



SEYMOUR ALTERNATIVE FARMING EXPO

14 – 16 February 2020 | seymourexpo.com.au

Exhibitor Information Guide

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KEY INFORMATION

Event Details

Kings Park, Tallarook Street, Seymour, Victoria, 3630

[Click here for Google Maps](#)

- Friday 14 to Sunday 16 February 2020 – 9:00am to 4pm

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

No vehicles will be permitted on site after **8:15am** and during event hours each day of the Expo.

Exhibitors must remove their vehicles (unless it is remaining within your site) from the venue no later than 8:15am each day of the Expo.

Set up/Pack up Dates and Times

Exhibitors will have access to the event site to set up prior to Expo commencement on the following days and times.

Set up:

- Wednesday 12 February - 8am to 5pm
- Thursday 13 February - 8am to 5pm
- Friday 14 February - 6am to 8:30am

Pack up:

- Sunday 16 February - after 4pm (an announcement will be made) to 7pm
- Monday 17 February - 8am to 5pm

Expo Contacts

Contact	Phone	Email
Exhibitor site information and support	1300 178 881	admin@seymourexpo.com.au
Jamie Gilbert Events Manager/Chief Warden	0419 522 844	jamie.gilbert@pulsehub.com.au
Caitlin McAuliffe Exhibitor Coordinator Exhibitor site information and support	03 5820 3115	admin@seymourexpo.com.au
Ashton Still Expo Guide advertising	03 5820 3167	advertise@seymourexpo.com.au
Bourke Hire Marquee and equipment hire	03 5872 1433	info@bourkehire.com.au

Website and Social Media

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

Website: www.seymourexpo.com.au
Facebook: www.facebook.com/seymourexpo
Instagram: <https://www.instagram.com/seymourexpo.com.au/>

TRAFFIC MANAGEMENT MAP

Click here for further details re [Vehicle Access and Movement](#)



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 and a-frame boards.

Animals and Livestock

Strictly no dogs or pets are permitted on the event site; exceptions are provided for service dogs.

Animals that are part of an exhibit or attraction must be contained in a yard or kept in a manner to prevent injury to the public.

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

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.

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 Expo Office so that it can be removed appropriately.

Camping

Strictly no overnight camping or after hours presence of exhibitors or the general public is permitted.

Chainsaw and Portable Mill Demonstrations

Exhibitors that plan on live demonstrations of milling or chainsaws must submit a 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.

As the Expo occurs during a particular hot period of the year 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 in regards to noise levels.

Digging Holes

Please contact the Expo 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 the Expo. 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

Strictly no generators are to be used on site.

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.

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.

All extension leads must be supported at least 2.5 meters above ground, and at least 5.5 meters above a roadway.

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. Number of included exhibitor accreditation was detailed in your application.

Exhibitor accreditation and vehicle passes will be mailed to the address provided in your application and you will receive them at the beginning of February 2020. Passes will only be sent when full payment has been made.

If you require extra exhibitor accreditation you MUST purchase these from the Expo Office at Kings Park. The Expo office is open for business from Wednesday 12 February.

The cost of a three day exhibitor accreditation pass is \$10 per person.

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

Fatigue

Please consider the fatigue of staff and ensure planned rest breaks with consideration to the type of work and working environment.

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.

First Aid

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

Event first aid is available on site from Thursday 13 February until Sunday 16 February.

All serious injuries and illnesses should be reported to the Expo 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 Health Department for further information and assistance with online Streatrader registration and notification forms.

Food Safety

All caterers must ensure compliance with CFA regulations and maintain the appropriate fire extinguisher/s while on site. As the Expo occurs during a hot period of the year 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

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 10 February via email to: admin@seymourexpo.com.au. Please place 'Forklift Booking' in your email subject line.

Phone bookings will not be accepted

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

Generators

Strictly no generators are to be brought on site.

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, event 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 will 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 Expo Office.

Inspection of Contents of Vehicles

Seymour Alternative Farming Expo reserves the right to inspect any vehicle that is entering or leaving the site.

Insurance

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 Expo.

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 Seymour Alternative Farming Expo or the event insurer.

A copy of your certificate of currency must be sent to admin@seymourexpo.com.au prior to Friday 17 January 2020.

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.

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 at the Expo where items can be delivered to Edwards Street Exhibitor Gate for customer collection.

Visit the Expo Office for collection cards and ensure you contact the site office on 1300 178 881 to arrange collection/delivery of items to the 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 12 February at 7:00pm until Monday 17 February 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 Expo Office.

The general public is requested to vacate the event site by 4:00pm each day of the Expo.

Exhibitors and associated personnel are required to vacate the event site by 6:00pm between Friday 14 February and Sunday 16 February.

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 to the Expo. These can be found on the Expo website.

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 (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, equipment and vehicles within the boundaries of their allocated site; this is inclusive of tent pegs and on-site vehicles.

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 Expo Office.

Smoking

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

Straw

Straw bales can be pre-purchased for \$10 per bale prior to the 31 January 2020.

After 31 January, straw bales are available for purchase at the Expo from the Expo Office for \$12 each.

Temporary Structures

All exhibitors are responsible to make their own arrangements regarding the hire of marquees, tables, chairs etc.

Seymour Expo's preferred supplier is Bourke Hire who can be contacted on 03 5872 1433.

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.

Vehicle Access and Movement

Vehicle passes will be mailed at the beginning of February 2020 and must be displayed in a clearly visible place on the windscreen of the vehicle.

Vehicles are permitted on site if the vehicle is within the boundaries of the site, is necessary to the exhibit and is not moved during the time the Expo is open to the public

For vehicle entry to the expo site during the event period, all vehicles must enter via the Lesley Street gate. During bump-in and bump-out entry is available by all opened gates.

Any exhibitors that do not require access to the site can proceed directly to the Edward Street exhibitor car park via Manners Street/Edward Street.

Vehicle movement on the expo site at all times will travel in a clockwise direction entering via the Lesley Street gate. Drivers must drive slowly while on site and to the exhibitor car park.

Once items have been unloaded at sites, exhibitors need to continue to drive in the clockwise direction to the Edward Street exit gate and proceed to the exhibitor car park.

No vehicle movement is permitted during the event period, this includes when the public gates are closed. Once public gates are closed, an announcement will be made permitting vehicle movement.

Parking on the main oval is strictly prohibited.

Waste Disposal

A free waste collection service is provided for exhibitor convenience.

Please leave your waste at the front of your site at the end of the day for collection. If you require urgent removal please direct your request to the Expo Office.

Please assist by separating recyclables and general waste.

Water

Above ground taps can be accessed to provide drinking water for animals, or for exhibit display purposes.

The underground water supply is recycled and should not be accessed for any purpose.

Catering vendors are responsible for appropriate hygiene and food safety requirements and must have adequate water on site.

Sufficient drinking water is provided at drinking fountains and is available for purchase from caterers at various locations around the event site.

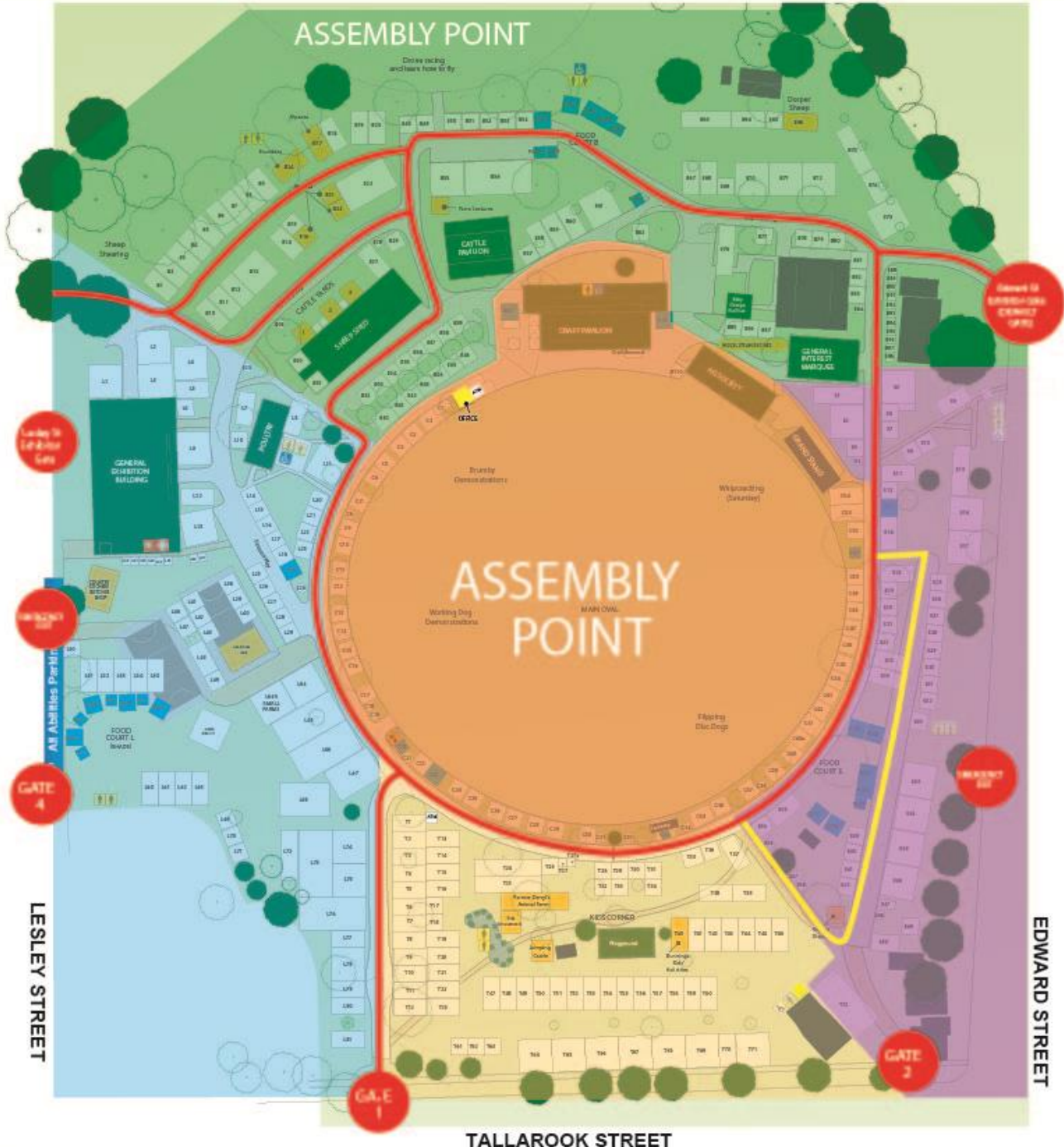
EVACUATION PROCEDURE



EVACUATION SITE MAP

Emergency Contact Details 000

Jamie Gilbert 0419 522 844 (Chief Warden)
 Caitlin McAuliffe 03) 58 20 3115 (Deputy Chief Warden)
 Event Office 1300 178 881



- B Section
- E Section
- C Section
- L Section
- T Section
- Emergency Exit Gate

- Primary Access
- Secondary Access

Emergency Management procedure

Thank you for being aware of our Emergency Management process.

If you come across an emergency situation

- Quickly assess the situation
- Notify the Chief Warden
- Render assistance to patient if able until First Aid arrive then assist if required
- If you call 000 please provide them with the colour of the area you are in and even the site number if known

Evacuation of the site

If we are instructed to evacuate the site there are 2 assembly points – one on the main oval and the second on the back oval.

We will have an Expo Announcer provide on site commentary via our PA system for all patrons if there is a major emergency.

Please follow instructions.