



MELBOURNE
ROYAL
SHOW

Exhibitor Manual

2025



Thursday 25 Sept – Sunday 5 Oct 2025

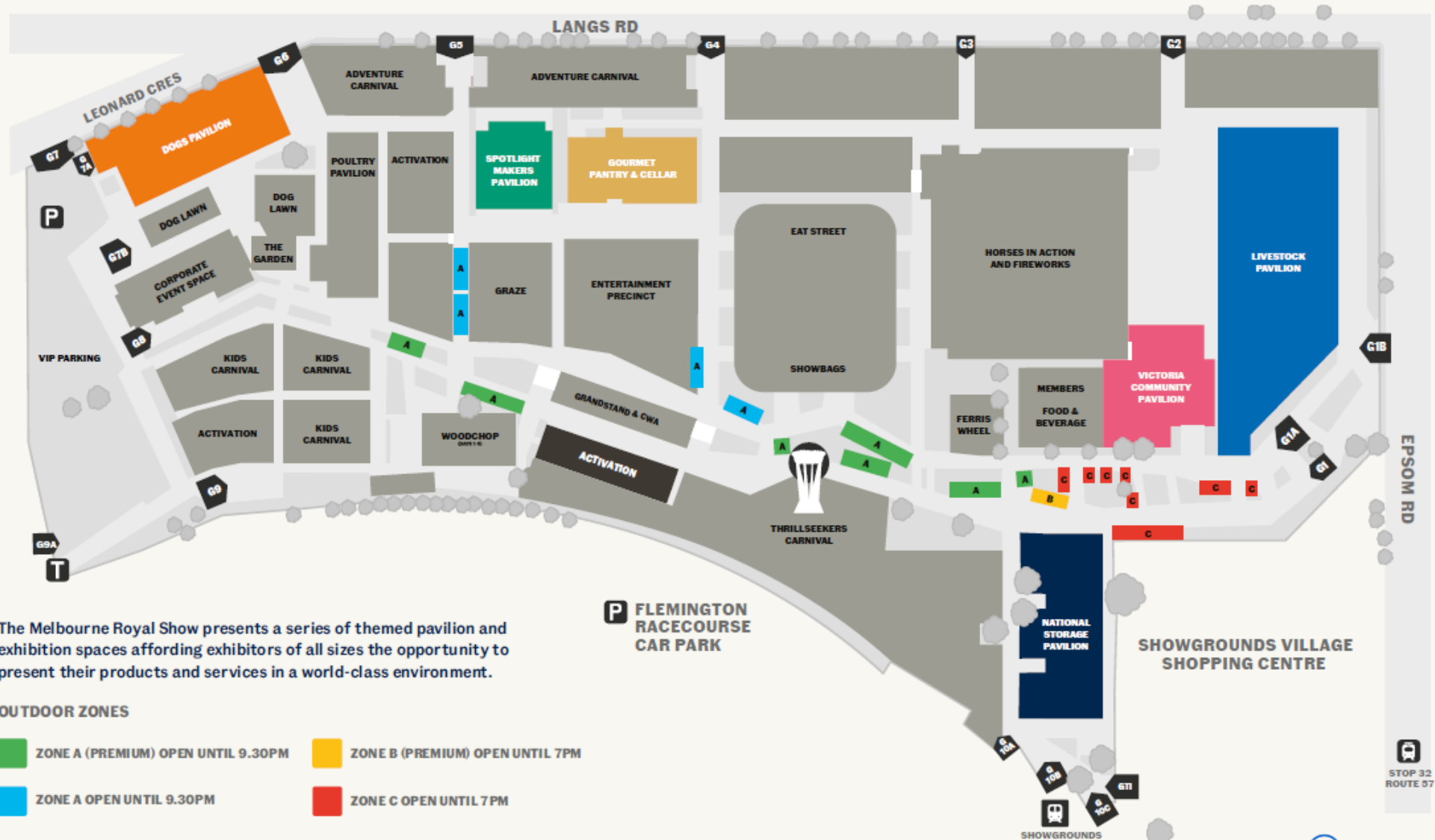
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World-Class Exhibitor Opportunities

Please note: This map and information are subject to change.



The Melbourne Royal Show presents a series of themed pavilion and exhibition spaces affording exhibitors of all sizes the opportunity to present their products and services in a world-class environment.

SHOWGROUNDS ACCESS & PARKING MAP 2025

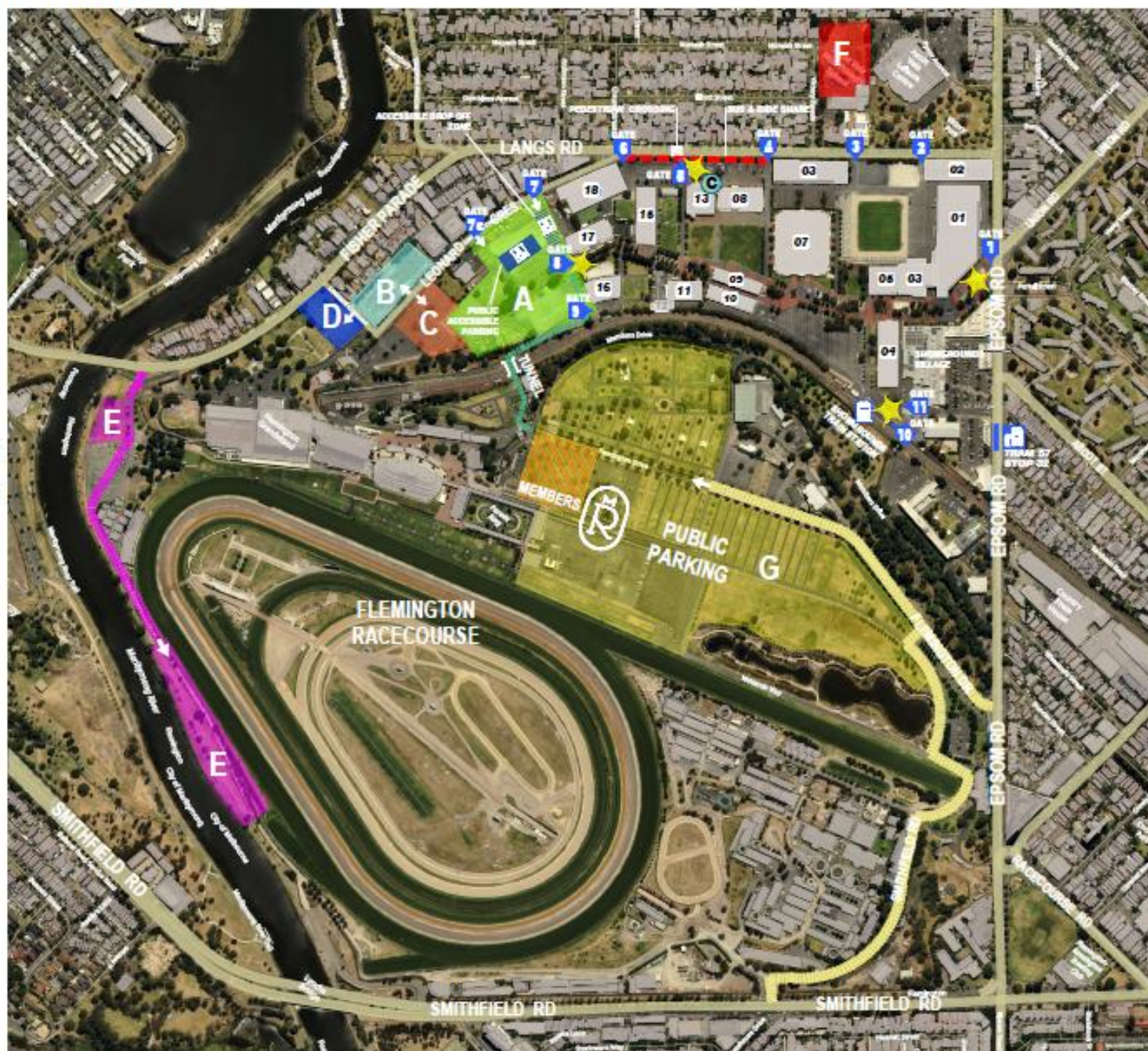


CARPARK CAPACITY FUNCTION

A	525	Melbourne Royal VIP
B	46	Public Accessible Parking
C	230	Show Stakeholders
D	150	Horse/Livestock Exhibitors
E	150	Horse/Livestock Exhibitors
F	50	Carnival & Livestock Trucks
G	150	Primary School Public Parking (managed privately)
H	4,500	Flemington Racecourse Public Parking

LEGEND

Tram Stop	
Train Station	
Entrance Gate	
Pedestrian Access	
Event Control Centre	
Accessible Parking	
Accessible Parking	
Bus & Rideshare Set Down/Pick Up	
Pedestrian Pathway	
Vehicle Pathway	



1.KEY INFORMATION

Show Dates & Times

Thursday 25 September - Sunday 5 October 2025 - 9:30am - 9:30pm

Smoke Free

Melbourne Showgrounds is a smoke-free venue. Smoking, vaping and the use of tobacco and/or e-cigarette products is not permitted. Exhibitors, staff, patrons, contractors and any other visitors onsite wanting to smoke will need to exit the venue to do so.

Pavilion / Precinct Opening Times

Note: Pavilion names are subject to change on the basis of Sponsorship rights.

Building No.	Pavilion / Precinct	Opening / Closing Times
B1	Livestock	9:30am – 7:00pm
B3	Victoria Community Pavilion	9:30am – 6:30pm
B4	National Storage Pavilion (Retail Pavilion)	9.30am – 7:00pm
B4	PURA Milking and Shearing	10.00am – 5:00pm
B5	Royal Cafe	10.00am – 6:00pm
B5	Melbourne Royal Members Bistro	12:00pm – 9:00pm
B7	Showbags & Coca-Cola Eat Street	9:30am – 9:30pm
B8	Gourmet Pantry and Cellar	9:30am – 7:30pm
B9	CWA Kitchen	8:00am – 6:00pm
B10	Sunrise Animal Nursery	9:30am – 7:00pm
B11	Rural Pavilion – Woodchop (1-4), Working Dogs & Farriers (5-11)	11:00am – 6:00pm
B13	Spotlight Makers Pavilion	9:30am – 7:00pm
B15	Poultry & Ponies	9:30am – 6:00pm
B18 & 19	Dogs	9:30am – 5:00pm
Outdoor	Outdoor Zone A & Zone A Premium	9:30am – 9:30pm
Outdoor	Outdoor Zone B & Zone C	9:30am – 7:00pm

First Aid locations:

- Grand Boulevard, alongside Building 17
- Under the Pie in the Sky
- Gate 10 (Rear of Building 4)
- Between Gate 4 & 5, behind Building 8
- Horses in Action Main Arena – back of house for exhibitors

Key Contacts

Melbourne Royal Contacts

Contact	Position	Phone/Mobile
Melbourne Royal Reception	Melbourne Royal Administration	03 9281 7444
Andy Vo	Pavilion Manager – B3 Victoria Pavilion, B18 Dogs, B1 Livestock, B10 Animal Nursery	0481 149 617
Yanny Wang	Pavilion Manager –Outdoor, B8 Gourmet Pantry & Cellar. B4 Retail Pavilion, B13 Makers Pavilion	0447 718 774
EMERGENCY LINE + Security & First Aid	This line is for EMERGENCIES only and should not be contacted for any other reason including Security & First Aid.	03 9281 7400
Event Services Line	This line is for Lost Persons / Request Weather Report / ATM Failures / Customer Service Requests etc.	03 9281 7439

Supplier Contacts

Company	Department	Contact
Select Events Australia	Shell scheme and marquees, exhibition furniture and equipment, and stand build upgrades	selectevents.com.au 61 02 8880 9908 allison@selectexhibitions.com.au
AV Event Equipment	Encore Event Technologies	0424 838 429
Nor-West Security Group	Secure Cash Handling	03 9329 1711
Cirka	Cleaning Service	03 9281 7439
Supagas	Gas Bottles	03 9364 8311
CRP Tag and Test	Electrical test & tag – book via EOC Services Line	03 281 7439

2. GETTING READY TO EXHIBIT

Pre-Show Checklist

- ✓ Full payment received by Melbourne Royal
- ✓ Site safety induction completed
- ✓ Major Event Liquor Licence obtained (if applicable)
- ✓ FoodTrader Statement of Trade obtained (if applicable)
- ✓ Exhibitor Pack collected (prior to bumping-in)

Payment Terms

Melbourne Royal will accept payment for fees in the form of cash; MasterCard; Visa, Direct Debit or Cheque.

Melbourne Royal reserves the right at its absolute discretion to prevent any exhibitor from occupying a site if the fees have not been paid in full or other requirements have not been fulfilled.

Cash Collection - Any exhibitor requiring cash collection at the Melbourne Royal Show 2025 must organise cash collections through Nor-West Security group. Please complete the form located in Appendix 1 of this Manual and send to Nor-West Security Group.

SAFETY INDUCTION

ALL exhibitors, staff and contractors who are going to be on site at ANY time during the Show must complete an online Safety Induction. This induction must be completed by all stakeholders, staff & contractors for your stall. **You will not be granted access to the Showgrounds without evidence of completion.**

- **New Exhibitors** – the account admin must register the business and complete the safety induction before receiving a link to distribute to staff to complete their modules. Staff will not need to go through the registration process.
- **Existing exhibitors** – Account Admin and staff can login to their account to review the induction. Inductions cannot be renewed before the expiry date.

See [Employee Induction Guide](#) and [Admin Induction Guide](#).

For any queries regarding registration or inductions contact – RiskandSafety@melbourneroyal.com.au

Have you previously completed an induction with the Melbourne Showgrounds?	
YES	NO
Businesses returning to the Melbourne Showgrounds: Log in here: www.whsmonitor.com.au The previously nominated Account Administrator can forward the employee link to any new staff that may be attending the show this year. Previously inducted employees can renew their induction modules. Note inductions will not be able to be renewed before the expiry date.	Businesses new to the Melbourne Showgrounds. Please create an exhibitor account and complete the induction: New Exhibitor Registration and Induction. An Account Admin must register the business and complete the induction before receiving a link for staff to complete their modules. Staff will not need to register the business.

INCLUSIONS

Inclusions are detailed below and in your Commercial Exhibitor Contract. Please carefully review your inclusions before making any additional requests.

Important Links:

- [Select Exhibitions Manual](#) – shell scheme and marquee information
- [Select Exhibitions Portal](#) – furniture order, AV hire, custom stand build
- [Additional Requests Form](#) – order storage, power, access passes and parking.

New Inclusion for 2025 - Exhibitor Passes will grant exhibitors with access to the Members Bar for the duration of Show.

Stand Inclusion	Indoor Shell Scheme	Indoor Space Only	Outdoor Marquee	Outdoor Space Only
Shell Scheme + Fascia Signage	✓		Fascia available to purchase upon request	
Space Only		✓	4amp	✓
Marquee			✓	
Power	4amp	4amp	10amp	No connection to power
Lighting	2 spotlights		Lighting within the marquee	

Access Inclusion	3m x 3m / 3m x 2m	6m x 3m	6m x 6m	9m x 3m	12m x 3m	12m x 6m
11-Day Exhibitor Pass (hard pass)	2	4	8	6	8	10
Single Day e-Ticket	11	11	11	11	11	11
Vehicle Access Passes	1 x Bump In/Bump Out 1 x Delivery during Show Must be displayed on dashboard upon entry to Showgrounds. Contact sales@melbournroyal.com.au if you require multiple vehicle access.					

EXHIBITOR PACK COLLECTION

- Your exhibitor pack contains key assets and documentation including your Exhibitor passes, and must be picked up **prior to bumping-in**.
- Exhibitor Passes will only be collectable from the Showgrounds site once full payment has been received, all paperwork is returned, and safety inductions completed.

Where to collect your pack

Gate access: Gate 7

Carpark access: Carpark A

Pick-up location: Building 13, Level 2 – Melbourne Royal Office - Meeting Room 1
(above Spotlight Makers Pavilion)

Pick-up dates: Saturday 20, Monday 22, Tuesday 23 September

Wednesday 24th is a DARK DAY – strictly NO ACCESS to site.

Members Pass / Members Guest Pass

Early Bird exhibitors who applied prior to 1st March will receive a **complimentary membership pack** with their booking. Membership passes will be included in the exhibitor pack.

Member benefits include:

- 1 x non-transferable membership card will full access to the 11 days of Show.
- 1 x fully transferable member's guest card with full 11-day access to Show.
- Discounted parking at Flemington Racecourse during the Show – save up to \$10 per day (full and restricted members only).
- Access to free locker hire facilities during the Show
- Priority access to hospitality areas including the Members Bistro.

Exhibitors are invited to become a member of Melbourne Royal for the coming year. Melbourne Royal membership provides you with access to a range of valuable and exclusive benefits. my.melbourneroyal.com.au/memberships



ACCOMMODATION

Hyatt Place Essendon Fields is the official accommodation partner for the 2025 Melbourne Royal Show. The hotel is the ideal accommodation for business travel, with around the clock check-in, free Wi-Fi with Chromecast, fitness centre, and conveniently located less than 20 minutes from the Melbourne Showgrounds.

Make your Melbourne Royal Show experience a hassle-free one with a relaxing stay at Hyatt Place Melbourne Essendon Fields. Enjoy spacious rooms, all-day dining restaurant, on-site parking, dedicated shuttle service and more.

To book your stay or call +61 3 9190 1234 or e-mail essendonfields@hyatt.com.



EXHIBITOR LOUNGES

Exhibitor Lounges will be available for exhibitors and staff to use for the duration of the Show, located in:

Building 8 Mezzanine – Gourmet Pantry & Cellar

Opening hours: 6:30am – 7:00pm

Located above the Gourmet Pantry & Cellar, this lounge is accessible via stairs inside the pavilion or outdoor stairs on the Town Square side of the pavilion. This lounge is **not accessible**.

Building 4 – National Storage Pavilion

Opening hours: 6:30am – 7:30pm

Located at the back of the pavilion behind the Pura Milking & Shearing experience. This lounge is accessible.

Each space will include seating areas for exhibitors to use, including a mini kitchenette with a microwave, fridge, kettle, and water unit.

TOP TIPS

Stand Out

Your space represents your business so make your stand as interactive and fun as possible using themes, styling, display shelves, pull-up banners, and of course, amazing product knowledge. Collateral is important. This can include cards or flyers with your contact and social media details which will help your customers reach you in future.

Come one, come all

Ensure you have a clear message of what it is you do and what is on offer, including any specials, promotions or giveaways. Running a competition is also a great way to create some hype and bring customers into your stand. Too many forms can bombard people, so consider clever and efficient solutions to collect customer details like a QR code. Also, if you have samples, GREAT! The ability to try assists motivation to buy.

Respect your Neighbours

Introduce yourself and say hello to your neighbours. Creating positive relationships over the 11 days of Show assists everyone and can help you to work together with collaborative selling or referrals.

Look after your staff and look the part

It can be exhausting to have one person working a stand for too long and the Show is definitely a marathon and not a sprint. Breaks are important, and stands must remain open in accordance with opening hours, so please make sure you have adequate staff to supervise your stand at all times. It will be a big 11 days, so start planning your rosters well ahead of time to ensure you get the most out of each day.

Honesty is the best policy!

It is important that the items/services that you have listed on your contractual agreement are the only ones that you are selling. Fake or counterfeit licensed goods are prohibited. Stand behind your brand to provide the best offering to your customers.

Have fun!

Last but not least..., Have FUN! The Melbourne Royal Show is an unforgettable experience, so let's make sure we all enjoy it together.

3.ARRIVING & DEPARTING THE SHOW

ARRIVAL (BUMP IN)

- All exhibitors must pick up their **Exhibitor Pack** from Level 1, Building 13 prior to bumping-in.
- Hi-vis must be worn on site at all times during bump in and bump out.
- Safety inductions will be checked at the gate on arrival. Please have available proof of completion.

Access Gates – Bump In

Gate 7 – Vehicle Access & Parking

- Vehicles must enter the Showgrounds via Gate 7 (Leonards Crescent)
- Exhibitors can park at Gate 7 (Car Park A) or drive into the Showgrounds via Gate 8.
- Vehicles not required onsite during bump in/out (e.g. additional staff) are advised to park in Car Park A and access their site on foot to avoid congestion.
- Exhibitors are advised to drop off stock at their site and proceed to parking in Car Park A to avoid congestion onsite.
- All vehicles must display a vehicle pass.

Gate 1 & Gate 4– Vehicle Exit

- Vehicles can exit the Showgrounds via Gate 1 or Gate 4

EXHIBITOR BUMP IN	
Saturday 20	8am – 6pm <i>All except Makers Pavilion</i>
Sunday 21	NO ACCESS TO SITE
Monday 22	8am – 6pm
Tuesday 23	8am – 6pm
Wednesday 24	NO ACCESS TO SITE
EVENT DAYS Thursday 25 – Sunday 5 October	Vehicle access from 6:30am – 8:00am via Gate 1 . Vehicles must be cleared from the grounds by 8:30am. Gates open to public at 9:30am (soft opening 9:00am on high attendance days). Exhibitors must vacate pavilions 15 minutes after the pavilion closes to public.

Event Day Access – Mornings

Gate 1 (Epsom Road) – Vehicle Access

- During Show, Pavilions and outdoor areas will be accessible between **6:30am and 8:00am** for re-stock.
- Vehicles can access site via **Gate 1 (Epsom Road)** and park outside where required.
- Vehicles must be clear from the grounds by **8:30am**.
- Gates & Doors open to the public at 9:30am daily (soft opening from 9am on high attendance days).
- Exhibitors will be able to remain inside their pavilion 15 minutes after the pavilion closes to the public (please note no vehicles are allowed onsite until the site is clear after 10:30pm or when the EOC dictates).

DEPARTURE (BUMP OUT)

No responsibility is accepted for any goods left at Melbourne Showgrounds at the end of the Show. All items left at Melbourne Showgrounds after **5pm Tuesday 6 October** will be treated as rubbish and disposed of accordingly. Please note that large amounts of rubbish left behind will be charged for disposal.

Outdoor Marquees Must be Bumped-out by 5pm Monday 6 October	Outdoor exhibitors may commence packing down their stalls after the event concludes at 9:30pm on Sunday 5 October. Vehicles will only be allowed onsite after 10:30pm on Sunday evening or when the EOC dictates. All exhibitors and vehicles must strictly be offsite by 12:00am. Exhibitors can return between 7:00am and 5:00pm on Monday 6 October to finish bumping-out their stalls. Outdoor exhibitors must be clear from their stands by 5pm Monday 6 October. Exhibitors may remain onsite until 7:00pm on Monday 6 with prior written approval. Please contact sales@melbourneroyal.com.au if required.
Spotlight Makers Pavilion (B13) Must be Bumped-out by 5pm Monday 6 October	Spotlight Makers Pavilion exhibitors may commence packing down their stalls after the pavilion closes at 7:00pm until 9:30pm on Sunday 5 October. Vehicles will be allowed onsite between 7:00am and 5:00pm on Monday 6 October. Exhibitors must be clear from their stands by 5pm on Monday 6 October. Exhibitors may remain onsite until 7:00pm on Monday 6 October with prior written approval. Please contact sales@melbourneroyal.com.au if required.
Indoor Pavilions Must be Bumped-out by 5pm Tuesday 7 October	Indoor exhibitors (except Makers Pavilion, see above) may commence packing down their stalls after pavilion closure until 9:30pm on Sunday 5 October. Vehicles will be allowed onsite between 7:00am and 5:00pm on Monday 6 and Tuesday 7 October. Exhibitors must be clear from their stands by 5pm on Tuesday 7 October. Exhibitors may remain onsite until 7:00pm on Monday 6 and Tuesday 7 October with prior written approval Please contact sales@melbourneroyal.com.au if required.

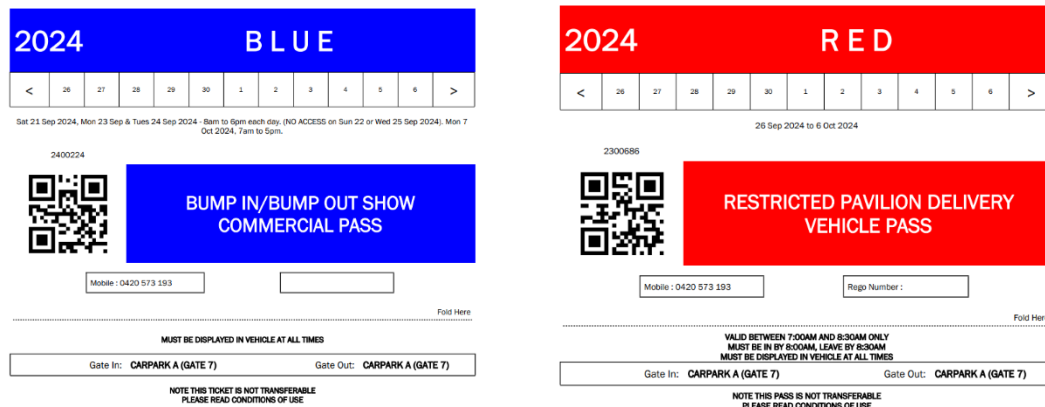
VEHICLE ACCESS

Access Passes

Exhibitors will receive the two vehicle access passes listed below. Any vehicle coming on site must have the appropriate pass displayed on its windscreen.

- **Bump In/Out Pass** - Grants vehicle entry via **Gate 7 (Leonard Crescent)** and access to Carpark A
- **Delivery Pass** – Grants access from 6:30-8:00am during the Show, entry via **Gate 1 (Epsom Road)**

Contact sales@melbourneroyal.com.au if you require access for multiple vehicles.



Melbourne Royal reserves the right to remove any vehicle at the owner's expense, should they fail to move their vehicle when requested or the driver of the vehicle is not contactable.

The exhibitor is responsible for arranging all delivery passes as required, including providing these to delivery drivers delivering to your stand. Access will be denied to vehicles without appropriate passes.

Courier Deliveries

See **delivery label** in Appendix B (page 24) and linked on the [Exhibitor Portal](#).

- All courier deliveries are to be directed to **Gate 7 (Leonards Crescent)**
- Stock delivered by a courier must be labelled appropriately with the provided delivery label (see page 24).
- Deliveries are accepted only between 8am-6pm on bump-in days. Any delivery arriving outside of exhibitor bump-in **will be turned away**. Melbourne Royal will not hold stock or accept early deliveries.
- Exhibitors must be onsite to receive their deliveries in person, unless otherwise arranged with Melbourne Royal.

Deliveries during Show

- Deliveries arriving during Show hours (8:30am – 9:30pm) will be held at Gate 7. Exhibitors must carry/trolley their stock to their site from Gate 7.

Vehicles in Buildings

- Drivers of vehicles that wish to enter buildings during bump in/bump out **must gain permission from Melbourne Royal**. A spotter must be employed when moving vehicles in any building.
- No vehicles or forklifts are permitted in Building 3 & Animal Nursery (Building 10) due to floor load-limits, scissor lifts and pallet jacks only.
- All vehicles remaining inside buildings during the Show must have a drip tray under their vehicle and mats under the tyres. Petrol tank must be full or fully drained and the battery disconnected. *Positioning of vehicles must be within allocated location only, weight loading limits in each building differ.

FORKLIFT ACCESS

Exhibitors who require access to a forklift during bump-in and bump-out can book via the [Forklift Booking Form](#) on the [Exhibitor Portal](#). Your request will be assessed against forklift availability and other demands on site and a quote will be provided based on a per lift rate.

This service must be **pre-booked** before Wednesday 18 September. Any bookings after this date will incur a 20% surcharge.

Forklift service is available:

BUMP IN

Saturday 20 September – 8:00am – 4:00pm

Monday 22 September - 8:00am – 4:00pm

Tuesday 23 September - 8:00am – 4:00pm

BUMP OUT

Monday 6 October 2025 – 8:00am – 4:00pm

Delivery Instructions

When your driver arrives at Gate 7 (Leonard Crescent), please call the Venue Operations Duty Phone 0411 204 720 to advise the team that your delivery has arrived. Upon notification you will be advised on the expected ETA for the forklift to arrive. Please note that there may be a slight wait time between calling to confirm arrival and the driver arriving to your location.

Pickup instructions:

Once your pallet is ready or your driver has arrived at Gate 7 (Leonard Crescent), please call the Venue Operations Duty Phone 0411 204 720 to advise the team that you require a forklift. Upon notification you will be advised on the expected ETA for the forklift to arrive. Please note that there may be a slight wait time between calling to confirm arrival and the driver arriving to your location.

4. DURING THE SHOW

Pavilion Attendants

Melbourne Royal pavilion attendants will be on duty within the main commercial pavilions and around the grounds from Saturday 20 September. During the Show, pavilion attendants will be on duty 30 minutes prior to public opening hours until closing of each pavilion, outside of these times Security manage access to the pavilions.

Pavilion attendants are the exhibitor's first point of contact with Melbourne Royal. Should you have any queries please find your pavilion attendant first and they can direct the query through the appropriate channels.

Please note Pavilion Attendants are not to be used to staff stands. They are available to help with operational questions and incident management only.

Security

Melbourne Showgrounds has **24-hour security including CCTV** coverage across the entire site.

Melbourne Royal is not responsible for any product left onsite during the Show or during bump in/out.

During the Show, pavilions will be locked at their allocated closing time. Exhibitors are not permitted to remain in the pavilion after closing hours, although there is a 15-minute grace period. Exhibitors are unable to gain access to the pavilions outside the allocated delivery times (7am - 8am daily).

Whilst every reasonable precaution will be taken, Melbourne Royal will not be liable for any loss or damage to exhibitors' property or goods from the time of bump in, to the conclusion of bump out.

Melbourne Royal advises all exhibitors to hold product liability and insurance for their stock, fittings and fixtures during the Show.

Exhibitor and Stand Inspections

Ad Hoc exhibitor inspections will be conducted over the duration of the Show, including monitoring for prohibited items and general inspections of safety equipment. This will be carried out with two emergency wardens and the building attendant Supervisor.

Persons found to have breached the regulation of this will receive a warning for first offence, items confiscated until the end of the show, and/or face fines and penalties as per the relevant legislative codes and acts set out in section 3.0 Acts of Compliance. Melbourne Royal Staff may also visit your stand to take an image of your stand for future referencing purposes.

Commercial Exhibitor Awards

Commercial Exhibitor Awards are designed to recognise exhibitors for excellence in presentation and service and acknowledge their contribution to the Melbourne Royal Show. Judging takes place throughout the Show and winners will be presented to each stand exhibitor during the show.

Award Categories	Assessment Criteria
1. Best New Exhibitor 2. Around the Grounds 3. Gourmet Pantry & Cellar 4. Retail Pavilion 5. Makers Pavilion 6. Dogs Pavilion 7. Community Connection Award (B3)	QUALITY: presentation of staff, quality of service and experience, quality of the product, display and stall.
	VALUE: for money, quality, value of promotions including Melbourne Royal member discount.
	UNIQUENESS: of experience and product.

5.EMERGENCY PROCEDURES

Emergency Management

Prior to setting up in the building space you have been allocated, familiarise yourself with the nearest emergency exits. View the emergency evacuation drawing adjacent to the emergency exit and familiarise yourself with the location of the emergency evacuation assembly area nominated for your building. In the event of an emergency being declared at Melbourne Showgrounds, it is essential that all persons onsite obey the following procedure and instruction from Emergency Wardens without deviation.

Alert Tone

Upon hearing the alert tone (*beep, beep, beep*) all workers/exhibitors are to;

- Cease work immediately and secure their workspace or plant/equipment when safe to do so.
- Prepare to exit the workspace upon instruction from the Emergency Warden.

Evacuation Tone

Upon hearing the evacuation tone (*whoop, whoop, whoop*) or instructed by the Emergency Warden, all workers/exhibitors are to;

- Follow instruction from the E m e r g e n c y Warden.
- Exit the workspace via the nearest safe emergency exit route.
- Make your way to the external Assembly Area nominated by the Warden.
- Evacuate in a calm and orderly manner.
- Stay together at the external Assembly Area and take a headcount of your team – inform the Emergency Warden of any missing person(s).
- Remain at the external Assembly Area until the emergency is declared over and the Chief Warden advises the event space may be occupied again.

DO NOT attempt to address any fire or emergency unless you have been trained and are authorised to do so and feel comfortable in doing so.

Report all emergencies to the **Event Operations Centre (EOC)** on the **Emergency Hotline 9281 7400**

Emergency Calls

The Melbourne Royal Show is supported by event medical professionals and on-site Ambulance Victoria Paramedics.

If the nature of the emergency requires the assistance of event medicals, contact the **EOC Emergency Hotline 9281 7400** and the Health Commander will coordinate a suitable Response.

Whilst the EOC Emergency Hotline should always be contacted as a first response, should it become known that an external 000 call has been made, please contact the **EOC immediately on 9281 7400** and relay the following;

- **Person** placing the call.
- **Emergency** services that have been summoned.
- **Time** call was placed.
- **Nature** of the emergency.
- **Location** of the emergency.
- **Contact number** for person placing the call.

You will be provided an Emergency Contact Card in your exhibitor pack to keep with you at all times.

Incident Reporting

To effectively manage risks at Melbourne Showgrounds, Melbourne Royal requires that all stakeholders assist in this duty of care by reporting all instances of;

- Accident
- Incident
- Injury
- Death
- Near Miss
- Hazard
- Property Damage
- Fire
- Theft
- Security threat
- Suspicious package / behaviour
- Service Failure
- Intoxication
- Other significant event

You are requested to report all incidents and hazards to your Melbourne Royal representative or contact the **EOC Emergency Hotline 03 9281 7400** for emergency or life-threatening incidents.

For non-emergency related issues such as service failures, these can be reported via the **Event Services Hotline on 03 9281 7439**

6.POLICY & PROCEDURES

OH&S Information

Exhibitors are subject to the *Occupational Health and Safety Act 2004*. As such they are responsible for ensuring all work they perform at Melbourne Showgrounds is safe and does not place themselves or others at risk of injury. The exhibitor is to assess the operational risks and develop a risk management plan necessary for any tasks.

- A Job Safety Analysis (JSA) must be completed for any works involving an element of risk. The JSA form is included in the OH&S Induction Guidelines section within your agreement.

Exhibitors who are engaging in any activity involving hazard or risk, must list all controls in place to mitigate each of the risks identified for their site. This must then be emailed to RiskandSafety@melbourneroyal.com.au for approval and our records.

Displays

Displays involving moving equipment, machinery, heat or water likely to injure a member of the public must be separated from the public by a physical barrier and attended by the exhibitor's staff at all times.

Displays using water are permitted, provided adequate provision is made to prevent water leaking and the floor is protected to the satisfaction of Melbourne Royal and electrical leads and devices are clear so as to avoid any potential for electrocution.

No obstacles are to be placed in the aisles and all parts of the display (including promotional staff) must be, and remain within, the allocated area. No displays are to hang outside the display area.

Amplification

Spruiking or recorded messages are not permitted by any commercial exhibitor. The use of a microphone is acceptable on a low level where written pre-approval has been granted in writing by Melbourne Royal.

Amplification on the stand must not interfere with any adjacent exhibitors. Melbourne Royal reserves the right to remove or refuse the use of amplification or to insist upon the amplification being turned down.

Storage

There are no storage facilities on-site at Melbourne Showgrounds, other than the exhibitor's allocated area, unless prior arrangement has been made through the Commercial Sales Department.

No storage is permitted to touch any walls of the Pavilions. Melbourne Royal does not accept any responsibility for any loss, theft or damage to any goods or property on-site during the bump-in, Show or bump-out periods.

Unclaimed goods

No responsibility is accepted for any goods left at Melbourne Showgrounds at the end of the Show. All items left at Melbourne Showgrounds after 5pm on Tuesday 7 October will be treated as waste and disposed of accordingly, unless other arrangements have been made through the Commercial Sales Department.

Pets

Domestic animals, excluding Assistance Animals, are not permitted onsite. The Disability Discrimination Act (DDA) 1992 allows qualified Assistance Dogs to accompany their handler into all public spaces, providing that the animal has met the Victorian standards for public access rights.

Maintenance

Connection to Water and Waste

Charges apply to exhibitors wanting connection to water and waste. There are areas with no direct connections available for supply of running water. Water/waste connections can be arranged through sales@melbourneroyal.com.au and will be via tanks. Pump-out fees will also apply. Exhibitors requiring hand wash facilities may be required to have this self-contained on their stand. Equipment wash facilities will be provided within the Pavilion.

Telecommunication & WIFI Connections

All telecommunications must be installed by Melbourne Royal. No outside contractors will be permitted to install or connect telecommunications lines to any exhibitor sites. Please complete the telecommunications form if you require telephone line connection or internet connection. This form must be returned to Melbourne Royal **by 6 September 2025**.

Site Electrician (site contractors)

Cabling or connection to power or telecommunications can only be undertaken by the onsite electrician at the cost of the exhibitor. All exhibitors will be allocated power connections to their site, where requested or as part of the site fee. **Only tested and tagged power boards with a cut-off switch are permitted. No double adapters.**

CRP staff will be located within Building 7 and charge stallholders \$15 per electrical lead or appliance.

Cleaners and Rubbish Removal

The exhibitor is responsible for cleaning their own site and the area directly in front of their site. Onsite cleaners can be requested, via the pavilion attendants, for general pavilion cleaning only, not for removal of your own rubbish.

Exhibitors should take their rubbish to bins provided and cardboard/paper to compactors provided around the site. If exhibitors are not able to remove their rubbish during the day, exhibitors are asked to neatly keep all rubbish inside their stand until after their pavilion/area closes. Exhibitors may neatly tie and stack their rubbish and cardboard outside their stands for collection by Cirka.

Button Batteries

New laws have now taken effect and the Australian Competition and Consumer Commission (ACCC) has warned businesses that supply button batteries, or products powered by them, must comply with the new safety standards or face hefty penalties.

For more information on this, please visit the ACCC website: <https://www.accc.gov.au/media-release/businesses-on-notice-as-mandatory-button-battery-laws-commence>

Stickers

Stickers are **not permitted** on site in any instances, they are unable to be sold or provided complimentary to anyone. We have many heritage locations on-site and they cause damage to building surfaces as well as requiring extensive cleaning.

If any business stickers are identified around the grounds, cleaning or damages fees will be passed on. We thank you for your assistance in working with us to maintain this great venue.

7.ACTS OF COMPLIANCE

ALL occupants and exhibitors must adhere to the following fire and emergency codes & standards; and abide by the warden's inspections and directions provided.

- *Building Code of Australia 2021*
- *Victorian Building Regulations 2018*
- *Australian Standard AS3745-2010 – Planning for Emergencies in Facilities*
- *Australian Standard AS1851 – Maintenance of Fire Protection Systems & Equipment*
- *Fire Rescue Victoria Act 1958*
- *Victorian Occupational Health & Safety Act 2004*
- *Dangerous Goods Act 2022*
- *Australian Standard 1667.2 – Management & Storage of combustible recyclable & waste materials*
- *Australian Standard AS2444 – Portable Fire Extinguisher & Fire Blankets*
- *Environmental Protection Act 2017 – EPA Victoria*



APPENDIX 1

MELBOURNE ROYAL SHOW 2025 CASH COLLECTION – CHANGE SUPPLY

CASH COLLECTIONS		
Y / N	Option 1	Collection of your funds in a bank specific Express Deposit Bag(s) which will then be re-carried to the bank. * Cash Limits \$100,000 per collection apply \$40 per collection
Y / N	Option 2	Collection of your funds which will then be returned to our secure facility, processed, verified and remitted back to you by EFT. *Cash Limits Apply \$40 per collection + Processing Charge of \$0.50c per \$100.00 verified
CHANGE SUPPLY & DELIVERY		
Y / N	Option 1	Supply of notes and coin as per your requirements. \$0.50c per \$100.00 supplied \$40.00 delivery fee or NO CHARGE if supplied at time of collection.
ALL PRICES QUOTED EXCLUDE GST		

CLIENT DETAILS			
CLIENT NAME:			
TRADING NAME:			
SITE LOCATION:			
ON-SITE CONTACT:		MOBILE:	
OFFICE PHONE:		MOBILE:	
EMAIL:			
ACCOUNTS PERSON:		PHONE:	
ACCOUNTS EMAIL:			
BANK:	ANZ / BENDIGO / CBA / NAB / WESTPAC / BOA		

PLEASE OUTLINE YOUR SERVICE REQUIREMENTS ON THE NEXT PAGE


MELBOURNE ROYAL SHOW 2025
**CASH COLLECTION
CHANGE SUPPLY**
CUSTOMER FORM

SERVICE REQUIREMENTS				
DAY / DATE	DELIVERY Y/N	CHANGE DELIVERY TIME	COLLECT Y/N	CASH COLLECTION TIME
25/09 – THURSDAY				
26/09 – FRIDAY				
27/09 – SATURDAY				
28/09 – SUNDAY				
29/09 – MONDAY				
30/10 – TUESDAY				
01/10 – WEDNESDAY				
02/10 – THURSDAY				
03/10 – FRIDAY				
04/10 – SATURDAY				
05/10 – SUNDAY				

Nor-West Armoured is fully insured and can collect up to \$400,000 at any one time. All of our Team are experienced and able to assist you during the Melbourne Royal Show with your cash collection and change supply requirements.

For a professional, secure and personalised service, please contact Rhonda Kirwan:

Mobile: (0419) 574-439

rhonda@nor-west.com.au

WHEN YOU HAVE COMPLETED THIS FORM, PLEASE RETURN IT VIA EMAIL TO:

Ros Christie

Office: (03) 9329-1711

Mobile: (0417) 366-369

Email: ros@nor-west.com.au

Nor-West Armoured – YOUR Security is OUR Business

APPENDIX 2

Delivery label is linked as a fillable pdf on the [Exhibitor Portal](#).

Delivery Label



Delivery Instructions

Melbourne Showgrounds via Gate 7, Leonard Crescent, Ascot Vale, VIC, 3032.

Exhibitor deliveries are accepted between 8am-6pm Saturday 20th, Monday 22nd, Tuesday 23rd September, unless otherwise arranged.

Deliveries during Show (25th Sept – 5th Oct) can only be delivered onsite between 6:30-8:00am. Deliveries outside of these hours will be held at Gate 7 and the exhibitors will be required to carry/trolley to location.

Deliveries are not to be taken to Melbourne Showgrounds reception.

For any queries once on site, please contact the Melbourne Showgrounds Operations Team on 0411 204 720.

To	
Company	Melbourne Royal /Melbourne Showgrounds Event – Melbourne Royal Show
Name	
Contact Number	
Email Address	
Specific Delivery Location	

From	
Company	
Name	
Contact Number	
Postal Address	

Item	
Item	of