



Saturday 9 and Sunday 10 November 2019

EXHIBITOR & FOOD VENDOR INFORMATION & GUIDELINES

EVENT INFORMATION

Date: Saturday 9 and Sunday 10 November 2019
Time: 10am to 4pm
Venue: Victoria State Rose Garden, Werribee Park, K Road, Werribee South, 3030

BUMP IN / OUT

Bump in:	Friday	8 November	12pm or 2pm
	Saturday	9 November	7am to 8.30am (No vehicle access after 8.30am)
Bump out:	Sunday	10 November	4.30pm to 6pm (No vehicle access before 4.30pm)

Site Maps

Access details and site maps will be sent out approximately 1 week prior to the event.

Site Operation Times

The event will be open to the public from 10am until 4pm. 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.

All sites must be setup and ready for service to the public by 9.30am and **must** cease activities at 4pm - this allows us to get public off site in a timely manner to begin bump out.

Vehicle Movement

Bump in: Vehicle movement on event site will cease at 8.30am. This means you will need to unload your vehicle at your site and move it to the contractors' car park before 8.30am. Anyone arriving after 8.30am for bump in will need to walk their items onto the event site from the contractors car park – this is approx. a 5 minute walk so we recommend you bring a trolley if you plan to do this.

Bump out: Event Day bump out will commence from approx. 4.30pm. You may begin packing down your site and walking items to your vehicle at 4pm. However no vehicles will be allowed on the event site until it is deemed safe by Event Management. You will be notified by your Area Warden when the site is open for vehicle movement.

SIGNAGE & SITE PROVISIONS

You will be provided with the following equipment as per your application (unless otherwise arranged):

- Standard or Not for Profit Exhibitor: 3x3 marquee, 1 table, 2 chairs
- Premium Exhibitor: 6x3 marquee, 2 tables, 4 chairs

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). Please note that tablecloths are not provided.

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

- Sufficient additional signage and decoration of the marquee in line with the quality and style of the event. All freestanding signage must be sufficiently weighted and secured. No signage or activities 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.

PEGGING OF ITEMS

Pegging of any item is strictly prohibited at Werribee Park events due to irrigation lines and delicate tree and plant root systems. 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.

SUGARY DRINK FREE EVENT

Wyndham City is proud that this event is a Sugary Drink Free event. This means that the food vendors that we have engaged will not be selling sugary drinks at the event. We ask that our exhibitors also abide by this and do not hand out any sugary drinks to the public. You and the public are welcome to bring your own drinks for your own consumption.

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
Greg Hackett
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