



GENERAL INFORMATION FOR TRADE/DISPLAY SITE
Bream Creek Show to be held on **Saturday 19th March 2022.**

APPLICATIONS

Trade/display exhibitors are encouraged to apply for a site online at our website – www.breamcreekshow.com.au
Applications can also be made by printing the PDF form on the website, completing, and emailing along with copies of all required documentation to groundspace@breamcreekshow.com.au.

- Applications open on **1st October 2021**
- Close on **30th November 2021.**
- Successful applicants will be notified by **30th January 2022.**

Applications received after the closing date will only be accepted at the discretion of the Subcommittee and subject to the availability of power and space.

Do not send payment with your application. Payment is not required until you have been notified of acceptance. Successful applications will be advised confirming the allocation of space and an invoice will be forwarded prior to the show. Payment must be received as per the terms of the invoice, or site will be reallocated.

Unsuccessful applicants will be advised once the subcommittee has allocated all available space.

Bream Creek Show Society reserves the right to accept or reject any application and the decision shall be final.

HOURS OF OPERATION

9.00am – 4.00pm. On show morning all site occupants must attend a briefing at 8.30am at the Show Office.

Site occupants are NOT to commence packing up and/or leave the site before 4.00pm on show day. For public safety there can be no vehicle movement on the ground between these hours (*except Emergency vehicles*).

SITE COSTS

- \$ 60.00 4m x 4m Small
- \$ 90.00 6m x 4m Medium
- \$150.00 10m x 4m Large

All sites are 4 meters in depth. If you require a larger space you may request it, but it cannot be guaranteed.

Remember to allow for length of trailer tow hitches and/or guide ropes and adequate social distancing.

SETUP HOURS

Site occupants, displays, and vans are encouraged to be set up by 6.00pm on Friday, the day before the show.

Otherwise, vans need to be set up by 7.30am, and others by 8:30am show day. All must be operational by 9.00am.

ADMISSION OF VEHICLES TO SHOWGROUND

No vehicle will be permitted within the Showground unless it has a vehicle pass affixed to the windscreen which allows that vehicle access to sites from 6am. All vehicles must be removed from the showground and into the exhibitor's carpark by 8.30am. In area C, where space permits, a vehicle may be parked behind the exhibitor's site with the vehicle pass clearly displayed on the windscreen but must not move between 8.30am and 4.00pm.

COVID-19 - AUSTRALIAN STANDARDS

In the interests of public health and to ensure the Bream Creek Show is a safe event for all patrons, volunteers, committee and site occupiers, the Australian Standards for the management of events will be enforced, as of the date of the show. The latest health advice will be strictly adhered to including the wearing of masks, double vaccination, contact tracing, good hygiene, mass gathering limits and social distancing.

COVID SAFE PLAN

Every business in Tasmania, as well as individual stallholders are required to have a COVID-19 Safety Plan. A COVID-19 Safety Plan is a written document that explains your hygiene procedures, cleaning schedule and how you will manage physical distancing requirements.

If you already have a COVID-19 Safety Plan it **must** be submitted with your application.

Those without an approved plan must develop one and submit it with your application. A template is available from https://worksafe.tas.gov.au/data/assets/pdf_file/0010/567829/V4.0_WorkSafe_COVID-19-Safety-Plans_Small_Business_Template.pdf.

HAND SANITISER

Hand sanitiser must be available, clearly labelled and easily accessible. If you serve from more than one (1) side/counter, you must have hand sanitiser available on each serving side/counter.

GATE TICKETS

A gate ticket must be purchased for every site operator and all staff/volunteers/helpers. Tickets will be available from our website www.breamcreekshow.com.au

- \$30.00 Family (2 adult and 4 children)
- \$10.00 Adults (16 and over)
- \$ 5.00 Children (age 5 to under 16)

POWER

Single 10amp and 15amp and limited 3-phase power is available. Power requirements must be indicated on the application form. Double adaptors or “piggy backing” of power boards is not permitted. Site occupants must provide own leads and have barrier tape or protective strips to cover them. All leads and electrical equipment must comply and be in date tested and tagged within the previous 3 months. All power equipment used by the exhibitor must be protected by a Residual Current Device (RCD) located at the starting point of the consumer's power supply and are to be supplied by the exhibitor. Refer to Code of Practice on how to manage electrical risks in workplaces under section 274 of the [Work Health and Safety Act](#) (the WHS Act).

- \$35.00 One Single Power Outlet (10amp or 15amp)
- \$55.00 One 3 phase Power Outlet (very limited availability)
- \$15.00 Additional Power Outlets (Single Power Only per outlet)

INSURANCE

All trade/display sites must maintain their own public and products liability insurance and have available for the duration of the show and for the setting up and putting down period a policy of insurance indemnifying them against public liability in the sum of \$5,000,000 for each accident and \$10,000,000 for the show.

All Exhibitors must upload a copy of their certificate of currency as part of the application process and a copy must be available on Show day for inspection upon request.

FOOD VENDOR REQUIREMENTS

The storage, handling, service and sale of food in Tasmania requires registration as a food business under the *Food Act 2003*. Potentially hazardous foods are food that must be kept at a certain temperature to minimize the growth of any pathogenic micro-organisms that may be present in the food or to prevent the formation of toxins in the food. Any food stall activity must be prepared and capable of maintaining the standards established under the *Food Act 2003 and Food Regulations 2012* (incorporating Food Standards Codes). Therefore, if you plan to sell food, you must submit the relevant documentation in accordance with Australian legislation. All food vendors must notify, and be approved by the Sorell Council using [Food Business Application – Sorell Council](#)

In 2019 Tasmania introduced a statewide food business risk classification system to classify food businesses for registration and notification purposes under the *Food Act 2003*.

Businesses selling non-potentially hazardous foods must notify their home Council of their intention to sell food but registration under the *Food Act 2003* is not required.

Local stallholders **with** statewide registration

- if your set up is the same as your approved layout then temporary food business registration is not required
- if you have additional tents & marquees not shown on your approved layout then you will need temporary food business registration for these additional structures
- A copy of your Certificate of Registration and approved layout is to be provided to the Bream Creek Show.

Local stallholders **without** statewide registration

- temporary food business registration is required

Application Process for a Temporary Food Business

Sorell Council must obtain sufficient information, prior to issuing any approval to ensure that the food safety standards required by the legislation will not be compromised. It is necessary to provide a floor plan layout, with dimensions, to enable the assessment of the adequacy of the stall to operate safely and effectively. The floor plan should include the internal layout of food vans and any tents or marquees used for the preparation, storage or service of food. Storage or preparation of food, operation of electrical appliances or storage of cooking utensils is not permitted outside the protection of the stall structure.

Sorell Council needs time to assess your application for attendance. The required information must be completed and returned to Council, **no later than the last Thursday in February**.

The food legislation is quite specific on the essential requirements for staff hand washing facilities in food preparation areas. Every food stall requires a sufficient supply of warm running, potable water, liquid soap and single use paper towel. The repeated use of water in a single bowl, or linen hand towels, is not satisfactory. The use of utility basins (for washing utensils and ingredients) is not acceptable for hand washing purposes. Every food stall will require a hand wash station including those stalls that provide alcohol tasting.

The only food stalls exempt from hand washing facilities are those selling sealed pre-packaged food.

For further information on **Food business registration/notification application** follow link below

https://www.sorell.tas.gov.au/download/forms/health_and_environment_forms/Food-Business-APPLICATION-FROM-2019.pdf

For further information on **Food Safety information for businesses and community organisations** follow link below

https://www.dhhs.tas.gov.au/publichealth/food_safety

LIQUOR VENDOR REQUIREMENTS

If you plan to sell liquor you must submit the relevant documentation in accordance with Australian legislation. All liquor vendors must notify, and be approved by the Sorell Council using [Food Business Application – Sorell Council](#). All liquor vendors selling and/or sampling alcohol will operate under the Bream Creek Show liquor license and must provide staff facilities for hand washing.

Liquor vendors must provide copies of RSA certificates for ALL STAFF working at their site prior to staff commencing work. Copies of RSA certificates must also be available for inspection at the Exhibitor's site on show day.

Designated alcohol areas must be strictly adhered to and enforced.

TEMPORARY STRUCTURES

If you plan on bringing a temporary structure as part of your exhibit, you must complete all details on the application form to be assessed by a Building Surveyor as part of our Temporary Occupancy Permit for show day.

Some structures require a Temporary Structure Permit (food marquees, hoeckers and tents over 10 square meters, all general marquees, hoeckers or tents over 20 square meters) and you need to submit the relevant documentation in accordance with Australian legislation to the Sorell Council. Any structure erected by the exhibitor or supplied to the exhibitor must conform to current regulations. They need to be certified with a wind rating of over 80km/hour and securely weighted with approved marquee weights.

WATER

Food and coffee vans/stalls must bring their own water/storage. Water is not available on site.

SITE INSPECTION

Sites will be inspected by the Bream Creek Show Society Safety Officer and any directions must be followed. A Building Surveyor and an officer from the Sorell Council may also inspect sites. Unsafe sites will be shut down.

WIFI

WiFi will be available for EFTPOS devices for sales, but if you normally rely on mobile phone network coverage for your device, it probably will not be reliable in our area on show day, as our mobile coverage quickly becomes "swamped" and fails. To overcome this problem, we have a wireless (WiFi) network which covers the showgrounds. Permission is needed to access our WiFi – it is not for public usage. A Show representative will provide you with an access code to get you connected. Prior to show day you will need to check with your bank that your device can use WiFi, (not all EFTPOS devices can) and learn how to set it up.

ELIMINATING SINGLE USE PLASTICS

We aim to be free of non-compostable food packaging and all single-use plastic bags. This means that food-service packaging such as hot and cold cups and straws, takeaway containers, plates bowls and trays, cutlery, and napkins, as well as carry bags should be compostable, able to completely biodegrade.

Stallholders should use any certified compostable bags or takeaway food packaging with certifications ASTM D6400 (US), EN13432 (EU) or Australian Standard AS4736 or any paper bags that are 100% recyclable.

CLEANUP

The site occupant must provide their own rubbish bin and remove all rubbish from site when leaving. The site must be left in a clean and tidy state. Failure to do this will mean future applications will not be considered.

NIGHT/DAY SECURITY

A Security Firm will be on duty from Friday 6.00pm until Sunday 8.00am. The Bream Creek Show Society Inc will not be liable for any loss of or damage to property during these hours.

SMOKE FREE EVENT

Our Show is a no-smoking event. Advise all staff/volunteers/helpers that Bream Creek Show is a smoke free public event. Exhibitors are not permitted to smoke at their site and the site is designated as "enclosed public places" and must remain smoke free: Public Health Amendment Act, 2001. To smoke, exhibitors will need to exit the grounds.

FIRST AID

Dunalley Volunteer Ambulance will be on site to help with medical situations. If a stallholder or patron requires first aid or medical assistance, help can be sought from the Ambulance or by going to the Show Office. If it is a medical emergency, ring 000 and then alert the Show Office.

EVACUATION PLAN

The Show Safety Warden may direct an evacuation of part or all the show in an emergency. If this happens, please remain calm and move quickly to your nearest safe assembly point:

- Centre of Arena

or should the central arena be the area of the emergency other assembly areas are:

- Carpark on Copping side
- Carpark on Marion Bay side.
- or as determined by the Chief Warden.

Do not pack up or take your possessions when evacuating the show unless instructed to do so.

CANCELLATION by Site Operator

Cancellation will only be accepted up to 1 week prior to show day, with an 80% refund. (full fee less administration costs). No refunds will be given for cancellation after this, or for failure to occupy the allocated site on show day.

CANCELLATION by Bream Creek Show Society

During unforeseen events the BCSS reserves the right to postpone, cancel or change the operating hours of the Show due to extreme weather or unforeseen circumstances without incurring any liability in relation to fees paid.

Please note, in the event of a COVID-19 enforced cancellation, all tickets will be refunded.

COVID-19 Safety Guidelines

It is essential that everyone strictly adhere to COVID-19 safety guidelines for the ongoing viability and safety of the show. Using the State Government Event Guidelines and Event Framework for managing COVID-19 safe events and activities, the BCSS has requested approval for the Bream Creek Show to be a tier 2 event, with a capacity of 5000 people at any one time providing 2m² per person within the showground footprint.

- **Contact Tracing**

It is a condition of entry to register your attendance at the showgrounds by using the Check in Tas app on arrival.

The BCSS is required to collect the contact details of all patrons, staff, volunteers, and stallholders for the purposes of contact tracing. Everyone is required to 'check in' using the 'Check in TAS' app.

Volunteer covid marshals will be on hand to help with any questions and will also be able to help people to check in if they have any issues. We will have devices at our main entrances for people if they don't have a suitable phone.

- **Covid Marshalls**

Our volunteer covid marshals will be roving to help us maintain a safe event. There will be several volunteers available during set-up with a smaller number remaining onsite throughout the day to help stallholders and ensure patrons adhere to social distancing. The volunteers will also help around the show to dispense hand sanitiser, count patrons, manage contact tracing requirements and assist with public enquiries.

- **Maximum numbers**

Patron numbers will be monitored at entries and exits to ensure the mass gathering limits are not exceeded.

- **Social distancing**

The 1.5-metre rule of physical distance between individuals, or those NOT from the same household, is always required. Stallholders must manage this at their stall between patrons and staff. Patrons will be reminded of physical distancing requirements both verbally and by signage.

- **Good hygiene.**

Free-standing hand sanitising stations will be at all entrances and exits and these will be cleaned regularly. Table and chairs, and other frequently touched surfaces throughout the show will be cleaned regularly.

- **Touching produce**

Please limit the touching of products and fresh produce.

- **Use contactless payments where possible**

We encourage the use of card payments where possible.

- **If you are not feeling well**

Do not come to the show and call Public Health for directions. Signage will remind patrons not to enter if displaying any symptoms of COVID-19.

- **Latest Health Advice**

Every patron may need to wear a face mask while at the Show and/or may need to be double vaccinated to enter the grounds. We will be following Australian Standards and the latest health advice will be strictly enforced.

- **Always Remember**

- ✓ Wash your hands frequently or use hand sanitiser.
- ✓ Use good cough etiquette - cover your cough or sneeze, or cough into your elbow and wash your hands.
- ✓ If you are sick, stay home.