



Sunday 15th September 2019

EXHIBITOR / FOOD VENDOR INFORMATION & GUIDELINES

EVENT INFORMATION

Date: Sunday 15 September 2019
Time: 10am to 3pm
Venue: Civic Centre – 45 Princess Hwy, Werribee

BUMP IN / OUT

Bump in: Saturday 14 September 1pm to 3pm
Sunday 15 September 7am to 8.30am
Bump out: Sunday 15 September 3.30pm to 6pm

Site Maps - Access details and site maps will be sent out no later than 1 week prior to the event.

Site Operation Times - All sites must be setup and ready for service to the public by 9.30am and **must** finish trading or your activity at 3pm.

Vehicle Movement Times

- Prior to Event – No vehicles will be allowed on the event site after 8.30am.
- Post Event – No vehicles will be allowed on the event site until it is deemed safe by the Event Manager, this will be approximately 30 minutes after the Event concludes and you will be notified by Event staff when the site is open for vehicle movement

TIMES OF ATTENDANCE

The event will be open to the public from 10am – 3pm. It is mandatory for all exhibitors and food vendors to staff their sites between these hours. All sites must be manned with adequate staffing levels for the duration of the event.

SIGNAGE & SITE PROVISIONS

As part of your exhibitor package, you will be provided with corflute signage on the front of your marquee. This comprises of your company name (as indicated on your Application Form).

It is expected that you provide the following provisions within your site:

- Sufficient additional signage and decoration of your marquee in line with the quality and style of the event. All freestanding signage must be sufficiently weighted and secured. No signage should be placed more than 1m in front of your marquee.
- Table linen (if required) - Table cloths are not supplied as part of your package.
- Sufficient staff for set up, service and pack down.
- Provision of rubbish bins and bags inside your service structure. Please ensure rubbish is neatly disposed of or put away so that your stall looks clean and tidy throughout the event.
- Hand washing facilities (for any activities involving food consumption), and hand sanitiser readily available for public use if you have animals on display at your site.
- Fire Extinguisher (for any activities involving food consumption, arts/crafts and any other interactive activities)

SITE ALLOCATION & REQUIREMENTS

Wyndham City will allocate all site positions taking into account power, waste & service requirements; size of your stall; site plan and pedestrian flow of the site; and other health and safety issues relevant to the staging of the event.

All stalls are to be well presented and tidy at all times, including stock items which must remain within the boundaries of your site at all times.

If you intend to have animals on display within your site, you will be required to complete an Animal Behavioural Questionnaire before event day.

PEGGING OF ITEMS

Pegging of any item is strictly prohibited at Civic Centre events due to irrigation lines and delicate tree and plant root systems. Events held at Wyndham Civic Centre are situated primarily on asphalt and as such no pegging is available. Please ensure you bring sufficient weights for any freestanding items. All sites will be checked by our Safety Officer on the event day and any item that is not sufficiently weighted will need to be removed.

POWER & ELECTRICAL EQUIPMENT

Successful applicants will be provided with a link to apply for power, power will **not** be supplied without this link being activated.

All electrical equipment **must be tested and tagged prior to the event**. Our Safety Officer and/or Power Supplier will be checking that equipment has been tested and tagged on the morning of the event – any equipment that has not been tested and tagged cannot be used.

If you have any questions regarding the testing of equipment please speak with the Event Manager in advance.

FOOD SAFETY & HANDLING

Anyone providing food or beverage products must be registered with Streatrader for this event.

Streatrader is an electronic system that allows registration and notification of temporary and mobile food businesses to your principal council. If you require assistance with registering, you can contact your principal council, or contact our own Environmental Health Unit (03) 9742 0738 who would be happy to assist with your registration. Registrations can be made at: <https://streatrader.health.vic.gov.au>

If you are currently registered on Streatrader you will need to submit a Statement of Trade online.

Anyone providing food or drink that has not registered for Streatrader and submitted their Statement of Trade prior to the event day will not be allowed to participate.

SINGLE USE PLASTIC, BALLOONS & WASTE

Wyndham City strives to incorporate environmentally-sustainable principles at events. This includes the recently adopted Single Use Plastic Policy. Council now ask that exhibitors only use compostable or recyclable packaging and do not provide single use items such as plastic straws, plastic wrappers/bags or plastic plates and cutlery. For the full list of prohibited items please see the Event Waste Management document linked to the online application form.

Please note that balloons are not permitted at any Wyndham City Event due to considerations of waste reduction and environmental restrictions. Upon prior agreement with Wyndham City certain speciality balloons may be permitted.

Council will provide back of house bins and event bins for food and bio degradable packaging, recyclables and landfill waste. Please ensure that you utilise the back of house bins and do not fill up the event bins throughout the site which are for patrons use only.

WYNDHAM CITY EVENTS TEAM CONTACT DETAILS

For Exhibitor or general enquiries, please contact:

Events Team

Phone: 03 9742 0902

Email: events@wyndham.vic.gov.au

For Sponsorship enquiries, please contact

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