



2023 SHOWBAGS PROSPECTUS

6-17 APRIL 2023



AUSTRALIA'S LARGEST ANNUAL TICKETED EVENT



Royal Agricultural Society of NSW

SHOWBAGS

Be part of the biggest Show in town!

The Royal Agricultural Society of NSW (RAS) is encouraging businesses interested in providing Showbags at the 2023 Sydney Royal Easter Show to throw their hat in the ring by completing an application form and detailing their experience. As much a part of a day at the Show as a farmyard nursery visit and thrilling carnival rides, leaving the Show with armfuls of Showbags is a must-do for every visitor!

First held in 1823, the Sydney Royal Easter Show is Australia's largest annual ticketed event attracting over 850,000 guests on average. Revenue generated at the Show and through Sydney Showground, our venue management division, allows the RAS to invest in agricultural programs, competitions, education initiatives and rural NSW.

With the assistance of a diverse group of stakeholders, dedicated staff and a fleet of volunteers the 2023 Sydney Royal Easter Show (Thursday 6 April – Monday 17 April) is 12 days of agricultural competitions, animal experiences, live entertainment, shopping, carnival fun and so much more.

If you are interested in securing space for your business, act now by completing an application form, addressing the selection criteria and returning your proposal by 12 September 2022.



BACKGROUND

The 2023 Sydney Royal Easter Show (SRES) will be held over 12 days from Thursday 6 April to Monday 17 April.

Showbag stands will operate from inside the Showbag Hall (Exhibition Hall 4) and outdoor ground space sites around Sydney Showground. These sites will be determined by the RAS and will be subject to final SRES layout at Sydney Showground.

Space at the SRES is limited and will be made available to qualifying operators at discretion of the RAS.

Applications must include a detailed proposal covering the assessment criteria.

Please ensure all information is enclosed as incomplete applications will not be considered.

The RAS will advise applicants the outcome of their application in writing.

The decision of the RAS is final. The RAS does not provide exclusivity.

This prospectus is not a contractual agreement binding on the RAS. Successful applicants will be contracted by entering into a 2023 SRES Licence. Full details of the SRES Licence will be made available to successful applications however the site is not confirmed until the contract is signed and the non-refundable first instalment payment is received.

Showbag applications must be received by **Friday 12 September 2022**. Please return to:

Attn: Shane McGrath
Senior Manager – SRES Operations and Product Development
Royal Agricultural Society of NSW
Locked Bag 4317
SYDNEY OLYMPIC PARK NSW 2127

SITE & OPERATIONAL REQUIREMENTS

Work Health & Safety (WHS)

- The Licensee is required to comply with Work, Health and Safety (WHS) laws and if required under the legislation, have in place their own WHS policy and safe systems of work for their activities. All participants must consult, cooperate and participate with the RAS' WHS programs and comply with all reasonable directions of the RAS WHS Management System.
- NSW WHS Legislation, Regulations and Codes of Practice require anyone in control of the workplace to identify the potential hazards of the work, to assess the risks involved to anyone including staff, visitors, or contractors and to develop controls to eliminate or minimise the risks.
- **High visibility clothing and closed toe shoes are mandatory during high risk work, bump-in and bump-out and will be strictly enforced across the site. Working at heights SWMS are mandatory for all high risk construction work.**
- All staff erecting or dismantling stands and staff operating outside SRES trading hours must wear appropriate personal protection equipment. At these times, staff must also keep unauthorised people away from the work area.
- The Licensee must comply with all requirements of Australian Standards AS1657 - Fixed Platforms, Walkways, Stairways and Ladders – Design, Construction and Installation and AS 4084-2012 - Steel storage racking.
- The Licensee must provide certification for their stands by an engineer or degree qualified builder. The certification/report needs to include plans that also highlight point load limits.
- The Licensee must make available safe work method statements during the construction period and have a construction management plan.
- The Licensee must meet all fire protection requirements and test their equipment.
- No-one is permitted to sleep on site or remain on site overnight.
- Operators must meet consumer guarantees under the Australian Consumer Law. You cannot sell banned products and you must ensure that your products or product-related services comply with relevant mandatory standards before they are offered for sale. Certain items are not permitted for sale at the 2023 SRES at discretion of the RAS.
- All statutory requirements must be met including adherence to the WHS Act and Regulations, Codes of Practice, Environmental Protection Authority (EPA) Act and the requirements of the Sydney Olympic Park Authority (SOPA).
- SafeWork NSW Inspectors will be on site for the Licence Period, as well as the RAS Safety Manager. Advice and information can be obtained from both SafeWork NSW and the RAS Safety Manager.

Services

Site services such as electrical, water, waste and gas are can be provided by the RAS. The cost of those services is in addition to the Licence Fee. Charges for connection and equipment usage will be invoiced to the Licensee and payment of those costs is required prior to the commencement of the SRES.

Operators must adhere to terms and conditions regarding utilities contained in the 2023 SRES Licence and the SRES Event Manual.

Tickets and passes

Some admission passes are included as part of the Licence Fee payable by the Licensee. If additional staff admission passes are required during the event, Licensees must submit a copy of their staff roster to verify this. Please note additional passes will incur a \$10.00 fee.

Award wages

Staff of the Licensee must be employed under the terms and conditions of the applicable Award for their activity and industry or another appropriate industrial instrument such as a registered enterprise agreement.

Reporting and auditing

The Licensee must utilise cash register equipment that incorporates;

- Customer facing display
- Backup battery
- Ability to time/date stamp each transaction on the journal.
- Pre-programmed with all products. (Numeric key pads only will not be accepted)

Licensees are required to submit RAS Daily Gross Sales Reports, with register Z-reads and EFTPOS totals attached, to the RAS by 10:30am the day following each day's trading. Licensee's must keep accurate records and comply with RAS procedures in relation to auditing which includes the ability to issue a compliant tax invoice upon request. The RAS will have the right to audit records in connection with the SRES. During any audit, Licensees will need to be able to print a cumulative total from any EFTPOS terminal.

Environmental

Under environmental and Sydney Olympic Park Authority (SOPA) legislation (including the Environmental Protection Authority (EPA) Act, the Sydney Olympic Park Act & Regulations and the RAS Environmental Management Plan) Licensees at a minimum, are:

- Prohibited from using toxic substances or materials in packaging;
- Prohibited from disposal of waste into the stormwater system;
- Required to participate in SRES waste avoidance and minimisation by sorting waste at the source into waste streams suitable for recycling, along with educating their staff to do likewise;
- Required to comply with RAS instructions in relation to the environment including noise control;
- The RAS will provide Licensees with environmental guidelines specific to the SRES;

- Licensees are responsible for any music licences if required by APRA or the PPCA or any other relevant authority.
- The RAS discourages the use of single use plastics

Access and parking

A bump-in, bump-out and delivery pass system will be implemented. Access to Sydney Showground will be limited, and all vehicles must display a valid pass in order to gain access to the Showground. Licensees are encouraged to utilise the extensive public transport system operating during the SRES.

Illegal parking is subject to infringement. Parking on-site during the SRES is not permitted.

Special showbag conditions

The validity of a 2023 SRES Licence to a successful applicant is conditional upon the operator having the following in place and available for inspection:

COPY REQUIRED 1 FEBRUARY 2023
<ul style="list-style-type: none"> • Valid Public and Products Liability Insurance Policy noting the Royal Agricultural Society of NSW as a named interested party to the amount of \$20 million AUD on any one claim. The insurance company must be an APRA approved insurer, see www.apra.gov.au; • Valid Workers Compensation insurance complying with relevant legislation; • Risk Assessment conducted in accordance with AS/NZS ISO 31000:2009.
AVAILABLE TO VIEW ONSITE AT ANY TIME
<ul style="list-style-type: none"> • Staff training plan and manual; • Work, Health & Safety Policy; • Safe Systems of Work; • Emergency procedures; • Material Safety Data Sheets; • Harassment Policy and Equal Employment Opportunity Policy; and • High risk work licences

Licensees may be required to attend a pre SRES briefing as requested by the RAS and have a duty to consult with the RAS regarding any health and safety issues.

Licensees must adhere to the terms contained in the SRES Event Manual available at www.eastershow.com.au

Showbag inspections

- Licensees are required to complete a showbag and contents list and submit it to the RAS in the content management system. A timeframe will be forwarded to successful Licensees.
- Successful Licensees will be required to provide three complete samples of each showbag. Two samples will be submitted for the RAS Showbag Inspections and Media launch event, and the third that will be used for promotional purposes must be provided the day prior to the commencement of the Show.

- A registration fee of \$110 (GST inclusive) is payable to the RAS for each brand of showbag to be sold at the SRES.
- Representatives, not limited to the NSW Health Department, NSW Fair Trading and the NSW Police, will be invited to inspect the contents of all showbags to be sold at the 2023 SRES. The representatives will comment on suitability of items taking into account the relevant Laws and Regulations and may request proof of compliance to these Laws and Regulations on the day or otherwise. All showbags must comply and meet all Statutory Laws and Regulations. All test reports must be available for inspection. This relates to toys meant for, or appealing to children under 3 years of age and projectile toys.
- Any items deemed not to meet these Laws and Regulations will not be allowed to be offered for sale at the 2023 SRES.

Warning

The RAS and the applicable government departments advise that the contents of any showbag is solely the risk of the showbag operator and inspections by the RAS or any government department in no way detracts from or lessens the responsibility of the showbag operator as to the contents of any showbag or any claim or action arising from third parties relating to the content.

Licence Fee

The Licence Fee is calculated as 13% of Gross Sales Revenue or the minimum Licence Fee, whichever is greater.

The minimum Licence Fee is assessed and payable as follows:

- The outdoor showbag site minimum Licence Fee will be a minimum payment of \$6,588 based on a 6x3 metre space at \$366 per square metre. Spaces smaller than this will be charged at the minimum rate; the bond for larger spaces will be calculated accordingly. This minimum Licence Fee is not refundable.
- The indoor showbag site minimum Licence Fee will be charged at \$366 per square metre. This minimum Licence fee is not refundable.
- 100% of the minimum Licence Fee will be payable by 1 February, 2023 or within 14 days of the SRES Licence issue date. No entry is permitted to Sydney Showground unless all documentation and monies have been received by the RAS.

Invoicing

At its discretion, to cover the potential of the Licence Fee being above the minimum Licence Fee, the RAS will issue a second invoice to the Licensee. This second invoice will be issued on Day 5 of the 2023 SRES and payment of the invoice must be received by the RAS by Day 7 of the SRES. Licensees who fail to settle the invoice in full before Day 7 may not be permitted to trade on subsequent Show days until full payment has been received by the RAS.

This second invoice will only be issued if the RAS deem it is likely that the total for the 13% gross revenue sales payable to the RAS by the operator will exceed the minimum Licence Fee.

At the conclusion of the SRES, if the RAS is holding payments that exceed 13% of Gross Sales Revenue and the minimum Licence Fee has been met, a refund will be made to the Licensee within seven business days after the last day of the SRES.

2023 SHOWBAG APPLICATION FORM

CONTACT DETAILS

Title	First Name	Surname		
Company Name		Trading As	ABN	
Street Address		Suburb	State	Postcode
Postal Address				
Telephone		Mobile	Email	

Selection Criteria: An advisory committee will review each of the six steps when considering your application. Incomplete applications will not be accepted.

Step 1. PROVIDE YOUR STAND SPECIFICATIONS

Stand name	Frontage/ Length (m)	Depth/ Width (m)	Theme	New for 2023
1				
2				
3				
4				
5				
6				

Step 2. TELL US ABOUT YOUR PRESENTATION

Please provide the following in support of your application:

- Up to date photo or artist impression of the stand;
- Staff presentation and uniform – photo required.

Step 3. RISK MANAGEMENT

1. Acknowledgement of a current safety plan.	YES/NO
2. Acknowledgement of a current recycling plan.	YES/NO
3. The company operates with a current Risk Management/Safety System in place which is compliant with AS/NZS ISO 31000:2009.	YES/NO

Step 4. WHAT PRODUCTS ARE IN YOUR SHOWBAG

The RAS will take into consideration current trends when selecting content.
Please include any showbags under development.

Showbag Name	Price	Featured at 2022 SRES Y/N	Contents

Step 5. HAVE YOU ANY PREVIOUS EXPERIENCE

Please detail experience (new applicants only).

The RAS will review statements and comments drawn from the applicant's previous SRES experience.

Step 6. ENVIRONMENTAL INITIATIVES

Please describe your environmental initiatives around the use of plastics and minimisation strategies to reduce landfill.

CONDITIONS

- All submissions must be legible and should not be faxed or emailed.
- Please ensure all information is enclosed in the application, as incomplete applications will not be considered for site allocation.
- This document does not constitute an offer but is issued only to solicit proposals.
- The RAS reserves the right to reject any proposals and its decision will be final.
- The RAS is not required to enter into any correspondence regarding reasons for non-acceptance of any application.
- By executing and lodging this application, the applicant is deemed to consent to the RAS conducting a credit reference check on the applicant and the RAS reserves the right to decline the application if it deems that the reference check is not acceptable.
- The RAS does not provide exclusivity.

Name of applicant _____ Date _____

Signature of applicant _____ Date _____

Applications should be returned by **Friday 12 September 2022** to:

Attn: Shane McGrath
Senior Manager – SRES Operations and Product Development
Royal Agricultural Society of NSW
Locked Bag 4317
SYDNEY OLYMPIC PARK NSW 2127
ABN 69 793 644 351

Privacy Act Statement Information provided by you pursuant to this Prospectus is used by the RAS for the primary purpose of processing, assessing and determining the occupancy of space at Sydney Showground for the Sydney Royal Easter Show. Information will be held securely by RAS. The RAS may make information available to Operational Service Providers or such other persons the RAS deems helpful in enabling the successful applicant to adhere to the Sydney Royal Easter Show Licence and perform the Permitted Use and could be made available to third parties for the purpose of promoting the RAS or SRES Exhibitions, or as otherwise required by law. Information may also be retained long-term in the RAS Heritage Centre. A copy of the Privacy Policy is available at www.eastershow.com.au.

Right of Access to Information: Applicants have the right of access to and alteration of personal information containing themselves in accordance with Privacy Laws. This may be done by contacting RES Exhibitions, or by contacting the RAS Privacy Officer on 02 9704 1111 or in writing to the RAS, Locked Bag 4317, Sydney Olympic Park NSW 2127. Should there be any complaints in relation to any of the RAS' processes and policies, the complainant should contact the RAS directly on 02 9704 1111. All complaints will be dealt in accordance with the RAS Complaints Handling Procedure.

Disclaimer: The information contained in this Prospectus is gathered for the purpose of providing information to our Applicants. The information is a compilation of information provided by third parties and the RAS does not warrant its accuracy and advises that any such information may be subject to change or amendment occurring at any time and thereby making the information incorrect. If you require confirmation of any information please telephone the RAS coordinator responsible for the particular information or the RAS switchboard on 02 9704 1111