

# **IPSWICH**

# **SHOWPLACE MARKETS**

**at the Ipswich Showgrounds**

## **EVERY SUNDAY**

### **CONDITIONS OF ENTRY:**

**Effective from: 10th February 2019**

1. All stall space shall be allocated by the Coordinator and staff, who will also advise site fees on request.
2. Staff shall have the right to limit types of stalls and goods or refuse entry.
3. Reserved sites will be held until 5:00am, after which time they may be re-let.
4. **SET UP TIME - 4:00am to 5:30am.** Use either the Front gate on Salisbury Road or the Back gate on Parker Avenue to enter the Ipswich Showgrounds. Unless allocated a site, **do not enter the market area unless directed by staff.**
5. **TRADING TIME - 6:00am to 11:30am.** Stallholders are only permitted to trade within their designated site. **All vehicles must remain stationary and engines off during this time. THIS WILL BE STRICTLY ENFORCED.**
6. **PACK UP TIME - 11:30am onwards.** Stallholders must not commence to dismantle stalls until after the close time of **11:30am**, unless authorised by the Coordinator.
7. No dogs allowed within the flea market area – **Service and Assistance dogs ONLY.**
8. Any stallholder (except those approved already) wishing to sell food, drinks, fruit, vegetables, conducting a raffle or selling or giving away animals **MUST APPLY** for permission. Unless prior permission is received, said type of product is not permitted.
9. All stallholder's electrical appliances and/or cords must comply with current tested and tagged regulations.
10. Owing to noise restrictions no steel pegs are to be hammered into the ground prior to 6am.
11. Stall holders must show 'Duty of Care' to themselves and patrons by performing a **risk assessment** of their stall and site. All gazebos, umbrellas, and other structures **must be adequately secured.**
12. **All food items** must comply with Ipswich City Council requirements and Government Food Acts and Standards.
13. **All stallholders** must comply with the '**Lightweight Plastic Bag Ban**', under the Waste Reduction & Recycling Amendment Bill 2017. **This applies to both new and secondhand plastic bags.**

### **SITE FEES: (GST Inclusive)**

<b>1 SITE (6m Front x 3m-5m Deep):</b>	<b>\$15.00 + \$7.00 insurance</b>
<b>ADDITIONAL ½ SITES (3m Front x 3m-5m Deep):</b>	<b>\$7.50</b>
<b>UNDERCOVER SITES (BOOKING RECOMMENDED):</b>	<b>\$18.00 + \$7.00 insurance for first site then \$9.00 per site thereafter - including table/s</b>
<b>POWERED SITE (BOOKING RECOMMENDED):</b>	<b>\$5.00 Extra</b>

- **A \$7.00/week Insurance surcharge applies to stalls that do not have their own Public Liability policy.**
- **For your Public Liability insurance to be valid, you must provide your correct name and contact details, together with a copy of your Insurance Policy Certificate.**

Charges may alter without prior notice.

**ALL ENQUIRIES: 07 3281 1577 (Showgrounds Office)**  
**0420 651 531 (Market Coordinator - Matthew)**

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## **DUTY OF CARE**

All care is taken to protect the public but spectators, participants and guests are warned that accidents causing injury, death or property damage may occur. Spectators, participants or guests acknowledge that entry to the showgrounds has a degree of danger and the organisations participants and other persons having any connection with the organisation or conduct of the events shall have no liability, either in tort or contract, for any personal injury or loss of property, whether caused by negligence or otherwise to the spectator, participant or guest, except in regard to any rights those persons may have under the trade practices act 1974.

## **EMERGENCY and EVACUATION PROCEDURES**

### **Workplace Health and Safety Policy**

The Ipswich Show Society's desire is to maintain a safe, healthy working environment for all people who are involved in the operation of the Ipswich Markets.

To achieve this the Society undertakes to ensure:-

- That the Management Committee of the Ipswich Show Society, employees, supporting workers, contractors and exhibitors recognise their responsibilities for the health and safety of people under their control at the Ipswich Markets including Ipswich Showplace Markets patrons.
- Compliance with standards, code of practice, regulations and provisions of appropriate state and federal legislative requirements
- That instruction, information and supervision for all staff and exhibitors is provided to enable them to carry out their work in such a way as to prevent injury to themselves and to other people.
- That all premises, means of access, equipment, vehicles and processes are designed, constructed and used in accordance with relevant compliance and advisory standard
- That all areas affecting workplace health and safety at the Ipswich Showplace Markets are monitored and reviewed.

### **IPSWICH SHOW SOCIETY SAFETY GUIDELINES**

1. All exhibitors, subcontractors and other persons working within the confines of the showgrounds must abide by the provisions of the Workplace Health and Safety Act, its regulations and all relevant compliance and Advisory Standards. Persons responsible for each stand must ensure that any persons contracted by the exhibitor also comply.
2. Notwithstanding Item No. 1 all exhibitors must be mindful that their display will be viewed by the general public. All displays must be constructed and presented in such a manner as not to risk the health and safety of any persons.
3. The speed limit within the confines of the showgrounds shall be 6 km/h.
4. Access provisions (aisleways, roadways, doors, stairs, etc.) Shall not be blocked or impeded by any exhibitor, contractor or other person within the confines of the showgrounds.
5. Persons operating equipment within the confines of the showgrounds must be the current holder of the relevant certificate or licence to operate such equipment.
6. Machinery, equipment and substances likely to jeopardise the health and safety of any person, must be made safe by such means as is necessary e.g. guarding, fencing, locks, immobilisation, etc. NB: Signs are not an acceptable protective method.
7. **All accidents, injury or dangerous occurrence must be reported to the Ipswich Show Society Administration as soon as possible.**
8. All display vehicles must have wheels chocked to prevent vehicles rolling in any direction. In addition vehicles parked on an inclined surface must remain locked at all times during the Show.

### **ELECTRICAL CONNECTIONS**

Final connection of power to mains shall be carried out by the Ipswich Show Society's nominated electrical contractor. No electrical installation deemed to be dangerous or in breach of safety regulations will be connected to Showgrounds mains.

All temporary electrical installations must be fitted with an RCD (residual current device earth leakage circuit breaker) 30mA trip, at the point of connection.

### **A GUIDE FOR ELECTRICAL EQUIPMENT USED AT/ON SHOWPLACE MARKETS, AMUSEMENT RIDES, STALL, ETC.**

Numerous potential and actual incidents occur at Exhibition sites.

Electrical equipment such as extension leads and plug-in equipment has to have each piece of equipment:-

- (A) Inspected, tested and tagged by a qualified electrician and with current test dates. AND
- (B) Protected by an electrical safety switch, such as Earth Leakage Trip. These safety switches should be tested by its in-built test button every day to ensure that it is working satisfactorily. The safety switch itself should be tested by a qualified electrician every year.

Multi outlet power boards are to be used with restriction placed on double adaptors and piggyback plugs. These power boards are not weather proof and should be placed in a weather proof surround.

Power leads should be placed so that they will not be damaged: e.g. across passageways and must be positioned at least 2m above ground level.

**FIRST AID** A first aid kit will be located at the Front Ticket box

### **FIRE REGULATIONS**

1. Fire Brigade officers may inspect the Showplace Markets area including stalls. Their decision on the requirements for overall fire protection is final. Any irregularity in fire precautions or any fire hazard detected must be corrected immediately. Any exhibitor not complying with the direction of the officers will have their stall removed from the Showplace Markets.
2. No existing Fire Exit may be closed off or obstructed.
3. Existing fire hoses must remain visible and readily accessible and not covered by background/backdrop materials.
5. No lighting or radiant heat appliance is to be positioned near any easily combustible articles within the heat range of such light or appliance.
6. Any demonstration using flammable liquid is to have prior approval before being incorporated in an exhibit.

### **STORAGE OF FLAMMABLE MATERIAL**

Exhibitors are informed that no flammable liquid may be stored in the Market area.

No vehicle engine must be started during the period the Market is open to the public and ignition keys must be removed from all vehicles. It will be the responsibility of each exhibitor to ensure that this condition is carried out.

### **EVACUATION PROCEDURE**

**In the event of an emergency likely to jeopardise the health and safety of person within the confines of any building, or within the Showgrounds, the following evacuation procedure shall be effected.**

**A person from the contact directory should be informed immediately or phone 3281 1577.**

**Identify which area of the showgrounds is affected.**

**Necessary emergency services will be contacted by the Markets co-ordinator.**

**If evacuation is necessary proceed to nearest emergency exit and inform public to move with you in an orderly manner.**

**Remain calm. Proceed to a safety site.**

**Await appropriate authorities to give the 'all clear' before returning to affected area.**

**THE OFFICE WILL NOTIFY - Police - First Aid Officers - Security - Fire Service**