



## Exhibitor Information Guide

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## KEY INFORMATION

### Event Details

Bendigo Stadium, 91 Inglis St, West Bendigo, VIC 3550

[Click here for Google Maps](#)

- Saturday 29 February to Sunday 1 March 2020 - 9am to 4pm daily

Strictly no dogs or pets are permitted in the Expo venue.

Due to the nature of the fully indoor event location, no vehicles will be permitted to enter the indoor site. All exhibitor vehicles will need to be parked at the rear of the Bendigo Stadium area, specifically marked as the 'Exhibitor Carpark'.

Exhibitors must ensure their vehicles are parked in the 'Exhibitor Carpark' no later than 8:45am each day of the Expo. No vehicles should be parked in the public carpark area to allow for the expected large influx of vehicles from patrons throughout the weekend.

### 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:

- Thursday 27 February – 8:30am to 5:30pm
- Friday 28 February – 8:30am to 5:30pm
- Saturday 29 February – 7am to 8:30am
- Sunday 1 March – 8am to 8:30am

Pack up:

- Sunday 1 March - after 4pm (an announcement will be made) to 7pm
- Monday 2 March - 7:30am to 2:30pm

**All exhibitors and site infrastructure must be vacated from Bendigo Stadium prior to 2:00pm on Monday 2 March. Site will be handed back to Bendigo Stadium management at 2:30pm. NO EXCEPTIONS CAN BE MADE ON THIS TIME.**

### Expo Contacts

Contact	Phone	Email
Admin/Site Office All exhibitor and general enquiries	03 5820 3115	info@deerexpo.com.au
Jamie Gilbert Chief Warden/Events Manager	0419 522 844	jamie.gilbert@mmg.com.au
Caitlin McAuliffe Event & Exhibitor Co-Ordinator	03 5820 3115	info@deerexpo.com.au
Barlens Hire of marquee, furniture and equipment	Additional equipment can be hired from Barlens, view their catalogue and download the hire form here: <a href="https://www.deerexpo.com.au/exhibitor-info/">https://www.deerexpo.com.au/exhibitor-info/</a>	

## Website and Social Media

For event updates 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.deerexpo.com.au](http://www.deerexpo.com.au)  
Facebook: [www.facebook.com/wilddeerexpo/](https://www.facebook.com/wilddeerexpo/)  
Instagram: [www.instagram.com/deerexpo.com.au](https://www.instagram.com/deerexpo.com.au)

## RULES AND GUIDELINES

### 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 will be provided during bump-in at Sandown Racecourse once full payment is made. To pick up your passes and be shown your site, visit the Info Office when you arrive to set up your site.

If you require extra exhibitor accreditation you MUST purchase these from the Info Office at Bendigo Stadium. The Info office is open for business from Friday 28 February.

The cost of additional two-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.

### Accommodation

We have partnered with the following hotels for the Wild Deer & Duck Hunting Expo. By booking one of the hotels below you will receive a 10% discount using code **"DeerExpo20"**. Bookings can be made directly with the property or via Quest website under promo code.

#### Quest Bendigo Central

228 McCrae Street - T: 03 5410 1300

<https://www.questapartments.com.au/properties/vic/bendigo/quest-bendigo-central/overview>

#### Quest Bendigo

489 High Street - T: 03 5447 0822

<https://www.questapartments.com.au/properties/vic/bendigo/quest-bendigo/overview>

#### Mercure Bendigo Schaller\*

60 Lucan Street - T: 03 4433 6100

<https://au.hotels.com/ho449509/mercure-bendigo-schaller-bendigo-australia/>

\*To book in at Mercure Bendigo Schaller and use the discount, please call the hotel directly.

Please contact Casey Wright, Business Development Manager, Quest Apartments 0439 432 438 if you would like more information or would like to arrange a site inspection.

## **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.

## **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 Info Office so that it can be removed appropriately.

## **Car Parking and Vehicle Site Access**

Exhibitor car parking is conveniently located at the rear of the Bendigo Stadium and will be signed accordingly. Access to the exhibitor carpark will be via Inglis St, West Bendigo (C323).

Due to the nature of the fully indoor event location, no vehicles will be permitted to enter the indoor site. All exhibitor vehicles will need to be parked at the rear of the Bendigo Stadium area, specifically marked as the 'Exhibitor Carpark'.

Exhibitors must ensure their vehicles are parked in the 'Exhibitor Carpark' no later than 8:45am each day of the Expo. No vehicles should be parked in the public carpark area to allow for the expected large influx of vehicles from patrons throughout the weekend.

## **Cool Rooms and Refrigeration Vehicles**

Please ensure you have advised the Expo team in advance if you plan to bring a cool room or refrigeration vehicle as part of your catering site.

Given the site layout, cool rooms and refrigeration vehicles may need to be stored in a different back-of-house location to your designated site.

## **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**

The Expo is pleased to provide power for your site and therefore strictly no generators are to be used on site. Please ensure you have a 15 metre lead to access the power around the site.

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 metres above ground, and at least 5.5 metres above a roadway.

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

### **Evacuation Procedure**

Exhibitors shall observe the Emergency Evacuation System at Bendigo Stadium in the event of an emergency.

# EMERGENCY EXIT PLAN

**BENDIGO STADIUM**

Green Arrows represent emergency exit points

Guests are to follow this direction of the Venue Wardens (in labelled vests) in case of an Emergency Exit situation

U—Unisex Toilet with shower & disabled access  
T/S—Toilet & Shower  
U/B—Unisex Toilet with shower, disabled access & baby change

Northball Courts  
Emergency Exit Points

- Items are under the immediate supervision and control of the Exhibitor or an employee of the Exhibitor including but not limited to accessing firearms and/or weapons for demonstration purposes
- Items on display are rendered temporarily inoperable by the use of nylon ties or trigger locks
- Items are secured in a manner which would prevent removal from the display by any person other than of the Exhibitor or an employee of the Exhibitor
- Ammunition is displayed under glass in a locked cabinet or other lockable container that is only accessible by the licensed ammunition collector operating the display
- Exhibitors have a valid permit as a Victorian dealer permitted to display and/or sell firearms and weapons and are able at the Event to produce the permit on demand to a member of the Victoria Police Force or Licensing & Regulation Division
- Exhibitors who are displaying firearms and/or weapons who are located outside of Victoria, will need to act through a Victorian dealer as an agent
- Comply with all requirements of the Firearms Act 1996 and the Firearms Regulations 2008
- Under liquor licensing legislation, visitors cannot be served alcohol if in possession of a firearm, therefore offer visitors who plan to eat and drink the opportunity to leave purchases at your site until they're leaving the Event
- Exhibitors must ensure purchases are sold where possible partly disassembled and, in a box, and/or bag to ensure visitors leave the Expo with their item packaged discreetly
- Apply for a permit via Victoria Police

### **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 Friday 28 February until Sunday 1 March.

All serious injuries and illnesses should be reported to the Info 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 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

### **Forklifting & Freight**

All event bump-in/bump-out logistics will be handled by Expo Freight.

For freight booking requests please use the below link-

<https://expofreight.wufoo.com/forms/wild-deer-2020-freight-request/>

For loading dock access and onsite handling requests please use the below link- *(if you're utilising Expo Freight for transport then this is not required)*

<https://expofreight.wufoo.com/forms/wild-deer-loading-dock-access-onsite-handling/>

Please endeavor to have all enquiries submitted by **18/02/2020** to assure we can service you accordingly.

*Contact for Expo Freight is:*

Jamie Do

Mobile - +61 490 069 630

Email – [info@expofreight.com.au](mailto:info@expofreight.com.au)

### **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 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 must be worn by all personnel during the bump in and bump out period of the event. Please ensure you have a high visibility vest or similar for this period.

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 Info Office.

### **Inspection of Contents of Vehicles**

Wild Deer & Duck Hunting 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 Twenty Million Dollars (\$20,000,000.00). 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.

A copy of your certificate of currency must be sent to [info@deerexpo.com.au](mailto:info@deerexpo.com.au) prior to 10 February 2020.

## **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, Furniture and Equipment**

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

Additional Equipment and site build modifications can be arranged through our preferred supplier, Barlens, hire form and catalogue can be found here:  
<https://www.deerexpo.com.au/exhibitor-info/>

It is recommended to hire all marquees via the Expo's supplier as all marquees at the Expo must comply with the Occupancy Permit (POPE) for the event which is issued by the City of Greater Bendigo.

## **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.

## **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 and any announcements made is at the discretion for the event organisers.

## **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 Thursday 27, February at 7pm until Monday 2 March at 8:30am this includes overnight.

Security and emergency services are available on site throughout the event opening hours. Any security breaches are required to be reported to the Info 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 by Saturday 29 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 \$200 (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.

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

## **Site Inclusions**

As part of the site fee, exhibitors will receive their allocated square meterage, exhibitor passes, access to power and forklifts.

Sites will be separated with black carpeted partitioning. If you do not want partitioning, please ensure you let us know at [info@deerexpo.com.au](mailto:info@deerexpo.com.au).

## **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 Info 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. Also, there's strictly no smoking within any buildings.

**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 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.