



Stall Holders, Entertainment, and Volunteers Information (SHEV)

Chapman Valley Show

Saturday 2nd September 2023

GATES OPEN TO THE PUBLIC 9:00am

Please note this document must be read in full. A separate electronic DISCLAIMER document is also attached to this.
A full registry of all people who have read and agree to the terms of this document will be kept by the CVAS committee.

We wish you all a successful show.

Contents

- Contents2
- 1 Key Contacts.....3
- 2 Stall Holder System and Procedures4
 - 2.1 Stall Holder System4
 - 2.2 Stall Holder Policies and Documents.....5
 - 2.3 Stall Holders/Vendors and the Consumer Protection Act6
- 3 Entertainment & Volunteers7
- 4 Code of Conduct8
 - 4.1 Social Media.....8
 - 4.2 CVAS Right of Refusal8
- 5 Event Timeline99
- 6 Location & Site Plan.....10
- 7 Emergency Management Plan.....10
 - 7.1 Emergency Management Personnel12
 - 7.2 Emergency Management Processes.....12
 - 7.3 Emergency management briefings15
 - 7.4 Emergency Communication protocol and method.....165
 - 7.5 Incident Reporting Process16
 - 7.6 Lost Person Procedure.....16
 - 7.7 Emergency Meeting Point16
- 9 DISCLAIMER..... **Error! Bookmark not defined.**6
- 10 Hazard Identification and Risk Assessment Checklist18

1 Key Contacts

Position / Organisation	Contact	Phone
Admin	admin@chapmanvalleyshow.com.au	0483 832 209
President	Darrell Forth	0428 653 300
Secretary	Peter McNaught	0483 832 209
Treasurer/Accounts	Bronwyn Earl	0417 232 595
Grounds	Liz Elliott-Lockhart	0427 205 069
Entertainment Coordinator	Brenda Williamson	0428 311 003
Vendors/Volunteers	Liz Elliott-Lockhart	0427 205 069
Event Safety Officer	Darrell Forth	0428 653 300
Chief COVID Marshal	Darrell Forth	0428 653 300
Chief Warden	Peter Elliott-Lockhart	0427 884 980
Parking - Volunteer Coordinator	Nick Phillipa	0427 862 605
Gate	Andrew Vlahov	0427 205 144
Security	Peter Elliott-Lockhart	0427 884 980
	Bronwyn Earl	0417 232 595
OFFICE	CVAS	0483 832 209
	Liz Elliott-Lockhart	0427 205 069
	Peter McNaught	0404 871 511

2 Stall Holder Booking and Procedures

2.1 Stall Holder Booking

Please note all sizes and prices of sites are reviewed and determined by the whole CVAS committee at their AGM early in the year. There is a committee who determines vendors attendance.

TIME LINE:

March 1st - both food and trade sites available via website (Stall Manager application).

June 1st– all applications to be received with documentation.

June 8th – CVAS determine which vendors to accept.

June 15th – all successful stall holders notified and payment information provided.

June 30th – All stall holders to have paid fees.

June 30th – Temporary Food applications to Shire of Chapman Valley

July 1st – Any applications received after this date will incur a **\$10** processing fee

August 1st - Any applications received after this date will incur a **\$20** processing fee

One week prior to Show Day – site allocations released to Stall Holders.

Late applications – fee payable.

Preference is given to local vendors/suppliers.

In order to maintain a product balance and as a means of encouraging new products, it sometimes becomes necessary for CVAS to deny site requests when too many vendors wish to exhibit or sell the same or related products.

Some applications cannot be accepted because of specific size and/or physical requirements, site availability or if the application is received too late. Notification by CVAS of application acceptance or denial is given as soon as is practical, however, the process of assigning sites goes on until commencement of the Show as site assignment adjustments are made and as site cancellations are received and then filled.

Acceptance of any application is at the sole discretion of CVAS and does not imply endorsement by CVAS of the exhibitor's produce or services, nor does rejection imply lack of merit of same.

The site provided will be shown on layout plan insofar as possible, but CVAS reserves the right to make changes at any time to the location, size and display limits of any site, if this is in the best overall interest of the event. Participation is limited to the site allocated.

A map will be sent out prior (approx. one week) to the Show showing layout and designated bays.

Every effort is given to provide people with their previously allocated bays, unless a relocation has been requested. Please do not email regarding site allocation, as each

year the overall layout and design is reviewed, and does change continually up until the actual show day. We do aim to allow the best position per vendor.

In 2023 an electrician will be onsite of the Saturday to do safety checks of all electrical equipment within sites.

2.2 Stall Holders and Wi-Fi

The CVAS are working to improve the Wi-Fi capability around the Showgrounds as we are very aware that people who attend wish to purchase via their mobile or card.

We advertise for people to bring cash so that they aren't left stranded with no money at the Showgrounds.

Please note it is not a cheap exercise to provide everyone with the technology they expect at such a large event. Our Wi-Fi set up in 2022 cost over \$5000.

In 2023 we will again provide Stall Holders with a dedicated Wi-Fi password on the day.

2.3 Stall Holders Policies and Documents

All food vendors (please note this also includes anyone who is selling preserves, cakes, coffee, lollies and/or offering tastings of food or drink) must submit their completed CV Temporary Food Stall Licence Application form and Certificate of Currency (Insurance) to the Chapman Valley Shire cs@chapmanvalley.wa.gov.au for processing.

All stall holders must be paid in FULL prior to entry of the show, as per timeline.

Stall Holders must adhere to their nominated bay area and minimise any risk to the public ie. Ropes, electrical cords etc. Our safety officer will be able to request removal of, or attention to potential hazards.

Stall holders must be at the Nanson Showgrounds **by 7.30am** to allow enough appropriate time for all vendors to set up in the correct position.

All vehicles **NOT** associated with your site **MUST** be removed from the Stalls area.

There is a **NO MOVEMENT** of vehicles **from 8.00am until 4.30pm**. The show officially closes at 4.00pm but we allow a half hour grace for people to exit before there is movement of vehicles.

Stall Holders s are allowed to setup and position themselves on the Friday 1st September, between 8am-5pm, however please be aware the CVAS is not responsible for the security of items and/or vehicles whilst at Showgrounds.

Please familiarise yourself with the [CVAS Emergency Plan](#) and look over the [Section on Hazards and Risks](#) that we have identified so that you are able to minimise any action by yourself.

2.3 Stall Holders/Vendors and the Consumer Protection Act

Under the ACL, a single national approach to implementing mandatory safety standards and bans for consumer goods was developed.

The goods affected by these standards and bans can be viewed at the Product Safety Australia website (www.productsafety.gov.au).

In addition to these regulated items, Consumer Protection also wish to bring to your attention other items that may be available for sale, which may also pose a risk to consumers, including products that contain easily accessible [button batteries](#).

In addition to these requirements, the ACL details a number of obligations placed on businesses generally, which may apply to your stallholders.

Stallholders and businesses operating at the Chapman Valley Agricultural Show are required to supply proof of transaction to consumers for any transaction valued at more than \$75.

Furthermore, should goods sold by stallholders develop a fault, the proof of transaction will enable consumers to return goods for remedy, as permitted by law.

These requirements are detailed on Consumer Protection's website (www.consumerprotection.wa.gov.au).

The below link is the Product Safety Guide for Business so that you can ensure that items sold at the shows are compliant with product safety regulations and other provisions of the ACL that may be applicable.

www.productsafety.gov.au/content/index.phtml/itemId/996539

Please note officers from Consumer Protection may choose to attend our show to inspect regulated items at any given time.

Should you be concerned about any item in a show bag or other goods you would like to make available at the Chapman Valley Agricultural Show, we encourage you to contact Consumer Protection directly to seek clarification. Consumer Protection may seek a sample product at this time for inspection.

3 Entertainment & Volunteers

Please ensure that you arrive at the grounds with suitable time for set up and preparation.

Ensure that you have submitted appropriate documentation for Public Liability, Insurance, and/or Working with Children certificates to your coordinator.

Please note there is a **NO VEHICLE MOVEMENT BAN between 8.00am and 4.30.**

Vehicles not required in your area must be parked in the outside parking area.

Please familiarise yourself with the **CVAS Emergency Plan** and look over the **Section on Hazards and Risks** that we have identified so that you are able to minimise any action by yourself.

4 Code of Conduct

Please be mindful that all grounds persons and CVAS committee people are volunteers as we try to ensure this day is successful.

Should there be a dispute with a grounds person and/or CVAS member please refer request to the Chief Warden.

Please note that his/her judgement is final and they do have the option to remove persons and/or equipment from the grounds.

Should there be a dispute between Stall Holders, Vendors, Entertainment and/or contracted Volunteers please refer the matter to the Chief Warden as per above.

Should there be a complaint from a member of the public in regards to a Stall Holder, Entertainment person/s, Vendor, Volunteer - the Chief Warden will be sent to investigate. Ie. Bad food preparation. over-charging.

We appreciate feedback so please feel free to raise any concern with an email to admin@chapmanvalleyshow.com.au where it can be formally addressed.

Should there be a breach of what is deemed reasonable behaviour, ie. Bullying, argumentative behaviour, incessant swearing, abuse directed at people – the associated persons will be asked to remove themselves from the grounds. Should this not be possible due to the vehicle movement ban, the police will be informed upon their arrival to oversee and minimise behaviour.

4.1 Social Media

We recognise the importance of promoting your business through social media channels and hence the CVAS are keen for you to advertise our show.

Please note the CVAS will not tolerate defamatory comments about the organisation of the Chapman Valley Show, Committee members or individuals involved in the show. Should you have a complaint/suggestion please email or message your concern to the CVAS team admin@chapmanvalleyshow.com.au

4.2 CVAS Right of Refusal

Should the unlikely situation arise where a person has breached what the CVAS deem as fair and compliant behaviour at the Chapman Valley Show, a written letter stating our right to refuse admittance in following years will be served.

5 Event Timeline

Date	Time	Details / Activity
1/9/2023	8-5pm	<ul style="list-style-type: none"> Vendors can arrive to set up
2/9/2023	6.00am	<ul style="list-style-type: none"> Gates open, bay bookings arrive, horses arrive, animals for judging arrive
2/9/2022	8.00am	<ul style="list-style-type: none"> All bay bookings on site & No movement ban
2/9/2022	9.00am	<ul style="list-style-type: none"> Gates officially open Entertainment begins Exhibition Hall open
2/9/2022	12.00pm	<ul style="list-style-type: none"> Official open & Prize giving Bar opens
2/9/2022	4.00pm	<ul style="list-style-type: none"> Official Close
2/9/2022	4.30pm	<ul style="list-style-type: none"> Vehicle movement allow and Pack down Collection of items from Exhibition Hall
2/9/2022	5.00pm	<ul style="list-style-type: none"> The majority of persons attending the Show have left the premises.

6 Location & Site Plan

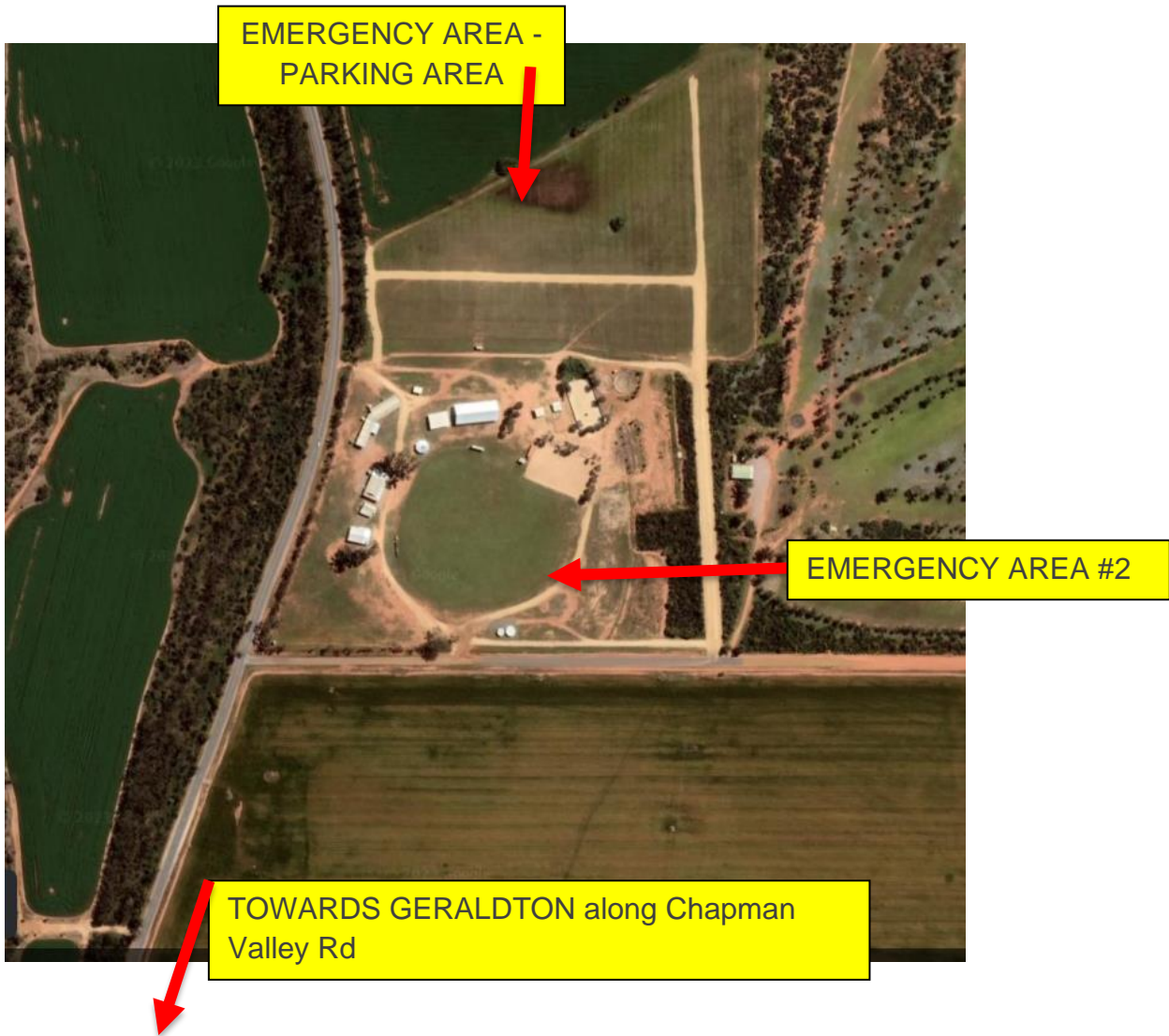
This site plan is essential for emergency management. All staff, participants or performers are to be made aware of the Evacuation Plan and have knowledge of the evacuation procedures as well as a copy of the site plan prior to the event.

The Emergency Area is out to the car park (however do proceed with caution as cars may be moving)

Those involved in Equestrian events will need to be notified as early as possible so they can halt events.

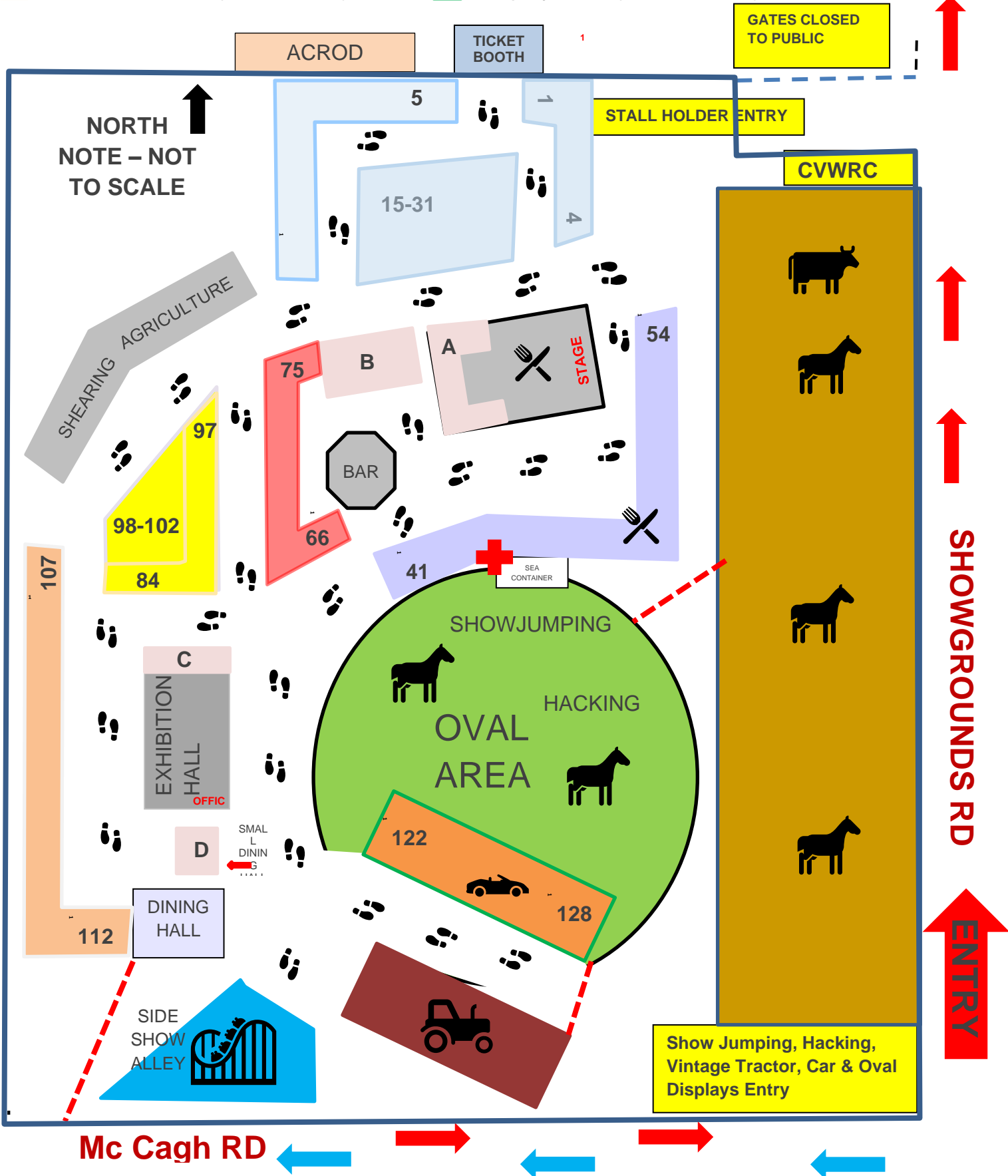
See below aerial site location of Nanson Showgrounds 26kms from Geraldton along Chapman Valley Rd. Closer layout - see next page.

Please be aware that occasionally due to circumstances beyond our control the layout on the ground may change. However the general flow of traffic is as below.



KEY – Stall Layout

- Food Area (Site 41-54)
- Undercover Area A (Site 33-40), B (76-80)
- North Block (Site 1-31) Large sites
- Undercover Area C (Site 103-106), D (113-120)
- East Side Road (Site 66-75)
- Free Entertainment Area (Site 107-112)
- West Side Road (Site 84-102)
- Display Area (Site 122-128)



7 Emergency Plan

An Emergency Management Plan, including an Evacuation Plan, must be made in accordance with ASNZ4360, 1999 for Emergency Risk Management and AS3747, 1995 for Emergency Control Organisations and Procedures for Buildings. Large events may require the attendance of a number of emergency services. It is recommended that there is a designated Emergency Coordination Centre, as distinct from an Event Coordination Centre.

The site plan and key contact list already developed should detail all emergency needs and be attached. It is an important component of the emergency plan and should be visible throughout the site.

The person with overall responsibility for the event is Event Coordinator - CVAS. In the event of an emergency the Event Coordinator will communicate with the Event Safety Officer and Chief Warden and a plan of action will be agreed before proceeding.

7.1 Emergency Management Personnel

Grounds Coordinator:	Liz Elliott-Lockhart
Event Safety Officer:	Darrell Forth
First Aid:	Northampton Sub Station
Chief Warden:	Peter Elliott-Lockhart
Security:	Peter Elliott-Lockhart/Bronwyn Earl

7.2 Emergency Management Processes

Type of Emergency	Actions Required
Fire	<ul style="list-style-type: none"> Designated Chief Warden is to wear the fluro vest. This is located near the Communication Board in the Outdoor Office. They must carry a two-way radio, the procedure clipboard and loud hailer. Other CVAS Officers and the Event Safety Officer are to wear fluro vests, and carry two-way radios. If sufficient staff, one staff member to stay in the office as the central point of communications (with a two-way radio). Main evacuation area is either the oval/arena or outside in the front car park. The Chief Warden will then take control. Chief Warden is to assess the situation and advise staff (using the two-way) of their duties. These include:

Type of Emergency	Actions Required
	<ul style="list-style-type: none"> • Ensuring the onsite Fire truck has access to the fire point. <ul style="list-style-type: none"> • Calling Fire Emergency Services on 000 if the on-site fire truck is not able to control fire. • Making a decision as to whether the fire can be extinguished by staff, then assigning staff to do this. • All access gates are to remain open. • Depending on the type of fire use a fire extinguisher or garden hose. Only undertake this work if it is safe to do so. • If required, sound emergency alarm (hand held air horn stored beside the first aid cabinet in the office. Also use the loud hailer. This is located in the Office. • Announcements over the PA system at each stage will also have to be done. • One staff member (if sufficient staff) will be contact officer and keep the Fire Emergency Services informed of situation. Continue to contact the Emergency Services. When this officer moves to the evacuation point they must take with them the first aid kit. • If it is safe to leave the site, ask the public, all personnel associated with the event and staff to proceed to the safest exit. • If it is not safe to leave the site, ask everyone to move to the Emergency Evacuation area where they should stay until the CFA has given the all clear. A register of names should be taken. The alternative evacuation area is the front car park.
Explosion	<ul style="list-style-type: none"> • Clear area • Assist anyone in danger, if safe to do so. • Chief Warden and Event Safety Officer to advise if ambulance, fire brigade or police are required and the nature and location of the emergency. If required dial “000” (or 112 on mobile) • If required, Chief Warden and staff will assemble all people on the arena (providing it is safe to move into that location). • If possible all public, all personnel associated with the event and staff will be evacuated from the site. • Wardens will organise to isolate and contain any hazards resulting from the explosion.
Medical Emergency	<ul style="list-style-type: none"> • Check for dangers to: <ul style="list-style-type: none"> ○ Yourself ○ Bystanders ○ Injured/ill person. • Contact the designated First Aid service. Ambulance officers are onsite. • Notify Chief Warden and Event Safety Officer immediately. • Remain with the injured person and provide appropriate support.

Type of Emergency	Actions Required
	<ul style="list-style-type: none"> • If required designate someone to assist the Ambulance to the location of the accident.
Personal Threat	<ul style="list-style-type: none"> • Notify Security, Chief Warden and Event Safety Officer immediately. They will determine if the severity requires police presence. • Notify the all Event organisers using the two-way and asking “emergency assist” • Notify the Police by dialling “000” or “112” on mobile, requesting assistance. • Do not do or say anything that may encourage irrational behaviour. • If possible, alert any Event organisers in your vicinity and have them direct visitors away from the offender.
Bomb Threat	<ul style="list-style-type: none"> • Record all information on the Bomb Threat Checklist (Attachment B) • Do not do or say anything that may encourage irrational behaviour. • Notify Security, Chief Warden and Event Safety Officer as soon as possible. • It is more likely that the police will instruct all people on site to evacuate. • If a search is conducted it should be done systematically, concentrating on the most likely places such as toilets, equipment rooms, sheds and ceilings where tiles are out of place. • Ensure that doors and windows are left open. • DO NOT touch any suspicious object found. • If a suspicious object is found, or if the wording of the threat identified a particular place, then the decision to evacuate may be exercised.
Hostage	<ul style="list-style-type: none"> • STAY CALM. Encourage others to stay calm. • Notify Security, Chief Warden and Event Safety Officer immediately. • Do not do or say anything that may encourage irrational behaviour. • If possible, encourage the offender to move away from the group. • If possible, ascertain who the offender is and what their intentions are (without upsetting them further). • If a child involved, allow the child to leave with the offender. • If possible, alert any staff in your vicinity and have them direct visitors away from the offender. • If possible, obtain the offender’s vehicle registration number.

Type of Emergency	Actions Required
	<ul style="list-style-type: none"> Notify the Police by dialling “000 or 112 mobile” and requesting assistance.
Hostile weather conditions	<ul style="list-style-type: none"> In the event of extreme weather, there may need to be a decision made to stop the event and if safe ask the public and participants to leave the site. The Chief Warden will monitor the weather all day The Chief Warden, Event Safety Officer and Event Coordinator will decide on the action required and then implement this action. It is important to remove all potential hazards, if possible before the weather arrives, for example umbrellas or marquees. If required more the everyone into buildings until the weather passes, with Security and Event Organisers in sheltered locations to keep an eye of the infrastructure.

In the event of an emergency which requires an announcement, the following wording may be used.

Announcement

“Attention everyone, this is an emergency announcement.

THIS IS A REAL EMERGENCY

THIS IS NOT A DRILL

On the evacuation tone please evacuate the area as directed by the Chief Warden and proceed to the emergency assembly area located at....

‘Please avoid ...’

Advise if there are any specific areas to avoid

THIS IS NOT A DRILL”

7.3 Emergency management briefings

All key persons connected with the show, including Chapman Valley Shire staff will be notified through email and be able to access the Event Management Plan. The disclaimer at the end of this document informs CVAS that you are aware of the Emergency Plan.

7.4 Emergency Communication protocol and method

The overall responsibility for the Event is the Event Coordinator, except in the case of an emergency the people with overall responsibility are the Chief Warden and Event Safety Officer.

Please note there will be a testing of the Emergency PA system on the Friday afternoon with another one at 8.00am on the Saturday morning to ensure all areas of the Showgrounds can hear the sounds/announcements. We do NOT require you to do anything at this stage.

7.5 Incident Reporting Process

- The CVAS is not responsible for any lost or stolen items at the showground however we welcome the reporting of such things so we can respond appropriately should the need arise.
- Should a theft/incident be deemed substantial it is your prerogative to report it directly to the police.
- All incidents and emergencies must be reported. Should the said incident require notification to the Shire, the CVAS will ensure that appropriate paperwork is completed.
- If the incident requires First Aid service support, they have their own forms to complete. Please note there is a First Aid and Ambulance Station onsite.

7.6 Lost Person Procedure

Lost child/people will be welcomed to the CVAS Office site and a general announcement over the PA system will be generated. All CVAS staff onsite will be notified that a person has been brought forward as missing a parent/carer so that should they be contact they can redirect persons.

7.7 Emergency Meeting Point

The emergency meeting point will be designated as the Arena, however the horse participants will have to be notified prior to quickly evacuate the area.

8 Disclaimer - Please note Stall Holders will electronically submit this with their application. All others ie. Volunteers/vendors to complete and submit separately.

The agreement below applies to all personal involved in your business, activity, or community group while onsite at the Chapman Valley Show.

Confirm and agree that:

- 1. I acknowledge that I am in a position to submit this form on behalf of the above business, activity and or community group, and that the information I have provided is both true and accurate.
- 2. I am/we are over the age of 18 years.
- 3. I declare that I have read and agree to the Information Booklet for Stallholders, Entertainment, and Volunteers, and that I voluntarily agree to be and am legally bound by all its contents in consideration for me being permitted to participate in the Chapman Valley Show.
- 4. I am voluntarily assuming all risk to me of, but not limited to, physical injury, loss of life, or loss, damage or destruction of my property or economic loss which may be caused or contributed to in any way as a result of my attendance at/or participation in the Chapman Valley Show.
- 5. I will not threaten, commence or continue with any claims, demands, actions, suits or other proceedings against the Chapman Valley Agricultural Soc. Inc. or against any member of the Committee or any other individual or entity involved in organising any aspect of the Event, in relation to physical injury, loss of life, or loss, damage or destruction of my property or economic loss, which may be caused or contributed to in any way as a result of my attendance at/or participation in the Event, regardless of how that injury, loss, damage or destruction occurs whether as a result of negligence, breach of contract, breach of any statutory or other duty or otherwise, and
- 6. This disclaimer may be pleaded as a complete bar to any claims, demands, actions, suits or other proceedings by me or on my behalf of any types as described in paragraph 4.
- 7. I agree to pay all fees by the due date or my booking will be forfeit.
- 8. I acknowledge the right of organisers or those engaged by the organisers to take photographs of my staff and stall for the publicity purposes of the Chapman Valley Show.
- 9. I agree to abide by the decisions made by the Chapman Valley Agricultural Society.
- 10. I agree to the terms and conditions set out above and realise that by signing this form I am acting on behalf of all employees, volunteers, and support persons for my business and/or group.

Name: _____ Signature: _____

As a representative of _____

9 Hazard Identification and Risk Assessment Checklist

There are a number of hazards associated with running the event. The template below identifies any potential risks and the actions taken to minimise or eliminate those risks.

Hazard <i>(What is the thing that has the potential to cause harm?)</i>	Action of Injury / Harm <i>(What action needs to occur for the hazard to cause injury or harm?)</i>	Likelihood	Consequence	Risk Rating	Proposed Controls <i>(What are we currently doing to reduce the risk?)</i>	Action Required <i>(What improvements can we make to further reduce the risk?)</i>	Action Owner
Slips, trips and falls from electrical cords placed across paths.	People tripping over cords	Possible	Minor	Low	Safety officer to walk across site before and during the event to monitor pathways All electrical cords to be covered/buried in walkways	All stall operators to be aware of areas to remain clear. Remove hazards as they are identified.	Event Safety Officer
Slip/skid on pathways	Uneven surfaces, gravel, mud	Possible	Minor	Low	Shire and CVAS prepare the grounds prior to the Show day to even out surfaces and ensure that the grounds have suitable surfaces given the potential weather conditions	For days when there are potential hazards ie. Rain/mud areas. Alternative routes may be found or appropriate signage.	CVAS traffic management and Bay booking organisers.
Vehicle movements	Vehicle movement during open hours of the show ie. 9.00am to 4.30pm.	Unlikely	Minor	Low	All stallholders, exhibitors and vendors are made well aware in advance of our controls over traffic movement on the show grounds. Special attention needs to be given to the horse and trailer movements.	Entry gates are shut to car movements in. All parking attendants are in Hi-Vis gear for easy observance.	Event Safety Officer
Temporary Structures	Ropes/tie downs are not secure and/or can be tripped over. Structure blows away with wind.	Possible	Minor	Low	Bay booking coordinators are to visually inspect all temporary set up and notify vendors of any alternations required. Bay allocations are close together to minimise ropes and access between marquees/tents	It is up to individual vendors to bring appropriate gear to maintain their premises, however assistance can be given to ensure they comply with weather and hazard conditions.	Bay Booking Coordinators

Horse/Animal	Escape animal, and/or injury from horse events	Possible	Moderate	Moderate	Horse Events are in a separate area where visitors can not easily access. Animals that are on display are penned appropriately. Horse event persons sign a waiver for their participation in the events. An onsite Ambulance is situated near the Horse events for ease of access	Ensure that the set up and distance from visitor observance is adequate	CVAS committee Safety Hazard Officer
Food Poisoning	A vendor does not properly prepare their food and the CVAS receive a number of complaints	Likely	Minor	Low	All food vendors must apply to the CV Shire for a Food Permit and meet the requirements of the OHS officer in order to provide food at the show grounds. Casual observance of individual food set up, preparation area and overall hygiene by the CVAS committee.	Should it come to the attention of the CVAS committee that a vendor has not complied with appropriate OHS regarding the service of food, their application for the following year may be not allowed. Collect evidence from visitors regarding their eating habits so that a complaint can be directed to individual.	Bay Booking Coordinator to collect paperwork
Injury from a ride ie. Camel, side show alley	A fall from or malfunction of a ride Death in the worse case scenario.	Unlikely	Minor to Extreme	Moderate to Major	All rides provide the CVAS committee with their Certificate of Currency and Safety Checks prior to the show. Appropriate signage for certain rides is provided eg. Height/size	Continue to enforce strict collection of paperwork from vendors who provide activities/rides.	Bay Booking Coordinator to collect paperwork