

Melbourne Leisurefest

TERMS & CONDITIONS

PART 1: Contract Conditions, Show Rules & Regulations

Definitions

The **Organisers** of the Show will be the Melbourne Leisurefest through its Show Committee and designated servants or agents. The **Show Manager** is that person appointed by the Show committee to organise and manage the show. The **Show Committee** is the committee established by the Organisers for the purpose of organising the Show and comprising no fewer than two nominated Association members and the Show Manager and Assistant Show Manager, appointed by the Organisers.

Association Members are financial members of the Organisers. An **Exhibitor** means and includes all individuals, principals, employees and/or agents of any company, partnership, firm or entity accepted by the Organisers as an Exhibitor in the Show. The **Show** means the Melbourne Leisurefest to be conducted on and between 30 September and 3 October 2010 inclusive (plus setting up and dismantling periods), at the Venue.

Exhibitor Application Contract means the application form attached to these terms and conditions.

Venue means the venue referred to in the Exhibitor Application Contract at which the Exhibition is held.

Venue Management includes all officers, employees, servants and agents of the owner of the Venue.

Contract Terms & Conditions/Show Rules & Regulations

In consideration of the Organisers conducting and organising the show and the Exhibitor participating with the consent of the Organiser, the parties agree as follows:-

1. The Exhibitor will comply in all respects with the directions or requirements of the Organisers or the Venue Management forthwith upon request and will comply with all reasonable directions or requirements of any representative of the Organisers and conduct their exhibition in a proper and businesslike manner.
2. The Exhibitor will comply in all respects with all requirements of all Government, Local Authority and Statutory Bodies during the term of the Show.
3. Allotment of space to an Exhibitor, which will then constitute a licence to exhibit and not a tenancy, will follow acceptance of an Exhibitor's Exhibitor Application Contract. The Organisers reserve the right at any time to alter the size, shape or position of the floor plan at their absolute discretion. A cost adjustment will be made to any Exhibitor in the event of reduction of its display area.
4. Exhibits must fall within the scope of the Show. No other exhibit or products are to be displayed without prior written consent of the Organisers.
5. For the "Payment and Terms" please refer to the attached Exhibitor Application Contract.
6. Withdrawals - The Organisers, at their sole discretion, may agree to release the Exhibitor from their obligations under the Agreement and in that event the Exhibitor will be liable to pay 50% of all monies due under the Agreement. The Organisers cannot exercise this discretion if less than four weeks remain before the opening of the Show, whereupon all monies due from the Exhibitor to the Organisers shall become payable forthwith upon demand. **This applies to exhibitors that for any reason decide to withdraw from the event and also to exhibitors who are unable to comply with compliance or regulations**

pertaining to their product/service. If any monies are outstanding 30 days from the event's closing day, the exhibitor will be prohibited from exhibiting at any future CTIAV, VACC & BIA event.

7. The contractual price (unless otherwise stated by the Organisers) does not include: telephones, insurance, internet costs, cleaning, electricity (except where specified) and any other costs incurred by the Exhibitor.
8. The design of all stands and exhibits and their weight or character is subject to the prior approval of the Organisers. Their construction, erection and dismantling shall be carried out under the supervision of and subject to conditions laid down by the Organisers. Any stand considered by the Organisers not to be in the best interests of the Show may be removed or altered by the Organisers at the expense of the Exhibitor, and without cause.
9. The Exhibitor shall immediately notify the Organisers of any accident to or defects in the water pipes, lights or electrical supply in the venue. The Exhibitor shall not misuse, overload or interfere with any such pipes, lights or other electrical fittings.
10. All plant, machinery and exhibits must comply with statutory requirements as to safety and particularly in the case of the storage of petrol, explosives, and other inflammable materials. No article of a dangerous character shall be taken into the Show except with the Organiser's prior written approval.
11. The Organisers reserve the right to refuse any person admission to the Show without assigning any reason. It is the responsibility of the Exhibitor to see that passes which, on request will be supplied to their staff, are not misused or lent to other persons.
12. The Exhibitor is at all times during the Show:
 - a) Required to keep their stand open to view and properly staffed by competent representatives.
 - b) Responsible for the maintenance of their stand and display space in a clean and tidy condition.
 - c) Required to conduct any business only from their display space and to keep passageways in front of their display space free from obstruction.
 - d) Prohibited from holding or allowing to be held a sale by auction, lottery, raffle, guessing competition, prize draw, giveaway, game of chance or sideshow without any requisite permit and the consent of the Organisers.
 - e) Prohibited from sublicensing, sharing or parting with possession of their display space without prior written consent of the Show Organiser. Where consent has been obtained, a site sharing fee will be charged in addition to the usual exhibition fee. Sub-letting includes renting, sharing, donating or in any way allowing another company, organisation, club or person to display or advertise on the exhibitor's stand. Non-exhibiting companies, clubs organisations or persons are not allowed to place stickers, placards, brochures, magazines, catalogues or signs anywhere in the Show or surrounding the Venue.
 - f) Prohibited from operating any type of machinery or equipment at a sound level which, in the Organiser's opinion, is likely to cause nuisance or annoyance to neighbouring Exhibitors or visitors.
 - g) Prohibited from doing anything which, in the opinion of the Organisers, may bring discredit upon the Show.
 - h) Obligated to physically display the product they are selling (in the case of caravans, camper trailers, motorhomes, boats, cars etc.)

- i) Prohibited from distributing printed matter and other advertising material except from their own Sites.
- j) Prohibited from using microphones or amplifying equipment without the express permission of the Organiser.
13. It is a condition of this agreement that any Exhibitor, employee agent or contractor who displays, illustrates, publishes or distributes material or information, either verbally or in any form whatsoever, which is disparaging to any other product marketed in the Caravan and Camping, Boating and 4WD industry is deemed to have brought discredit upon the Show and is liable to immediate removal without refund or recompense whatsoever.
14. The Exhibitor undertakes to have their display space ready, with all exhibits available for display and completed by the time specified by the Organisers preceding the opening of the Show. Should the balance of costs due to the Organisers not have been paid or should other requirements such as the provision of a Public Liability Insurance Certificate not have been complied with, the Exhibitor will not be permitted to occupy their stand, and will forfeit to the Organisers all their rights under this Agreement and the Organisers shall be entitled to take possession and use the space for their own purposes and may allot the space to another Exhibitor.
15. a) Third Party Claims – (Public Liability): The Exhibitor is responsible for all personal injury or damage to property arising in connection with the Exhibitor's display area howsoever caused directly or indirectly by him or any contractor, sub-contractor, servant, agent, licensee or invitee of their or any act of omission of any such person or by any exhibit, machinery or other article or thing of theirs in the possession of or use of him or any servant or any agent, of theirs or (if erected by the Exhibitor or contractor of theirs or their workmen or agents) by the standfitting contractor. To the extent caused by or contributed to by the Exhibitor, the Exhibitor hereby indemnifies the Organisers in respect of each and every such claim and all actions, proceedings, costs, claims and demands in respect thereof. The Exhibitor must take out adequate insurance in respect of all such claims and produce the premium receipts on demand.
- b) Responsibility for Personal Injury and Damage to Property – (Exhibitors Liability): Save for and excepting any negligence of the Organisers, the Organisers shall be under no liability for personal injury to the Exhibitors or their servants or agents, invitees or licensees howsoever caused or for the loss of or damage to exhibits or other property of the Exhibitors, their servants, agents, invitees, or licensees howsoever caused. The Exhibitor is accordingly advised to take out all necessary insurances.
16. Handbills, advertisements and printed matter are subject to the approval of the Organisers.
17. If the holding of the Show or the supply of any services by the Organisers is prevented, postponed, or abandoned by reasons of fire, storm, lightning, national emergency, labour dispute, strike, lockout, civil disturbance, explosion, inevitable accident or any cause not within the control of the Organisers whether of the same sort or not, or the Show site becomes wholly or partially unavailable for the holding of the Show, the Organisers may at their absolute discretion, return a part of the costs of space paid by the Exhibitor. In any such case, the Organisers shall not be liable in any way whatsoever for any expenditure or liability or loss including consequential loss incurred by the Exhibitor.
18. Following acceptance by the Organisers of the Exhibitor's Exhibitor Application Contract, should the Exhibitor be then unable or unwilling to perform their part of the Agreement, or fail to comply with these Rules and Regulations, or otherwise breach the Agreement, the Organisers may terminate the Agreement by written notice to the Exhibitor and may retain the deposit paid as liquidated damages in reimbursement of management costs and other fees and expenses incurred by the Organisers. The Exhibitor shall thereafter be prohibited from occupying his display space and stand and shall immediately remove the exhibits from the Show site in accordance with the Organiser's directions. Alternatively, the Organisers may do so at the Exhibitor's cost and dispatch such exhibits to the address stated in the Exhibitor's Exhibitor Application Contract.
19. All exhibits are subject to a general lien in favour of the Organisers for all sums, whether for unpaid costs of space or otherwise, due from the Exhibitor to the Organisers.
20. Exhibitors may be required to provide evidence that they have the financial capacity to be able to fulfil to completion orders for products solicited at the show.
21. The requirements contained in the Exhibitor Handbook shall be as binding on the Exhibitor as if its provisions were contained in these Contract Conditions, Show Rules & Regulations insofar as they may be applicable. A hard or electronic copy will be received by all Exhibitors prior to the Show dates.
22. Information contained in this publication and that contained in the Exhibitor Sales Kit shall be equally as binding on Exhibitors.
23. No amendment to these Contract Conditions or the Show Rules and Regulations contained herein will be binding on the Organisers unless in writing and duly executed by a Member of the Show Committee.
24. The Organisers reserve the right to amend, alter add to or change the Show Rules and Regulations appearing herein at any time at their absolute discretion.
25. The management and conduct of the Show shall be under the control of the Show Committee and their decision shall be final and binding on an Exhibitor.
26. The Organisers shall determine the hours the show is open to the public and reserves the right to determine the rates to be charged to the public for admission to the show.
27. The Exhibitor shall be bound by the terms and conditions and shall pay the fees for site space as requested.
28. The Exhibitor shall behave in a quiet, orderly and respectable manner and be properly attired in company attire or neat casual clothing
29. a) The Exhibitor shall not let or part with the possession of the site space allotted or any part thereof to any other person or body except with the written permission of the Show Organiser.
b) The exhibitor shall display on and market from that site only those brands, goods and services nominated on the Exhibitor Application Contract.
30. The Exhibitor must:
a) transact all business within the boundaries of the site space allotted to the Exhibitor.
b) not cause or allow any thing to overhang another site or protrude beyond the boundaries of the site space allotted to the Exhibitor.
c) not do any activity beyond the site space allotted to the Exhibitor.
31. The Exhibitor shall not erect any sign, advertisement, streamer or the like which in the opinion of the Show Committee is likely to obstruct another Exhibitor.
32. Stand structure, signage, furniture, décor etc. shall be of a professional standard eg. Display tables shall be well finished, undamaged and of consistent and tidy appearance. Shade

structures and the like on outside stands shall be professionally constructed.

33. If in the opinion of the Show Organiser any staff member, of any Exhibitor is not conducting his or herself in a manner conducive to the show, the industry or its products or if that person has demonstrated his or herself presently, or in the past as being incompatible with the orderly conduct of the industry, then that person's presence shall be excluded further at this or future shows conducted by the Organisers.
34. All Exhibitors must be able to demonstrate that they are the holders of appropriate licences and permits to operate such business and that such business is normally operated from correctly approved premises.
35. The site allotted must be staffed and adequately lit at all times during exhibition hours throughout the full period of the Show. The reference to adequately lit does not apply if power is not available to the site space allotted for reasons physically beyond the control of the Exhibitor. Exhibits must be staffed and open for inspection and trading should not be in breach of any Laws. Exhibitors must strictly adhere to rulings of the Industrial Court and any breach will be subject to prosecution of the Exhibitor breaking the ruling.
36. Suspending or attaching fixtures, wire or fittings of any description to the Venue, steel structures or stanchions shall be as per Venue Management's regulations.
37. Exhibitors shall observe and abide by the Rules and Regulations for fire protection as stipulated by the Venue and as directed by officers of the Melbourne Fire Brigade.
38. The Exhibitor shall cause the Exhibitor's exhibit and stand and all goods and chattels the property of the Exhibitor to be removed as soon as reasonably possible from the site allotted and the environs of the premises where the show is to be conducted at the termination of the same or if required to vacate the site by the Show Committee in accordance with Paragraph 50 hereof.
39. Save for and excepting any negligence of the Organisers, the Organisers shall not be responsible for any accident, loss or damage caused through, by or to an Exhibitor or such Exhibitor's exhibit and/or any breach of these Contract Conditions, Show Rules and Regulations and the Exhibitor hereby expressly agrees to indemnify the Organisers, its servants or agents from and against all actions, claims suits and demands arising out of such loss or damage.
40. Save for and excepting any negligence of the Organisers, the Organisers shall not be responsible for any accident, loss or damage caused through, by or to an Exhibitor or such Exhibitor's exhibit and/or any breach of these Contract Conditions, Show Rules and Regulations and the Exhibitor hereby expressly agrees to hold the Organisers, its servants or agents harmless and to indemnify same from and against all actions, claims, suits and demands arising out of such loss or damage. This indemnity may be pleaded in bar to any action, suit or claim instituted against the said Organisers, its committee, servants and agents.
41. The Organisers shall not be liable for any loss or misdelivery of exhibits and no responsibility whatsoever shall lie with the Organisers in relation to exhibits regardless of the circumstances giving rise to any loss or damage.
42. The Organisers shall not be responsible for insuring any of the goods of the Exhibitor. The Exhibitor shall have or effect a Public Liability Insurance Policy which covers liability to the public for an amount of not less than \$10,000,000 for any one claim in respect of personal injury to or death arising by accident to any person whomsoever and in respect of any injury loss or damage whatsoever arising by accident to property, real or personal including property belonging to the Venue Management and the Organisers. Such insurance shall note the name of the Organisers as an interested party. This cover is to include the full period of the show including setting-up and dismantling times and is to remain current until the buildings and grounds have been fully vacated by the Exhibitor. A Certificate of Currency noting the interests of the Melbourne Leisurefest and The Melbourne Racing Club as principal organisers thereon must be submitted to the Organisers NO LATER THAN TWO WEEKS PRIOR TO SETTING UP.
43. The Exhibitor acknowledges that it has received and understood the Organiser's policies on Occupational Health and Safety and Equal Employment Opportunity and covenants that it and any contractor, sub-contractor, servant, agent, licensee or invitee of the Exhibitor will at all times comply with the policies.
44. a) No exhibit shall be removed from an Exhibitor's stand during the period of the show without the permission of the Show Organiser.
b) Vehicles and the like which form part of an exhibitor's display stand shall remain on that stand for the duration of the show.
c) No nightly removal and morning return shall be allowed except, where in the opinion of the Show Organiser; there is a necessity for movement due to after hour's access by cleaners etc.
45. No person(s) shall be permitted to reside overnight within the precincts of the Show or the whole Venue.
46. a) No domestic animals (dogs etc.) may be brought on to the grounds at any time including during set-up and pull down periods.
b) No livestock may be brought on to the Venue without appropriate DPI certification.
c) No person under the age of 16 is allowed within the precinct of the Show during set-up and pull down periods.
47. All stands shall be in position, completed and occupied by the time stipulated by the Show Organiser on the morning of the Opening Date. Any stand not then in position, completed and occupied as aforesaid shall become available for such other Exhibitor as the Show Organiser shall then determine. Should site space then not be occupied by another paying Exhibitor, all monies paid by the defaulting Exhibitor shall be retained by the Show Committee but otherwise shall be refunded to such defaulting Exhibitor less an administration charge of 25% of total payable fees.
48. No Exhibitor may display, promote, sell or offer as prizes or incentives any accommodation goods or services, which, in the opinion of the Show Organiser, conflict with the theme and objects of the show.
49. The Exhibitor shall not do or cause to be done anything which is likely to jeopardise or prejudice the fire risk insurance on the building wherein the site space allotted to the Exhibitor is situated.
50. The Exhibitor shall not bring any substance onto the venue Location which, in the opinion of the Organiser or MRC, is of a dangerous, inflammable, explosive or objectionable nature. Batteries must be disconnected unless permission is granted in writing from the organiser.
51. It is a compulsory requirement that all boats and vessels on trailers displayed are fitted with a tow ball guard in line with Occupational Health and Safety Standards.
52. If it becomes necessary to change the dates or Venue of the Exhibition, the Organiser will endeavour to reschedule it as near as practicable to the original dates and Venue. If it becomes necessary to cancel the Exhibition the Organiser will not be under any obligation to refund any monies paid and will not be liable in

- any way whatsoever for any expenses incurred by Exhibitors as a result of such cancellation
53. Consumption of alcohol on stands must be completely excluded from public view.
 54. If the conduct of an Exhibitor while at the Show is such as to create a danger to the safety of the public at the Show or to create a public nuisance, such Exhibitor shall be first warned in writing by the Show Organiser to desist from such conduct and if such Exhibitor thereafter continues with such conduct, such Exhibitor shall upon the signed approval of the Show Committee be forthwith ordered by said Committee to leave the Show and the Exhibitor shall do so forthwith. No monies paid by said Exhibitor shall be refundable.
 55. The Exhibitor shall comply with all lawful and reasonable directions issued by the Show Organiser's appointed security guards.
 56. No Exhibitor who has been expelled from the Show or has been ordered to vacate the stand of such Exhibitor and to leave the Show shall be eligible to exhibit at any future Leisurefest Shows or event conducted by the Organisers unless a written undertaking is given to the Show Committee that such conduct for which the Exhibitor was expelled shall not be repeated. If such conduct is then repeated, the Exhibitor shall be ineligible to exhibit at any future shows or events conducted by the Organisers unless otherwise determined by the members of the Association at an Extraordinary General Meeting of members called for the purpose of considering the matter at which the Exhibitor has been given an opportunity to make such submissions as he wishes.
 57. Amplification of music and/or voice reproduction and/or noise generated by demonstration of products will only be allowed subject to:
 - a) All speakers being directed inward on all stands
 - b) Not causing nuisance or interference to any other Exhibitor.
 - c) Notification of such amplification and/or noise being given on the Exhibitor Application Contract.
 - d) The Show Organiser shall be the final arbiter of any disputes relating to Paragraph 57(b).
 58. Exhibitors shall display and/or sell only new units/merchandise and, at the time of the show and for the full duration of the show, shall be the current holder of a franchise for that particular brand of goods (unless in the opinion of the Show Committee, circumstances should allow otherwise, in which case written permission may be granted).
 59. a) The bringing on to the grounds and the riding of skateboards, skates, scooters and other such devices within the area of and precincts of the show is strictly prohibited.
 - b) The sale of such devices at the show is strictly prohibited unless:
 - i. Assembled products on display are secured (locked and chained) so that they cannot be ridden in the area.
 - ii. Products for sale are packaged so as not to be able to be assembled and or used within the show.
 - iii. The products are clearly labelled that they are not to be used within the show using wording supplied by the show office on a label approved by the show management.
 - iv. Approval for the above is given, in writing, by the Show Manager.
 60. Goods on display (whether available for sale or otherwise), being both Australian made and imported goods, must comply with the appropriate Australian Standard for which category they are manufactured if offered for sale.
 61. Exhibitors must fit all temporary electrical installations with an RCD (residual current device earth leakage circuit breaker) at the point of connection to any electrical installation.
 62. Each Exhibitor shall comply with the provisions of all Statutes and Regulations thereof in so far as they apply. All certifications required to be obtained for a particular unit on display must be readily available for presentation during the show.
 63. None of the terms and conditions herein shall be construed or applied in such a manner as to be in breach of the Trade Practices Act 1974 or any other Statute or any regulation of this, or any similar or succeeding legislation.
 64. Exhibitors who have paid a member rate for floor space may only use the services of personnel on the stand who are, or are employees of, a financial member of the Organisers or reciprocal body.
 65. No exhibitor shall promote the sale or purchase of used caravans, other recreational vehicles or other products from any stand except in the normal course of transactions involving trade-in vehicles.
 66. In the event that any stamp duty pursuant to the Duties Act 2000 (Vic), attracts to this document or any transaction contemplated by it, the Exhibitor will pay that duty and will indemnify the Organiser in respect of the same. Any such duty will be payable upon demand.
 67. Complimentary tickets may not be used as an incentive for commercial gain by any exhibitor or third party without the express written permission of the Show Organiser.
 68. The Organiser reserves the right to refuse any Exhibitor Application Contract.
 69. The Exhibitor is bound by the information it provides on the Exhibitor Application Contract. The Exhibitor must not promote its business to the public by using any name other than the name(s) stated in the Exhibitor Application Contract.

PART 2: Melbourne Racing Club Conditions of Entry for Exhibitors

1. Safe Tools & Equipment

Only safe tools and equipment are to be brought onto or used on MRC premises during the set up, running and close down of the 2010 Melbourne Leisurefest. It is the responsibility of the exhibitor to implement regular inspections to ensure this policy is complied with.

Any unsafe tools or equipment are to be immediately tagged out of use and removed from the premises as soon as possible.

Any portable electrical equipment, power tools, leads, etc bought onto Melbourne Racing Club sites are expected to be tested and tagged in accordance with the Australian Standard AS 3760.

2. Qualified & Experienced Personnel

It is the responsibility of the exhibitor to ensure only appropriately qualified, licensed and experienced personnel are used on MRC premises. For example, only licensed electrical workers are to carry out work on any electrical item, other than minor user approved (per operator's manual) equipment maintenance.

3. Safe Work Practices

The exhibitor is to ensure all personnel follow safe work practices for all work conducted on their allocated site and within the confines of MRC premises during the setup, running and close down of the 2010

Melbourne Leisurefest. Any high risk or unusual tasks are to have a job safety analysis completed prior to conducting the work and relevant personnel instructed in the necessary safe work practices and any special precautions. All work areas are to be kept clean and tidy and free of slipping and tripping, mechanical or electrical hazards at all times. Exhibitor work areas are to be cordoned off from the public and local personnel, unless specifically agreed otherwise with the MRC Contract Manager.

4. Supervision of Safe Work

It is the responsibility of the contractor manager to provide an appropriate level and frequency of supervision of all work on MRC premises during the set up, running and close down of the 2010 Melbourne Leisurefest to ensure safe operations.

5. Incident or Injury Reporting

Any work injuries or incidents that occur on site are to be reported to the Melbourne Leisurefest Show Office immediately. The Melbourne Leisurefest Incident Investigation Form must be completed within 24 hours and provided to the Show Office.

6. Hazard Reporting

Any identified hazards, that cannot be immediately resolved, must be reported to the Melbourne Leisurefest Show Office as soon as possible. If the task or area poses a serious and immediate threat, cease work and make the area safe.

7. If Unsure About Any Task or Any Aspect of Safety

If you or any contract personnel are unsure about any aspect of the task or safety, cease work immediately until resolved.

8. Permits to Work

Melbourne Leisurefest requires exhibitors to hold relevant permits to work for high risk activities, including any;

- Hot Work e.g. welding, grinding or soldering
- Work at Heights e.g. any work with the potential fall 2 metres or more, including roof access
- Any crane or scaffold work
- Excavations any where on site
- Any work near high voltage wires e.g. over head lines
- Any work involving dangerous goods or work on electrical systems
- Other, as advised

If any work arises, which requires a Permit to Work the contractor is to obtain it from the MRC Contract Manager or nominated person.

9. First Aid Services

Exhibitors are to provide their own first aid facilities when on site. Melbourne Leisurefest will provide the First Aid Services which exhibitors are free to utilise during the running of the event including move in / move out.

10. Safety Standards

The exhibitor is responsible to ensure all work is conducted in a manner, which complies with all legislative, MRC and Melbourne Leisurefest safety requirements.

11. Emergency Procedures

The emergency procedures for the site are provided as part of the Exhibitor Handbook issued by the Organising Committee of the 2010 Melbourne Leisurefest. They must be read and understood prior to Move In and must also be displayed in prominent areas throughout your allocated site. It is your responsibility to ensure all staff and contractors you use during the event are made aware of the procedures prior to them entering the venue. If unsure, request local MRC or CIA, BIA or VACC staff to brief you before you commence work.

12. Workplace Facilities

The exhibitor is to familiarise themselves and their personnel with the location of relevant workplace facilities (eg. exhibitor lounge, first aid room, toilets etc.). These are available for use at all times while on site.

13. Fire Access Pathways

All exhibitors must keep clear at all times the fire access pathways, which are designated by yellow lines throughout the grandstand area.

14. Fire Alarm Isolation

Should an exhibitor be utilising flammable equipment of any kind that has the potential to trigger the fire alarm system of the venue they are to contact the Show Office to have the alarm system isolated prior to commencing the use of any such equipment. Failure to do so and subsequent triggering of the alarm system will result in the costs of the Fire Services attending the venue being charged to the offending exhibitor.

PART 3:

Equal Employment Opportunity Policy Statement (incorporating Affirmative Action & Sexual Harassment Policy)

Melbourne Leisurefest is committed to establishing and maintaining an environment that adheres to the principle of equal opportunity in the workplace and which is free from any form of discrimination.

It is the policy of the Association that:

Every effort will be made to ensure all employees, exhibitors and contractors, irrespective of position, are aware of their rights and responsibilities under the relevant legislation, whilst actively taking part in this show.

Employees, exhibitors and contractors must endorse the principle of this legislation and notify the show office of any pending breach. The legal requirements relating to Equal Employment Opportunity, Affirmative Action, Sexual Harassment and Discrimination will at all times be adhered to. Any breach by any employee, exhibitor or contractor shall be investigated and the necessary action taken.

Occupational Health & Safety Policy

It is the policy of Melbourne Leisurefest to provide, maintain and always endeavour to improve standards of health and safety in all of its work activities. There can be no compromise with safety as it is the responsibility of management, employees, exhibitors and contractors to maintain a safe working environment.

In specific terms the policy is:

- To provide safe working conditions for all employees, contractors and exhibitors.
- To provide and maintain safe, plant and equipment owned or operated by exhibitors' contractors.
- To ensure measures are in place avoiding a potential incident or accident.
- To regard all accidents as preventable.
- To require all exhibitors and contractors to follow legislative practices and procedures that safeguard the public and fellow exhibitors.
- To ensure exhibitor sites are clean and free from any obstruction that may cause personal injury.

In the event that a breach of this policy is recognised, contact must be made with the Show Office immediately.