



## TRADE DAY BY-LAWS FOR STAND HOLDERS AT SYDNEY TRADE DAY, HAWKESBURY SHOWGROUND, EFFECTIVE AUGUST 2017

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The Trade Day Market is managed and operated by the Nursery & Garden Industry NSW & ACT (NGINA), ABN: 36001 075 574 on behalf of its members.

The By-Laws are intended to provide the framework within which the Market can operate and provide an orderly, safe and workable environment for Stand Holders, Buyers and visitors.

All Stand Holders must comply with requests of NGINA staff or the security personnel who are on the site.

NGINA accepts no responsibility for the theft, damage or destruction of any plant material, allied product, display fitting or equipment or any other property whatsoever brought or left on the Trade Day site.

All Stand Holders shall be responsible for the complete repair of any NGINA / Hawkesbury Showground property damaged by them during all Trade Day activities.

### 1. Eligibility

- a. **Members Only:** Only financial Members of NGINA can be a Stand Holder at the Sydney Trade Day.
- b. **Interstate Stand Holders:** It is at the discretion of the Trade Day Committee whether interstate businesses of NGIs are permitted to sell product at Trade Day.
- c. **One-off attendance by non-members, e.g. Government Departments:** This is at the discretion of the Trade Day Committee.
- d. **Outstanding Membership Fees:** Members that have outstanding fees to NGINA may have their privileges for Trade Day stands reviewed.

### 2. Certificate of Currency

- a. All Stand Holders must hold Public Liability Insurance in respect of their activities at their stand. It is a requirement that Public Liability Insurance is for a minimum sum of no less than \$20,000,000 and should include the clause "Australia wide". (It is recommended that the policy be endorsed to cover product liability as well). All Stand Holders must provide NGINA with a current copy of their Certificate of Currency as it falls due (in respect to permanent Stand Holders and casual Stand Holders shall provide a copy when booking stands, if it has not been previously provided).

### 3. Setting up of Stands

- a. The official set up time is from 5pm on the Tuesday prior when the Security Guard is on duty and must be completed prior to 7am on Trade Day Wednesday. Set up outside of these times is at the discretion of the Trade Day Committee and at the Stand Holder's own risk.
- b. Stand Holders are not permitted to sleep on the Trade Day site.
- c. Entry to the showgrounds must be through Gate 3.
- d. Stand Holders will ensure that their stands comply with all SafeWork standards and are to be operated by all Stand Holder employees under all current Work Health and Safety Regulations. The overriding principle is that Stand Holders must act with the highest regard of safety for all persons, all property and the general public.
- e. All Stand Holders must be equipped with a fire blanket and / or fire extinguisher suitable for their own fire risk.

- f. Stand Holder displays must be of a standard acceptable to the Trade Day Committee to maintain the professional standards expected of the industry.
  - g. Stock displayed must be weed and disease free and clearly labelled as per the NGIA Plant Labelling Guidelines.
4. **Type of Stands**
- a. Indoor and outdoor stands are available on a permanent or casual basis.
  - b. Permanent Stand Holders are allocated a designated stand which they will use each month (conditions apply).
  - c. Requests for casual stands are to be sent to the NGINA office in writing on a month to month basis. Casual Stand Holders are not guaranteed any permanent stand position and stand allocations will be dependent on availability.
  - d. NGINA will provide Stand Holders with a suitably sized noticeboard displaying their business trading name.
5. **Marquees – Truck Stands Only**
- a. Truck stands will be supplied with an NGINA marquee (conditions apply).
  - b. Setting up and taking down of marquees is the responsibility of the Stand Holder in the designated position.
  - c. Storage can be arranged but it is preferred that each Stand Holders keeps control of their marquee.
  - d. Lighting (refer to conditions).
  - e. Marquees are required to have approved pegs (supplied) attached at all times.
  - f. Stand Holders may be requested to remove the canopy if winds exceed designated levels (refer to conditions).
6. **Electrical Compliance**
- a. Access to power is strictly by prior approval only.
  - b. All electrical appliances and cords must be compliant with Australian standards (AS/NZS 3760:2010) and are to be tested and tagged by a qualified electrical contractor.
  - c. Equipment and cords should be regularly checked to ensure that they remain in a serviceable condition.
  - d. Stand Holders found with unsafe or non-complying appliances / cords will have power withdrawn without notice.
  - e. Exposed cords must be either covered with mats or taped with waterproof tape.
7. **Trading Details**
- a. Selling of stock is to be in trade quantities only.
  - b. Buyers can enter at 7am and commence purchasing of stock.
  - c. Removal of stock is only to occur between 8am and 12pm. All stock sold prior to 8am is to be appropriately marked as sold.
  - d. Trading is not permitted in the car parks.
  - e. Placement of goods is not to extend beyond the stand boundary
  - f. All stock is to be removed from stands by 12pm
  - g. All sales by a Stand Holder must be invoiced on their own invoices.
8. **Packing Up & Moving Out**
- a. From 11am Stand Holders can start packing up their stands, unless sold out prior to this time.
  - b. Stand Holders must maintain their stand in a clean and orderly condition, remove all rubbish and leave the stand in the same condition as it was found.
9. **Parking and Speed Limits**
- a. All Stand Holder vehicles must be parked in the parking area designated by the Trade Day Committee, unless the Stand Holder has a truck stand.
  - b. There is a “walking speed” speed limit (5km/h) within the Trade Day site and all vehicles must proceed in a safe manner with their hazard lights on.
  - c. The directional arrows must be followed for safety and traffic flow.
10. **Trade Day Identification Passes**
- a. Stand Holders must carry their identification pass at all times.

- b. Goods may only be sold to valid Members or people with a Buyer Subscription or Buyer Visitor pass.

11. **Distribution of Promotional Material / Brochures**

- a. Hawking is not permitted on the Trade Day site.
- b. Stand Holders are permitted to distribute brochures and other promotional material from their stands. Any electronic media would need to be approved by the Trade Day Committee.
- c. Non-stand holders are not allowed to distribute marketing material / brochures at the market.
- d. Marketing and promotional materials will not be distributed from the Security point / registration unless authorised by the Trade Day Committee.

12. **Pets**

- a. No pets are permitted within the trading area (unless the animal is a service dog for vision impaired people) or left in vehicles that are parked within the showgrounds. This is a requirement of the Hawkesbury District Agricultural Association.

13. **Smoking**

- a. The Trade Day site is a non-smoking zone and smoking is only permitted in designated areas as indicated on the map.

14. **Adverse Weather**

- a. The Trade Day will operate in varying weather conditions and Stand Holders must be prepared for adverse weather.
- b. Stand Holders may pack up their stand due to adverse weather conditions, but must not leave without notifying the Trade Day Coordinator or a Committee Member.
- c. NGINA will not be held responsible for any loss, damage or injury whatsoever resulting from adverse weather conditions.

15.

- a. It is a requirement of Hawkesbury District Agricultural Association that persons are not permitted in any areas or buildings that are not shown on the Trade Day Site Map.
- b. **Use of Dangerous Goods** - It is not permitted to bring any hazardous goods such as explosives, ammunition, flammable liquids or substances or any dangerous weapons to the Showground. No open fires or anything that generates a naked flame are allowed.