



GUIDELINES AND REGISTRATION FORM - EXPO STALLHOLDERS

The Colac Otway Shire in partnership with local clubs and groups are holding a Community Expo on Australia Day 26 January 2018, in the Colac Memorial Square.

There will be plenty happening in the square on the day, including the official Australia Day ceremony, an Australia Day market, a free community barbecue, children's activities and a great line up of local entertainment on stage as well as a performance from one of Australia's premiere calypso-inspired tropical party bands; *Mighty Dukes and the Lords*.

The Community Expo is organised by the community for the community. This is a great opportunity for local business, organisations and community groups and clubs to come along and promote their services, recruit new members and promote upcoming activities and "come and try" days.

EXPO DETAILS:

When: Friday 26 January 2018

Where: Memorial Square, Colac

When: 11am - 3pm

HOW CAN MY BUSINESS, ORGANISATION OR CLUB GET INVOLVED?

To register for the expo please contact one of the following precinct managers:

Business Precinct:

Coordinated by Rotary Club of Colac

Phil Hunt: 0403279473

huntphil1955@gmail.com

Recreational Clubs and Groups Precinct:

Coordinated by Otway Rotaract Club

Jordie Moloney: 0468673014

otwayrotaract@gmail.com

Children's Precinct:

Coordinated by Otway Plains Scouts

Kathy Niblett –Graham: 5234 8376 or 0407 348 376

karuni@bigpond.com

Applications Close: 4pm, Friday 8 December

HOW WILL THE PUBLIC ENGAGE WITH MY STALL?

All stallholders are encouraged to be part of the *Activity Trail* – a trail encouraging the event audience to visit stalls to collect information and go in the draw to win some great prizes.

Stallholders are encouraged to come up with a small interactive activity such as “count the jelly beans”, “find the cricket player in this picture” etc. We encourage you to think of a unique activity so that every stall offers something new to the patrons.

Prizes will be sourced by the event organisers and drawn at the main stage at the conclusion of the event.

WHAT CAN MY BUSINESSOR CLUB DO AT THE EXPO?

Can I give away promotional material?

We encourage you to provide current information packs (small and creative).

Can I sign up new members?

Yes, the community expo encourages you to sign up new members.

Can I provide a retail service?

The main purpose of the community expo is to raise awareness of your business, organisation, club or group in the community and encourage visitors to use your services after the event. Expo participants will not be able to trade.

Can I provide free food tastings?

Yes, but all stallholders providing food tastings must register a Statement of Trade on the Streatrader website <https://streatrader.health.vic.gov.au> For more information on health requirements at events contact Council's Health department on 5232 9400.

Do I need to provide Public liability insurance?

All stallholders are required to have current public liability insurance. If you do not have liability insurance you can purchase one-off Public Liability Insurance for Stallholders from the Colac Otway Shire for \$45. To enquire about this insurance please contact the Colac Otway Shire on 5232 9400.

Do I need a Working with Children's Check?

All stallholders running children's activities or interacting with children at the event are required to have a current Working with Children Check (Working with Children Checks are free for volunteers). Please visit www.workingwithchildren.vic.gov.au for more information.

WHAT DO I NEED TO BRING ON THE DAY?

Marquee
Weights for marquees
Table (s)
Chair(s)
Promotional Material

Stallholder General Terms and Conditions

Before the event

1. Expo Registration form and all required paperwork must be submitted by Friday 8 December 2017.

Set up & Pack Down

1. Community expo hours are from 11.00am – 3.00pm on Friday 26 January 2018.
2. Set up is from 9.00am – 10.30am and pack down is from 3pm onwards on Friday 26 January 2018.
3. Vehicles are NOT permitted on Memorial Square during any point of the event, (including set up and pack down), except with the approval from the Australia Day Event Coordinator.
4. Stall holders are responsible for erecting and dismantling their own shade structure/marquee. Stall holders must provide their own weights or sandbags for securing shade structure/marquee in their allocated area. Spikes and tent pegs may NOT be used to secure your shade structure/marquee.
5. Stalls must be erected in allocated positions with displays kept within the allocated space. Stallholders will be provided the equivalent space to that noted on their registration form.
6. Stall holders are required to remove all rubbish from their site and leave it tidy and clean.

During Event

1. Power is not offered to Expo stallholders on the day as there are a number of other activities that will require access to power. If you need access to power please discuss with the Australia Day Event Coordinator on 5232 9400.
2. Stall holders must remain onsite for the full duration of the event with one person allocated at all times.
3. Group name must be clearly marked on the stall.
4. Stall holders are NOT permitted to trade/sell goods or food on the day.
5. Stallholders providing free tasting are required to register on Stretrader and comply with all relevant food safety standards.
6. All stallholders interacting with children on the day are required to have a current Working with Children Check.
7. Stall holders have the responsibility under the Occupational Health and Safety Act to ensure the health, safety and well-being of all whom come in contact with their site.
8. All free promotional material must be safe, comply with all relevant safety standards and must not be offensive or harmful to the general public.
9. All shade structures and marquees are to be dropped if the wind speed exceeds 30km an hour. The Council Event Coordinator will decide and advise Precinct Managers if and when structures will need to come down.

Liability

1. The Colac Otway Shire will not be responsible for any accident which may be caused through or by the stallholder or which may happen in connection with his or her business; the stallholder shall deem the Colac Otway Shire harmless and indemnify it against any legal proceedings arising from any such accident.
2. Stallholders are responsible for insuring their own property and stock. Council will not be responsible for any loss or misdelivery of exhibits/items at the community expo or for any damage done there to.
3. Stallholders must comply with statutory insurance requirements (public liability),
4. The Colac Otway Shire cannot be held responsible for cancellation of the Community Expo due to adverse weather conditions or natural phenomenon. The event will be cancelled if a Code Red fire warning was to be issued for 26 January 2018.

Other

This event is alcohol and drug free.

STALLHOLDER REGISTRATION FORM

Business/Group			
Contact Person			
Address			
Phone		Mobile	
Email			

Structure & Site Specifications

Type of Structure/Marquee	
Frontage (length m)	
Depth (width m)	

Providing membership forms and signing up new members? (if yes, please provide details below)	Yes	No
Giving away free promotional material? (if yes, please provide details below)	Yes	No
Are you planning to participate in the Expo Activity Trail? (if yes please provide details of the proposed activity below)	Yes	No
Giving a Demonstration? (if yes please provide details below)	Yes	No
Providing free tastings? (if yes, please provide details below)	Yes	No
<u>Food:</u>		
<u>Drink:</u>		
Organising children's activities? (if yes, please provide details below)	Yes	No

Acceptance:

On acceptance of the invitation to participate in the Colac Otway Shire Community Expo, I agree that:

- Our organisation's stall WILL be set up within our allocated space and ready for the commencement of the event by 10.30am and will remain set up until 3pm;
- Our organisation will display clear signage to identify our stall;
- Our organisation will provide our own marquee/tables/chairs/display boards and any other equipment required to operate our stall.
- The area used will be left in a completely clean and tidy state at the end of the event.

Checklist:

- I have read and fully accept the terms and conditions stated herein;
- I have attached my public liability insurance declaration
- I have registered on Streatrader (if providing food/drink tastings)
- I have attached a copy of my Working with Children Check (if working with children)

Signature of applicant:		Date:	
Full Name:			
Organisation/ Group:			

Who do I contact for information or assistance with the paperwork?

Colac Otway Shire event staff are available from 9am – 5pm weekdays. Please contact Event Officers Hege Eier or Emma Clark if you require more information or assistance with the required paperwork.

PHONE: 5232 9400

EMAIL: hege.eier@colacotway.vic.gov.au or emma.clark@colacotway.vic.gov.au

WEBSITE: www.colacotway.vic.gov.au