirement.
 - a) If an Exhibitor does not require power, the form is still required to be submitted to advise Exhibitor Services of this information.
3. Late applications will incur additional fees and, in some cases, may not be available.
4. Additional electrical and plumbing requirements cannot be guaranteed past the deadline date.
5. Only the Royal Agricultural Society of WA's approved Electrician and Plumber are permitted to install, alter, or remove these connections at the Venue.
6. All site services invoices must be paid in full by the Exhibitor prior to the deadline listed in the Exhibitor Manual.
6. Permanent buildings will have metered power boards; temporary structures must have a weatherproof caravan inlet socket for power connections.
7. The following equipment are not permitted at the Venue:
 - a) Heaters and radiators.
 - b) Equipment exceeding 10,000 watts or 10HP cannot be connected.
 - c) Double adaptors are not permitted; only overload-protected power boards with current test tags may be used.
 - d) Electrical leads that are damaged, including exposed wires, or are not validly tested and tagged in accordance with the requirements set out in AS/NZS 3760:2022

Test & Tag Requirements

1. Exhibitors must disclose all electrical equipment used on-site, ensuring items are tested and tagged in accordance with the requirements set out in AS/NZS 3760:2022.
 - a) The tagging and inspection of electrical installations must be completed by a competent person and in accordance with AS/NZS 3012:2003.
 - b) The name of the competent person who performed the test must be clearly and legibly marked on the tag
 - c) All leads must be within date for the duration of the Event.
 - d) The Exhibitor will be charged fees for each individual lead and equipment that does not meet the above test and tag standards.

Electrical Installations

1. Exhibitors must disclose all electrical equipment that will be plugged in and powered on their site, including EFTPOS machines, kettles, and other devices.
 - a) If an Exhibitor plugs in more equipment than advised on their form, the Exhibitor must unplug the additional cord.
2. No power will be supplied to Exhibitors who fail to comply with the Site Rules and Regulations.
3. Three-phase power requires written approval by the Royal Agricultural Society of WA.
4. Exhibitors must not connect to more than one power source per site.
 - a) If the Royal Agricultural Society of WA cannot meet power needs, Exhibitors must arrange an independent generator at their own cost but only once the Royal Agricultural Society of WA has approved the additional generator in writing.
5. RCDs (Residual Current Devices) are required under the *Work Health & Safety Regulations 2022* (WA).

Power Supply

1. The Royal Agricultural Society of WA shall not be liable for any loss of or damage to the stock, goods, equipment or other property arising from or in connection with any interruption, fluctuation, failure or inadequacy of the power supply at the Land, howsoever caused, except to the extent that such loss or damage results from a negligent act or omission of the Royal Agricultural Society of WA, its agents or employees.
- a) The Exhibitor acknowledges that it is responsible for implementing appropriate measures to protect its stock, goods and equipment against such risks.

Gas Safety

1. Gas installations must comply with the Gas Standards Act & Regulations.
2. Only one gas cylinder (max 9kg) and one replacement per Exhibitor, unless approved.
3. Cylinders must be secured upright in a ventilated, restricted-access area.
4. A Gas Safety Checklist must be submitted by **Friday 4 September**.
5. The Exhibitor is responsible for the collection of their gas bottles from the Venue and must be removed from their site by **Wednesday 7 October** at the latest. Breaches and Enforcement Actions will apply for non-compliance.

Non-Compliance & Disconnection

1. The Royal Agricultural Society of WA may disconnect power or gas if safety, compliance issues, or concerns arise.
2. Excessive noise or unsafe setups may result in an immediate shutdown until rectified.

Water Supply Service

1. Scheme water is available in most areas of the Venue.
2. All plumbing works and services at the Venue must be carried out by the Royal Agricultural Society of WA's Plumber.
3. Exhibitors must request all plumbing services by the notice date listed in the Exhibitor Manual by submitting their Plumbing Request Form via the Exhibitor Portal.

First Aid

1. Under *WHS Regulations 2022 Regulation 42*, all Exhibitors must ensure first aid equipment is available within their site when engaged in medium to high-risk activities, including food vendors with open flames (hot works) and across all Sideshow sites.
 - a) Workers, contractors and volunteers must have access to a first aid kit within their site boundaries.
 - b) Exhibitors are responsible for ensuring their first aid kits are maintained (fully stocked and all products are within date).
2. St John has been engaged by the Royal Agricultural Society of WA to provide first aid for event days.

Aisles/Roads/Emergency Exits

1. Common areas are for use by everyone, and must be kept free of vehicles, equipment and stock.
2. Safety laws require that Exhibits must be kept out of or from extending into the aisles/roads or across emergency exits.
3. If any items are found outside the designated site, the Royal Agricultural Society of WA reserves the right to remove them at the Exhibitor's expense.

Safety & Legislation Compliance

SECTION 2

Fire Precautions

1. Exhibitor sites, as deemed applicable, must have at least one workable fire extinguisher or one fire blanket that complies with Australian Standards, available for use on each of their stands.
2. All stands are to be sited with 1 metre clearance (all round) of any fixed fire hydrant or fire hose reels with clear access available.
3. All marked emergency exits must maintain clear egress and access at all times.
4. All wall and ceiling linings of stands shall be of fire-resistant materials that meet Australian Standards for indoors use.
5. Fire hydrants, hoses, extinguishers must be clearly visible at all times and must not be obscured by stands, displays or any material in accordance and compliance with the *Work Health and Safety (General) Regulations 2022 (WA) AS2444*.
6. Exhibitors should not use equipment such as smoke generators, welding devices, stoves, heaters and similar devices, without prior written approval with the Royal Agricultural Society of WA.
 - a) The smoke detectors installed in the Pavilions are extremely sensitive and can be easily activated by such equipment.

Entry Into Exhibitor Site

1. Exhibitors must, on demand, permit entry to their site/s by the Royal Agricultural Society of WA's Staff, Consultants, and Contractors to:
 - a) Inspect the state of repair of their site/s and the improvements erected on the site/s.
 - b) Ensure compliance by Exhibitors with the covenants, agreements and obligations contained in their licence agreement and the Site Rules and Regulations.
 - c) Carry out any maintenance, repair, replacement, modification or installation work to the Venue.
 - o Authorised the Royal Agricultural Society of WA Staff will carry/wear identification.

- d) Entry must also be permitted to WorkSafe, the Town of Claremont, and other government agencies to ensure compliance and standards are being met by the Exhibitor.

Safe Work Method Statements (SWMS)

1. Under *WHS Regulations 2022 Regulation 299*, a SWMS document is required before any high-risk construction work commences.
 - a) A copy of the SWMS document must be available on request to the Royal Agricultural Society of WA.

Exhibitor Refunds

1. Exhibitors are bound by the Australian Consumer Law (ACL), and all products sold at the Event must meet the basic rights of the consumer guarantee, including the following:
 - a) Be of acceptable quality;
 - b) Match descriptions;
 - c) Match any demonstration model or sample;
 - d) Be fit for the purpose;
 - e) Come with full ownership;
 - f) Not carry any additional charges;
 - g) Meet any extra promises, such as lifetime guarantees, and money back offers.
2. A solution must be offered to the customer if the product does not meet one of the mentioned guarantees, such as the following remedies:
 - a) Refund.
 - b) Repairs.
 - c) Replacement.
 - d) Compensation.

Social Media

1. Exhibitors must not engage in any conduct that may be considered inappropriate or damaging to the Perth Royal Show, Claremont Showground, or the Royal Agricultural Society of Western Australia .
2. This includes, but is not limited to, any form of derogatory behaviour, slander, defamation, or cyber defamation (including content published on social media platforms, blogs, vlogs, podcasts, forums or other online channels), whether through action or omission.
3. Any conduct that is unlawful, misleading, deceptive, unethical, or inconsistent with the values and expectations of a family-focused event is strictly prohibited.

General Media

1. Exhibitors must not communicate with the media or issue any media statements (whether verbal or written) without prior written approval from the Royal Agricultural Society of WA.
 - a) Any media enquiries relating to the Royal Agricultural Society of WA, Claremont Showground or the Perth Royal Show should be directed to the Royal Agricultural Society of WA for coordination.
2. Exhibitors must do all things reasonably requested by the Royal Agricultural Society of WA to assist the Royal Agricultural Society of WA to promote the Event.

Mascots and Character Performances

1. Mascots and character performances require official written approval by the Royal Agricultural Society of WA's Marketing Department.
2. Unauthorised mascot and character performances are not permitted. Breaches and Enforcement Actions will apply for non-compliance.

Site Presentation & Limitations

SECTION 2

Temporary Structures

1. The Royal Agricultural Society of WA will provide exhibition builds in the Jim Webster Pavilion (The Long Paddock Market), Dairy Pavilion, Pawvillion and Robinson Pavilion (The Emporium Shopping & Lifestyle Pavilion) only.
2. Exhibitors must apply for a custom stand build in writing to Exhibitor Service by **Friday 28 August** for approval and supply the following information:
 - a) Materials used
 - b) Dimensions (Length x Width x Height)
 - c) Structural Certificates
 - d) Builder Details
 - e) Safe Work Method Statement (SWMS)
 - f) Details of plant equipment required
3. If Exhibitors require use of ladders on their site, the ladder cannot exceed 2m in height and must maintain 3 points of contact at all times.
 - a) If the Exhibitor is working above 2m, the use of fall protection must be in use for safety purposes.

4. Marquee installs:

- a) Exhibitors are to complete the construction of their stands to the standards required by the Royal Agricultural Society of WA prior to 5pm on **Friday 25 September**.
- b) Marquees must be commercial grade and installed to the manufacturer's recommendations.
- c) All weights for the marquee must be commercial-grade and securely positioned within their site boundaries (i.e., not located external to the agreed site size).
- d) "Pop Up" styles of marquees and gazebos such as an OzTrail marquees are not permitted to be erected as customer facing marquees within the Venue.
 - o These style of marquees can only be used in the allocated back-of-house area for the purpose of covering stock.
 - o Back-of-house marquees must be tied down, including 40kg per marquee leg.
- e) Branded marquees will not be permitted unless prior written approval has been

granted by the Royal Agricultural Society of WA.

- f) Scissor frame roof and other non-commercial grade structures are not permitted.
- g) No marquees are permitted inside the pavilions (with the exception of the Sheep Pavilion).
- h) Exhibitors will be asked to remove their marquee immediately if they do not meet the above standards.

5. Temporary structures:

- a) Must be made from fire-resistant materials approved by the Town of Claremont Health Department.
 - b) Exhibitors must construct their stand in accordance with Australian Standards, to the manufacturer's recommendations and to the Royal Agricultural Society of WA's satisfaction.
 - c) Not exceed three (3) metres in height.
 - d) Not obstruct any fire safety equipment (hoses, hydrants, extinguishers etc.).
 - e) Not encroach beyond the designated boundaries, including supports and awnings.
6. Staking or ground penetration must not occur without prior approval from the Royal Agricultural Society of WA's Asset Services Department due to underground infrastructure i.e. power, water, gas, and telecommunication lines.
 7. In some instances, spiking is not permitted in certain locations and weights must be used.
 8. For marquees supplied by the Exhibitor, additional requirements for marquees are at the expense of the Exhibitor.
 - a) Once the structure has been approved in writing by the Royal Agricultural Society of WA, stakes may be driven into the ground.
 - b) All stakes and pegs must be capped.
 - c) Failure to follow this procedure will result in recovery of costs for damages and could result in personal injury or death.
 - d) Any contractors that undertake any unauthorised staking without following the above procedure will be banned from site.

Signage

1. Exhibitors are not permitted to:
 - a) Alter, move, or display external signage to their allocated site or cover/alter the signage provided by the Royal Agricultural Society of WA for their site.
 - b) Paint, change, alter or tamper with any the Royal Agricultural Society of WA property, including buildings, signs, piping, locks, conduits, electrical or gas connections without prior the Royal Agricultural Society of WA written approval.
 - c) Install signs that obstruct walkways, other Exhibitors, or event infrastructure.
2. The Royal Agricultural Society of WA retains the right to all signage across the Venue and will remove or modify any signage at its discretion.
3. Handwritten signage will not be accepted, unless otherwise approved in writing by the Royal Agricultural Society of WA.
4. All Exhibitor signage must be professionally presented, securely installed, and contained within the designated site area.
 - a) Any signage found within walkways or outside of their site boundaries, such as A-frames will be removed by the Royal Agricultural Society of WA and only returned to Exhibitors post-event.
5. Flashing lights, loud or intrusive signage, and materials deemed unsafe or inappropriate by the Royal Agricultural Society of WA are not permitted.
6. Under no circumstances are items allowed to be taped, stapled or otherwise affixed to any surface at the Venue, including the marquees supplied by the Royal Agricultural Society of WA.
 - a) The Exhibitor will be charged for any damages and cleaning fees.
7. If flags, bunting and tear drop banners are used the following restrictions apply:
 - a) Security camera views cannot be obstructed and Exhibitors will be asked to remove these items immediately.
 - b) Tear drop banners are not permitted to be attached to any sites within the Jim Webster or Robinson Pavilions.

- c) The Exhibitor must remove tear drop banners, including base plates in high winds.
 - o The Royal Agricultural Society of WA will advise Exhibitors when tear drop banners must be removed and permitted to be reinstalled once cleared from EOC.

Umbrellas

1. Exhibitors must apply in writing to Exhibitor Services prior to **Friday 14 August** to seek approval for the installation of umbrellas within the site boundaries.
2. The Royal Agricultural Society of WA will inspect all umbrellas at the Venue and if they do not meet the minimum standard, the Exhibitor will be required to remove their umbrella for the duration of the Event.
 - a) If an Exhibitor is found to have reinstalled their umbrellas due to not meeting the minimum standards, Breaches and Enforcement Actions will apply for non-compliance.
3. Freestanding umbrellas must meet the following standards:
 - a) Have a minimum of 40kg of certified weight applied directly to the base plate and installed in a location that does not present a tripping hazard to patrons.
 - b) Fastening screws must be in good condition and safely secure the base to the umbrella.
4. Umbrellas installed within picnic tables must meet the following standards:
 - a) Picnic tables must weigh a minimum of 60kg and have an additional support beam (two in total) to secure the umbrella upright.
 - b) Industrial clamps must be installed under the first support beam to secure the umbrella as a replacement for base plates. Clamps must be fit for purpose and prevent the umbrella from lifting.
5. The Exhibitor must remove umbrellas, including base plates in high winds.
 - o The Royal Agricultural Society of WA will advise Exhibitors when umbrellas must be removed and permitted to be reinstalled once cleared from EOC.

Appearance

1. Exhibitors are responsible for maintaining the appearance of their site, including:
 - a) All sites must be tidy and presentable before 9am on event days.
 - b) Storage boxes and cases should be kept out of public view within the designated area, and all back-of-house spaces must be always organised.
 - c) Non-sale items that do not enhance the exhibition site's appearance, such as drink cans, food containers, and miscellaneous items should be stored in the 'back of house' area.
 - d) Items for sale must not be displayed at ground level.
 - e) The premises must remain free from objectionable noises, odours, or nuisances.
2. The Royal Agricultural Society of WA reserves the right to limit the use of lights, microphones, demonstrations, or giveaways that, in the Royal Agricultural Society of WA's sole judgment, detract from the area's appearance or disrupt traffic flow, potentially affecting neighbouring Exhibitors.

Demonstration Areas

1. All activities, including demonstrations, must be organised within their site boundaries and must not encroach on any aisles.
2. Demonstration counters or tables must be placed a minimum of 600mm back from the front line of the stand.
3. If spectators interfere with traffic flow in the aisle and/or overflow into neighbouring sites, the Exhibitor must cease all demonstration or sampling activities at the Royal Agricultural Society of WA's request.

Waste Process

1. **Bump in:**
 - a) Event Cleaners will disperse 240L bins around site and these bins are only to be used for event days.
 - b) Cardboard boxes are to be broken down and disposed of in the large cardboard skip bins.
 - c) All waste to be disposed of in the provided skip bins.
2. **Event days:**
 - a) Exhibitors must break down all cardboard boxes and neatly stack the cardboard within the site boundaries, which will be collected by Event Cleaners throughout the Event and at the end of each day.
 - o Cardboard boxes not to be stored in back-of-house areas as the cleaners cannot access these areas.
 - b) Exhibitors are required to dispose of all waste in the correct bins throughout the day and at the end of Event day.
3. **Bump out:**
 - a) Exhibitors are responsible for all rubbish during bump out and must return their site to the Royal Agricultural Society of WA free from any waste and damage.
 - b) Exhibitors are required to use the available skip bins to dispose of waste and must refrain from using the 240L bins as these will not be serviced during this period.
 - c) Failure to comply will result in Breaches and Enforcement Action and future involvement at the Perth Royal Show may be impacted
4. To prevent any cross contamination of bins and infrastructure onsite, Exhibitors must abide by the following:
 - a) Exhibitors are prohibited from disposing any fat, oils, and cooking residue into the the Royal Agricultural Society of WA sewer system.
 - o Caterers must utilise an approved temporary grease trap or, if available, connect to the the Royal Agricultural Society of WA grease trap.

- b) Dispose of all rubbish in the correct bins.
 - o No food waste or other products to be disposed of in the manure bins, which will be located externally to the pavilion (Poultry, Cattle, Sheep, and Animal Nursery).
- c) All oils and fats must be removed from the Venue before **Wednesday 7 October**. Breaches and Enforcement Action will apply.

Cleaning

1. The Royal Agricultural Society of WA will provide Event Cleaning Services across common areas of the Venue and includes the following:
 - a) Cleaning of toilets and replenishments.
 - b) Cleaning all public areas across the Venue, including walkaways.
 - c) Waste management and replenishment of toilet requisites.
2. Exhibitors are responsible for cleaning within their own site area and ensure their space is kept clean, tidy and hygienic including cleaning own tables and chairs.
 - o Exhibitors are responsible for keeping their back-of-house area tidy and free from rubbish.

Noise

1. Activities within the Venue are subject to the limitations of the Environmental Protection (Noise) Regulations 1997.
 - a) It is the responsibility of all Personnel to ensure that the Regulations are complied with.
 - b) Any activity which is likely to impact adjacent residential/business areas must seek approval through Town of Claremont.
 - c) The Royal Agricultural Society of WA has the power to stop any noise which may be emitted from the Venue which, in

the Royal Agricultural Society of WA 's opinion, is offensive or liable to be in breach of the Environmental Protection (Noise) Regulations 1997.

- d) Perth Royal Show is a family friendly event, and Personnel are reminded to monitor the language used at the Venue, including their tone and voice levels.
 - e) Sound is not limited to amplifiers but includes pianos, organs, loudspeakers, personal radios, video and computer monitors and any other music or sound emitting device.
2. The Royal Agricultural Society of WA at its sole discretion will determine at what point sound constitutes interference with others and the offending equipment must be adjusted or its use discontinued.

Mobile Plant Equipment

1. Operation of plant equipment (scissor lifts, elevating work platforms, forklifts, and telehandlers) within the Royal Agricultural Society of WA can only be by persons who have completed and passed the necessary training to conform to the requirements of the *Work Health & Safety Act*.
2. All loading and Unloading activities must be in accordance with **RAS-PRO-028 Loading and Unloading Procedure**.

Personal Forklift, Golf Buggies, UV, Scissor Lifts, & EWP

1. All forklifts, golf buggies, utility vehicles (UV), scissor lifts, and elevating work platform (EWP) are required to be registered with the Royal Agricultural Society of WA at the Asset Department (located near Gate 10) prior to operating the vehicle at the Venue.
 - a) Once the vehicle has been registered, the Exhibitor will receive a pass for their vehicle, which must be displayed at all times.
 - b) All Drivers are required to review the Golf Buggy Procedure Document prior to operating their golf buggy at the Venue.
2. Vehicles must be serviced regularly and in good working order before arriving to the Venue.
3. Exhibitors are responsible for ensuring logbooks are completed daily for plant equipment (forklifts, telehandlers, scissor lifts, and EWPs).
4. All Drivers are required to always keep a hard copy of their licence on them.
5. Drivers under the age of 18 year's old are prohibited from operating any vehicles and plant equipment at the Venue.
6. Forklifts and EWPS cannot be driven on the tiles in the Exhibition Centre.

Vehicle Authorisation Form

1. The Driver will be required to sign a Vehicle Authorisation Form to register their vehicle with the Royal Agricultural Society of WA.
 - a) Exhibitors will be required to present a hard copy version of their licence to the Royal Agricultural Society of WA when completing the Vehicle Authorisation Form, which will be cited by staff.
 - o Royal Agricultural Society of WA will not store any photocopies of their licence on file.
 - b) Driver licences must be valid, including forklift

tickets.

- c) By completing a Vehicle Authorisation Form, the Driver takes full responsibility of the vehicle while at the Venue.

Vehicle Rules and Regulations

1. All Drivers will be required to abide by the following Vehicle Rules and Regulations:
 - a) Abide by all instructions from the Royal Agricultural Society of WA Staff, including being asked to remove the vehicle from the Venue immediately.
 - b) All Drivers will operate the vehicles in safe manner that takes into consideration not only their own safety but the safety of others, including the event day limitations for use of the vehicle.
 - c) All Loading and Unloading activities must be in accordance with **RAS-PRO-028 Loading and Unloading Procedure**.
 - d) Abusive behaviour will not be accepted towards the Royal Agricultural Society of WA Staff, other Exhibitors, their workers, contractors, and volunteers.
 - e) The Driver is only permitted to carry the correct number of passengers (i.e. a 2-person golf buggy cannot carry 3 x passengers).
 - f) Seat belts must be worn at all times by the Driver and their passengers.
 - g) Passengers are not permitted to sit or stand in the tray of the vehicle.
 - h) Beacon lights must be in use when operating the vehicle.
 - i) Head lights must be turned on in low-light settings.
 - j) Handbrake must be used each time the vehicle has been parked.
 - k) Abide by all traffic signs (speed restrictions, stop signs etc.).
 - l) The Driver will not drive the vehicle in areas identified as No-Drive Zones.
 - m) The Driver will continuously check their

mirrors and blind spots before and during the operation of the vehicle.

- n) The Driver is responsible for ensuring their vehicle operates soundly and all equipment is fully functioning prior to use at the Venue (lights, beacon, reversing beeper etc.).
 - o) The Driver cannot park the vehicle in front of gates, in the middle of the roads, or within another Exhibitor's site boundaries.
 - p) Keys must be removed prior to exiting the vehicle and no keys will be left inside the vehicle.
 - q) Drivers cannot operate a vehicle under the influence of drugs or alcohol (0.00% BAC).
 - r) The Driver of the vehicle is liable for all damages to their own vehicle and the property of others at the Venue.
 - s) All incidents or near misses must be immediately reported to the Royal Agricultural Society of WA by using the QR code or by calling EOC on (08) 62633114.
 - t) No plant equipment or golf buggies are to be used on event days after 9am and during opening hours.
2. Failure to abide by the Vehicle Rules and Regulations, including those listed in Golf Buggy Procedure document will receive verbal warnings by the Royal Agricultural Society of WA Staff, which will be recorded against the Driver and business name.
 3. If an Exhibitor fails to comply after receiving two verbal warnings, they will be asked to remove their vehicle effective immediately and any future involvement at the Venue will be impacted.
 4. Gophers are not to be used as a replacement for golf buggy during opening hours.
 - a) Gophers are only permitted to assist users with accessibility and mobility requirements.

Deliveries

1. Exhibitors must advise the Royal Agricultural Society of WA by **Friday 28 August** for any large deliveries such as refrigeration units and containers to ensure this infrastructure can be appropriately and safely managed.
2. The Royal Agricultural Society of WA will not accept any deliveries on behalf of Exhibitors.
3. Exhibitors are responsible for all deliveries to site at all times, including ensuring their delivery driver has the following information:
 - a) Their contact details (not the Royal Agricultural Society of WA Staff listed).
 - b) Delivery maps, including site location and number.
 - c) Access gate.
 - d) Access time restrictions.
4. **Event days:**
 - a) Delivery maps for event days and the operating hours will be included in the Commercial Exhibitor Manual.
 - b) Exhibitors are responsible for moving their stock and/or equipment to their site by hand or by trolley.
 - c) It is highly recommended for Exhibitors to supply their own trolley if they are required to move large quantities of items.
 - d) Under no circumstances are golf buggies and plant equipment permitted to be used after 9am and during opening hours. Breaches and Enforcement Actions will apply.

4. The Royal Agricultural Society of WA may issue Breaches and Enforcement Actions for non-compliance and stop activities immediately.
5. The Royal Agricultural Society of WA will not be held liable for any additional costs incurred to the Exhibitor.

Delivery Exclusion Zones

1. The Delivery Exclusion Zones have been created for the purpose of minimising the interaction between trucks, forklifts activities and all Personnel in accordance with the **RAS-PRO-028 Loading and Unloading Procedure**.
 - a) The Delivery Exclusion Zones can only be accessed by spotters, forklift operators, and delivery truck drivers for the purpose of unloading and loading purposes.
 - b) Exhibitors that are unloading and loading items from their vehicle are not required to use the delivery exclusion zone but must ensure these activities do not obstruct access to emergency exits, fire hydrants, or within another Exhibitor's site boundaries.
2. Maps and delivery windows will be included in the Commercial Exhibitor Manual.
 - a) Drivers must hold a valid High Risk Work License to operate plant equipment, such as forklifts and EWPs.
 - b) The Driver must complete the Vehicle Authorisation Form at the Assets Department prior to the operation of any plant equipment at the Venue.

Designated Delivery Zones

1. The Royal Agricultural Society of WA has created designated delivery zones around the Venue to assist with bump in and out.
 - a) Maps and delivery windows will be included in the Commercial Exhibitor Manual.
2. A spotter will be required to assist the Driver (forklift or telehandler) to complete any unloading or loading of vehicles as a non-negotiable.
3. If the delivery Driver and Exhibitor are asked to make changes to improve their safe work methods, both parties must comply.

Prohibited Items & Activities

SECTION 2

Prohibited Items

1. Exhibitors must not sell, distribute, use, display, possess or offer as prizes:
 - a) Banned or non-compliant products in accordance with the Australian Consumer Law – Product Safety: www.productsafety.gov.au
 - a) Prohibited or Controlled weapons as per WA Police. This includes but is not limited to:
 - o Bows or arrows of any description.
 - o Replica/toy guns of any description, regardless of colour or branding
 - o Stun pens.
 - o Swords, knives or any other implements which could be construed or mistaken as weapons.
 - o Metal or wooden martial art nun chucks or knuckledusters.
 - o Batons (fixed or extendable).
 - o Any toy or item that could be mistaken as a weapon or used as a weapon.
 - o Any item that conceals identity; this includes balaclavas, masks, face coverings or any item that would not allow identification on CCTV.
 - o Fireworks or any description including sparklers, flares and throw down crackers.
 - o Fuel type fire lighters (e.g. Zippo).
 - o Smoking implements or paraphernalia, including imitation or electronic cigarettes or vapes, bong, or drugs.
 - o Chemical sprays, silly string, pepper sprays, stage door streamers, or other similar spray projecting materials.
 - o Laser pointers of any description.
 - o Water bombs or stink bombs.
 - o Gas filled or inflated balloons unless the balloon is fitted with a non-conductive and rigid rod, drinking straw or weight.
 - o Kites unless those kites are disassembled and packaged.
 - o Explicit or hardcore t-shirts, DVD's, CD's, magazines, books or videos.
 - o Any illegal or offensive item, good, article, publication or material including those referencing alcohol, drug use, violence, profanity, hate speech or being of suggestive nature.
 - o Any other item, good, article, publication or material which may by its use or operation cause alarm or distress to any person or animal
 - o Celluloid toys unless the Exhibitor has obtained a permit for those toys from the Town of Claremont Health Department; and the Royal Agricultural Society of WA's Exhibitor Services.
2. Prohibited symbols:
 - a) The Islamic State flag.
 - b) The Nazi Hakenkreuz (Swastika).
 - c) The Nazi double-sig rune.
 - d) Any other type of symbol that is similar to any of the mentioned items that it is likely to be confused with it.
3. Royal Agricultural Society of WA has the right to refuse the sale of any item that may not be specifically listed and works closely with government authorities.
 - a) If there is any doubt, the vendor should contact Exhibitor Services.

Prohibited Activities

1. Exhibitors cannot sell any items that are not listed within their submitted in their menu or product list.
 - a) Fly tethered or untethered balloons or other large inflatable devices from or in the vicinity of their site/s, including giving away balloons to the public.
 - b) Exhibitors must not carry on any activity, including but without limitation to the sale of goods, in any area of the Venue other than inside their site/s and for the avoidance of any doubt.
 - c) Engage in itinerant selling at the Venue.
 - d) Offer any goods or services for sale other than those specified in their expression of interest, licence agreement and/or as listed on their site confirmation form.
 - e) Exhibitors must not solicit, tout for business or spruik, whether verbally or using any loudspeakers, sound producing equipment, hoardings, or any other aid in any area of the Venue, which is outside the boundaries of their site/s.
 - f) Hand out leaflets, newspapers or other material at the Venue outside of the boundaries of their site.
 - g) E-bikes or scooters are prohibited on site.
 - o Anyone found using them will have the scooter confiscated for the remainder of the Event.
 - h) Carry or wave any flag, banner, placard or other advertisement or notice.
 - i) Sell a product as a hawker or an itinerant street vendor e.g. flower sellers and photographers.
 - j) Busk or perform any other similar activity.

Job Interviews

1. Exhibitors that conduct job interviews at the Showground must ensure they have provided all documentation to those invited to attend, including the following:
 - a) Induction link, which must be completed prior to arriving at the Venue.
 - b) Supply their own high vis vest.
 - c) The Exhibitor understands that they are responsible for all Personnel at all times, including safely egressing the Venue.



**ROYAL
AGRICULTURAL
SOCIETY**
of **WA**

Claremont Showground
1 Graylands Road, Claremont WA 6010

(08) 6263 3100
reception@raswa.org.au

raswa.org.au