

Appendix C: Wodonga Show Society Inc. Commercial Site Conditions and Exhibitors Guide for the Wodonga Show

Source: [Event Management Planning Guide Wodonga Council](#)

Date:

Operating Times:

Exhibitors must be provided with a copy of the current Appendix B: Wodonga Show Society Inc. Safety Requirements for Exhibitors, Competitors and Persons conducting Business (PCBs)

Statement of Commitment

The Wodonga Show Society Incorporated (WSS Inc) is committed to providing a safe, healthy and environmentally sustainable showgrounds for all stakeholders.

The WSS Inc shall maintain an effective health and safety plan so far as practical and endeavour to complete with all relevant statutory and common law requirements.

All competitors, exhibitors and stall holders have a "Duty of Care" to avoid exposing themselves, visitors and patrons to unsafe situations that may result in injury.

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Dangerous Goods	Dangerous goods are substances capable of causing harm to people and property because of their hazardous properties. They may be corrosive, flammable, combustible, explosive, oxidising or water-reactive or have other hazardous properties. The WorkSafe Victoria Code of Practice: The storage and handling of dangerous goods (2013) provides practical guidance on how to comply with current obligations under Victoria's current occupational health and safety legislation for the safe storage and handling of dangerous goods.
Fees	Commercial site holders and Exhibitors must pay any applicable fees prior to entering (bumping in) to the Wodonga Show.
Fire Permit	Sparks, embers and flames from many activities can cause fires. Exhibitors, Competitors and PCBs who intend to cook with an open flame, burn off, use a camp fire, undertake hot work, and use fireworks must apply for a Fire Permit via Fire Permits Victoria. firepermits.vic.gov.au
Food Handling Permit	Commercial site holders and Exhibitors who sell or serve food or drink at the Wodonga Show are required to hold a current Victorian Food Act 1984 registration or notification. https://foodtrader.vic.gov.au/
Insurance	Commercial site holders and Exhibitors must have current insurance certification proportion to their activities.

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	The Wodonga Show Society Inc will require copies of current insurance cover prior to entering (bumping in) to the Wodonga Show.
Liquor Licence	Any exhibitor or organisation that intends to supply liquor in Victoria must apply for a licence from Liquor Control Victoria. The Wodonga Show Society Inc does not permit the sale and service of alcohol at the Wodonga Show.
Occupational Health and Safety Policy	Exhibitors, Competitors and PCBs must familiarise themselves with the contents of the current Wodonga Show Society Inc. Occupational Health and Safety Policy available from the website.
Passes	The Wodonga Show Society will issue passes to Exhibitors, Competitors and PCBs prior to the Wodonga Show.
Power/Electrical	The Wodonga Show Society Inc must be advised of any specific electrical/power requirements by Commercial site holders and Exhibitors. Please note that access to power is limited.
Prohibited Items	The following restricted or prohibited items are not permitted into the Wodonga Showgrounds and are subject to immediate confiscation: • Glass or breakable containers • Alcohol and Illicit drugs • Flares, pyrotechnics, confetti or ticker tape • Any whistle, loud hailer, public address system or other electronic or broadcast device • Laser Pointers or any object which might be used to distract, hinder or interfere with the conduct of any event or any animal or person taking part in an event • Prohibited weapons or controlled weapons within the meaning of the Control of Weapons Act 1990 (Vic) • Knives or other dangerous weapons including potential missiles • Animals (registered assistance animals are exempt) unless approved by Wodonga Show Society Inc. • Any item that person intends, or another person intends to distribute, hawk, sell, offer or expose for sale or distribution. • Any object, device or substance that may be used to deface or damage any part of Wodonga Showgrounds, such as any spray paint, sticker or permanent markers. • Skateboards, scooters, roller blades or bicycles, balloons, kites, rockets and unmanned aerial devices, flags or banners over 1m x 1m and any other item/s that may cause injury or public nuisance; and

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	Eskies, chairs, sun-shelters and musical instruments; unless expressly permitted by the Wodonga Show Society Inc.
Public Address Systems	The Wodonga Show Society Inc. will provide a public address system for general announcement and emergency communications.
Pyrotechnics	To use fireworks the exhibitor must hold a licence to use fireworks as a pyrotechnician. This licence also allows the exhibitor to temporarily store and transport limited amounts of fireworks. https://www.worksafe.vic.gov.au/pyrotechnician-licence Fireworks are not permitted when a Fire Danger Period has been declared for the Wodonga local government area.
Refusal of Application	Right of Refusal can be applied to individuals who present: Safety concerns: admission can be refused to individuals who pose a safety risk. Behavioural standards: entry can be denied to individuals exhibiting disruptive or dangerous behaviour. Compliance: entry can be denied to ensure adherence to safety regulations and operational guidelines. Refer to Code Grey: Low Risk Personal Threat for management control information and Code of Conduct for how to handle Right of Refusals professionally and safely.
Securing pins, pegs and stakes	Commercial site holders and Exhibitors must ensure that all pins, pegs and stakes are secured safely and do not present a trip hazard to show patrons.
Security	The Wodonga Show Society Inc. does not provide on-site security services at the Wodonga Showgrounds other than for the 2025 Wodonga Show. In the event of crowd control issues; protection of event infrastructure; and/or anti-social behaviour, the Emergency OIC will contact Victoria Police and request attendance.
Setup (Bump in/Bump out)	The Wodonga Show Society Inc. will coordinate setup and pack down times
Site Allocation	The Wodonga Show Society Inc. will allocate sites for Commercial site holders and Exhibitors based on the type of site (food, attraction etc) and logistics (power, size etc).
Site Applications	Commercial site holders and Exhibitors must complete the appropriate application form available from the Wodonga Show Society Inc. website and submit for approval and ensure any fees are paid prior to entering (bump in) the showgrounds site.

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Site Boundaries	The Wodonga Show Society Inc. will mark sites as clearly as possible for Commercial site holders and Exhibitors to allow for safe movement of people.
Site Subletting and/or Sharing	Commercial site holders and Exhibitors must not sub-let or share their allocated site without written permission from the Wodonga Show Society Inc.
Sites	Sites are located on the Wodonga Racecourse, Showground and Recreation Reserve. The 2025 Wodonga Show will be based on the area bordered by Wilson Street, racecourse straight (winning post); Richardson Street, and fence parallel to Mitchell Street.
Smoking	As of August 1, 2017 the Tobacco Amendment Act 2016 bans smoking at all outdoor dining areas when food is available for consumption. This includes community outdoor events such as the Wodonga Show.
Media Representation and Social Media	Any request for comment for the print and electronic media must be directed to the Wodonga Show Society Inc. The Wodonga Show Society Inc is not responsible for any images, comments and reactions placed on social media by Exhibitors, Competitors and PCBs.
Parking	Parking at the Wodonga Showgrounds is not permitted outside of the Richardson Street carpark unless approved by the Wodonga Society Inc.