

EXHIBITOR
GUIDEBOOK
2019

**ROYAL
MELBOURNE
SHOW**

.....
**HORSES
IN ACTION**
.....



Conducted by



RASV

CONTENTS

1. SECTION PERSONNEL AND CONTACTS.....	4
2. EXHIBITOR PASSES	4
3. RASV MEMBERSHIP CARDS.....	4
4. LOCATION.....	4
5. ENTERING MELBOURNE SHOWGROUNDS	5
6. ARRIVALS & DEPARTURES	5
7. SHOWTIME PARKING	5
8. SHOWTIME OFFICES	6
9. COLLECTION OF EXHIBITOR PACKS	6
10.FACILITIES.....	7
11.ELECTRICAL TESTING AND TAGGING	9
12.EXHIBITOR SHUTTLE BUS	9
13.EXHIBITOR FUNCTIONS.....	9
14.ARENA ENTERTAINMENT	9
15.COMPETITION PROCEDURES	9
16.ANIMAL HEALTH	10
17.RASV MEMBERSHIP SERVICES	10
18.FREE WI FI & LIVE STREAM OF HORSES IN ACTION	11
19.FOOD OUTLETS.....	11
20.FEED STORE... ..	11
21.OPENING TIMES	11
22.FIRST AID.....	12
22.SMOKING.....	12
23.FIRE PREVENTION	12
24.SECURITY.....	12
25.PETS AND COMPANION ANIMALS	12
26.RESULTS.....	12
27.PRIZE MONEY AND PRIZES	13
28.DRUGS & ALCOHOL POLICY	13

1. SECTION PERSONNEL AND CONTACTS

Marelize Agius
Equestrian Events Coordinator
P: 03 9281 7464
E: horses@rasv.com.au

RASV Reception
P: 03 9281 7444
F: 03 9281 7592
W: www.rasv.com.au

Horse Superintendents Office (Wednesday 19th September to Tuesday 2nd October)
P: 03 9258 4108

2. EXHIBITOR PASSES

Exhibitor Packs are issued at the Horse Superintendent's Office on arrival which include allocated Exhibitor Passes for entry into Melbourne Showgrounds during the relevant competition period. Exhibitor Passes are issued to exhibitors who are stabled overnight and are programmed (via barcode) to allow unlimited entry into Melbourne Showgrounds.

Exhibitor Passes will be issued on the following formula:

1 – 2 exhibits	2 Passes
3 – 5 exhibits	3 Passes
6 or more exhibits	4 Passes

If additional passes are required General Admission Royal Melbourne Show Tickets or Member/Guest Passes should be purchased.

3. RASV MEMBERSHIP CARDS

Full RASV Members are issued with one membership card and one transferable guest card prior to the Royal Melbourne Show and these cards permit the card holder and their guest unlimited entry throughout the entire Royal Melbourne Show.

Additional guest cards can be purchased by full members by contacting the RASV Membership Office. Up to two additional guest cards per full member applies.

Junior RASV members will receive one junior card prior to the Royal Melbourne Show which permits the card holder unlimited entry throughout the entire Royal Melbourne Show.

For further information contact the RASV Membership Office on:

T: 03 9281 7444
F: 03 9281 7592
E: membership@rasv.com.au

4. LOCATION

Melbourne Showgrounds is located on Epsom Road, Ascot Vale. The Horse Precinct is situated on the corner of Epsom and Langs Roads and entry for horse exhibitor vehicles is via Gate 2 and Gate 4 on Langs Road (refer to the Exhibitor Map on the back page).

Please take careful note of your stable allocation and the entry gate to ensure arrivals and departures can be completed efficiently.

You will receive your stable allocation prior to arrival. Please note that due to the number of horses coming into the precinct during the event your stable allocation may NOT be changed.

On arrival to the showgrounds we ask that all exhibitors help us to keep the arrival and departure process as smooth as possible. As space is limited on the grounds please be aware that other exhibitors may be waiting

for the space, we ask that you unload your horse and gear as quickly as possible and exit with your vehicle as soon as possible to ensure the next exhibitor may enter the grounds.

5. ENTERING MELBOURNE SHOWGROUNDS

Exhibitors have been notified of their arrival and departure times in acceptance letters. Please check these carefully as times may have changed since nominating. Arrivals outside of the allocated times are not permitted as facilities will not be available.

Arrivals

Horse exhibitors are to arrive directly to the gate indicated on your arrival notification. For horses stabled in the Horse Pavilion please enter via gate 2, for horses in the Langs Road pavilion and Terrace please enter via Gate 4.

To comply with OH&S regulations, arrivals and departures will be suspended during the entertainment program (which includes fireworks) between 7.00pm – 8:30pm each night.

Pre-Show Arrivals

Melbourne Showgrounds will still be bumping in on Thursday 19th September and Friday 20th September, and is considered a work site during this period. **Exhibitors arriving during this period, will be required to wear a hi-visibility vest when walking outside of the horse precinct. Please ensure you bring a vest with you.**

It is recommended that exhibitors walking to/from the horse precinct from the float park during this period do so via the footpath along Leonard Crescent and re-enter Melbourne Showgrounds at Gate 2 or 4.

Departures

Exhibitors have been notified of their departure time – please note that as the stable will be in use by another exhibitor after you, all departure times must be strictly adhered to.

Exhibitors departing Wednesday 2 October will be required to wear a hi-visibility vest when walking outside of the horse precinct.

Please remove all wet and soiled shavings from stables. – If an exhibitor fails to clean out their stable the \$100.00 bond will not be reimbursed.

Stable covers must also be returned to the Horse Superintendent prior to departure. Lockers must be cleaned and left empty at the time of your departure, please return locker keys to Horse Superintendent upon departure.

6. ARRIVALS & DEPARTURES

Please refer to the Arrival and Departure Schedules at the back of this guide for each horse section. Your confirmation will have a time stated as a guide. Please ensure if you are arriving/departing it's within the times allocated in the schedule i.e arriving 7:30 – 10:30am ect.

7. SHOWTIME PARKING

Vehicle passes purchased with entries are to be collected on arrival. Each vehicle pass is colour coded for different parking sites. Only vehicles with the correct vehicle pass will be allowed access. Vehicle passes should be displayed on dashboards at all times. The car parks are not accessible without leaving Melbourne Showgrounds and entry passes will be required to re-enter Melbourne Showgrounds. Additional float passes can be purchased from the Horse Superintendent's Office at the Royal Melbourne Show.

Float and Truck Parking

The float and truck parking for Horse Exhibitors will be provided in the Float and Truck Park which is located on Leonard Crescent. This area is for horse floats and trucks ONLY. Exhibitors who require vehicle parking (no float) are to park at Flemington Racecourse (fees apply).

Horses must not be unloaded or loaded in the Float and Truck Park as there is no access for horses from the Float Park to the horse pavilions.

The Float and Truck Park gates will not be open outside of the scheduled arrival and departure times. Exhibitors staying off Melbourne Showgrounds who need access to their vehicles outside of these hours should contact the Horse Superintendent to arrange for access to an alternate vehicle park (cars only).

Truck Camping

A Truck Camping area has been made available to exhibitors. Bookings should have been made with entries and this area is now full. Limited power, water and toilet facilities are available. NO caravans will be accepted. All trucks staying in the truck camping area must have an operational battery-operated smoke detector installed in areas occupied by people. Inspections will be made and vehicles not containing smoke detectors will not be allowed access into the area.

Entry to the truck camping area is via the float car park on Leonard Crescent. Please note that due to council regulations only exhibitors who have been allocated a camping space will be able to enter this area.

RASV Members Showtime Car Parking & Public Car Park

RASV Members can park at Flemington Racecourse during the Royal Melbourne Show for \$10 per day. You will need your Member's Card and Sticker to be eligible for this rate. The car park is open from 7am - 11pm daily. Vehicles are not permitted to park overnight. Entry is via Members drive off Epsom Road (Members Car Park Pass must be displayed on window).

Public parking during the Royal Melbourne Show is available at Flemington Racecourse for \$25 per day. The Epsom Road car park is open from 7am to 11pm and the Smithfield Road car park is open at 8.30am to 11.00pm (access to the Royal Melbourne Show is through the rail underpass).

8. SHOWTIME OFFICES

Horse Superintendent's Office

The Horse Superintendent's Office is located outside the Langs Road Horse Pavilion near Gate 3. The office will be open from Wednesday 18th September to Tuesday 2nd October. All enquiries should be directed to the Horse Superintendent's Office during this time.

RASV Centre

The RASV Reception area is located on the first floor of the Administration Building. The opening hours during the Royal Melbourne Show are as follows:

- 16 September - 20 September 8:00am - 6:00pm
- 21 September - 1 October 8.00am - 6:00pm
- 2 October - 4 October 9.00am - 5.00pm

9. COLLECTION OF EXHIBITOR PACKS

Each exhibitor is required to collect and sign for their Exhibitor Pack at the Horse Superintendent's Office on arrival. Exhibitor Packs will include:

- Pre-purchased exhibitor catalogue (if applicable)
- Exhibit/s neck number/s
- Vehicle pass (if applicable)
- Exhibitor passes
- Important information/notices
- Safety Guidelines (applicable to exhibitors arriving prior to 21 September and departing 2 October)

10. FACILITIES

Stable

Stables are located within three areas: Horse Pavilion, Langs Road Pavilion and the Terrace.

Stables are constructed of heavy ply and mesh and are 3.3m x 3.6m x 2.25m (height) in size.

Stable allocations will be given to exhibitors prior to arrival. Every effort is made to fulfil stable requests, however due to the large number of exhibitors not all requests can be filled. Please note that the stable allocation is final and no changes can be accommodated.

Stable covers are available from the Horse Superintendent's Office. The supply is limited and preference will be given to stallions and exhibitors stabled in the Terrace.

Exhibitors are required to supply their own feed and water containers.

Horses should only be tied to tie up rings provided on stables and exhibitors must not tie horses to the handles of stables.

Bedding

Each stable is allocated with shavings. If shavings aren't in the allocated stable on arrival, please see the Horse Superintendent for your shavings distribution. Additional shavings are available for purchase from Bickley's Feed Store.

Stable Cleaning

All wet and soiled shavings must be removed from stables prior to departure. All stables will be checked on departure and exhibitors that have not fully cleaned out their stable/s will not be reimbursed the \$100.00 bond.

Exhibitors are responsible for bringing suitable equipment to clean out stables.

Bins will be available at the end of stable blocks for exhibitors to deposit animal waste during their stay. Animal waste and shavings are to be removed from the stables and put into bins each morning by 6am to allow for laneway cleaning and waste removal.

Pavilion cleaning will occur between 6am – 7am each morning and lanes should be cleared of horses and people during these times.

Measuring

All horses entered in a class where a height is stipulated require a valid measuring card (excluding Heavy Horses). RASV is accepting Show Horse Council Height Cards. Exhibitors with horses that need to be measured during the Royal Melbourne Show are to book a time to be measured. Bookings be made with the Official Measurer on arrival.

The measuring stand is located in the Horse Pavilion (Building 2) and will be open during the following times:

Fri 20 Sep	2pm - 6pm	Wed 25 Sep	7am - 11am & 2pm - 6pm
Sat 21 Sep	7am - 11am, 2pm - 6pm	Thu 26 - 29 Sep	Closed for Show Jumping
Sun 22 Sep	7am - 11am, 2pm to 6pm	Mon 30 Sep	7am to 11am
Mon 23 Sep	7am - 11am, 2pm to 6pm	Tues 1 Oct	Closed
Tue 24 Sep	7am - 11am, 2pm to 6pm		

RASV are accepting Show Horse Council height certificates, present current height certificate to the horse Superintendent Office or official measurer for the neck number to be stamped.

Refer to the 2019 Horses in Action Schedule for measuring regulations.

Horse Washes

There are three horse washes located on the northern end of the Livestock Pavilion primarily for horses stabled in the Horse Pavilion. A further six horse washes are located in the Langs Road Horse Pavilion.

Exercise Arena

All horse movements will be within controlled areas which are not accessible to the public. Member or Exhibitor Passes will need to be shown to gate attendants to access restricted areas.

The exercise and marshalling area is under the control of the Horse Superintendent, Mounted Marshals and RASV staff.

A sign will indicate the use of the area at any particular time: Marshalling, Exercise Only or Lunging Only (and the direction).

All exhibits are to wear their exhibit number whilst in the exercise arena, Herald Sun Arena or any marshalling area and must comply with directional signage and RASV staff. Failure to wear the correct neck number and comply with directing may result in the elimination of the offending exhibitor.

Due to OH&S regulations, the exercise arena will be an exclusion zone during the nightly fireworks display and must be cleared of horses and people between 7:30pm to 8:30pm. **There will be no access between Shed 6 and Horse pavilion (Building 2) during the exclusion time.**

Subject to weather conditions, Herald Sun Arena track will be available for horse exercise between 6:00am - 7am (excluding Wednesday 25 September) No lunging is permitted on the Herald Sun Arena. Horse exercise times are available from the Horse Superintendent's Office.

Lockers

Lockers are contained in the Horse Pavilion and the Langs Road Horse Pavilion and are 1.8m by 2.4m. There are 64 lockers within the Horse Pavilion and a further 108 lockers within the Langs Road Horse Pavilion. Each locker contains an individual light. Lockers do not contain power points or have individual roofs. No cooking is permitted inside lockers or the Horse Pavilions.

Locker allocations are provided with collection of Exhibitor Packs on arrival.

Exhibitors are reminded to leave lockers in a clean state and return locker key/s to the Horse Superintendent prior to departure. Failure to do so will result in a \$20 key replacement fee. Exhibitors must abide by any conditions stated on the rear of each locker door.

Toilets and Showers

Toilet and shower facilities will be provided for exhibitors outside each horse pavilion. These facilities are to be shared between all exhibitors.

Additional shower facilities are located in the truck camping area.

Exhibitors are requested to display courtesy to fellow exhibitors by leaving facilities in a clean and tidy condition.

Exhibitor Kitchen

An exhibitor kitchen is available in exhibitor area and comprise of a fridge, instant boiling water unit, and barbeques for exhibitor use. The kitchen is accessible to all livestock and horse exhibitors.

Exhibitors are requested to keep the kitchen facilities in a clean and tidy condition.

Located outside Livestock Pavilion.

A smaller kitchen is also available near the Horse Superintendants Office to use during the fireworks exclusion period approximately between 7:30pm – 8:15pm each night. This kitchen will have a microwave, fridge and BBQ. During the Fireworks exclusion zone, no access between gate 3 and gate 2. There will be no walkway access during the exclusion zone.

Structural Damage

Under no circumstances must any damage intentionally be caused to any part of Melbourne Showgrounds infrastructure. Persons found to intentionally cause such damage, or fail to report accidental damage, will be removed from Melbourne Showgrounds and will be made accountable to pay the costs incurred to repair any damage.

Examples of potential damage include: hammering nails into walls of lockers or stables, use of screws, nails, tacks, rivets, tape or glue on surfaces, spilling oil on bitumen, tying a horse to fixtures other than the tie up rings on stables.

Please advise the Horse Superintendent of any damage.

11. ELECTRICAL TESTING AND TAGGING

Under the Victorian Occupational Health and Safety Act (2004), the Royal Agricultural Society of Victoria (RASV) has a legal obligation to ensure that the Royal Melbourne Showgrounds are operated safely and without risk to the health and safety of all exhibitors, general public, RASV Staff and RASV Casual Staff through the duration of the Royal Melbourne Show.

WorkSafe Victoria advises that electrical safety testing and tagging for all plug-in equipment falls under the general obligations of Section 21(2)(a) of the Act.

As a result, the RASV requires that all electrical equipment to be used onsite during the Royal Melbourne Show is to be tagged and tested and must carry a current safety tag.

Testing and tagging of electrical equipment can be done prior to arrival at the 2019 Royal Melbourne Show by a provider of your choice.

A testing and tagging service will be provided for horse exhibitors and tagged items will be valid for a period of 12 months. Testing and tagging will take place near the Horse Superintendents Office. Times will be available from the Superintendent's office.

Table of Charges

RASV MEMBERS:

Testing and Tagging first 2 electrical leads:	\$ FREE
Testing and Tagging 3+ electrical leads (cost per lead):	\$ 5.00

NON RASV MEMBERS:

Testing and Tagging electrical lead (cost per lead)	\$ 8.00
---	---------

12. EXHIBITOR SHUTTLE BUS

A free shuttle bus service will be in operation during all arrival and departure times. The bus will operate in a loop from the Exhibitor River Truck Park on Fisher Parade, along Leonard Crescent, stopping at the Truck Park, and to The Weekly Times Livestock Pavilion.

Please refer to the exhibitor map showing the designated pick-up and drop-off points.

Once you have unloaded your vehicle inside the Pavilion, collected your Exhibitor Pack containing your truck parking pass and park your truck in the designated truck park, you can be collected from the designated Pick Up Point and brought back to the Pavilion.

13. EXHIBITOR FUNCTIONS

RASV will host Exhibitor gatherings at the following times:

- 7:30pm on Thursday 26th September in the Stockman's Bar – Livestock Pavilion 1
- 7:30pm on Friday 27th September BBQ in the Horse Pavilion 6B (Clydesdale Exhibitors)
- 7.30pm on Monday 30 September BBQ in pavilion 2

All exhibitors are welcome to attend.

14. ARENA ENTERTAINMENT

Entertainment breaks are held on Herald Sun Arena from 1.00pm – 2.00pm and 7.00pm – 8.00pm daily with a fireworks display at 7:45pm.

15. COMPETITION PROCEDURES

Ring Attire

All Exhibitors entering Herald Sun Arena must wear appropriate attire including helmets whilst mounted.

Exhibitor Stables & Lockers

To the satisfaction of the Horse Superintendent each Exhibitor must keep the area allotted to them and their stock in a clean and proper condition.

Marshalling

All exhibits must be marshalled in the area directed by the Horse Superintendent or Mounted Marshall.

Exhibits will be led onto Herald Sun Arena by the Mounted Marshall as the prior class is being sashed. All exhibits must marshal fifteen minutes prior to the scheduled time for the commencement of the event. Each class will be led onto Herald Sun Arena as one group. Once the class has entered Herald Sun Arena and the gate is closed the gate will not be reopened for late exhibits and classes will not be held.

A call 20 minutes prior to each class will be made over the exhibitor PA system, giving exhibitors a 5 minute warning to present to the Marshalling Area.

Non-attendance

Exhibitor's unable to present to accepted classes for any reason must notify the Horse Superintendent in writing of the withdrawal no later than 5pm the day prior to the class commencement.

Turnout Scores

Turnout scores will be available from the Horse Superintendent's Office by 5pm following the completion of the class.

Workouts

Turnout workouts are available Monday 23 September at the Horse Superintendent's Office. This applies to the Garryowen Equestrienne Turnout, Esquire, John Lithgow, K.G. Luke and Pemberton Turnouts.

Withdrawals

Withdrawals prior to the Royal Melbourne Show can be made in writing and submitted to the RASV Equestrian Section. Please provide exhibitor name, exhibit name, class/es withdrawing from and reason for withdrawal accompanied by a vet or medical certificate.

Withdrawals received prior to 5pm Friday 6 September may be eligible for a refund of stable, locker and parking fees paid. **No refunds will be issued after this date.** Refunds will be issued at the discretion of the RASV upon written notification accompanied by either a veterinary or medical certificate.

Withdrawals during the Royal Melbourne Show are to be submitted to the Horse Superintendent's Office no later than 5pm the day prior to the class scheduled commencement time.

16. ANIMAL HEALTH

The RASV Veterinary Panel representative/s will be located at Melbourne Showgrounds 24 hours a day from 9am on Tuesday 16th September until 6pm Wednesday 2nd October.

The RASV vet can be contacted through the Horse Superintendent's Office during opening hours and after hours through the RASV Event Management Centre (EMC) on 03 9281 7400.

Note: Exhibitors will be charged for any services provided both during the day and after hours. A substantial fee applies for all after hours veterinary services.

Health Declaration

Horse exhibitors are required to complete a Health Declaration for all horses entering Melbourne Showgrounds. Forms are to be completed on the RASV account portal through DocuSign. **No horse will be permitted entry without the Health Declaration form received by 13 September 2019.**

17. RASV MEMBERSHIP SERVICES

Membership service can be obtained from RASV Centre, Level 1, Reception Area from 8.30am to 6.00pm.

18. FREE WI FI & LIVE STREAM OF HORSES IN ACTION

Free Wi-Fi is available throughout the horse precinct for horse exhibitors. Exhibitors can use any Wi-Fi enabled device to connect including laptops, smartphones or tablets.

A live stream of the Horses in Action program is available at <https://royalshow.com.au/livefeed>

19. FOOD OUTLETS

Dining at the Royal Melbourne Show

There are a number of dining options at this year's Royal Melbourne Show including:

Catering Outlets

There are a variety of catering outlets around Melbourne Showgrounds which are open during the Royal Melbourne Show. Catering outlets serve breakfast daily from 7am.

RASV Members Member's Restaurant and Bar

The Members Restaurant and Bar is located on the corner of Royal Block and is open from 9:30am - 10:00pm daily.

Breakfast is served between 10:00am - 11:30am, Lunch is served between 12:00pm - 2:30pm and dinner is served between 5:30pm - 9:00pm.

Bookings are required and can be made by phoning 9258 4130.

The Arena Bar

The Arena Bar is in the Royal Block Overlooking Herald Sun Arena. This area is open from 10:30am (alcohol available from midday) - 9:30pm

Country Women's Association (CWA)

The CWA is located in the Public Stand and is open from 8am - 6:30pm daily.

Ebony Angus Steak House

Open for brunch, lunch and dinner it is the perfect place to relax - Open daily from noon – 8pm

Woolworths Fresh Food Pavilion

Located next to Herald Sun arena the Woolworths Fresh Food Pavilion provides a range of culinary delights for all ages. Sample the delicious, fresh food on offer, including the exciting range of Macro & Select products. Open 9:30am – 8pm daily.

Local Shopping

The nearest supermarket is located at Showgrounds Village adjacent to Melbourne Showgrounds Gate 1. This precinct also has a Brown Gouge dry cleaning service.

20. FEED STORE

Bickleys is proud to be the official feed supplier of the Royal Melbourne Show stocking a range of quality hay, feed and bedding.

Orders can be placed at the store on arrival. Cash sales only – no accounts.

Open 8am-11am and 3pm-6pm daily.

Conveniently located opposite the Horse Superintendent's Office.

21. OPENING TIMES

The Royal Melbourne Show will open from 9:30am - 9:00pm daily.

22. FIRST AID

EMSA will provide first aid services at the Royal Melbourne Show. Should first aid be required immediate contact should be made to the Event Management Centre (EMC) on 9281 7400 or directly to a First Aid post.

- First Aid facilities are located at the following locations:
- Opposite Horse Warm up area
- Underneath Pie in the Sky
- Entrance to the Show from the Train Station (Epsom Road)
- Winning Tastes Courtyard
- Adventure Carnival Herald Sun Arena near Animal Nursery (Langs Road end)

22. SMOKING

The Royal Melbourne Show Grounds is a smoke free zone. NO SMOKING PERMITTED

23. FIRE PREVENTION

Cooking in lockers and/or pavilions is not permitted at any time. No electrical items are permitted in lockers or pavilions at any time.

24. SECURITY

Bag Checks

As part of RASV's ongoing commitment to providing a safe and comfortable Show experience for all attendees, every person who enters the Royal Melbourne Show will be asked to present their bags for checking at gates prior to entry.

All exhibitors, contractors and staff are encouraged to allow extra time for bag checks, have bags ready for inspection on arrival and are reminded not to leave bags unattended or unsecured.

Your cooperation and assistance in ensuring a quick and simple process is appreciated.

Valuables

Due to the large number of visitors to Melbourne Showgrounds over the course of the Show, all contractors, exhibitors and staff are encouraged to refrain from bringing valuable personal items to the event.

If you are required to bring valuable personal items onsite, it is recommended they are kept with you at all times or secured out of communal areas and not within public view.

Valuable personal items brought onsite at the responsibility of the owner and not of RASV.

25. PETS AND COMPANION ANIMALS

Pets and companion animals are not permitted on Melbourne Showgrounds or Truck Camping, other than those entered in competitions or exhibitions which are restricted to occupy particular areas.

26. RESULTS

Class results will be published online immediately following award presentations at www.rasv.com.au/horses

Turnout scores will be available to collect from 5pm the day of judging from the Horse Superintendents Office.

27. PRIZE MONEY AND PRIZES

Prize money owing to Exhibitors will only be paid by direct bank deposit. Prizemoney will be paid after the final day of Show. It is the responsibility of the Exhibitor to carefully ensure that bank details supplied during the entry process are correct. All bank details including Account Name, BSB and Account Number must be supplied to RASV no later than 30 September 2019. RASV accepts no responsibility for the retrieval of payment of prize money in cases where bank account details have been entered incorrectly by an Exhibitor. RASV will not reimburse Exhibitors who do not receive prize money due to incorrect bank details supplied.

All non-cash prizes are to be collected from the Horse Superintendents office by 3pm Tuesday 1 October (last day of show).

28. DRUGS & ALCOHOL POLICY

Policy

It is the policy of RASV that there must be zero impairment to work performance and to the safety and well-being of anyone working at or visiting Melbourne Showgrounds arising from the use or abuse of alcohol or other drugs. The possession, distribution and use of illegal drugs while engaged on RASV business or otherwise on RASV premises is strictly prohibited.

Application

This policy applies to all performers, exhibitors, suppliers, consultants and other contractors engaged by RASV.

Definition of “drugs”

Drugs are defined in the Policy as substances or medications capable of causing dependency, alteration of mood or impairment of judgment, concentration or coordination. They include (but are not limited to):

- illegal drugs;
- unauthorised prescription medication; and
- ‘over the counter’ substances or medication that is misused, used contrary to, or in excess of, the manufacturer’s instruction or recommended dosage.

Prohibited conduct

The following conduct is strictly prohibited while engaged on RASV business or otherwise attending Melbourne Showgrounds:

- The misuse of prescription medication.
- The use, consumption, possession, distribution or sale of illegal drugs.
- The unauthorised use, consumption, possession, distribution or sale of alcoholic beverages.
- Being unfit for work because of the influence of drugs or alcohol.
- Endangering the safety of anyone working at or visiting the Showgrounds.

Liquor Licensing Laws

The RASV must comply with liquor licensing laws and as such consumption of alcohol can only occur in licensed premises.

In compliance with liquor licensing laws, no alcohol can be brought onto the Melbourne Showgrounds other than by authorised catering licensees.

Performers, exhibitors, suppliers, consultants and other contractors are not permitted to

- (i) bring alcohol into Melbourne Showgrounds; or
- (ii) to consume alcohol in Melbourne Showgrounds, unless agreed otherwise with RASV.

Notification of use of medication

Suppliers, contractors, performers or exhibitors are responsible for notifying their RASV contact, prior to commencing work, if they have been prescribed medication that may, in any way, affect their ability to perform their duties.

Action for breach of policy

The Policy is an integral part of our workplace health and safety obligations and non-compliance is viewed as a serious matter.

Where RASV has reasonable grounds to suspect a supplier, contractor, performer or exhibitor is under the influence of drugs or alcohol in breach of the Policy, RASV may, amongst other things:

- immediately remove the supplier, contractor, performer or exhibitor from Melbourne Showgrounds;
- immediately terminate the contract under which they are engaged;
- where applicable, notify the supplier, contractor, performer or exhibitor's employer of the breach or suspected breach; and
- hold the supplier, contractor, performer or exhibitor liable for any costs incurred by the RASV as a result of termination of their contract.

Any concerns regarding potential breaches of or grievances in relation to, the Policy should be directed to the Manager, Human Resources.

The RASV will report to the police any performers, exhibitors, suppliers, consultants and other contractors found at Melbourne Showgrounds to be in possession of illegal drugs, or supplying or distributing illegal drugs to others.