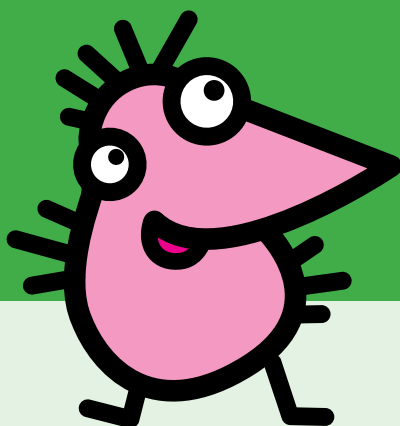




2017

Wodonga Children's Fair

EVENT
MANUAL



Contents

Introduction	3	Safety requirements	6
Contact listing	3	Fire extinguisher	6
EOI Application	3	Fire blanket	6
Due dates.....	3	Naked flame	6
Cancellation.....	3	First aid.....	6
Refunds.....	3	Emergency evacuation.....	6
Paperwork	3	Stall limitations and requirements	6
Letters of offer	3	Stall location	6
SWMS.....	3	Stall presentation.....	6
WorkCover insurance.....	3	Food vendors	7
Public liability insurance.....	4	Packaging.....	7
Working with children	4	Sustainability policy.....	7
Event information	4	Rubbish, re-cycling and liquid waste.....	7
Event schedule.....	4	Food safety compliance and Wodonga council.....	7
Event trading times	4	Hand washing stations.....	7
Competitions.....	4	Water connections	7
Vehicle access	4	Waste.....	7
Personal protection equipment.....	5	Entertainment / Performances	7
Infrastructure.....	5	Disclaimer	7
Hire of equipment.....	5		
Local event hire organisations.....	5		
Marquees.....	5		
Mobile coolrooms.....	5		
Electrical requirements	5		
Gas requirements.....	5		

Introduction

This event manual provides operational information that is relevant to the Children's Fair event.

If there is any information you need that is not contained in this manual, or if you require clarification, please speak to your relevant contact.

Contact listing

Wodonga Council
ABN: 63 277 160 265
104 Hovell Street, Wodonga, VIC, 3690
PO Box 923, Wodonga, VIC, 3689
Ph: (02) 6022 9300
info@wodonga.vic.gov.au
wodonga.vic.gov.au

Children's Fair contacts:

Duryarne Street, dstreat@wodonga.vic.gov.au,
(02) 6022 9356. Event Operations, Main Stage,
Market Stalls, Community Stalls, Art Hall.

Food vendors: Melissa Nagle
mnagle@wodonga.vic.gov.au, (02) 6022 9281

Sport and recreation clubs: April Lampe
alampe@wodonga.vic.gov.au, (02) 6022 9705

Performance stage: Kim Strang
kstrang@wodonga.vic.gov.au, (02) 6022 9283

Music stage: Sam Lampe
slampe@wodonga.vic.gov.au, 02 6022 9232

Sponsorship: Damien Adams
dadams@wodonga.vic.gov.au, (02) 6022 9371

EOI Application

Due dates

Online expressions of interest close 5pm Friday, July 21, 2017.

Any support material associated with a stall application, such as photographs or any documentation that applicants are unable to upload to their online application must be received by the Children's Fair Event Coordinator no later than Friday, July 28, 2017.

Acceptance, allocation and non-acceptance of applications will be at the sole discretion of the Children's Fair committee.

Wodonga City Council (WCC) reserves the right to rearrange the site plan and/or relocate any stallholder without notice. WCC will not discount or refund for any facilities not used or required.

Cancellation

The Children's Fair is presented on a rain or shine basis, and stallholders should not assume the event will be cancelled due to wet weather. Please refer to our Facebook page, <http://wod.city/CFevent17> for up-to-date information in the lead up to the event.

In extreme conditions, however, where the event must be cancelled, a full refund will be provided.

The Children's Fair will not be responsible for any loss, damage or injury whatsoever due to adverse conditions.

Refunds

Stallholder refunds are available when written cancellation is received by the Children's Fair committee on or before Friday, September 29, 2017. In such a situation a full refund will be issued. No refunds will be made for cancellations after this date.

Paperwork

Letters of Offer

During the first two weeks of September successful applicants will be emailed their Letter of Agreement (LOA), which must be countersigned and returned to the WCC event organiser. You will also receive an invoice for the site fee and additional requirements such as power connections (if applicable).

SWMS

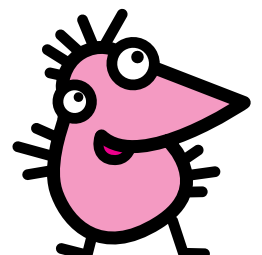
Stallholders and performers must complete a Safe Work Method Statement (SWMS) - obtain the template from the event organiser.

WorkCover Insurance

If the contactor employs workers and pays or expects to pay more than \$7,500 a year in remuneration (this includes wages, benefits and superannuation) or engages apprentices or trainees, the contractor must have a workplace injury insurance policy.

The contractor is not required to register or take out a policy for workplace injury insurance if:

- expects to pay less than \$7,500 in remuneration
- does not engage apprentices or trainees
- is a Sole Trader



Public Liability Insurance

Stallholders are required to return a copy of their Public Liability Insurance certificate.

All stallholders are required to have \$10 million public liability insurance covering their operations at Children's Fair.

If you do not have your own public liability insurance Wodonga Council can provide this to you for an additional \$32 per stall. All applications for public liability insurance through Wodonga Council must be made by no later than Friday, September 22, 2017.

If a claim is made, an excess per claim is payable by the stallholder claimant.

Please note that public liability insurance does not include loss or damage to your own personal property, products, stock and/or equipment that you may have at or near your stall. Please ensure you have adequate insurance for yourself as this is not the responsibility of the WCC.

Working with children

The stallholder or performer submitting this expression of interest, must have a Victorian (or equivalent) Working with Children Check completed, or be in the possession of a Victorian Institute of Teaching (or equivalent) card. It is the responsibility of this person to ensure that all staff working the Children's Fair event also hold these credentials and be able to provide on the day if asked.

Event information

Children's Fair is a smoke-free event. Smoking is only permitted outside the venue perimeter, a minimum of four metres from any entrance.

Pets are not permitted at Children's Fair. (Working guide dogs and companion animals are permitted)

Camping and overnight sleeping is not permitted on the Children's Fair site.

Photography and filming will occur during the course of this event. Please inform a member of staff on the day if you or your child does not wish to be photographed or filmed.

Event schedule

Thursday, October 26, 2017

7am to 4pm - contracted infrastructure day one bump in
6pm to 7pm - on site exhibitor briefing

Friday, October 27, 2017

7am to 4pm - contracted infrastructure day two bump in

Saturday, October 28, 2017

7am to 2pm - stage set design, pre-arranged rehearsals
Noon to 2pm - prearranged exhibitor deliveries

Sunday, October 29, 2017

6am to 9am - exhibitor bump in
9am - OHS inspection
9.30am - all vehicles off-site
10am - gates open, event start
3pm - gates close, event end
3.30pm to 5pm - exhibitor bump out

Monday, October 30, 2017

7am to 4pm - contracted infrastructure day one bump out

Tuesday, October 31, 2017

7am to noon - contracted infrastructure day two bump out

Event trading times

All stallholders must operate their stall on Sunday, October 29, 2017 from 10am until 3pm.

All stallholders must have ceased trading, turned off external signage lighting and closed serving counters and stall frontages strictly within 15 minutes of the conclusion of performances on the Performance stage.

Please follow directions from event staff.

Stallholders must remove all goods and equipment from the Children's Fair site by 5pm Sunday, October 29, 2017.

Competitions

WCC does not allow stallholders or other groups to sell raffle tickets, organise raffles or run trade promotions where purchase is required, at Wodonga Children's Fair. Should you wish to run a free-entry competition at Wodonga Children's Fair, please ensure that you comply with the Victoria Commission for Gambling Regulation laws.

Vehicle access

During the set-up, vehicles carrying equipment or stock are permitted to travel across approved grassed areas at walking pace (speed limit 10kph).

Stallholders are not permitted to drive vehicles within the market area 30 minutes prior and 15 minutes after the markets' advertised trading times.

During the event, all vehicles must park outside the event grounds.

All stalls must remain intact until Wodonga Children's Fair closes at 3pm. Due to OHS regulations, event staff will inform stallholders when vehicles will be able to have access to the grounds for pack-down.

Personal protection equipment

It is a condition of entry during move-in and move-out that the following rules are adhered to:

- ALL persons accessing the venue MUST provide their own high visibility vest and it must be worn.
- Closed-in shoes must be worn (no thongs/sandals)
- Other personal protective equipment (PPE) is to be used as required (goggles, hard hats etc.)

Infrastructure

Hire of equipment

The council will contract an event hire specialist to erect marquees, and provide chairs and tables throughout the event. If you wish to hire equipment for your stall, please contact Children's Fair committee closer to the event.

Additionally, you are welcome to hire through other event hire sources, however, please ensure that this company contacts the event organiser before the event to confirm bump-in details/locations etc.

Local event hire organisations

24 Seven Events and Party Hire - Ph: (03) 5721 4374
Barlens Event Hire Albury - Ph: (02) 6062 3336
RBR Party and Event Hire - Ph: (02) 6024 2507
Wodonga and District Turf Club - Ph: (02) 6056 1214

Marquees

Children's Fair often experiences a spectrum of weather conditions including heat, storms and high winds. It is therefore imperative that all marquees and umbrellas erected securely and weighed or secured at all times.

Do not use pegs due to underground infrastructure.

Mobile cool rooms

The mobile cool-rooms being used by stallholders must be specified in the online application.

Electrical requirements

The WCC electrical contractor will be on site to assist with temporary electrical distribution.

Only electrical equipment that has been listed on the stallholders' online application form will be permitted.

All electrical equipment and all extension cords used by stallholders must be tested and tagged within the last 12 months in accordance with the *Occupational Health and Safety Act 2004 (Vic)*.

While it is strongly recommended that the stallholders have all their electrical equipment tested and tagged prior to the event, an external test and tag contractor will be on-site during set-up to provide this service at a cost of \$20 per item. You will then be invoiced post event.

Double-adaptors are not permitted (but tested and tagged power boards are allowed).

Each stall will be inspected for testing and tagging compliance before trading starts Sunday, October 29, 2017.

The council will not supply leads, power boards or rubber mats.

If using a generator please ensure that the power is adequate for your stall needs and you have enough fuel for six hours. Please also ensure that generators are compliant with Australian standards. Please inform WCC if your generator is more than five years old.

Gas requirements

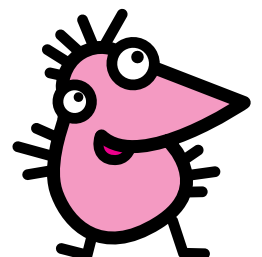
All stallholders must declare on their online application form all gas appliances that they intend to use at the Children's Fair.

Children's Fair reserves the right to prohibit use of any gas appliance that does not carry the appropriate manufacturer's certification, or is in poor condition and deemed unsafe by WCC inspectors.

All gas cylinders must be sited outside stall marquees, at least 1.5 metres away from any ignition source, with the cylinder relief valves facing away from the structure.

All 45kg LPG cylinders, both those currently in use and any awaiting use, must be positioned on a non-flammable base and fastened so they cannot tip over.

While in use, any 9kg cylinders must be stabilised (plastic milk crates are no longer acceptable for this purpose). Portable barbeques that have metal hooks to suspend 9kg gas bottles meet the requirements for stabilisation and ventilation.



Safety requirements

All stallholders must report to the Children's Fair committee any incident or accident to any person or property.

The stallholder acknowledges they have a duty of care and legislative requirements under the *Occupational Health and Safety Act (2004)*.

Please note, children under 16 years of age are not permitted on-site during the bump in and bump out process due to moving plant.

Fire extinguisher

Food stallholders must source their own 2.2kg minimum ABE Dry Powder Fire Extinguishers with a current (not greater than six-month old) inspection tag.

Fire blanket

Fire blankets are mandatory for all food stalls using hot oils. Fire blankets must be at least 1.2m x 1.8m in size and they also require a current (not greater than six-month old) inspection tag.

Staff from WCC Environmental Health Services and Governance teams will inspect all stalls to ensure compliance with these safety regulations.

Naked flame

Naked flames such as candles are not permitted in market or community stalls.

First Aid

St Johns First Aid will be available during the event. Their position will be noted on the site map.

Emergency evacuation

Emergency evacuation documentation will be emailed to the applicant prior the event. It is your responsibility to ensure that you are familiar with your surroundings at the event site and to brief all your staff. Please raise any queries with the Children's Fair Co-ordinator.

In case of an emergency, stallholders are to comply with the Children's Fair staff directions and proceed to designated assembly areas at Richardson Street or Wilson Street at either end of the venue. In addition the home straight of the racetrack can be used.

Children's Fair will establish emergency access and egress pathways around the various sites. Stallholders and their staff must ensure that all areas are not compromised during the operation of the event.

Stall limitations and requirements

Stallholders are to represent themselves and the market in a professional, safe and courteous manner and are not to engage in behaviour that brings the reputation of the Children's Fair into disrepute.

Stallholders shall comply with reasonable directives by Children's Fair staff.

Each community stallholder will be required to provide a free activity for young children up to the age of 12 years. Wodonga Children's Fair committee reserve the right to approve activities.

Stallholders will only be permitted to sell items listed in their online applications, or variations to this that have been approved by the Children's Fair in writing.

Stallholders will not have an exclusive right to sell any product or service at the event.

Stallholders shall not be entitled to assign, share or sub-let all or part of their site.

All equipment must be in good repair and be operated in a safe manner. All stallholder equipment must remain within the stall site. For the safety of others, public access ways must remain clear at all times.

Any products or services to be sold or promoted at the event must be of high quality and related to children aged zero to 12 years. Play items must be safe and every reasonable precaution must be taken to protect children from harm and any hazard likely to cause injury. Toys should encourage the following behaviours: helping, sharing, showing affection, empathy and respect. Play items should encourage talking (not physical force) as a way to solve conflict, and they should encourage interaction that does not demean, humiliate or embarrass.

Stallholders are not permitted to sell any item/items deemed by Children's Fair committee to be offensive, illegal or prohibited. The stallholder is responsible for ensuring all products comply with relevant Australian safety and compliance standards and are fit for purpose.

Stall location

The location of the stallholder's site will be entirely at the discretion of the Children's Fair committee.

Stall presentation

Stallholders are to ensure that their site is always attended, presentable, professional and safe and all displays are contained within the set site parameters.

Stallholders must keep their stall and its immediate surroundings clean and tidy. Children's Fair reserves the right to direct stallholders to improve any stall that we consider to be dirty or not up to an appropriate standard of presentation.

Music, either live or amplified recordings, is not permitted within stalls.

Food vendors

Packaging

Plastic bags and glass containers are not permitted under any circumstances

Sustainability policy

All stallholders acknowledge to:

- Reduce packaging or use recycled or recyclable packaging;
- Promote the disposal of all waste in an environmentally-friendly manner; and,
- Encourage patrons to use reusable bags by limiting the availability of plastic bags to customers.

Children's Fair requests that food stalls supplement the existing seating and tables used by the general public adjacent to the stalls.

Rubbish, re-cycling and liquid waste

Children's Fair will supply communal skip bins for exhibitors. These will be located near the main food court and the market stalls. These bins will be differentiated for general waste and recyclable products (including bulk cardboard).

Stallholders are not permitted to use the bins provided for the general public.

If any damage is caused, the costs of any repairs or cleaning, making good or replacement are borne by the stallholder.

Food safety compliance and Wodonga Council

Food stall operators or persons wishing to sell food, including packaged food/drinks, must apply as a food vendor and submit a Statement of Trade on www.streatrader.health.vic.gov.au at least four weeks prior to the event.

Food stalls must display a current Food Business Licence and the stallholder must have completed a food safety supervisor's certificate course.

All food stalls must fully comply with food, health and safety standards and must ensure the health and safety of their customers and fellow stallholders.

The Environmental Health officers from the WCC will inspect every food stall on the morning of Sunday, October 29, 2017 prior to the admission of patrons to the event.

For further information about the food safety standards please refer to the Environmental Health Services Department of the Wodonga City Council.

Hand-washing stations

You must provide an appropriate hand-washing station within your nominated stall, acceptable food handling practices, cleaning and sanitising, and food storage in accordance with the *Victorian Food Act 1984* and the *Australia New Zealand Food Standards 3.2.2* and *3.2.3*.

Non-plumbed hand-washing stations are acceptable provided they comply with the council's guidelines.

Any temporary hot water service units being used by stallholders should be purpose-built commercial units rated for outside use.

Water connections

Food stallholders will have opportunity to connect to water taps. Connection to your stand must be via food-grade flexible hose.

Waste

Stallholders must not dispose of grey water on site. Liquids and foods are not to be poured down any drains either internally or externally at the event, toilets, basins or similar.

Entertainment / Performances

Please ensure that costumes and performance content is suitable for children ages zero to 12.

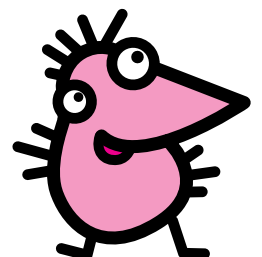
Basic audio equipment will be provided on the day, however you are to ensure that a stage plan including tech requirements and numbers of participants on stage is submitted.

Please arrive a minimum of 30 minutes before your performance time.

Disclaimer

All who participate in Children's Fair do so at their own risk.

Children's Fair does not warrant or guarantee the number of public attendances at the event, nor assure stallholders or performers of any particular level of patronage and turnover.



For further information please contact: Duryarne Streat
dstreat@wodonga.vic.gov.au, Ph: (02) 6022 9356.

