

# INDEX

**IMPORTANT INFORMATION – CLICK HEADING TO VIEW**

<b>EXHIBITION TIMETABLE.....</b>	<b>2</b>
<b>OFFICIAL CONTRACTORS.....</b>	<b>3</b>
<b>ACCOMMODATION.....</b>	<b>4</b>
<b>BALANCE OF PAYMENTS.....</b>	<b>4</b>
<b>CARPET &amp; FLOOR COVERING .....</b>	<b>4</b>
<b>CLEANING.....</b>	<b>4</b>
<b>DELIVERIES.....</b>	<b>4</b>
<b>DISPLAY REQUIREMENTS.....</b>	<b>5</b>
<b>DISTRIBUTION OF MATERIAL/CANVASSING .....</b>	<b>5</b>
<b>ELECTRICAL INSTALLATION .....</b>	<b>5</b>
<b>EXHIBITOR PARKING .....</b>	<b>5</b>
<b>INSURANCE .....</b>	<b>6</b>
<b>OCCUPATIONAL HEALTH &amp; SAFETY .....</b>	<b>6</b>
<b>PASSES .....</b>	<b>7</b>
<b>SECURITY.....</b>	<b>8</b>
<b>SHELL SCHEME.....</b>	<b>8</b>
<b>SPACE ONLY STANDS.....</b>	<b>9</b>
<b>STAFF .....</b>	<b>9</b>
<b>TELEPHONE SERVICE.....</b>	<b>9</b>
<b>TENT HIRE .....</b>	<b>9</b>
<b>VISITOR ENTRANCE.....</b>	<b>10</b>
<b>WATER, WASTE AND AIR.....</b>	<b>10</b>
<b>IMPORTANT TO REMEMBER .....</b>	<b>11</b>
<b>LICENSING REQUIREMENTS .....</b>	<b>12</b>

## EXHIBITION TIMETABLE

### HOURS OF OPENING

Friday 24 October 2008	Saturday 25 October 2008	Sunday 26 October 2008
10 am – 5 pm	10 am – 5 pm	10 am – 5 pm

### MOVE IN

	Monday 20 October 08	Tuesday 21 October 08	Wednesday 22 October 08	Thursday 23 October 08
Pavilion Q, B & Outdoors	12 Noon – 4.00 pm	7am – 4.30 pm	7am – 4.30 pm	7am – 4.30 pm
Pavilion F		12 Noon – 4 pm	7am – 4.30 pm	7am – 4.30 pm
Pavilion C			12 Noon – 4 pm	7am – 4.30 pm
<b>All exhibits must be completed by 4.30pm sharp Thursday 23 October 08</b>				

**\*\*IMPORTANT NOTICE\*\*** there is to be NO fixing by mechanical means or gluing of any part of the Exhibition Centre floors. Failure to abide by this instruction could result in a substantial cost to your company to rectify the damage. Only approved double-sided tape may be used. Exhibitors must ensure that all tape is removed from the floor and that there is no waste left at the Exhibition Centre. Exhibitors failing to adequately remove waste may be charged for additional cleaning of display space. When dumping soil etc plastic floor covering must be used to avoid any damage.

### MOVE OUT

<b>Sunday 26 October 08</b>	5.00 - 5.30pm (hand carry only) 5.30 - 7pm (limited vehicle access)
<b>Monday 27 October 08</b>	7.30am – 4.30pm

*There will be no dismantling of displays or removing any equipment before 5.00pm on Sunday 26 October 2008.*

There will be a 'hand carry only' move out from 5.00pm – 5.30pm on Sunday October 26. This will allow the public time to leave the grounds. As of 5.30pm vehicles will be permitted on the grounds BUT NOT INSIDE THE EXHIBITION HALLS. There will be no entry to the grounds from the exhibitor car park adjacent to Hall Q. Entry to the grounds will be via the main gates on Flemington Road, and the service station entrance near Pavilion F. Special parking areas have been allocated adjacent to the buildings for move out parking. These areas must be used. The roller doors at either end of building B&C will be closed during move out for security purposes.

Move out ceases at 7pm on Sunday October 26 and will recommence at 7.30am on Monday October 27.

**All exhibitors in Coorong Pavilion and other Shell Scheme areas must be completely moved out of their stands by 12 noon on Monday 27 October 2008.**

#### **ALL EXHIBITS MUST BE COMPLETELY REMOVED BY 4.30PM ON MONDAY 27 OCTOBER 2008**

**\*\*IMPORTANT NOTICE\*\*** *Because of the inherent problems with a move out of this nature and with the large number of people involved, the Royal National Capital Agricultural Society cannot be held responsible for the security of display items and equipment. For this reason exhibitors are requested to ensure that at least one staff member is rostered for duty during the move out period or while equipment and/or products remain in the stand.*

**DURING THE MOVE IN AND MOVE OUT OF THE EXHIBITION, IT IS A REQUIREMENT THAT NO CHILDREN 15 YEARS OR UNDER ARE PERMITTED ON THE SITE**

## OFFICIAL CONTRACTORS

<b>ACCOMMODATION</b>	The Parklands Apartment Hotel Hawdon Place Dickson ACT 2602	t: 02 6262 7000 f: 02 6262 6000 <a href="mailto:reservations@theparklands.com.au">reservations@theparklands.com.au</a>
	Belconnen Premier Inn 110 Benjamin Way Belconnen ACT 2617	t: 1800 672 076 f: 02 6253 3688 <a href="mailto:reservations@belconnenpremierinn.com">reservations@belconnenpremierinn.com</a>
<b>CARPET HIRE &amp; SHELL SCHEME BUILDERS</b>	SBX PO Box 402 FYSHWICK ACT 2609 <a href="http://www.sbx.biz">www.sbx.biz</a>	t: 02 6239 1028 f: 02 6280 6554 e: <a href="mailto:info@sbx.biz">info@sbx.biz</a>
<b>CLEANING</b>	GDS Cleaning PO Box 337 FIVE DOCK NSW 2046	t: 02 9713 9043 f: 02 9713 4920 m: 0419 929 099 Contact: Selim Bilsel
<b>ELECTRICAL CONTRACTORS</b>	FMI Event Power & Lighting PO box 120 Sydney Markets NSW 2129 <a href="http://www.aegroup.net.au">www.aegroup.net.au</a>	t: 02 9645 7000 f: 02 9645 7089 <a href="mailto:tracey.simko@aegroup.net.au">tracey.simko@aegroup.net.au</a> Contact: Tracey Simko
<b>EXHIBITION ORGANISERS &amp; FORKLIFT HIRE</b>	Royal National Capital Agricultural Society PO Box 124 MITCHELL ACT 2911 <a href="http://www.rncas.org.au">www.rncas.org.au</a>	t: 02 6242 4640 f: 6242 4645 e: <a href="mailto:htaylor@rncas.org.au">htaylor@rncas.org.au</a> Contact: Helen Taylor <a href="http://www.canberrahomeshow.com.au">www.canberrahomeshow.com.au</a>
<b>FURNITURE HIRE</b>	Morgan Expo Hire Crn Longport & Brown Sts LEWISHAM NSW 2049 <a href="http://www.morganexpo.com.au">www.morganexpo.com.au</a>	t: 1300 668 466 f: 1300 669 466 e: <a href="mailto:info@morganexpo.com.au">info@morganexpo.com.au</a> Contact: Jacqui Cullinane
<b>PLANT HIRE</b>	Living Simply 10 Beltana Road PIALLIGO ACT 2609	t: 02 6249 1894 f: 02 6249 1318 Contact: Jasper Catchlove
<b>TENT HIRE (OUTDOOR EXHIBITORS)</b>	Kennards Events PO Box 248 FYSHWICK ACT 2609	t: 02 6211 3054 f: 02 6211 3061 Contact: Oscar Lopez
<b>TELECOMMUNICATIONS</b>	TransACT Communications PO Box 1006 CIVIC SQUARE ACT 2608 <a href="http://www.transact.com.au">www.transact.com.au</a>	t: 02 6229 8000 f: 02 6229 8189
	Telstra	t: 1800 032 071 F: 1800 649 019
<b>VENUE</b>	Exhibition Park in Canberra Flemington Road MITCHELL ACT 2911 <a href="http://www.epic.act.gov.au">www.epic.act.gov.au</a>	t: 02 6241 3022 f: 02 6241 5394

## ACCOMMODATION

### **The Official Accommodation Partner**

The Parklands Apartment Hotel & Belconnen Premier Inn  
For Special Exhibitor Packages,  
Call 02 6262 7000 or 1800 672 076

## BALANCE OF PAYMENTS

All exhibitors must ensure that payments for space rental and service costs are paid in accordance with the terms and conditions of the signed exhibition agreement.

Non compliance of agreed payment terms and conditions might result in forfeiting your exhibition space.

**No exhibitor will be permitted to occupy their allocated exhibition space or commence work on any display stand until all outstanding monies are paid.**

## CARPET & FLOOR COVERING

Halls B, C, F, Q and M are carpeted.

Any loose materials such as bark, wood chip, etc, are to be placed on a plastic sheet to prevent staining of the floor and spreading of the material into service pits. All loose materials must also be restricted from spreading outside your immediate area.

## CLEANING

Stand Cleaning is available to all exhibitors at the rate of \$3.90 per square metre for the duration of the event. This is an optional service but please keep in mind the cleanliness of your exhibition space to attending public.

The aisle ways are cleaned each evening during the event and you have rubbish to be removed, please place in the aisle at the front of your stand at the end of the days trading.

To order stand cleaning please contact GDS cleaning on 0419 929 099.

*REFER TO FORM 8*

## DELIVERIES

It is essential that all goods, equipment or packages be clearly marked when delivered to the exhibition. The organisers take no responsibility for deliveries. All deliveries must be clearly labeled in the following manner:

**Your Company Name (as appearing on your contract).**  
**Contact Name and mobile phone number.**  
**The Canberra Times Spring Home and Leisure Show 2007.**  
**Your Stand Number.**  
**Exhibition Hall Number.**  
**Exhibition Park in Canberra, Flemington Road, MITCHELL ACT 2911**

Exhibitors having goods delivered by couriers must be on their stand to receive them (under no circumstances will the organisers sign or take responsibility for deliveries) The organisers, whilst providing general security can take no responsibility for exhibitors possessions or goods. Valuables susceptible to theft should not be left unattended on stands at any time. This includes items such as purses, handbags and mobile phones.

## DISPLAY REQUIREMENTS

Exhibitors who back on to other Exhibitors must provide their own partitioning to 2.4m high. In the case of 'island stands' floor covering only is acceptable. (All arrangements for these services must be made prior to move-in period of the Exhibition).

## DISTRIBUTION OF MATERIAL/CANVASSING

The display or distribution of all material from any area within Exhibition Park and its surrounds other than within the boundary of your stand is strictly prohibited.

## ELECTRICAL INSTALLATION

FMI Pty Ltd are the official electrical contractors for the Exhibition. Exhibitors requiring electrical installation should complete the ELECTRICAL APPLICATION FORM and return directly to FMI Pty Ltd together with a layout of any work to be carried out on their display stand. Please calculate the total cost involved for your electrical installations – charges are detailed on the form.

*REFER TO FORM 7*

For Exhibitors requiring electricity, a service charge of \$33.00 (incl. GST) per exhibitor is applicable. This charge ensures that the correct safety requirements are adhered to and that continuous stand-by staff is available to correct any electrical failures should they occur.

Spotlights are included in the Shell Scheme package; please see the table below that outlines the number of spotlights you receive depending on the size of your stand.

Up to 7 square metres	1 Spotlight
8 – 12 square metres	2 Spotlights
13 – 16 square metres	3 Spotlights
17 – 20 square metres	4 Spotlights

If you have any queries as to how many spotlights your stand is entitled to, please don't hesitate to call our electrical contractors, FMI Pty Ltd on 02 9645 7000.

Any display stand requiring electricity supply must be ready to accept power by 12.00 noon on Wednesday 22 October.

**ELECTRICAL SUPPLY CANNOT BE GUARANTEED UNLESS PAYMENT IS RECEIVED.**

**\*\*PLEASE NOTE\*\*** When an exhibitor has contracted to have a display stand built exclusive of electrical installation it will be necessary for the contracted display company to liaise directly with FMI Pty Ltd. (Prices are subject to alteration without prior notice).

## EXHIBITOR PARKING

There will be 2 car parks for Exhibitors during the Exhibition. These will be located at:

- Accessible when turning in from Northbourne Avenue at the service station.
- The rear of Building Q – accessible at the second gate on Flemington Road.

**NO EXHIBITOR PARKING WILL BE PERMITTED INSIDE THE EXHIBITION AREA DURING EXHIBITION DAYS.**

### **PLEASE NOTE:**

- *No entry will be permitted through the gate at Building F without your exhibitor pass on the 24, 25 or 26th October.*
- *If you need to collect your passes, they may be collected from the show office.*

## INSURANCE

Exhibitors are required to insure their exhibition stand areas for public liability with a \$10,000,000 minimum. The Royal National Capital Society (RNCAS) are responsible for the public liability on aisle-way space only.

An insurance "certificate of currency" showing the exhibition title, the dates, and the location (Exhibition Park in Canberra) MUST be returned to Haymarket Events with your Insurance Form.

Haymarket Events have retained the services of an insurance brokerage to provide Public Liability coverage for a cost of **\$87.50 (incl.GST)**, based on a Limit of Indemnity of \$10,000,000 which is required under the terms of the exhibition contract. Public Liability covers injury to a third party or damage to property which has been sold or given away from your stand, up to a limit of \$10,000,000 in total for claims occurring during the covered period. The insurance has effect from the first day of 'move-in' to the final day of 'move-out', being Monday 20 October 2008 to Monday 27 October 2008. To take advantage of this insurance package it is a condition that full payment and necessary forms are received with your application prior to your move-in. No application will be accepted after 17 October 2008.

If you are sending us a copy of your own insurance it must clearly state the following..

- Public Liability covered for \$10 million.
- Covered anywhere in Australia and must state this.
- Must be a current.
- Must be the actual policy in the form of a "CERTIFICATE OF CURRENCY" not a tax invoice or renewal notice.

RNCAS accept no liability for damage to exhibits by any cause whatsoever. Insurance of goods is the responsibility of the exhibitor and this insurance should cover the in-going and out-going periods as well as the operational days of the exhibition and move out.

The insurance cover is an essential part of organising an event. If the certificate of currency is not provided or the policy we offer is not sent back and paid in full prior to 17 October 2008, then we have no option other than to refuse entry.

## OCCUPATIONAL HEALTH & SAFETY

Occupational Health & Safety (OH&S) is an extremely important issue that needs to be taken into account by all exhibitors and their display contractors.

All exhibition sites during the move-in and move-out period have a large number of contractors on the site and we at RNCAS have a duty of care to ensure that correct practices are being used and OH&S policies adhered to.

It is important therefore that all employees, contractors and sub-contractors who come onto the exhibition site are aware of the OH&S guidelines and conform to their requirements.

RNCAS will have on site during all periods of move-in, move-out and the exhibition open times a fully qualified OH&S inspector to ensure that safe work practices are administered.

To this end, we have included in our documentation our OH&S forms which need to be read by and clearly understood by all employees, contractors and sub-contractors in your employ during this exhibition and those forms that need to be supplied by such contractors and sub-contractors are supplied and returned to the organisers prior to them beginning work on the exhibition site.

Failure to comply with these directives will mean no start on that stand until such forms are produced and guidelines adhered to.

A full and complete copy of Haymarket Events detailed OH&S policy is available on request from any member of RNCAS staff. Any requirements for first aid must be notified immediately to any of the security guards or representatives of the organisers.

REFER TO FORM 3 & SIGN FORM 5

## PASSES

### 1. EXHIBITOR STAFF PASSES

These passes are to be allocated for people working on your stand. They may be used for the entire period of the show including move in and move out. These must be worn at all times for security purposes.

You can pick up your passes from the Organisers Office at Exhibition Park In Canberra. When you pick up your passes you will need to write the name & company on the pass.

Exhibitor Passes will be supplied at no cost to exhibitors and the form is submitted prior to the stipulated date. After this date a service charge of \$11.00 per badge will incur.

#### CONDITIONS RELATING TO STAFF BADGES

- *A maximum of 4 staff badges will be supplied free of charge for every 9 square metres of floor space purchased. Additional badges will be charged for.*
- *A maximum of 15 staff badges will be supplied free of charge pending on allocated amount.*
- *Form 1 must be returned by 22 September 2008*
- *Late, additional or replacement badges will be supplied at \$11.00 per badge*
- *Identification badges ARE NOT TRANSFERABLE and remain the property of Haymarket Events.*
- *Fraudulent use of staff badges will result in confiscation and entry refused for those people involved.*
- *Badges will only be distributed providing all monies are paid in full and all forms are completed correctly.*

For security purposes exhibition staff not wearing official identification badges will not be admitted to the exhibition.

Children under the age of 16 will not be issued with staff badges. Fraudulent use of staff name badges will result in the confiscation and badges will not be re-issued.

---

**DURING THE MOVE IN AND MOVE OUT OF THE EXHIBITION, IT IS A REQUIREMENT THAT NO CHILDREN 15 YEARS OR UNDER ARE PERMITTED ON THE SITE**

---

### 2. COMPLIMENTARY & DISCOUNTED ADMISSION PASSES

All exhibitors purchasing floor space can order a controlled number of complimentary admission passes to the 'Canberra Times Home Show' free of charge. The passes are provided on the basis of 2 complimentary passes up to 9 square metres and 2 passes for every 9 square metres thereafter. There is a maximum of 10 complimentary passes per stand. These passes must be ordered on the request form.

Complimentary admission passes should be utilised to admit invited guests, clients, staff (not actually working at the exhibition), business associates or family members.

Exhibitors wishing to obtain discounted admission passes may purchase them at a rate of \$12 per pass (incl. GST). Passes must be paid for at time of purchase by cash or credit card. (Note: Normal admission price 1 Adult is \$15 incl GST)

### **3. DISTRIBUTION OF PASSES**

Staff badges can be collected from the Organisers Office from Wednesday 22nd October 2008 right up until the day the show opens on Friday 24th October 2008.

**Please note: If you have not paid for your stand in full or you have not returned all forms from the Exhibitors Manual that is required, passes will not be given.**

## **SECURITY**

Security guards will be on duty for the duration of the Exhibition. 24-hour security will commence two days prior to opening. To maintain maximum security the Halls will be closed immediately after the advertised closing time of the Exhibition and re-opened one hour prior to the advertised opening time to allow Exhibitors to restock their stands if required. Staff must wear identification badges to gain entry into the Exhibition prior to the advertised opening times.

Because of problems inherent with move-in or move-out, RNCAS cannot be responsible for any display items. For this reason Exhibitors are asked to co-operate by ensuring that at least one member of staff is rostered for duty, during the move-in and move-out as well as the opening times.

## **SHELL SCHEME**

APPLICABLE TO ALL EXHIBITORS IN PAVILIONS C, AND PART OF B, Q, F & Mallee.

Shell scheme includes Walls, Fascia, Fascia name Sign, Carpet and Spotlights, please see the table below that outlines the number of spotlights you receive depending on the size of your stand.

Up to 7	1 Spotlight
7 – 12	2 Spotlights
12 – 16	3 Spotlights
16 – 20 sqm	4 Spotlights

For Exhibitors in Shell Scheme, the precise name of the company is required for the supply of signage on your stand.

*REFER TO FORM 4*

**PLEASE NOTE** The Shell Scheme contractors have allowed a maximum of 30 letters for any one company name. Please bear this in mind when submitting your preferred name.

If no preferred name is supplied then it will be assumed that the company name on your contract is CORRECT and will be used by the contractors as your fascia name.

## SPACE ONLY STANDS

**NOTE: SPACE ONLY stands DO NOT include walls, name sign, lighting or electrics.  
INDOOR STANDS ARE ALL CARPETED.**

- Space Only stands are not permitted to use the walls of the adjoining stand/exhibitor for any purpose. Space Only stands must provide their own dividing walls to a heights of 2.4 metres.
- Space Only stands can not hang posters or display material or place of lights on top of the wall of the adjoining stand/exhibitor.
- Walls in excess of 2.4 metres must be finished and dressed.
- No suspended or heightened banners or constructions may intrude into or back directly onto another stand and anything above 2.4 metres must be approved prior to the show by RNCAS.

**ALL SPACE ONLY STANDS MUST SUBMIT A FLOORPLAN FOR APPROVAL  
BY MONDAY 29 SEPTEMBER 08 TO:**

Helen Taylor - Royal National Capital Agricultural Society, PO Box 124 MITCHELL ACT 2911  
T: 02 6242 4640 F: 02 6242 4645 E: htaylor@rncas.org.au

## STAFF

To ensure your success at the Exhibition, we suggest the following procedure:

- Stands should be staffed at ALL times by fully trained personnel.
- Staff rosters should be prepared well in advance, advising all stand personnel of the days and times they are required to be present.
- Stand personnel should be provided with all available product and or service information.

## TELEPHONE SERVICE

Temporary telephones are available in some areas of the Exhibition Centre complex.

Application for a temporary telephone or fax service should be made at least 2 weeks prior to the exhibition and directly to **Telstra** or TRANSACT. We urge exhibitors to consider the use of mobile phones where possible.

## TENT HIRE

Tent hire is available for outdoor Exhibitors. Please contact Kennards Events direct on 02 6211 3054, see list of Official Contractors for more details.

## VISITOR ENTRANCE

There will be three public entrances at the Exhibition:

- The main entrance - located via Flemington Road.
- The second entrance at the side of Building Q - located via Flemington Road.
- The third entrance at the rear of Building F - located via Northbourne Avenue when turning in from the service station.

There will be ample signage to direct visitors to the parking areas, on both Flemington Road and Northbourne Avenue.

## WATER, WASTE AND AIR

B PAVILION - Water is available from two taps and two hose reels.

C PAVILION - Two fire hose reels to be used only in emergencies.  
NO WATER WHATSOEVER IF TO BE USED IN THIS PAVILION

Exhibitor's attention is drawn to these conditions to ensure the utmost protection of the parquet flooring.

F PAVILION - Water is available from one tap and three fire hose reels.

WASTE -

TOWN GAS - Is not available.

## IMPORTANT TO REMEMBER .....

- Notify the organisers if your stand is more than 2.4 metres high.
- Confirm all your display construction details with your contractor.
- Confirm delivery and pick up details.
- Confirm promotional printing organisation and delivery times.
- Arrange your Staff rosters for the Exhibition and inform all staff.
- Order furniture and equipment for your stand – if required
- Complete **MANDATORY** forms and return by due date



# Exhibitions Industry Advice

## A guide to industries and activities in the ACT that are regulated by the Office of Regulatory Services

August 2007

In the ACT, a number of industries and activities are subject to regulatory processes that do not apply in other jurisdictions. It is important that itinerant and visiting traders in these industries conform to the ACT licensing and registration requirements.

As an exhibition organiser, you should be aware of the need for potential exhibitors and some service providers to be registered if they are participating in your event, or have been employed to provide services to that event.

It is important to note that it can take up to 8 weeks for a licence or registration application to be processed if a police record or probity check is required. You should consider this when considering exhibitors and contractors for a trade show or consumer exhibition.

We are seeking your cooperation by ensuring the following material is provided to traders, exhibitors and contractors that fall within the following categories.

**Note: Registration and licensing forms can be obtained by contact staff of the Registration and Client Services Unit on (02) 6207 0562. Alternatively, forms can also be downloaded from the website [www.fairtrading.act.gov.au](http://www.fairtrading.act.gov.au) and posted to the ACT Office of Fair Trading, GPO Box 158, CANBERRA ACT 2601.**

### LIQUOR SUPPLY, SALE AND SERVICE

All venues where liquor is being sold or supplied need to be licensed in the appropriate manner. This may require the extension of an existing ACT OFF liquor licence, or the issue of a liquor permit. Supply includes samples and raffle prizes.

Permits are issued for a single event or series of events with fees being payable for each permit. Permits can usually be issued within 3 business days. Permits are subject to a fee.

When a licence is extended or a permit is granted to a temporary selling point or location, mandatory signage regarding proof of age and defined bar areas must be displayed. This signage is available, free of charge, from the ACT Office of Regulatory Services.

### SALE AND USE OF TOBACCO PRODUCTS

Legislation prohibits smoking in enclosed public places. All retailers and wholesalers of tobacco products must be licensed and the legislation sets out how health warnings must be displayed and the text of the warnings.

### CREDIT PROVIDERS AND FINANCE BROKERS

Credit providers and finance brokers operating in, or providing services to clients in, the ACT must be registered. Pro-rata registration fees apply. The only other jurisdiction that requires registration of this industry is Western Australia. This means many practitioners in this industry from outside the ACT will not have the proper registration. Any company that advertises or provides these services in the ACT – whether or not the company is based in the ACT – needs to be registered.

### SECOND-HAND DEALERS

Individuals and companies that engage in the sale of some second-hand goods in the ACT must be licensed. Pro-rata and minimum fees apply. This licensing process has been developed to deter the disposal or sale of stolen or unlawfully obtained goods through second-hand dealers. Schedule 1 of the *Second-hand Dealers Regulation* clearly describes the types of goods that require a seller to be licensed. The Regulation and the *Second-hand Dealers Act 1906* are accessible through the website [www.fairtrading.act.gov.au](http://www.fairtrading.act.gov.au) and the ACT legislation register [www.legislation.act.gov.au](http://www.legislation.act.gov.au).

### FITNESS INDUSTRY

Fitness service providers operating in the ACT must be registered with Fitness ACT. They must also hold at least a Certificate III in Fitness. These requirements are part of those set down in the ACT Fitness Industry Code of Practice administered by the ACT Office of Regulatory Services. No registration with the ORS is required. There are no fees applicable.

### SECURITY INDUSTRY

All security industry masters and employees must be licensed to operate in the ACT. Licence fees apply. Licences are issued for 12 months. There are up to 8 sub-classes of licence for employee licences, with prescribed qualifications for each sub-class.

Security industry employees drawn from interstate or overseas for a particular activity or event must be licensed in the ACT before performing duties in the ACT. An interstate security licence does not entitle a master or employee to work in the ACT, but will enable the licensee to apply for a mutual recognition licence in the ACT.

### TRADE MEASUREMENT

All measuring instruments used in trade transactions must be of an approved type and be certified or verified as correct either by a licensed certifier or Government inspector. This includes scales, measures of length, volume, spirit and beverage measures. All pre-packed articles (unless exempted by the Regulation) must be marked with a statement of weight or measure and the name and address of the packer. The measurement statement must be displayed on the main display portion of the package and be of a certain size and be printed in contrasting colours to its background so it is easily seen and read when displayed for sale.

### MOTOR VEHICLE DEALERS

All new and used motor vehicle dealers, wholesalers and car market operators trading in the ACT, whether in a temporary or ongoing capacity, must be licensed. Pro-rata and minimum fees apply. Licensing ensures that all motor vehicle trade is conducted in an open market environment, and provides protection to consumers in respect of purchase arrangements and after-sales services.

Particular attention should be given to the broad definition of a motor vehicle under the *Sale of Motor Vehicles Act 1977*.

Motor vehicle dealers already licensed in the ACT must seek an extension of their existing licence if they intend to sell vehicles at a location other than their places of business specified in their licence. Fees apply.

Visiting traders must also apply for a licence for the specific dates and location of sale activities.

### REAL ESTATE, BUSINESS, STOCK & STATION, EMPLOYMENT AND TRAVEL AGENTS

All organisations and individuals conducting business in these categories must be licensed to operate in the ACT. Licence fees apply and licences are issued for up to 12 months.

Real Estate, Travel and Employment Agents already licensed in the ACT must obtain an extension to their licence if they conduct business at a location other than their place of business specified in their licence. There is no fee to add a temporary place of business to these licences.

Visiting traders must also apply for a licence for the specific dates and location of their intended activities. Traders in this field should be aware that they do not necessarily have to accept moneys to be considered to be trading.

### X18+ FILM INDUSTRY

An individual or organisation wishing to sell or copy X18+ Films (videos, DVD, CD-ROM) must obtain a licence to do so. Substantial licence fees apply. The locations from which these products can be sold are restricted to the divisions of Fyshwick, Mitchell and Hume. **X18+ Films cannot be sold at EPIC.**

## CHARITABLE COLLECTIONS

Groups (companies, associations, unincorporated bodies) wishing to raise money for a charitable purpose must be licensed if they intend to collect over \$15,000 in the ACT in any given 12 month period.

[www.rgo.act.gov.au](http://www.rgo.act.gov.au)

Telephone 6207 0473

## SAFETY STANDARDS

Consumers are protected from the hazards of goods through the establishment of mandatory product safety and information standards under the *Trade Practices Act 1974* and the *Fair Trading (Consumer Affairs) Act 1973*. Suppliers and manufacturers have an obligation to comply with these standards and, if these are not met, they may be liable to pay compensation to anyone who has suffered any injury or loss as a result of using those goods.

**Clothing** – based on the Australian Standard AS/NZS 1249:1999 It is mandatory for children's nightwear (sizes 00 – 14) to be labelled as either 'Low Fire Danger' or as 'WARNING – HIGH FIRE DANGER KEEP AWAY FROM FIRE' and be accompanied by the flame symbol. The relevant label is dependent on the nature of the product. **It should be noted that these rules apply to children's clothing which, while not marketed as nightwear, could be used as nightwear.**

Other items which specifically require warning labels include baby walkers, beanbags, other polystyrene bean filled goods, foam toys and toys for use in, or with, water. Further information about safety standards can be obtained from the Australian Competition & Consumer Commission (telephone 1300 302 502), or at [www.accc.gov.au](http://www.accc.gov.au). Further information about the Australian Standard AS/NZS 1249:1999 can be obtained from Standards Australia on 1300 65 46 46 or at [www.standards.com.au](http://www.standards.com.au).

**Toys for children under 3** – based on the Australian Standard AS/NZS 8124.1:2002. Toys suitable for ages up to 36 months (not just those marked as such) must not contain any small parts that may be a choking hazard, nor produce any small parts when put through a range of tests which simulate normal use and abuse. As a guide, if a small item and/or one of its parts fits into a 35mm film canister, then the item must be labelled as unsuitable for children under the age of 3 years. Further information can be obtained from Standards Australia on 1300 65 46 46 or at [www.standards.com.au](http://www.standards.com.au)

### **Banned Products**

It is an offence to sell a product which is subject to a banning order. Products are sometimes banned from sale a long time after they first entered the market place. The ACT Office of Fair Trading and the Competition and Consumer Policy Division, the Treasury (Commonwealth) can provide lists of banned products and more specific product safety information. Contact OFT on (02) 6207 0400 and the Competition and Consumer Policy Division on (02) 6263 2747 or at [www.consumersonline.gov.au](http://www.consumersonline.gov.au)

### **Electrical Safety**

Electrical products sold in Australia must comply with relevant Australian standards of performance and safety. Electrical items are tested and given approval numbers which indicate to the community that the product has met the applicable standards. A business has a responsibility, when selling second-hand items of electrical equipment, to ensure that the items are tested and still meet the required standards.

For further information contact the Standards, Codes and Legislation Section of the ACT Planning and Land Authority on telephone (02) 6207 7161 or visit [www.actpla.act.gov.au](http://www.actpla.act.gov.au)

**Care Labelling Information** – clothing and textile products - based on the Australian Standard AS/NZS 1957:1998. This is particularly important for traders importing products. **Instructions for the correct care and maintenance of clothing, household textiles, furnishings, upholstered furniture, bedding, piece goods and yarns.**

The care instructions are to be accessible at the point of sale - in most cases permanently attached. Some exclusions apply. Consumers are able to seek compensation or damages for personal injury or other loss caused by a defective product, in this case the absent or incorrect care labelling.

Standards for labelling stipulate that certain information must be provided and should cover:

- cleaning instructions (e.g. dry clean only; warm or cold wash only);
- warning against inappropriate treatment
- general care and maintenance (e.g. store where air can circulate).

More specific information regarding care labelling requirements can be obtained from the Competition and Consumer Policy Division, the Treasury (Commonwealth) on telephone (02) 6264 2747 or the ACT Office of Fair Trading on (02) 6207 0400. Further information about Standard AS/NZS 1657:1998 can be obtained from Standards Australia on 1300 65 46 46 or at [www.standards.com.au](http://www.standards.com.au).

### **Plastic Bags**

Plastic bags can cause death by suffocation. If you provide goods to customers in plastic bags, or you supply plastic bags as promotional items, you must ensure they have adequate ventilation (i.e. holes).

## OTHER REGULATED AREAS AND ACTIVITIES

All event managers and venues will appreciate that successful events rely on thorough planning, consideration of all issues, conformity with prevailing rules and regulations, as well as mechanisms to deal with unexpected issues and problems. You should consider whether your events, or events at your venue, need to be brought to the attention of the following agencies:

**ACT POLICE**— many events do not require a permanent police presence, but may benefit from random patrols or from merely making the police aware that the event is taking place. ACT Police support is most valuable where there are potential traffic issues related to an event.

[www.afp.gov.au](http://www.afp.gov.au) (02) 6256 7777

**ACT WORKCOVER**— can provide advice and compliance services in respect of making a venue or site as safe as possible. A preventative approach in this area will save a lot of anxiety and concern, and greatly reduce areas of risk. [www.workcover.act.gov.au](http://www.workcover.act.gov.au) (02) 6205 0200

**ROADS ACT**— works in partnership with the ACT Police to develop Traffic Management Plans for major events. Their assistance entails temporary directional signage, road closures and detours, & placement of mandatory advertisements and advice. [www.roads.act.gov.au](http://www.roads.act.gov.au) (02) 6207 2500

**ACTION**— operates Canberra's public transport system. They can assist events by implementing additional or amended services to special events. [www.action.act.gov.au](http://www.action.act.gov.au) (02) 6207 7611

**ACT EMERGENCY SERVICES AGENCY**— operates fire and ambulance services in the ACT. The Authority should be consulted in regard to any major event, and if necessary, it will arrange for the necessary units to be in place or on standby for a major event. [www.esa.act.gov.au](http://www.esa.act.gov.au) (02) 6207 8444

**CITY MANAGEMENT GROUP**— provides assistance to event organisers looking to use community and commercial areas for major events. It arranges the necessary approvals for use of these areas, as well as stipulating requirements in respect of necessary support services. [www.urbanservices.act.gov.au](http://www.urbanservices.act.gov.au) (02) 6207 0511

**ACT HEALTH PROTECTION SERVICE**— should be contacted wherever food stalls and outlets will be established as a part of an event. Its inspectors can advise of mandatory standards and also perform inspections to ensure those standards are observed. [www.health.act.gov.au](http://www.health.act.gov.au) (02) 6205 1700

**ENVIRONMENT ACT**— controls all the nature parks, reserves and national park areas of the ACT. Events and activities cannot be staged in these areas without the approval of Environment ACT. [www.environment.act.gov.au](http://www.environment.act.gov.au) (02) 6207 9777

**CITY OPERATIONS – RANGER SERVICES**— provide approval of activities in public places within Canberra (with the exception of areas within the Parliamentary Triangle and Lake Burley Griffin – see below). [www.urbanservices.act.gov.au](http://www.urbanservices.act.gov.au) (02) 6207 7132

**NATIONAL CAPITAL AUTHORITY**— Certain areas within Canberra and across the ACT are managed by the National Capital Authority. Events intending to use these areas, eg the Parliamentary Triangle and Lake Burley Griffin, need to obtain the approval of the Authority. [www.nationalcapital.gov.au](http://www.nationalcapital.gov.au) (02) 6271 2888