



— 10 - 13 NOVEMBER 2022 —

BREED VILLAGE



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IMPORTANT CONTACT DETAILS

Company & Area		Contact Name	Contact Number	Email
EQUITANA Melbourne	Exhibition	Susan Moir	0418 398 850	susan@equineproductions.com.au
EQUITANA Melbourne	Education Manager	Sue McKay	0418 397 443	Sue.m@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@gelevents.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 Information 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
9th November	Wednesday	Kelato Breed Village Bump In Date 7:00am – 2:00pm – NO HORSE ACCESS 2:00pm – 7:00pm – HORSE ENTRY
10th – 13th November	Thursday - Sunday	EVENT DAYS
13th November	Sunday	Kelato Breed Village Bump Out (from 4:00pm – 7:00pm)
14th November	Monday	Kelato Breed Village Bump Out Day (7:00am – 12noon)

VENUE SAFETY REQUIREMENTS

SAFETY CLOTHING



SAFETY VESTS 0418

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 outlets are:

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

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 GATE		
Wednesday 9 th November	7:00am – 2:00pm – NO HORSE ACCESS 2:00pm – 7:00pm – HORSE ENTRY	Via Gate 4 off Langs Road,
DURING EVENT HORSE SWAP OVER		
Thursday 10 th – Sunday 13 th November	7:00am – 8:30am	EVENT DAYS Access only during horse swap over times.
BUMP OUT ACCESS		
Sunday 13 th November Monday 14 th November	4:00pm – 7:00pm 7:00am – 12:00pm	Via Gate 4 off Langs Road,

EVENT DAYS 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

If your horse is not going to be moved during the whole event, then your car & float/truck can be parked in the Carnival Car Park for the duration of the event. If the car & float/truck is not moved, then it will incur no parking fees from the Melbourne Showgrounds. If you do move your vehicle during event days (such as changing over horses) please be aware that you probably will not be able to regain your position in the Long Term Parking Area. 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

Arrival Procedure

The Melbourne Showgrounds is located in Ascot Vale in the heart of the Melbourne metropolitan area. Kelato Breed Village Bump In will be from Langs Road through Gate 4. Please keep to the left-hand side to avoid traffic congestion. Please use designated Drop Off/ Unloading areas as sign posted. We do ask that each Exhibitor keep the time that he/she leaves their vehicle to unload to a minimum. Please have consideration for other Kelato Breed Village Exhibitors who are all trying to get their horses in and settled during the same timeframe.

Horse Arrival

Exhibitors can have access to their stable to set up their display from 7:00am on Wednesday 9th November – however we do ask not to bring your horse until 2:00pm onwards. **NO HORSES WILL HAVE ACCESS TO THE STABLES ON WEDNESDAY MORNING** due to Occupational Health and Safety regulations.

We strongly advise bringing your horses in on Wednesday, rather than trying to do so on Thursday morning as access points will be more difficult with further to walk horses/tack/information/etc. due to event day access/egress points. **VEHICLE ACCESS WILL BE LIMITED ON EVENT DAYS.**

If you are limited to bringing your horse on Thursday 10th November, entry will be via Gate 4 on Langs Road. You must arrive between 7.00AM – 8.30AM. Horses will not be accepted after 8.30AM. Please follow the directions of event staff upon your arrival.

Departure Procedure

All horses and Exhibitor owned product 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. 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 only. 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.

HORSE CHANGE OVER DURING EVENT DAYS

Should you not be showcasing the same horse over the four days of the event, you will need to change horses. THIS CAN ONLY BE DONE BEFORE EQUITANA OPENING OR AFTER CLOSING TO PUBLIC.

The following times will be permitted for arriving or departing horses on Thursday – Saturday:

Morning Arrival/Departure:	Between 7:00am – 8:30am
Evening Arrival/Departure:	Between 6:30pm – 7:00pm

If you are dropping off or picking up a horse from the Kelato Breed Village, it must be walked off the front of house area by hand – with no vehicle traffic permitted within the front of house area during event days.

THERE WILL BE NO EXCEPTION TO THIS RULE – NO VEHICLE ACCESS WITHIN THE PUBLIC FACING AREA DURING EVENT DAYS.

BREED VILLAGE SET UP**ACCREDITATION CHANGE OVER**

If your group or society has different contact people and exhibitors or horses coming in during the course of the event, please ensure you arrange to give the next person their accreditation passes. EQUITANA Melbourne will provide an appropriate number of wristbands to facilitate changeovers. The wristbands are not transferable, so it is important the next exhibitor receives their passes. You are responsible for the wristbands/passes and you need to arrange handover. The new exhibitors will need the passes to access the venue. Please share this information with new exhibitors as they changeover with you.

BREED VILLAGE OPENING HOURS

The Kelato Breed Village will be open to the public from 9:00AM – 6:30PM from Thursday to Saturday. Sunday will have an early closing and will be open from 9:00AM - 4:00PM.

It is a stipulation of participation that a horse and at least one member of the party be available and on display during all opening hours of the event.

We do request that all horses are stabled by 8:30am every morning on event days. This will ensure that they are relaxed and ready within their stables to receive the public at 9:00am.

Please ensure that your stables have been mucked out prior to 8:30am to ensure the best image is put forward to our attendees.

NO HORSES MAY BE REMOVED FROM THEIR STABLES DURING OPENING HOURS UNLESS BEING DISPLAYED IN THE ROUND YARD OR THINK FENCING ARENA WITH THE EXPRESS KNOWLEDGE OF THE BREED VILLAGE MANAGERS.

We will do our best to clear the Village 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.

BREED VILLAGE STABLES

Each stable is 3.6m x 3.3m . One stable within a Basic Package is to house one horse, one stable is to display information about the breed. You will be informed of the layout of the Kelato Breed Village when ALL exhibitors have returned their information about what horses will be attending on each day.

The stables have doors which will be closed at night time. If you wish to lock the office stable doors, then please provide your own chain, padlock and key. We do not suggest this practice for the horse stables in case veterinary care is required overnight for the horse.

Please refer to the pictures below:



Stables in one block



Individual Stable

BREED VILLAGE OFFICE STABLES

Kelato Breed Village Office stables will be inclusive of the following:

- One 3.6m x 3.3m stable next to the horse designated stable of the same size
- Company/Stud/Association Name on fascia signage
- One power point
- One arm light

BEDDING

The bedding will be provided for Exhibitors within the Kelato Breed Village.

Wood Shavings will be used in all the stables within the Kelato Breed Village. It has been selected to remove harmful dusts and reduce the incidence of reactive airways diseases in horses.

A suitable amount of bedding will be placed in your horse accommodation stable when you arrive at the event. There will be additional bedding available on request from the Breed Village Managers. Please ensure that you request your additional/replacement bedding early, as it will only be delivered the following morning for muck out time. Bedding above and beyond provided or replacement bedding can be requested at the charge of the Exhibitor.

All Kelato Breed Village exhibitors are responsible for keeping their stables clean during the event. Manure bins will be made available throughout the Village.

CHILDREN IN THE BREED VILLAGE

Please note that NO CHILDREN under the age of 16 are permitted on the EQUITANA Precinct during Bump In or Bump Out due to Occupational Health and Safety regulations.

We understand that at the event, you may wish to bring your children, however we do recommend that during event hours no children under the age of 16 handle the horses on display.

No children under the age of 16 may handle stallions alone at any stage of the event.

If children under the age of 16 do handle the horses at the event, they do so at their own risk and EQUITANA Melbourne will take no responsibility for any incidents involving movement of horses by underage handlers.

COMPANY SIGNAGE

All signage apart from the included signage with the Breed Village Package, must be provided by the Exhibitor.

The design for the Kelato Breed Village signage is uniform, comprising of digitally printed fascia signage with company cutout vinyl, stand style lettering attached to the front of your office stable. Words such as Company, Limited, Brothers, etc. will be abbreviated and no punctuation will be used.

The company/stud/association text that will be printed on your sign is to be confirmed with Harry the Hirer.

MANAGERS

The Kelato Breed Village will be controlled and organised by Breed Village Managers and their team of Volunteers.

These Managers are here to help with the day to day organisation of the Village, helping you get to your displays on time, facilitate the use of the round yard and answering any questions that you may have. The Managers will also assist you regarding any additional bedding that you may require for your stable/s.

The Managers will have an office within the Kelato Breed Village area. Please make yourself known to the Breed Village Managers when you arrive at the Village, so they can direct you to the correct stables within the Village and collect ALL required paperwork and waivers.

STABLE CARDS

Each stable will have a stable information card. Please complete the card with a whiteboard marker (not permanent marker) so we know who to contact. The Stable Managers will check on horses throughout the night. If something is wrong with your horse, they will make contact with you via the information listed on the stable card.

HORSE PARTICIPATION AT EQUITANA

BREED VILLAGE DISPLAYS

Individual Breed Display inclusions will be as follows:

Individual Breed Display:	Opportunity to showcase your breed individually in the Breed Village Parade Ring. Displays will be timetabled for each breed and when free the ring may be used in consultation with the Breed Village Managers. Available Thursday – Sunday.
Group Breed Display:	Opportunity to showcase your breed alongside breeds of similar types in various 30-minute category demonstrations which will be led by a MC facilitator.
Breed Showcase Parade:	Each Kelato Breed Village Exhibitor will have the opportunity to present their breed in a Breed Parade in the Think Fencing Arena. This is designated to be entertaining 'competition' to decide the best of the breeds that will be awarded 'EQUITANA Horse of the Year'. Note: this is intended to be an entertaining spectacle for spectators and is not a formal competition.

EQUITANA HORSE OF THE YEAR

Every year at EQUITANA a variety of horse breeds come into the Breed Village to give the public a rare opportunity to get up close and personal with some of the most unique horses in the country. From Miniatures to Friesians and every size in between, the diversity and evolution of the breeds is incredible. The team at EQUITANA Melbourne really wanted to come up with a way to showcase these striking horses. That is how we came up with EQUITANA Horse of the Year.

The EQUITANA Horse of the Year will not operate under traditional 'HOTY' models. As opposed to open classes divisible by height, the EQUITANA HOTY will run as a 'best in show' offering the ultimate accolade. The showcase will work on one in-hand section. Only breeders and members of societies who will exhibit horses within the EQUITANA Breed Village will have the opportunity to nominate their best breed representative to compete in the HOTY. Nominations can be made to the Breed Village Manager within the Breed Village morning meeting. On nominating for the HOTY, each competitor will submit their breed standards to EQUITANA to forward to each of our judges, who have been selected on their ability, credentials and expertise in judging various breeds, ensuring neutrality and objectivity across the panel.

Each exhibit will be scored by each judge independently with reference to the breed standard. The judges five finalists will be brought forward and the judges will confer to decide on an overall winner and runner up.

To add to the fun and to get the audience involved there will also be a People's Choice Award. The general public will have the opportunity to vote for their favourite exhibit in the Breed Village and in the Led Showcase, this may be done through a social media application.

HORSE CARE IN THE KELATO BREED VILLAGE

BIOSECURITY REQUIREMENTS FOR ALL BREED VILLAGE HORSE OWNERS

It remains vital that all involved in equestrian activities continue to follow good biosecurity measures to minimize the risk of spreading disease. A biosecurity plan will be implemented for EQUITANA Melbourne which will ensure a high standard of biosecurity for horses and humans at EQUITANA Melbourne. The responsibility for adhering to the event biosecurity plan rests with everyone, event organizers, horse owners and competitors involved in the event and no exceptions will be granted.

EVENT ORGANISERS RESPONSIBILITY

The event organisers accept their duty of care to participants and horses in preventing the introduction of an infectious disease at a horse event. Our biosecurity plan outlines the precautions taken to minimise the risk of introducing an infectious disease into the animal population at the event.

The event biosecurity plan will address the following issues:

- ensure a veterinarian is on call during the event
- implement a procedure for making emergency phone calls
- ensure separation of vehicle parking for competitors and spectators
- implement single entry and exit to stable entrance
- stable decontamination procedures
- provide a supply of hand hygiene facilities in stable area (waterless hand sanitiser and disposable gloves)
- contingency plan should a horse standstill be declared

COMPULSORY PAPERWORK IS REQUIRED

Below is a list of paperwork you need to enter the Melbourne Showgrounds with a horse.

NOTE: If you fail to supply all fully completed paperwork on entry to the Melbourne Showgrounds, your horse may be sent home.

HORSE DETAILS REGISTRATION

To allow EQUITANA Melbourne to allocate the appropriate stabling and populate the Kelato Animal Breed Village display timetable, please complete the Horse Details Registration Form. The Form can be found on the exhibitors/ forms page of the EQUITANA Melbourne website.

[Exhibitor Manual & Forms - EQUITANA Melbourne](#)

ANIMAL CARE AND PROTECTION GUIDELINES

The EQUITANA Melbourne management team believes in educating individuals and are observant of the treatment of all animals that are involved in EQUITANA Melbourne program.

We require all participants of the Kelato Breed Village to acknowledge and sign the Animal Care and Protection Terms and Conditions Form which is located on the Exhibitor Manual and Forms page of the EQUITANA Melbourne website or through the link below.

[Exhibitor Manual & Forms - EQUITANA Melbourne](#)

If the form is not signed, then the Exhibitor will not be able to participate in any of the EQUITANA Melbourne Kelato Breed Village Programs.

THE ABOVE FORMS MUST BE COMPLETED AND EMAILED TO SUE.M@EQUINEPRODUCTIONS.COM.AU NO LATER THAN FRIDAY SEPTEMBER 2ND 2022.

Horse Health Declaration Form

It will be compulsory to complete a combined Horse Health Declaration Form for all horses entering the Melbourne Showgrounds. You must complete this document before commencing travel to the venue. You must present this completed form to the Breed Village Manager when you enter the venue.

PLEASE NOTE: If you are coming and going over the course of the event, you'll need to complete a new Horse Health Declaration and Waybill for every day you attend with your horses.

HORSE OWNERS RESPONSIBILITY

Primary responsibility for biosecurity at horse events lies with the horse owners/competitors, long before they arrive at the event venue. Horse owners have a responsibility to practice good biosecurity, good hygiene and decontamination of their equipment to minimize the risk of spreading infectious diseases in the daily care of their horses as detailed below:

Hygienic practices, particularly hand hygiene. Wash your hands with soap and water or use hand wipes and waterless hand hygiene solution immediately after handling horses

1. Do not share equipment, including food, hoses and water containers, between horses.
2. Do not knowingly take sick horses to an event
3. If a horse is unwell at an event, notify an event official immediately
4. Stop all non-essential contact with the sick horse until a veterinarian has tended to the horse
5. Do not allow children to have close contact with a sick horse, at least until infection has been ruled out by
6. A veterinarian

If the event organizer is made aware of an unwell horse during the event the horse will be promptly isolated and a veterinary will be contacted immediately to evaluate the horse. Any equipment of an isolated unwell horse will also be isolated from the stables.

See Approval Clause for Veterinary Inspection -Horse Health Declaration

Disclaimer: The information contained in this document is based on knowledge and understanding as published by Department of Primary Industries at the time of writing. However, because of advances in knowledge, horse owners are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate office of Department of Primary Industries in their state.

DAILY HORSE CARE

There are Breed Village Managers on site during both Bump In and during the event. They will be there to assist you in day-to-day workings of the Village. If anything seems out of place or worrying to yourself or your horse PLEASE INFORM THEM RIGHT AWAY. We will try to assist you the best you can during the event and would rather hear complaints directly rather than after the event, when we cannot try to fix the situation.

Stables must be cleaned before 8:30am each morning and manure placed in the manure bins for easy collection and disposal.

Horses may be exercised on the Think Fencing Arena and the Goodbye Fly's Outdoor Competition Arena. Please check with the Arena Manager as competition preparation/build may be scheduled. The outdoor warm up arena is also available. Exercise times: between 6:00am and 8:00am and between 7:00pm and 8:30pm. (This is subject to change without notice). Exercise times may be restricted, and other exercising horses may share the arenas. We do ask that you please be patient and respectful to other riders and horses.

All Exhibitors are responsible for the daily care of their horses, including regular and thorough cleaning of the stables, feeding, watering and grooming.

Exhibitors must provide all necessary stable accessories (feed and water buckets, haynets, etc.) as well as all stable cleaning implements (rake, bucket/manure bag, etc.) and all grooming necessities.

All horses in the Kelato Breed Village are requested to stay in their stable all day unless required for the displays or within the Round Yard. If they do have to move, they must be accompanied by an EQUITANA Melbourne Prydes Easifeed Volunteer transfer team.

UNDER NO CIRCUMSTANCES ARE HORSES TO BE TAKEN INTO PUBLIC AREAS UNACCOMPANIED DURING OPENING HOURS.

FARRIER

Matt Rannstrom (Farrier) will be available on-site for all event days at EQUITANA Melbourne and on call for the bump in day from 12:00 noon onwards. Contact numbers are as below:

Event Farrier – Matt Rannstrom
M: 0427 558 517,

HORSE HEALTH & VETERINARY REQUIREMENTS

Every horse arriving at the Melbourne Showgrounds for participation in EQUITANA Melbourne must show no signs of infectious or contagious disease 14 days prior to the event. A random vet check may be conducted upon arrival.

HORSE SAFETY/SECURITY

Uniformed security guards will be on duty during the total period of the exhibition (including overnight), including bump in and bump out. The Breed Village will also have overnight monitoring of all horses by EQUITANA Accredited Stable Managers. These managers will contact the owner and on call vet in case of emergency.

ALL OWNERS OF HORSES STAYING OVERNIGHT ARE REQUIRED TO WRITE THEIR MOBILE NUMBER ON STABLE DOORS IN CASE OF EMERGENCY.

HORSE WASH

A horse wash area will be made available at the rear of the Epsom Pavilion outside opening hours. Please note that you are not permitted to walk your horse to the wash bays during public opening hours.

VETERINARY SERVICES

Veterinary Services will be available on site during the day and on call during the night.

Official Event Veterinarian – Dr John Walker
M: 0412 501 999

EQUITANA Accredited Stable Managers will conduct routine checks of all horses during the night.

EXHIBITION SERVICES

AISLE WAYS

Exhibitors are prohibited from expanding their material or signage into aisle ways, as horses and attendees must be able to move through these avenues with no obstruction. 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 signage or advertising materials must be removed from the Village.

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 8:00am – 5:00pm. Food provision will be limited.

CATERING DURING EVENT DAYS

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](#)

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

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.

EXHIBITOR STAFF PASSES

Kelato Breed Village 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.

PACKAGE	Basic Package	Basic Package + 1 additional stable	Basic Package + 2 additional stables	Basic Package + 3 additional stables
PASSES	4	5	7	9

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/>

EXHIBITOR LOUNGE

The Exhibitors Lounge located in the Royal Block (Building 5) next to the Royal Cafe. The Exhibitors Lounge will be open daily (with limited provision during bump in days) 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 Wednesday 9th October (All Exhibitors Bump In Day)

11:00AM – 4:00PM on Event Days

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.

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 **drop off and pick up only and not for parking**, please **do not park** in the loading dock whilst getting your horse/s settled in the stables. We ask that horses and product is unloaded and then removed from the dock to allow the next Kelato Breed Village Exhibitor access to the dock position. The security team will be able to direct you to the car parking.

Due to the fact that there are numerous Exhibitors looking to drop off horses and materials during the same time we do ask that your vehicle parking time be kept to a minimum.

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

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. 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

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.

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

HORSE INSURANCE

While EQUITANA Melbourne does not enforce the individual insurance of each horse entering the venue, we do highly recommend that you take proper precautions regarding the coverage of your horse/s. EQUITANA is a busy and active event where even the most seasoned horse can get spooked and potentially injured. EQUITANA Melbourne take no responsibility for any injury sustained by Kelato Breed Village horse/s while at the event – so we suggest taking out insurance for your horse.

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.

KELATO BREED VILLAGE CHECK LIST

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

- ☐ I have read the Kelato Breed Village 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 horse to arrive there within the correct time.
 - ☐ 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 made sure that my fascia sign for my Office 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 all additional forms required for Horse Entry and Waivers for the Village participation.
 - ☐ 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
 - ☐ I have ensured that my horse is adequately insured and properly covered should anything happen at the event.
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