



Malvern Agricultural & Pastoral Association

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APPLICATION FOR TRADE SITE Malvern A&P Show 2026

The annual Malvern A & P Show will be held on Saturday the 28th of March 2026, at the Sheffield Domain, State Highway 73. We invite you to apply for a Trade Site for this show by completing and returning the forms below. It is essential that you prepay for this site and allow sufficient room for your requirements (including tent pegs) as no extra space will be given on the day.

Terms and Conditions

- ✚ **Trade Site Applications close on Monday the 2nd of March 2026.**
- ✚ **No food or beverage sales** - except by arrangement with the Event Administrator via a tendering process (please email for details).
- ✚ It is essential that you prepay for this site and allow sufficient room for your requirements (including tent pegs) as no extra space will be given on the day.
- ✚ **Exhibitors of machinery and mechanical** equipment of any description must ensure that it is fully guarded so as to be incapable of injuring spectators while on display. Exhibits which are considered by the A & P Association to be dangerous, to be excessively noisy, or undesirable in any way, may be immobilized or removed at the discretion of the A & P Association.
- ✚ **All site holders MUST HAVE PUBLIC LIABILITY INSURANCE COVER FOR THE DURATION OF THE SHOW.** The A & P Association will not be responsible for any claim.
- ✚ **Vehicles** around Trade Sites will **not** be permitted unless they are being displayed. Site holder's vehicles are to be parked in the car park. No vehicles and equipment are to be parked inside the Showgrounds.
- ✚ **All precautions** must be taken at all times to ensure public safety. Each site holder must be familiar with and comply with the provision of the Health and Safety at Work Act 2015 and any other act of Parliament, Regulations or Bylaws.
- ✚ Ensure that all **tent pegs** and other objects that could cause an injury to the public are **covered** or appropriately and clearly marked.
- ✚ **Fire Extinguishers** are required at all food sites, in enclosed marquees over 20 sq. meters and at any site with a generator.
- ✚ When setting up your trade site we would ask that you be mindful of public safety at all times and that your stall is safely secured, and the contents arranged to provide a protected environment.
- ✚ All vehicles accessing the Showground **must observe speed limits.**
- ✚ All sites must be left in the condition in which they are found. If sawdust, bark or woodchip is to be placed on the ground, a tarpaulin or cover **MUST** be provided to protect the grass. It is the responsibility of the site holder to clear **ALL** sawdust, bark, woodchips etc. from their site.
- ✚ Each exhibitor must keep all display equipment, signs, tent rope/pegs within their allocated site boundaries.
- ✚ Site holders requesting power are required to connect to the electricity using a residual current device (RCD). Site holders are required to bring their own power cords and RCD units.
- ✚ Power, if required is available for an additional \$35.00.
- ✚ **No animals** are allowed in the Trade Sites.
- ✚ **The sale of Firing Guns, any sharp objects i.e.: Knives and Scissors, Water Bombs, Water Pistols or Silly String etc., is not permitted. The sale of these items will see the Trade Exhibitor asked to leave the Showgrounds.**
- ✚ Sites are available to set up the day prior to the show.
- ✚ **All sites must be set up no later than 9am the day of the show and are expected to stay till**

4pm. (Weather permitting).

- ✚ Security will patrol the grounds on the night of Friday before the show. Site holders are responsible to ensure that all vehicles, equipment and exhibits are secure while not manned. The A & P Association shall not be liable for any loss of/or damage to an exhibitor's property whilst on the Showgrounds.

✚ **Exhibitors cancelling their site or failing to appear at the show are not eligible for any refunds.**

- ✚ Trade Site allocation is not confirmed until the site fees and extras are paid in full.

✚ **Entry Tickets** – one entry ticket is included within the base cost of each site. If you have more people involved with your site, you will need to purchase additional show entry tickets. Additional tickets are available at a cost of \$15.00 per adult.

✚ **No Ticket – No Entry.**

***A site map will be available from 5pm Friday the 27th of March
NOT BEFORE.***

Site Size	Cost	Power (additional cost if required)	Inclusions
4m front X 4m depth	\$50.00	\$35.00	1 x entry ticket
5m front, any depth	\$64.00	\$35.00	1 x entry ticket
6m front, any depth	\$78.00	\$35.00	1 x entry ticket
7m front, any depth	\$92.00	\$35.00	1 x entry ticket
8m front, any depth	\$106.00	\$35.00	2 x entry tickets
10m front, any depth	\$134.00	\$35.00	2 x entry tickets
12m front, any depth	\$162.00	\$35.00	3 x entry tickets
16m front, any depth	\$218.00	\$35.00	4 x entry tickets
20m front, any depth	\$274.00	\$35.00	5 x entry tickets

Trade Site Application (Please Print)

Business Name.....

Postal Address.....

..... **Postcode**

Name of contact person.....

Phone number.....

Email address.....

Detailed description of Services/Products on display

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Number of extra meters required.....

Number of extra entry tickets..... @ \$15.00 per ticket = \$.....

Power (Must carry own RCD & have a current Electrical Cert.) ☐ **Yes** ☐ **No**

Total Amount to be paid.....

Please note: An invoice will be emailed to you for payment.

Signed **Date**.....
(as agreeing with the conditions listed above)

MALVERN A&P ASSOCIATION HEALTH & SAFETY CODE OF CONDUCT FOR TRADE SITES

NO GLASS

NO DOGS

(unless competing & tagged)

1. GENERAL

- Wearing of PPE relevant to the task is compulsory for all personnel and for tasks requiring it to be worn
- Follow and obey all rules, signs and instructions for the showground site. If in doubt, ask!
- Speed limit is set at a maximum of 15 km around the showground's site at any time.
- Always wear adequate cover including sunscreen, hat and clothing when working in the sun. Sunblock is kept at the show office.
- No firearms are allowed on this show work site.
- Workplace bullying and harassment will not be tolerated.
- All showground signs are to be adhered to by showground committee, trade exhibitors and the general public. Any non-compliance must be reported to the secretary/co-ordinator at the show office.
- Being under the influence of alcohol or drugs when working, is **STRICTLY FORBIDDEN**.

2. HAZARDS

- Remember: Think Good Risk Management: Eliminate, Isolate and Minimise
- Always look out for hazards and remember to remove them, guard against them and warn others about them.
- Report immediately to the showground's office any condition or practice you think might cause damage to equipment or injuries to anyone.
- Maintain safe work practices and keep yourself and others safe at all times.
- Ensure the showground's site is kept tidy and free from unnecessary obstructions.
- All sharp peg/pole ends to be covered and ropes to be clearly marked if in high pedestrian area.

3. FIRE & FUELS

- Do not have any naked flames, smoke or ignition source around flammable substances.
- Always close petrol cans after use and keep secured.
- No burning rubbish or debris on site.

4. MANUAL HANDLING - HEAVY LOADS & LIFTING

- Always get help for heavy loads.

5. VEHICLES & MACHINERY

- Always assess the risk: Is the right machine, vehicle or tool being used for the task?
- Children under the age of 16 years must not operate any machinery and must be at safe

distances while machinery is in use. If necessary use a spotter to ensure a safe work area.

- No guards or safety devices are to be removed, tampered with or modified.
- All machinery should be used in accordance with manufacturers' specifications and advice and should only be used for the purpose it was designed for.
- Appropriate footwear, clothing and safety equipment must be worn while operating any machinery and long hair should be tied back and minimal jewellery worn.
- Safety check all machinery before use and ensure work area is clear of dangerous materials and/or obstructions. Any defects in machinery should be reported to management before use.
- Personnel may not adjust or maintain any machinery without prior approval of the management or equipment provider.
- Do not attempt to use any machinery you are unfamiliar with, without training and supervision from the management or someone appointed by them. Only delegated operators to use machinery. Appropriate licences required.
- Always keep a safe distance away from any other person operating machinery.
- All tractors and machinery will be mounted and dis-mounted correctly and at no time is any personnel to climb/jump off any moving vehicle.
- At any time when equipment or machinery becomes jammed, the operator/driver will not under any circumstances attempt to clear the obstruction without first turning the machine off completely and ensuring all moving parts have stopped moving.
- Before use, all tractors and quad bikes will have a prestart check conducted by owner of that machine.
- All vehicles shall be checked thoroughly. Identify and report any faults to management on vehicle maintenance sheets immediately.

Tractors and Forklifts:

- Restrict unauthorised access on the tractor. Always remove keys when machine not in use.
- Passengers must never be carried on or in tractors and implements.
- Extra care must be taken while operating a tractor with front-end loader and/or implements attached. All hydraulics are to be lowered when stationary at all times
- No one under the age of 16 may drive a tractor.
- Visitors/public must never operate a tractor.

Quad bikes & Motorbike:

- Quad bike helmets to be worn at all times. Chinstrap to be done up.
- Ensure all riders are trained / experienced enough to do the job.
- Recognise dangerous area by establishing 'no-go' zones.
- Don't carry passengers at any time.
- Quad bikes are not to be in the showground's between the hours 8am – 4.30pm except by the express permission of show management.
- Keep within the manufacturers towing or carrying limits.
- Restrict unauthorised access to all the bikes. Always remove keys when machine not in use.

Chainsaws:

- Whenever certified personnel operate a chainsaw, recommended PPE gear must be worn at all times.
- At time of operation staff must be trained in chainsaw use and be able to produce certification to verify.

6. EMERGENCIES

- The emergency procedure is displayed in show office and on all notice boards. Read and understand the emergency procedures, location of the fire extinguishers, first aid kits and their use.
- Volunteers to identify where the first aid vehicle is located.
- Report any emergencies immediately to the show office
- If in doubt, ask.

7. ACCIDENTS OR INCIDENTS

- Whenever you or the equipment you operate is involved in an accident or incident, regardless of how minor, report and record it on day of occurrence in the Health and Safety Manual and inform Show office
- Get first-aid promptly if needed
- Participate in rehabilitation for work related injuries / illnesses.

8. CHILDREN

- Children must not operate any machinery and be at a safe distance while machinery is in use
- If it is necessary for workers / volunteers to have children with them, these children must be under the constant supervision of an adult at all times.

SUMMARY

- a. The Code of Conduct has been compiled by the Management and Governance of this show committee to comply with the requirements of the current Health and Safety legislation and the Royal Agricultural Society Health and Safety Programme 2012.
- b. Our Malvern A&P Association Show Committee will actively promote the Code of Conduct to ensure the working environment in this business is as far as reasonably practicable free from hazards.
- c. All Trade Exhibitors and any volunteers at this show must read the Code of Conduct and be made fully aware of its importance.
- d. All Trade Exhibitors will be required to confirm that they have read and understand the Code of Conduct on arrival, this record will be retained at the show office with all Health and Safety records.
- e. The Code of Conduct is to be reviewed at least annually or as required prior to the start of any new show season or at the review following the show.
- f. Disregarding or intentionally breaking any of the rules as outlined in the Code of Conduct, will be viewed as serious misconduct and may result in disciplinary action or may result in the offender being removed from the show assistance team.

☐ I certify that I have read and accept the Health & Safety Code of Conduct

Signed:.....

Name:.....

For (Business Name)

Date:.....