

EQUITANA MELBOURNE

— 10 - 13 NOVEMBER 2022 —

EXHIBITOR



Contents

IMPORTANT CONTACT DETAILS	4
IMPORTANT DATES TO REMEMBER.....	4
VENUE SAFETY REQUIREMENTS	5
SAFETY CLOTHING.....	5
VENUE INDUCTION.....	6
VENUE ACCESS.....	6
EXHIBITOR PARKING.....	6
LONG TERM PARKING.....	6
SHORT TERM & ADDITIONAL PARKING	6
BUMP IN, REPLENISHMENT & BUMP OUT DETAILS	7
EXHIBITOR BUMP IN AND BUMP OUT	7
DELIVERIES TO THE VENUE.....	7
VEHICLES ON SITE	7
LOADING DOCKS	8
LOADING DOCK SUPPORT EQUIPMENT.....	8
RESTOCK OF EXHIBITION STANDS.....	9
EXHIBITION SERVICES	10
AISLE WAYS	10
BANKING FACILITIES	10
CATERING ONSITE DURING BUMP IN.....	10
CATERING FOR YOUR EXHIBITION SITE.....	10
COMMUNICATIONS - INTERNET	10
ELECTRICAL REQUIREMENTS	10
EXHIBITION OPENING HOURS.....	10
EXHIBITOR LOUNGE.....	11

EXHIBITOR STAFF PASSES.....	11
EXHIBITION STAFF PASSES – ADDITIONAL PURCHASE.....	11
FIRE AWARENESS.....	11
FURNITURE HIRE	12
MOTOR VEHICLES DISPLAYED ONSITE	13
ON SITE EXHIBITION OFFICE.....	13
RIGGING.....	13
STAND CLEANING	13
STORAGE.....	13
INSURANCE	14
GOODS INSURANCE:	14
PUBLIC RISK INSURANCE:	14
OCCUPATIONAL HEALTH AND SAFETY	15
WORKING ENVIRONMENT	15
BASIC HEALTH AND SAFETY RULES	15
OBSERVE EMERGENCY FACILITIES AND PROCEDURES.....	15
EXHIBITOR CHECK LIST	16

IMPORTANT CONTACT DETAILS

Company & Area		Contact Name	Contact Number	Email
EQUITANA Melbourne	Exhibition	Susan Moir	0418 398 850	susan@equineproductions.com.au
Harry the Hirer	Stand Build	Igor Kolevski	0425 781 135	igork@harrythehirer.com.au
GEL Logistics	Freight	Francisco Sanchez	0434 516 331	francisco@gevents.com.au
Melbourne Showgrounds	Venue	Renata Krupinska	0403 653 025	renata@melbourneshowgrounds.com

IMPORTANT DATES TO REMEMBER

Dates in 2022	Day	Reason
5th September	Monday	All EQUITANA Exhibitor Forms & Breed Village Required Forms due
10th October	Monday	Final invoice due for EQUITANA Melbourne 2022 NO ENTRY TO EVENT WITHOUT FULL PAYMENT All Harry the Hirer online forms due
20th October	Thursday	All Melbourne Showgrounds forms due
28th October	Friday	All GEL Events forms due
7th November	Monday	Special Build sites (over 100sqm) Bump In Date 7:00am – 7:00pm
8th November	Tuesday	Space Only sites (36sqm and above) Bump In Date 7:00am – 7:00pm
9th November	Wednesday	All Exhibitors Bump In Date 7:00am – 7:00pm
10th – 13th November	Thursday - Sunday	EVENT DAYS
13th November	Sunday	All Exhibitors Bump Out (from 4:00pm – 7:00pm)
14th November	Monday	All Exhibitors Bump Out Day (7:00am – 12noon)

VENUE SAFETY REQUIREMENTS

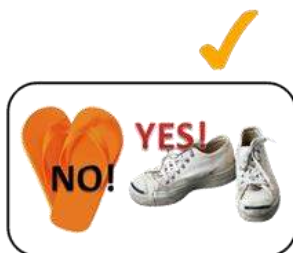
SAFETY CLOTHING



SAFETY VESTS

ALL EXHIBITORS MUST WEAR A SAFETY VEST DURING BUMP IN AND BUMP OUT.

Event organisers have a limited amount of Safety Vests for use during Bump In and Bump Out available for purchase. It is the exhibitor's responsibility to bring appropriate safety vests with them to site. These vests are \$10 each and can be purchased before the event from the information desk at Pie in the Sky.



FOOTWEAR

ALL EXHIBITORS MUST WEAR SENSIBLE ENCLOSED TOE FOOTWEAR WHILST ON SITE.

It's a requirement of the Melbourne Showgrounds for all operational and exhibition personnel at the venue throughout the duration of bump in and bump out to wear enclosed toe shoes.

If you need to purchase any personal protection equipment to be worn onsite the closest retail outlets are:

- Home Timber & Hardware, 182-184 Union Rd, Ascot Vale VIC 3032
- Bunnings Maribyrnong, Cnr Rosamond Rd &, Williamson Rd, Maribyrnong VIC 3032



CHILDREN ON-SITE

Any person under the age of 15 years is prohibited from accessing the venue during a move in or move out period. This must be strictly adhered to and absolutely NO EXCEPTIONS will be made by the venue.

VENUE INDUCTION

It is a requirement of the Melbourne Showgrounds to complete a safety Induction prior to arriving onsite. The induction must be completed by all personnel entering the Showgrounds for Bump-In and Bump-out. Certificate of completion must be available if requested by Security.

The below link will lead you to the RASV induction, please forward the link onto any contractors, staff and personnel that will be representing your company throughout the bump in and bump out phases of EQUITANA Melbourne 2022.

<https://www.whsmonitor.com.au/cregister/registercontractor.aspx?jc=3C417517-3830-4989-98C1-6902D4EE1096>

EQUITANA and Melbourne Showgrounds staff will be completing safety induction checks and reserve the right to remove any person who fails to provide evidence of their completed safety induction.

It is the Exhibitor's responsibility to ensure that all their staff have completed their safety induction prior to arriving onsite.

VENUE ACCESS

Melbourne Showgrounds

Epsom Road
Ascot Vale, VIC, Australia, 3032

BUMP IN ACCESS GATES		
Monday 7 th November (Special Build)	7:00am – 7:00pm	Access via Gate 1 & 1B, Epsom Road
Tuesday 8 th November (Space Only)	7:00am – 7:00pm	Access via Gate 1 & 1B, Epsom Road
Wednesday 9 th November (All Exhibitors)	7:00am – 7:00pm	Via Gate 1 & 1B, Epsom Road
DURING EVENT LOADING DOCK ACCESS		
Thursday 10 th – Sunday 13 th November	7:00am – 8:30am	EVENT DAYS Access only during restock times.
BUMP OUT ACCESS		
Monday 14 th November	7:00am – 12:00pm	Via Gate 1 & 1B, Epsom Road

EXHIBITOR PARKING

The Melbourne Showgrounds controls all parking within the venue during the event. Exhibitor parking is located in Carnival Car Park and is accessible through Gate 5. Parking will be available from Tuesday November 8th from 7am until 12noon Monday November 14th. Parking is at the expense of the Exhibitor and is charged at the rate of \$15 per entry.

LONG TERM PARKING

Any stock or long-term parked vehicles with the correct accreditation can be parked in the Carnival Car Park for the duration of the event. If the car is not moved, then it will incur no parking fees from the Melbourne Showgrounds. Please discuss any specific needs with either the Exhibition or Operations Manager during the bump in.

SHORT TERM & ADDITIONAL PARKING

Parking will be in Carnival Car Park until it reaches capacity – after which you will be directed by gate staff to the southern side of the Western Non-Core Car Park accessed off through Gate 7 off Leonard Crescent.

BUMP IN, REPLENISHMENT & BUMP OUT DETAILS

EXHIBITOR BUMP IN AND BUMP OUT

Exhibitors are provided access times for bump in dependant on the size of their stand. No permission will be granted by security for companies arriving earlier than their designated bump in day. Closing times during bump in days are based on security provision, so no additional time will be provided

All stock and freight must be moved out by midday on Monday 14th November 2022. No exceptions to this policy will be granted as the Melbourne Showgrounds take back possession of the venue.

Exhibitors are responsible for the security of their displays and exhibits. Any exhibit or material remaining on site after 12pm on Monday 14th November will be removed by the venue & relocated at the Exhibitor's cost. No responsibility will be accepted by the Organiser or the venue for the loss of any items that are left on your stand. You must ensure the above times are communicated to freight companies contracted to pick up items from your stand ensuring a member of your staff is present for when the freight company arrives to collect.

DELIVERIES TO THE VENUE

The organisers of EQUITANA Melbourne and the Melbourne Showgrounds will not accept delivery of any goods on behalf of Exhibitors. All Exhibitors must adhere to freight delivery times, delivery location and dates listed below. Please ensure each item dispatched to Melbourne Showgrounds is labelled the Melbourne Showgrounds delivery label forwarded alongside this document.

Freight Delivery Address

*Melbourne Showgrounds Freight Entry
Gate 5, Langs Road
Ascot Vale, Victoria, 3032*

A copy of the delivery label is available to download online from the EQUITANA Melbourne website or can be emailed to you at the request of the Exhibition Manager.

Freight delivery time during Bump In

Tuesday November 8th – 7am until 7pm
Wednesday November 9th – 7am – 7pm

EXHIBITORS MUST MEET THEIR OWN DELIVERIES

Security will advise the driver of drop off point. Please ensure that your freight delivery company is supplied with your mobile telephone number. This will ensure no deliveries are unable to be delivered.

VEHICLES ON SITE

Vehicles will be allowed to move around the site during bump in and bump out. Vehicles on site must have their hazard lights on and move at a speed of 10kph or walking pace. Vehicles must not enter any building unless otherwise approved by the Exhibition Manager or the Operations Manager.

LOADING DOCKS

AUTHORISED PERSONS ONLY TO BE IN THESE AREAS DURING BUMP IN AND OUT – NO EXCEPTIONS WILL BE GRANTED

The Loading Docks is for **loading and not for parking**, please **do not park** in the loading dock whilst building your site. We ask that stock is unloaded and then removed from the dock to allow the next Exhibitor access to the dock position. The security team will be able to direct you to the car parking.

We do ask for patience and understanding when waiting for a place to unload or when asked to move your vehicle by security.

EXHIBITION PAVILION ACCESS

Enter via gate 1B off Epsom Road and veer to your right to access your loading dock.

PETSTOCK PAVILION ACCESS

Enter through Gate 1 off Epsom Road, head straight up Kubota Australia Boulevard turn left into the first building.

ARIAT AUSTRALIA PAVILION ACCESS

Enter via Gate 1 off Epsom Road and continue along Kubota Australia Boulevard, the Ariat Pavilion will then be on your right.

LOADING DOCK SUPPORT EQUIPMENT

GEL Events, EQUITANA Melbourne's Freight Forwarding and Storage Company, offers loading dock service to make bump in a more pleasant experience.

GEL Events can provide the following services at the listed cost:

Forklift prices below for bump in / bump out

\$65 + GST	1 x Lift
\$50 + GST per lift	2-3 x Lifts
\$45 + GST per lift	4-5 x Lifts
\$40 + GST per lift	6-7 x Lifts
\$300 + GST Fixed Rate - 8-12 pallets (12 Pallets)	
\$450 + GST Fixed Rate - Semi-Trailer - 13-22 pallets (Semi-Trailer)	

Storage during show - charged per pallet space includes handling to and from stand bump in / out - non accessible during show in Woodchop area.

\$65.00 + GST per pallet

To book GEL Events or receive a quote for their services, please follow the link below.

[EQUITANA Melbourne 2022 - GEL Freight / Logistics Quote Request Online Form](#)

PLEASE BOOK THE USE OF GEL EVENTS EQUIPMENT PRIOR TO THE EVENT IF REQUIRED

Direct contact details are also available at the front of this document.

RESTOCK OF EXHIBITION STANDS

Exhibitors can restock their exhibition stands from the Loading Docks only from 7:00AM to 8:30AM from Friday to Sunday morning. The same loading docks that are utilised for Bump In/Out will be utilised for all restock times.

WE ASK FOR EVERYONE'S HELP IN MAINTAINING AN EFFICIENT UNLOADING SYSTEM AND ONLY USING THE LOCKING DOCK FOR A SHORT PERIOD OF TIME.

This will allow all Exhibitors the opportunity to restock and return their vehicles to the carpark prior to event opening. Exhibitors must drive into the loading dock, drop stock and then depart the loading dock. If any special circumstances arise, then please contact the Exhibition Manager directly, and we will do our best to assist.

EXHIBITION SERVICES

AISLE WAYS

Exhibitors are prohibited from expanding their exhibition sites into aisle ways. Aisle way must always remain free from product and advertising. Please be aware that exhibitors will only receive one warning of aisle obstruction before the obstructing items will be removed and confiscated by the Melbourne Showgrounds Staff, items will only be return after the event's conclusion.

Security, Melbourne Showgrounds and Event Staff will patrol the aisle ways during opening hours to ensure that this safety breach is not violated. We ask for your help not to place us in a situation where stock or advertising materials must be taken off the floor.

BANKING FACILITIES

ATM's will be located outside the Grand Pavilion, beside the food court during EQUITANA Melbourne.

CATERING ONSITE DURING BUMP IN

If you are searching for food during Bump In, the Exhibitors Lounge will be available on the Tuesday and Wednesday prior to the Event from 10am – 2pm. Food provision will be limited.

Alternatively, the Showgrounds Shopping Village is located behind the PETstock Pavilion, with access off Epsom Road and provide alternative catering options.

CATERING FOR YOUR EXHIBITION SITE

Melbourne Showgrounds has the sole catering rights to all food and beverage products. Exhibitors are prohibited from selling any food and beverage products from their stands including coffee.

Dean & McPherson is the Melbourne Showgrounds catering provider. Exhibitors may order food to be delivery to their stand during EQUITANA Melbourne. Please use the ordering form below to submit your orders. Order must be submitted to the Melbourne Showgrounds by 5pm the day prior.

[EQUITANA Melbourne Exhibitor Catering Menu - Melbourne Showgrounds.pdf](#)

COMMUNICATIONS - INTERNET

Melbourne Showgrounds has a team which can assist EQUITANA Melbourne Exhibitors with all their requirements – EFTPOS connection and wireless internet. Please be aware of deadlines for provision, as late requests may not be completed in time for the event. Follow the link below to the Melbourne Showgrounds technology services and engagement form.

[Melbourne Showgrounds Technology Services.pdf](#)

ELECTRICAL REQUIREMENTS

In accordance with Australian Standard 3760, all portable electrical equipment brought onto the Melbourne Showgrounds by Exhibitors and contracted suppliers, must have been tested by a licensed electrician and display a current tag.

It is the responsibility of the Exhibitor to have all electrical equipment tested and tagged before bringing it to the venue. The official electrical contractor for exhibition is Harry the Hirer. All electrical work to stands will be carried out by Harry the Hirer electrical staff.

EXHIBITION OPENING HOURS

The Exhibition floor will be open to the public from 9:00AM – 6:00PM from Thursday to Saturday. Sunday will have an early closing and will be open from 9:00AM - 4:00PM.

We will do our best to clear the pavilion floor in the evening as quickly as possible in order that Exhibitors may start packing up and going home; however, we do ask for some patience regarding this. Also, we do ask that sales are being wrapped up early enough so our security can start clearing the Exhibition floor on event days in order that the floor is clear at 6:00PM (Thursday to Saturday) or 4:00PM (Sunday).

EXHIBITOR LOUNGE

The Exhibitors Lounge located in the Royal Block (Building 5) next to the Royal Cafe. The Exhibitors Lounge will be open daily (event days only) as an exclusive area for Exhibitors and their guests, Educators and EQUITANA VIP's to mingle and relax.

Food purchased from any of the food vendors can be brought into the area. To gain access to the Exhibitors Lounge, simply show your Exhibitor pass at the front door.

EXHIBITOR LOUNGE OPENING HOURS

10:00AM – 2:00PM Tuesday 8th October (Space Only Bump In Day)

10:00AM – 2:00PM Wednesday 9th October (All Exhibitors Bump In Day)

11:00AM – 4:00PM on Event Days

EXHIBITOR STAFF PASSES

Exhibitors and their staff will be issued with Exhibitor staff passes. Exhibitor staff passes will be prepared and available for pickup at bump-in from the information tent located under the Pie in the Sky. Exhibitor passes should only be supplied to persons employed by you, to specifically work on your stand.

No staff member/s will be admitted into EQUITANA Melbourne without an Exhibitor pass. Exhibitors must always wear their passes and in the interest of a more efficient security control, please ensure that passes are always clearly visible.

All sites will receive a certain number of Exhibitor passes. The number of passes will relate to the amount of space that the Exhibitor has purchased.

SITE SIZE (sqm)	9-17	18-36	45-53	54-71	72-90	90+
PASSES	4	6	7	8	9	10

Please note that Exhibitor Staff Passes DO NOT allow entry into Night-time Programs or Masterclasses.

EXHIBITION STAFF PASSES – ADDITIONAL PURCHASE

Additional Exhibition staff passes are available to purchase for \$20.00 each (inclusive of GST) and allows entry for all 4 days of the event. Please complete and submit the Additional Exhibitor Pass Form from the website

<https://www.equitana.com.au/exhibitor-manual-forms/>

FIRE AWARENESS

Please be aware that it is illegal to:

- Block or congest emergency exits
- Block the access route to an emergency exit
- Obscure or cover emergency exit signs
- Store equipment or any other item in the fire exits.

EQUITANA Melbourne and the Melbourne Showgrounds will not accept these practices and adherence to safety laws will be strictly enforced.

FURNITURE HIRE

Furniture for your booth can be hired from Harry the Hirer. All Exhibitors are responsible for furniture hired and damage will be charged back to the Exhibitor. To order furniture for your stand including tables and chairs please contact Harry the Hirer.

MOTOR VEHICLES DISPLAYED ONSITE

All motor vehicles (including Electric, Hybrid and LPG fuelled cars) that come on-site for display require prior approval from the Melbourne Showgrounds and must adhere to the following safety guidelines:

- Vehicles cannot be started and run without prior permission from Melbourne Showgrounds staff.
- Flooring must be protected by drip trays under each vehicle.
- Under no circumstances is fuel to be decanted.
- Ignitions keys are not to be left in the vehicle.
- Every car must have at least 1 x 2.3kg, A:B:(E) dry power extinguishers mounted in a prominent location at the front of the display.
- All vehicle move-in and out must be discussed with your EQUITANA Melbourne and approved by Melbourne Showgrounds.
- Display vehicles must be stationary for the duration of the event days until all public patrons have vacated.

ON SITE EXHIBITION OFFICE

This office located in the Pie in the Sky Information Marquee will be attended from 12:00PM on Monday 8th November until end of event. In the event this is unattended please contact the Exhibition Manager via the contact details listed in this manual.

All Exhibitor staff passes, Exhibitor tickets and pre-ordered safety vests must be picked up from the Pie in the Sky Information Marquee during bump in.

Photo copying and faxing will NOT be available from this office.

RIGGING

Additional rigged lighting and in particular, ceiling hung promotional banners are a great way to further promote your branding in a large exhibition pavilion.

Any rigging at the Melbourne Showgrounds must be done through an approved rigging company. All applications for rigging must be signed off by a Melbourne Showgrounds appointed structural engineer at the cost of the Exhibitor. Not all exhibition pavilions have the ability for internal or external rigging. If you would like to enquire about rigging for your booth, please contact the EQUITANA Melbourne Exhibition Manager to discuss your requirements.

STAND CLEANING

Pavilions will be cleaned every night as part of the event. Cleaner will not enter into trade stand, nor clean or remove rubbish from the exhibition trade sites. If you would like a quote for your stand to be included in the nightly clean, please contact the Melbourne Showgrounds.

STORAGE

Please note – EQUITANA Melbourne do not provide allocated exhibitor storage space onsite. Should you require items to be stored on site during the event, please contact GEL Events to arrange storage and delivery to your stand.

INSURANCE

Whilst the Organisers will provide necessary security during the exhibition, neither the Organisers or Melbourne Showgrounds or any of their staff, employees, agents or representatives shall be held accountable for or liable for, and the same are released from accountability or liability for any damage, loss, harm or injury to their person or any property of the event, however caused, or any of its staff, employees, agents or other representatives, or for goods sent to the venue before or remaining after the exhibition, or whilst in transit to or from the exhibitions or during the exhibition.

GOODS INSURANCE:

The Organiser does not have an insurance policy which covers Exhibitor's goods. You are therefore advised to extend your Property Insurance Policy to cover loss of stock and display equipment due to theft or damage.

PUBLIC RISK INSURANCE:

The Organiser does not have an insurance policy which covers public risk on Exhibitor's stands. If you are displaying or demonstrating goods you must

have a PLI policy in place.

**IT IS COMPUSORY FOR ALL EXHIBITORS TO HAVE PUBLIC RISK INSURANCE
COVER OF MINIMUM \$5 MILLION.**

In most cases, this can be achieved by extending your policy through your insurance broker, agent or insurance company. Equine Productions does not provide a group cover to cover liability of attendees on your stand.

PLEASE EMAIL A COPY OF YOUR INSURANCE SCHEDULE TO susan@equineproductions.com.au

OCCUPATIONAL HEALTH AND SAFETY

The policy of EQUITANA Melbourne is that each of its employees shall be provided with a safe and healthy place in which to work. To achieve this policy, management will make every reasonable effort in areas of accident prevention, hazard control and removal, injury protection and health preservation to every practical extent.

In conjunction with this policy, a series of safe working rules and procedures on specific individual safety and health matters have been established and are detailed below. Health and safety at an event are both an individual and shared responsibility of all Exhibitors, and EQUITANA Melbourne. These basic health and safety rules apply equally to every Exhibitor along with every team member of EQUITANA Melbourne. Each EQUITANA Melbourne site supervisor has the duty and authority to take appropriate disciplinary action after a violation of any of these rules.

REPORT THAT HAZARD! - If you see a potential hazard or something you think is dangerous, please immediately contact a member of the EQUITANA Melbourne team so we can resolve the issue.

WORKING ENVIRONMENT

Our event is the workplace of many other organisations, who often have their own operating procedures in addition to these basic health and safety rules outlined in this document. Each Exhibitor must be aware of, and follow the procedures, which apply, to each workplace in which they work, the Melbourne Showgrounds and EQUITANA Melbourne at all times.

BASIC HEALTH AND SAFETY RULES

- Observe all signs.
- Keep Guards and Barricades in Place
- A warning sign, danger tag, safety guard or barricade is put there to ensure your protection from recognized hazards. This rule is necessary to protect everyone. Do not remove or override any existing guarding or barricades. If you see this happen, report it to your supervisor immediately.
- No Smoking in buildings. Smoke in Designated Areas Provided
- No Horseplay - Serious injuries and incidents can and often do result from horseplay or practical jokes. Horseplay sometimes involves equipment at the workplace, which may never have been designed for the uses it has been put to, and serious accidents may result. Section 25, of the Occupational Health and Safety Act 1985; require that all employees of businesses take responsible care for their own health and safety of anyone who may be affected by his or her own acts or omissions.
- Take Fire safety precautions - Exhibitors should ensure that aisle ways and fire escapes are free from obstruction by your own doing.
- Wear appropriate PPE (high vis, closed toe shoes, long sleeves or sunscreen if outside etc)
- Observe and work safely around Plant equipment – Wear your high vis and ensure you are easily visible to plant operators.
- Be aware of your emergency evacuation meeting point at all times.

OBSERVE EMERGENCY FACILITIES AND PROCEDURES

The individual emergency procedures at the workplace or event precinct should be learnt and followed when an emergency of any kind arises. If you would like a copy of the EQUITANA Melbourne precinct emergency procedure, please contact the event management team.

EXHIBITOR CHECK LIST

Once you have read the EQUITANA Melbourne 2022 Exhibitor Manual, use this handy check list to ensure you are nice and organised and have not forgotten anything!

- ☐ I have read the exhibitor manual, feel comfortable with what I have read and feel well prepared for the exhibition.
 - ☐ I have taken note of the bump in and bump out times and have arranged for my stock to be there within the correct time.
 - ☐ I have familiarised myself with the venue map and I am aware of my pavilion and booth position.
 - ☐ I have emailed/contacted my companies data base and advertised that I will be attending EQUITANA Melbourne by publishing my Pavilion and Booth Number.
 - ☐ I have gone made sure that my fascia sign (if it is included in my site) has the correct name to be printed.
 - ☐ I have completed and submitted an Exhibitor Ticket form to order my discounted tickets for my staff.
 - ☐ I have completed and submitted an Additional Exhibitor Pass form if I have more staff than allocated passes.
 - ☐ I have ordered all my stand build and furniture requirements (if applicable) with Harry the Hirer.
 - ☐ I have completed and submitted the Melbourne Showgrounds Technology Request form for all my internet needs.
 - ☐ I have had all electrical equipment that I am bringing to the event tagged and tested I have purchased Safety Vests for my staff and I to wear during Bump In and Bump Out.
 - ☐ I have completed my online Showgrounds Induction and so have my staff involved in Bump In/Out.
 - ☐ I have checked my Public Risk Insurance and ensured that my policy cover is \$5million and forwarded a copy to susan@equineproduction.com.au
-