



HARVEST FEST 2018



9-11 NOVEMBER
LARDNER PARK, GIPPSLAND

Exhibitor Information Pack

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Key Information

Event Details

Address: Lardner Park, 155 Burnt Store Road, Lardner, Victoria, 3821 - [click here for Google Maps](#)

Friday 9 to Sunday 11 November 2018 | 8:30am to 4pm

Strictly no dogs or pets are permitted on the event site.

No vehicles will be permitted on site or in the exhibitor car park after 8am on event days. Strictly no vehicle movement is permitted during visitor hours each day of the event.

Exhibitors must remove their vehicles from the site and into the car park no later than 8:15am each day of the event. Vehicles are not to remain on site for the duration of the event.

Set Up and Pack Up Dates and Times

Exhibitors will have access to the event site to set up prior to the commencement of Harvest Fest 2018 on the following days and times.

Set up:

- Wednesday 7 November | 9am to 5pm
- Thursday 8 November | 9am to 5pm
- Friday 9 November | 6am to 8am

Pack up:

- Sunday 11 November | after 4pm (an announcement will be made confirming that the public has left the grounds) to 7pm
- Monday 12 November | 8am to 5pm

Key Event Contacts

| Contact | Phone | Email |
|---|---|--|
| Admin/Site Office General enquiries | 1300 178 881 | info@harvestfest.com.au |
| Georgia Odgers Events & Exhibitor Coordinator | 03 5820 3161 | info@harvestfest.com.au |
| Susie Filleti Events Manager/Chief Warden | 0416 585 205 | susie.filleti@mmg.com.au |
| Josh Last Operations Manager/Deputy Chief Warden | 0402 416 837 | josh@lardnerpark.com.au |
| Marquee and equipment hire booking website | https://www.harvestfest.com.au/shop/marquee-and-equipment-hire-booking/ | |

Website and Social Media

To stay up to date or for information on general public tickets visit the website and social media pages. We encourage exhibitors to like and share our social media pages. Please find relevant links below:

Website: www.harvestfest.com.au

Facebook: www.facebook.com/theharvestfest/

Instagram: www.instagram.com/theharvestfest/

Hashtag: #HarvestFest2018

Please find arrange of social media assets that you can use on your own platforms at:

<https://www.harvestfest.com.au/exhibitor-info/>

Rules and Guidelines

Advertising

Exhibitors are not permitted to hand out any advertising or promotional material in any area that is not the allocated site for the exhibitor, this includes signage.

Animals and Livestock

Strictly no dogs or pets are permitted on the event site this includes during set up and pack up; exceptions are provided for service dogs. Animals that are part of an exhibit or attraction must be kept in a manner to prevent injury to the public.

Animals must be adequately separated from areas used for storage, prep, production and food prep.

Any animal faeces deposited upon the ground are to be removed regularly to prevent attraction to flies. Faeces must be contained in a fly-proof covered metal or plastic receptacle. Faeces are required to be disposed of at the end of each day.

Animals must be kept in accordance with recognized humane practices acceptable to the RSPCA.

ATM Facilities

IF ATM will be available in two locations at Harvest Fest; one will be located in the North Pavilion and another will be located behind the Info Office on Third Street. Please refer to the map in the event guide for details. Please note fees will apply with these ATMs.

Biological Hazards

Biological hazards include bodily fluids, waste, sharps or first aid coverings. Biological hazards can cause risk to the public if the hazard is ingested, inhaled, absorbed or penetrated through the skin. Please report any biological hazards to the Site Office so that it can be removed appropriately.

Biosecurity Policy

Biosecurity is an important issue when exhibiting your livestock. We have endeavored to provide an environment as pest and disease free as possible. While we continue to maintain optimum practices, exhibitors are ultimately responsible for their own biosecurity. You should make your own risk assessment of Lardner Park facilities and act accordingly. The following from Animal Health Australia may assist:

Responsibility for biosecurity doesn't end when your livestock leave the farm gate. By implementing good management practices in your farming operation, you'll be playing an important role in protecting your region, and possibly the entire industry, from devastating disease outbreaks. These practical measures will help ensure your biosecurity practices extend into the wider community:

- *Moving livestock off your property: Make sure livestock are fit to travel before loading. Diseased/injured livestock should not be moved off property and if necessary, seek veterinary attention and supply a NVD/TSS and health declaration.*
- *Livestock exhibitors should:*
 - *Ensure pens/housing areas are clean before they enter*
 - *Feed and water your livestock separately, if possible*
 - *Never share equipment, if you must, always clean and disinfect before and after use*
 - *Isolate any returning stock for 10 days to allow for weed seed elimination and signs of disease/pests*

Further information can be found at www.farmbiosecurity.com.au.

Camping

Exhibitors can book campsites at <https://www.harvestfest.com.au/shop/exhibitor-camp-site-booking/>

Camp site information:

- 5x10m sites
- 1x 240v 10amp per site
- Water available shared taps (not one per site)
- No effluent dump points
- Public toilets within walking distance
- Showers available
- Walking distance to main exhibition grounds

Camp sites are available for \$45.00 per night, please note Friday and Saturday nights are mandatory.

Chainsaw and Portable Mill Demonstrations

Exhibitors that plan on live demonstrations of milling or chainsaws must ensure this is included in their risk management plan prior to set up at the event.

Appropriate barriers must be in place to ensure patrons are protected at all times.

Operators must be suitably qualified and wear the appropriate personal protective equipment.

Please refer to the 'Can I Or Can't I' brochure produced by the CFA in case of a fire danger period or a total fire ban day.

Please be aware of other exhibitors and those around in regards to noise levels.

Digging Holes

Please contact the Site Office before digging a hole. A ground staff member will check for any underground mains prior to approval.

Drugs and Alcohol

No alcohol or illegal drugs may be bought onto or consumed prior to entering Harvest Fest. Working under the influence of alcohol or drugs is strictly prohibited. Any person suspected to be under the influence of alcohol or drugs will be removed from the event. Illegal drug use will be reported to Police.

Electricity

Please ensure power outlets are ordered during the online application process, as your site allocation may be affected if power is added at a later date.

All extension leads must be approved and tagged by a qualified professional in order to be used legally on site. Extension leads must be tagged with the owner's name. Please note this service is not available at Harvest Fest and will need to be done prior to the event.

All electrical equipment must be tested and tagged in accordance with AS3760.

All portable electrical equipment must be protected by RCD (earth-leakage protection) with a 30 milli-amp rating regardless of whether it is double insulated or not.

Concession installation and festoon lighting shall comply with AS3002-1985.

If any exhibitor or caterer is found to have connected to more power outlets than requested in the application form, the cost of the extra power outlets will be charged to the exhibitor and must be paid for in full immediately.

Exhibitor Accreditation

No FREE passes are issued and no entry is permitted without a valid pass. The number of included exhibitor accreditation was detailed in your application. Please ensure all staff, delivery staff and caterers have passes.

Exhibitor accreditation and vehicle passes will be emailed to the address provided in your application prior to the event. Passes will only be sent when full payment has been made.

If you require extra exhibitor accreditation you MUST purchase these from <https://www.harvestfest.com.au/shop/exhibitor-pass/> or the Site Office on Wednesday 7 and Thursday 8 November.

The cost of a three day exhibitor accreditation pass is \$15 per person.

Each day of the event you will be required to present your exhibitor accreditation to gain entry.

Exhibitor Car Parking and Site Access

Exhibitor car parking is conveniently located north of Evans Petroleum Street and is accessible via Gate 1 during the event period.

No vehicles will be permitted on site or in the exhibitor car park after 8am on event days. Strictly no vehicle movement is permitted during visitor hours each day of the event.

Exhibitors must remove their vehicles from the site and into the car park no later than 8:15am each day of the event. Vehicles are not to remain on site for the duration of the event.

Exhibitors arriving after 8am on event days will need to park within the public car park.

Fire Safety

Do not block or obstruct aisles, roads or access points. Do not block or obstruct access to fire exits, fire extinguishers, fire hydrants or hose reels. Please familiarize yourself with the nearest fire appliances, fire exits and the emergency management plan.

No refueling is to be completed on site during general public access hours.

Please ensure your site is compliant with correct and maintained fire extinguishing equipment.

All caterers must ensure compliance with CFA regulations and maintain the appropriate fire extinguisher/s while on site. Please refer to the 'Can I or Can't I' brochure produced by the CFA in case of a fire danger period or a total fire ban day.

First Aid

All exhibitors should maintain an up to date first aid kit on site.

Event first aid is available on site from Thursday 8 November until Sunday 11 November.

All serious injuries and illnesses should be reported to the Site Office.

Food Permits

All exhibitors including community groups that make, serve or sell food and drink must comply with the Food Act 1984 (Vic) by notifying or registering their food stall with Streatrader.

A Streatrader Food Notification is required if a:

- Community group, club or voluntary association raising funds from a temporary marquee, van or community hall, limits the food it sells to Category 4 low risk foods (basic sausage sizzle – plain sausages with sauce on bread, uncut fruit/vegetable, jams/ honey, pre-packaged confectionary or drinks). A Statement of Trade must also be lodged at no charge, for each event.
- Community based food stall involves high risk foods. Options include annual, six monthly or a one-off Food Registrations a fee plus an online 'Statement of Trade' at no charge, for each stall or event attended.
- Food business is operating from a van or at a temporary food stall offsite from their registered kitchen. Annual Food Registration will be required at a specified fee plus an online 'Statement of Trade' at no charge for each stall or event attended.

Exhibitors must ensure relevant permits are held and can be viewed if necessary while on the event site as representatives will ensure compliance with health regulations. If an exhibitor is found to be non-compliant the site will be shut down immediately.

Contact the Baw Baw Shire Council Health Department for further information and assistance with online Streatrader registration and notification forms.

Please be aware that Baw Baw Shire Council will have health inspectors on site during the event, and any exhibitor found to be non-compliant may be shut down.

Forklift, Machinery and Plant Equipment

Machinery, equipment and forklifts must only be operated by trained and licensed operators and all working equipment on display must be supervised and appropriately guarded or barricaded.

The use of mobile phones is not permitted whilst operating machinery or equipment.

Forklifting is available to exhibitors and bookings are essential. Bookings for the forklift service must be made prior to Monday 5 November via info@harvest.com.au. Phone bookings will not be accepted.

If you fail to book forklift assistance or are unaware of your requirement until on site, your request will be placed at the end of the schedule. Pre bookings will receive priority service.

Hazardous Chemicals, Gases and Dangerous Goods

Storage and use of hazardous chemicals, gases or dangerous goods must be in accordance with statutory requirements, including the Code of Practice for the Safe Use of LP Gas at Public Events in Victoria.

No flammable or combustible liquids shall be stored on site without prior consent from the event organisers. Where consent is given, such storage shall be required to be stored in accordance with the requirements of the Dangerous Goods and Hazardous Substances Regulations. Hazchem and warning signage must be displayed by the chemical user.

Any exhibitor intending on using gas must complete an ESV Gas Safety Checklist.

Cylinders must be restrained and secured in an upright position to prevent from tipping over. Cylinders must be stored in a well ventilated area, in a vertical position and be inaccessible to the public. Cylinders must be stored away from any potential fire hazards or ignition sources.

Caterers using gas must display compliance plates on the mobile catering vehicle or relocatable kitchen. If compliance plates are not fitted, organisers reserve the right to remove the caterer from the event.

It is recommended that dry chemical fire extinguishers, type 2A60B(E), be available for use on LPG fires.

Energy Safe Victoria may be on site throughout the event to check exhibitor compliance. If you are using gas, please ensure a current certificate of compliance and the test date are attached to the cylinder.

Event organisers will remove any exhibitor who fails to complete the ESV Gas Safety Checklist, makes a false declaration or knowingly uses an unsafe gas installation.

Height Work

Any potential working at height hazard that may result in injury requires assessment. A risk management plan should be completed to eliminate risks and identify control methods.

Any personnel involved in height work must be appropriately trained in the procedure, including hazard identification and control measures.

High Visibility Clothing

High visibility clothing should be worn by all personnel during the bump in and bump out period of the event.

High visibility clothing should also be worn when working near moving vehicles, operational plant, loading ramps and when height work is carried out.

Hot Surfaces and Liquids

Hot surfaces and liquids must not be accessible to the general public.

Personnel working with hot surfaces or liquids should have undergone suitable training and know how to dispose of hot liquids appropriately.

Incident Reporting

If you witness or are involved in an incident resulting in injury, property damage or a near miss please report it to the Site Office.

Inspection of Contents of Vehicle

Harvest Fest reserves the right to inspect any vehicle that is entering or leaving the site.

Insurance and Risk Assessment

All exhibitors are required to have current Public Liability Insurance for the sum of Ten Million Dollars (\$10,000,000.00). A copy of your certificate of currency must be submitted prior to the event. Event organisers reserve the right to refuse access to the event site if a copy of Public Liability Insurance is not provided.

Temporary insurance cover will not be provided by Harvest Fest or the event insurer.

A copy of your certificate of currency plus the Harvest Fest risk assessment must be sent to info@harvestfest.com.au prior to Friday 12 October 2018.

Licenses

All vehicles operated on the event site require the driver to hold a current Australian Driver's License. This license must be produced on request.

Any person operating a forklift must have a current forklift license and be able to produce this on request.

A license to perform high risk work is required if you work with high risk equipment or plant.
LPG

Any gas cylinders stored or used on the event site must be restrained and secured in an upright position, and be within the test date. Gas cylinders must only be used in accordance with the requirements of the Gas Fitting Act and where required such installation will be made by an approved gas fitter.

Marquees and Temporary Structures

Marquee hirers must be made aware of existing infrastructure on your site, i.e. underground power, trees, taps etc. If hiring from an outside company (and not Harvest Fest's preferred supplier) that company must make contact with the Site Office 24 hours prior to arrival on site. Sign-in and induction is mandatory at the Site Office upon arrival.

Prescribed Temporary Structures are tents, marquees or booths with a floor area greater than 100m²; seating stands for more than 20 persons; stages or platforms (including sky borders and stage wings) exceeding 150m² in floor area; or prefabricated buildings exceeding 100m² other than ones placed directly on the ground surface.

Contact Harvest Fest for a copy of Baw Baw Shire Council compulsory requirements if you have a structure of this type being erected on your site – note this must be complied as early as possible to avoid possible refusal to use your structure by Council authorities.

Please ensure that all marquees are weighted or pegged down securely. Tent pegs should be covered and remain within the boundaries of the allocated site.

All exhibitors are responsible to make their own arrangements regarding the hire of marquees, tables, chairs etc and can book via the following link: <https://www.harvestfest.com.au/shop/marquee-and-equipment-hire-booking/>.

Motor Car Traders Act

As per section 25 of the Motor Car Traders Act, a current copy of the Motor Car Traders License for each individual dealer must be on display during the event.

Noise

OHS Regulations contain specific requirements for the control of noise that is above the exposure standard.

Personnel should ensure that hearing protection is worn. When selecting hearing protection the following considerations should be taken in to account; the nature of the noise, noise levels and the duration of the noise.

Parcel Pick Up Service

A complimentary parcel pick up service is available where items can be delivered to the Gate for customer collection.

Visit the Info Office at Harvest Fest for collection cards and ensure you contact the Info Office on 1300 178 881 to arrange collection/delivery of items.

Visitors will need to visit or contact the Info Office when they're ready to leave Harvest Fest to arrange delivery of their purchases to the meeting point at the Main Gate.

Personal Protective Equipment

Personal Protective Equipment (PPE) should be worn where appropriate to minimize the risk of falls, injury or damage to the face, feet, respiratory tract, head, hands, eyes or ears. Do not use contaminated or damaged PPE.

Pets

Strictly no dogs or pets are permitted on the event site this includes the setup and pack up period; exceptions are provided for service dogs.

Security and the event organisers have the right to remove any exhibitor who is found to have a dog or pet on the event site.

Public Address System

The public address system is not available for exhibitor announcements.

Security

The organisers shall not be held liable for any loss or damage to the exhibitor's property whilst on the site.

Security is retained to secure and patrol the site from Wednesday 7 November at 7:00pm until Monday 12 November at 7:00am.

Security and emergency services are available on site throughout the event opening hours. Any security breaches are required to be reported to the Site Office.

The general public is requested to vacate the event site by 4pm each day of the event. Exhibitors and associated personnel are required to vacate the event site by 6pm between Friday 9 November and Sunday 11 November.

Security and event organisers have the right to remove any person/s who does not comply with the Exhibitor Terms and Conditions and Conditions of Entry of the Event. These can be found at www.harvestfest.com.au

Shared Exhibits

Where an exhibitor has an additional firm or company present on their site that are not a part of their usual business or that trade independently a site sharing fee of \$250.00 (inc. GST) must be paid for each firm or company sharing the site.

Failure to disclose site sharing information will result in the exhibitor being charged the full site fee, or the sharing firm or company being removed from the event.

Signage

A-Frame or any other signage is not permitted in any circumstances on roads, entrances, aisles or attached to walls, marquees and other buildings. All signage must be within the confines of the boundaries of the exhibitor's allocated site.

Any signage found to be placed outside of the boundaries of the site will be removed immediately and disposed of. Any loss or damage of signage will be at the exhibitors own expense.

Site Boundary

All exhibitors must confine their displays and equipment within the boundaries of their allocated site; this is inclusive of tent pegs.

In the interest of public safety, the event organisers reserve the right to remove all items outside of the site boundaries.

Slips, Trips and Falls

It is easy to eliminate slips, trips and falls hazards on the event site. Please ensure your site is free of potential hazards. This includes; loose cords, uneven surfaces, wet areas, rubbish or poor lighting. If you notice a hazard during the event please report it to the Site Office.

Smoking

Given recent changes to Victoria's Tobacco Act, smoking and the use of tobacco and/or e-cigarette products within 10 meters of a food/drink stalls and vendors as well as children's activities will be banned at the event. Also there's strictly no smoking within any buildings.

Straw

Straw bales can be pre-purchased for \$10 per bale prior to the 29 October 2018. After 5 November, straw bales are only available for purchase at the Info Office for \$12 each.

Waste Disposal

A free waste collection service is provided for exhibitor convenience for the bump in. Please leave your waste at the front of your site on Thursday COB for collection.

Please assist by separating recyclables and general waste.

During the event and for pack up, please use the bins located around the site for any rubbish.

Evacuation Map

HARVEST FEST 2018

EVACUATION SITE MAP

Susie Filletti: 0416 585 205 (Chief Warden) | Josh Last: 0402 416 837 (Deputy Chief Warden) | Info Office: 1300 178 881

*Subject to change

The map displays the following areas and features:

- Streets:** New Street, First Street, Third Street, Fifth Street, Avenue A through Avenue L, Evans Petroleum Street, Eighth Street.
- Event Areas:** FOOD COURT 3, LIVE (Internal pavilion), NORTH PAVILION, HARVEST KITCHEN, FARMERS MARKET, BAW BAW PAVILION, ART & CRAFT, FOOD COURT 1, LEARNING SERIES, DRONE DEMOS, WORKING DOGS, SLEDDOGS, ANIMAL FARMYARD, GROW, MAKE, FOOD COURT 2, ANIMAL PAVILION, JOUSTING DEMOS, JOUSTING TENT.
- Facilities:** EXHIBITOR CAR PARK, PICNIC AREA, PUBLIC CAR PARK, SCOOTER HIRE, ASSEMBLY POINT, EMERGENCY EXIT.
- Other:** Various numbered stalls (e.g., L1-L19, O1-O23, M1-M20, G1-G23, A1-A23), restrooms, and a first aid station.