



Sunday 22 March 2020

EXHIBITOR / FOOD VENDOR INFORMATION & GUIDELINES

EVENT INFORMATION

Date: Sunday 22 March 2020
Time: 11.00am to 6.00pm
Venue: Werribee Park, K Road, Werribee South

BUMP IN / OUT

Bump in:	Saturday 21 March	10.00am/12.00pm/2.00pm
	Sunday 22 March	7.00am/7.30am/8.00am/8.30am
Bump out:	Sunday 22 March	When advised approximately 6.30pm

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 11.00am, and **must** cease activities at 6.00 pm.

Vehicle Movement Times

- Prior to Event – No vehicles will be allowed on the event site after 10.00am
- 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 11.00am – 6.00 pm. 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 hot food preparation, 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.

BALLOONS

Please note that balloons are not permitted at any Wyndham City Event due to considerations of waste reduction and environmental restrictions.

POWER & ELECTRICAL EQUIPMENT

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.

ALCOHOL SERVICE & SALES

Event Branded Glassware

Souvenir event branded polycarbonate glasses will be included in the customer ticket entry price. Exhibitors must serve liquor for onsite consumption into the branded glasses. The Fromage a Trois logo marks the 150 ml wine pour line, from the bottom of the logo.

Each exhibitor stand will also be issued with 4 x glasses for your use.

Liquor Licence

All exhibitors serving or selling alcohol must apply for a Major Event Liquor Licence. A partially-completed copy of the Major Event Licence application will be provided to successful applicants. The Victorian Commission for Gambling and Liquor Regulation (VCGLR) must receive the application prior to the event (no later than 24 January 2020).

Exhibitors can sell for onsite consumption and take away sales. Conditions in reference to this will be advised. You must also display your liquor licence certificate as supplied by the VCGLR.

All staff serving alcohol must have a copy of their RSA certificate available to hand and available for inspection if requested by a member of Victoria Police or a VCGLR Officer.

WATER

A free drinking water fountain will be available on-site for patrons use. There are water taps around the event site that exhibitors can use if you wish to provide jugs of water for patrons or have water available to rinse glasses.

WASTE

Rubbish skips (for general waste, recyclables and food or plant organics) will be provided in a designated area on site. Please ensure that you transport your rubbish to the skips, and do not fill up the smaller bins throughout the event site which are for patrons use only.

Wyndham City strives to incorporate environmentally-sustainable principles at events. We ask that exhibitors use compostable or recyclable consumable items including cutlery and crockery etc.; maintain awareness of conservative power and water use; and reduce the use of packaging to minimise waste disposal.

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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