



# **EXHIBITOR MANUAL**



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## IMPORTANT SAFETY REQUIREMENTS FOR BUMP IN & BUMP OUT

### SAFETY VESTS:



**IT IS AN OCCUPATIONAL HEALTH AND SAFETY REQUIREMENT FOR ALL EXHIBITORS TO WEAR A SAFETY VEST DURING BUMP IN AND BUMP OUT.**

It is the responsibility of the Exhibitor to bring safety vests with them to the site.

### FOOTWEAR:



**IT IS AN OCCUPATIONAL HEALTH AND SAFETY REQUIREMENT THAT ALL EXHIBITORS AND CONTRACTORS WEAR SENSIBLE FOOTWEAR WHILST ONSITE.**

Footwear must be enclosed toe shoes.

Thongs and sandals are not appropriate footwear.

This is inclusive of bump in/bump out and event days.

### CHILDREN:



**IT IS AN OCCUPATIONAL HEALTH AND SAFETY REQUIREMENT THAT NO CHILDREN UNDER THE AGE OF 16 BE ALLOWED ONTO THE SITE DURING BUMP IN OR BUMP OUT.**



## IMPORTANT DATES + TIMES

DAY	DATE	ACTION
Tuesday	18 <sup>th</sup> January	Exhibitor Bump in: 8:00am – 6:00pm
Wednesday	19 <sup>th</sup> January	Exhibitor Bump in: 8:00am – 6:00pm
Thursday	20 <sup>th</sup> January	Exhibitor Bump in: 8:00am – 6:00pm
Friday	21 <sup>st</sup> January	EVENT DAY (9:00am – 5:00pm)
Saturday	22 <sup>nd</sup> January	EVENT DAY (9:00am – 5:00pm)
Sunday	23 <sup>rd</sup> January	EVENT DAY (9:00am – 4:00pm)
Sunday	24 <sup>th</sup> January	Exhibitor Bump Out from 4:30pm**
Monday	25 <sup>th</sup> January	Exhibitor Bump Out: 7:00am - 6:00pm
Tuesday	26 <sup>th</sup> January	Exhibitor Bump Out: 7:00am – 6:00pm

\*\* Bump out can only commence on Sunday when ALL patrons have left the event site. Bump out WILL NOT commence until the last patron has exited the venue.



## **EXHIBITOR BUMP IN & BUMP OUT**

The organisers office at the venue will be attended from 8.00am on 18<sup>th</sup> January until the end of the event.

### **BUMP IN:**

<i>Tuesday</i>	<i>18<sup>th</sup> January</i>	<i>8:00am – 6:00pm</i>
<i>Wednesday</i>	<i>19<sup>th</sup> January</i>	<i>8:00am – 6:00pm</i>
<i>Thursday</i>	<i>20<sup>th</sup> January</i>	<i>8:00am – 6:00pm</i>

### **BUMP OUT:**

<i>Sunday</i>	<i>24<sup>th</sup> January</i>	<i>From 4:30pm</i>
<i>Monday</i>	<i>25<sup>th</sup> January</i>	<i>8:00am – 6:00pm</i>
<i>Tuesday</i>	<i>26<sup>th</sup> January</i>	<i>8:00am – 6:00pm</i>

## **ALL STOCK AND FREIGHT MUST BE MOVED OUT BY TUESDAY 26<sup>th</sup> JANUARY**

Security will be on site from Tuesday 18<sup>th</sup> January Until Tuesday 26<sup>th</sup> January.

Exhibitors are responsible for removing all exhibit and material from their site during bump out. The Exhibitors will be invoiced for any removal costs for remaining items or materials left onsite after the 26<sup>th</sup> January.

NO RESPONSIBILITY WILL BE ACCEPTED BY THE ORGANISER OR THE VENUE FOR THE LOSS OF ANY ITEMS THAT ARE LEFT ON YOUR STAND.

YOU MUST ENSURE THE ABOVE TIMES ARE COMMUNICATED TO FREIGHT COMPANIES CONTRACTED TO PICKUP ITEMS FROM YOUR STAND ENSURING A MEMBER OF YOUR STAFF IS PRESENT FOR WHEN YOUR FREIGHT COMPANY ARRIVES TO COLLECT.

## **VENUE DETAILS**

**VENUE:** Geelong Showgrounds  
77 Breakwater Rd  
Breakwater  
VIC 3219

**Bump In/Out Access:** GATE 2 off Breakwater Rd.

**Exhibitor & Visitor Parking:** Geelong Racecourse  
99 Breakwater Rd



## **COVID SAFE GUIDELINES**

We have been granted approval to run the event by the Victorian State Government, please help us comply with the Covid Safe Plan for the event by helping us with the below measures:

- **Please ensure ALL staff are fully vaccinated and can provide certificate upon Bump In entry.**
- Please check in upon entering the venue using our QR code system. **All exhibitor staff will need to check in every day they are on site at the venue.**
- Please review your site set up and ensure that you allow sufficient room for social distancing within your footprint. Consider any queuing or gathering areas and plan accordingly.
- Ensure you have cashless payment options where possible and have minimized high frequency touchpoints.
- Clean any high touch areas frequently throughout the event.
- Have hand sanitizer available for your staff and customers.
- Please follow any directions from our Covid Manager and Covid Safe marshals
- Ensure the wearing of face masks is in line with the current directions of the Chief Health Officer. We also strongly recommend mask wearing for those in customer facing roles.

A GTR Events Exhibitor & Sponsor activation COVID requirements document will be provided to each Exhibitor prior to the Event, which will run through the companies overall COVID safety plan and minimum standards.

If Covid rules are adjusted by the DHHS, an updated list of requirements will be sent at that time.

## **ACCREDITATION – EXHIBITOR STAFF PASSES**

Each exhibiting company will be issued with exhibition passes to access the site outside of event hours.

No staff member/s will be admitted into the Showgrounds outside of event hours without an exhibitor pass. Any staff member/s without an exhibitor pass requesting access to the event outside of event hours will be denied entry.

Additional exhibition passes can be purchased for \$10 per pass – to be paid by credit card at the event.

### **IMPORTANT - PICK UP LOCATION FOR EXHIBITOR STAFF BADGES**

All exhibitor staff passes must be picked up onsite during bump in from the Geelong Outdoor Living Show onsite office located at the info center / office.



## **CAR PARKING - EXHIBITORS**

### **DURING BUMP IN & OUT:**

During bump in & out, exhibitors may park as close to the site as possible or as directed by event personnel. Please avoid driving and parking on pedestrian walkways and aisles.

## **CLEANING**

### **PRE EVENT:**

During Bump In and Bump-out, if you have cardboard and other items that can be recycled, please leave flat packed in neat piles for our cleaners to remove.

### **DURING THE EVENT:**

Exhibitors are responsible for keeping their own trade sites clean and tidy at all times during the event and are reminded to use bins located around the precinct to dispose of rubbish, packaging, food scraps and recyclables throughout the event.

## **DELIVERIES TO THE VENUE**

All exhibitors must adhere to the bump in and bump out schedule. Delivery times, entry and delivery points and any other conditions that apply are listed below.

Please ensure each item despatched to the Geelong Showgrounds / Geelong Outdoor Living Show Event has been labelled with the following details:

- Company Name
- Contact Person and Contact Phone Number
- Name of Event (Geelong Outdoor Living Show)
- Site number

### **Delivery Address:**

Geelong Showgrounds  
77 Breakwater Rd, Breakwater, VIC 3219

Please ensure that your freight delivery company is supplied with your name and mobile telephone number to be contacted when product arrives to sign and accept delivery. This will ensure no deliveries are unable to be delivered.

For freight delivery on event days, the drop off point will be at the Gate 2 and each delivery **MUST** be met by the Exhibitor.

**The Geelong Outdoor Living Show will not sign for or accept any deliveries nor take any responsibility for undelivered items.**

## **ONSITE ACCOMODATION**

If there are any Exhibitors wish to camp onsite at the Showgrounds, please contact the Showgrounds directly.

Sites are \$25.00 + GST a night

Please contact Michelle at the Showgrounds: [michelle@royalgeelongshow.org.au](mailto:michelle@royalgeelongshow.org.au) - 03 5221 1707



## **ELECTRICAL REQUIREMENTS**

In accordance with Australian Standard 3760 all portable electrical equipment brought into the Geelong Showgrounds by exhibitors and contracted suppliers, must have been tested by a licensed electrician and display a current tag.

## **FIRST AID**

There is a First Aid station within the venue. It will be operational from Friday 21<sup>st</sup> – Sunday 23<sup>rd</sup> January during event hours.

## **FOOD & BEVERAGES**

There will be a variety of food and beverage vendors' onsite. Vendors will be located within the venue.

Exhibitors are PROHIBITED from selling any food or beverage products from their stands including coffee. (Unless you are a food & beverage supplier)

**ALCOHOL BROUGHT INTO THE FESTIVAL HUB IS NOT PERMITTED. IT MUST BE PURCHASED INSIDE THE VENUE DUE TO LIQUOR LICENCE RESTRICTIONS.**

## **FORKLIFTS**

Forklifts will be available for exhibitor use during bump in and out. All forklift use MUST be booked in prior to the event. If forklift use is not booked in the Geelong Outdoor Living Show team cannot guarantee forklift use.

To book forklift contact. Callum Ray 0438 923 056 – callum@gtrevents.com.au

## **INSURANCE**

Whilst the Organiser will provide necessary security during the festival, neither the Organiser nor the Venue or any of their staff, employees, agents or representatives shall be held accountable for or liable for, and the same are released from accountability or liability for any damage, loss, harm or injury to their person or any property of the event, however caused, or any of its staff, employees, agents or other representatives, or for goods sent to the venue before or remaining after, whilst in transit to/from or during the event.

**GOODS INSURANCE:** The Organiser does not have an insurance policy which covers exhibitor's goods. You are therefore advised to extend your Property Insurance Policy to cover loss of stock and display equipment due to theft or damage.

**PUBLIC RISK INSURANCE:** **EXHIBITORS MUST HAVE PUBLIC LIABILITY INSURANCE COVER OF MINIMUM \$5 MILLION.** This can be arranged by extending your policy through your insurance broker, agent or insurance company.





## **OCCUPATIONAL HEALTH AND SAFETY**

The policy of the Geelong Outdoor Living Show is that all persons onsite at the event shall be provided with a safe and healthy place in which to work. To achieve this policy, management will make every reasonable effort in areas of accident prevention, hazard control and removal, injury protection and health preservation to every practical extent. These aspects of working conditions will be given top priority in company plans, procedures, programs and job instruction.

In conjunction with this policy, a series of safe working rules and procedures on specific individual safety and health matters has been established and is included in this manual section. Health and safety at an event is both an individual and shared responsibility of all Exhibitors and Contractors, thereby providing opportunities for Exhibitor participation to raise and resolve issues with the appointed OHS officer onsite at the event.

**REPORT THAT HAZARD!** - If you see a potential hazard or something you think is dangerous, please immediately contact a member of the Geelong Outdoor Living Show team so we can resolve the issue.

### **WORKING ENVIRONMENT & INDUCTION**

Our event is the workplace of many other organizations and they will often have their own operating procedures in addition to these basic health and safety rules. Each Exhibitor must be aware of, and follow at all times, the procedures, which apply, to each workplace in which they work.

### **BASIC HEALTH AND SAFETY RULES**

- Observe all signs.
- Keep Guards and Barricades in Place
- A warning sign, danger tag, safety guard or barricade is put there to ensure your protection from recognized hazards. This rule is necessary to protect everyone. Do not remove or override any existing guarding or barricades. If you see this happen, report it to your supervisor immediately.
- No Smoking in buildings. Smoke in Designated Areas Provided
- No Horseplay - Serious injuries and incidents can and often do result from horseplay or practical jokes. Horseplay sometimes involves equipment at the workplace, which may never have been designed for the uses it has been put to, and serious accidents may result. Section 25, of the Occupational Health and Safety Act 1985; require that all employees of businesses take responsible care for their own health and safety of anyone who may be affected by his or her own acts or omissions.

### **TAKE PRECAUTIONS FOR OUTDOOR SAFETY**

Personal protective equipment (PPE) forms a barrier between the person and the immediate hazard. designed for the uses it has been put to, and serious accidents may result. Section 25, of the Occupational Health and Safety Act 1985; require that all employees of businesses take responsible care for their own health and safety of anyone who may be affected by his or her own acts or omissions.

- Take Fire safety precautions - Exhibitors should ensure that aisle ways and fire escapes are free from obstruction by your own doing.
- Wear appropriate PPE (high vis, closed toe shoes, long sleeves or sunscreen if outside etc)
- Observe and work safely around Plant equipment – Wear your high vis and ensure you are easily visible to plant operators.



## **CONTACT DETAILS**

NAME	DEPARTMENT	NUMBER
Scott Reinemann	Commercial Sales	0416 050 212
Chris Bolsin	Commercial Support	0402 666 596
Callum Ray	Event Manager	0438 923 056
Amelia Trenaman	Venue Manager	0450 745 843