



Information Kit - Fair Trade Markets Sunday 10th May 2015

Fair Trade Markets Trading Hours for Exhibitors

The festival is open to the public on **Sunday the 10th of May 2015, from 10am to 5pm.** All exhibitors are required to be at their site no later than half an hour prior to the opening time and must be ready for trading at 10.00am. All exhibitors must remain at the event until event closing time at 5.00pm.

Promotion

We know you are keen to promote your involvement and we ask if you could please promote yourself in the following way on your website, database, twitter, linkedin, Facebook, E-Newsletter etc. Please find attached the current link that you can use <http://moralfairground.com.au/victorian-fair-trade-festival-2015-program/#market>

Ask your customers, followers and fans to come and see you at the Victorian Fair Trade Festival Market. There will be live entertainment, multicultural performances, fair fashion shows and kids activities.

Access & Site Allocations

There is only one access point to the Brunswick Town Hall, which is the main entrance, 233 Sydney Road, Brunswick (near the corner of Glenlyon and Sydney Roads). You will be able to either park the car at the parking lot in Glenlyon Road and walk your items to the Town Hall. Alternatively, you can park your car in timed spaces on Sydney Road, near the town hall to unload and walk your items into the Town Hall.

The site will be accessible from 7.00am on Sunday the 10th of May 2015.

A few basic trolleys will be made available on the day, but we recommend you bring your own trolleys.

Transport and Parking

Brunswick Town Hall is located at 233 Sydney Road, Brunswick. It is on a main road near trains, buses and a tram and has public car parks surrounding the town hall.

Tram

Less than 1-minute walk from tram 19, Sydney Road

Bus

2-minute walk from bus route 506 on Dawson Street

Train

10-minute walk from Jewell train station (500 metres)

Parking

- Street parking is available at no charge, as the market will be held on a Sunday.
- Ticket parking is available behind the Brunswick baths on Dawson Street (400 metres). We are happy to report that this parking is free on the weekends.
- Free parking behind the Mechanics Institute on weeknights and weekends (100 metres)

Bump In

We urge you to arrive on site early to give yourself plenty of time to set up your spot, as well as looking for parking.

Your exhibit must be ready for trading at 10.00am

Please ensure you have a suitable number of personnel to complete the (un-loading and loading) of products, mind your stock, site and set your site.

Upon your arrival, request to speak to Emily Keen the Project Coordinator who will guide you to your allocated site. Volunteers can be recognized as they will be wearing the official Victorian Fair Trade Festival T-shirts.

Bump Out

After 5.00pm you will be able to pack down and leave the site.

Space Allocation

Each exhibitor will be allocated (unless other prior arrangement)

- 1 x 1.8m Trestle Table
- 1 Chair
- Access to power if required
- Exhibitor Signage
- 1 x White Table Cloth

You will need to bring:

- Any props and equipment you require
- Own Banners
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Toilet Facilities

There are female and male public toilets in the Brunswick Town Hall, at the back of the Atrium next to the main hall.

Power

All electrical equipment to be used on site **MUST** be tested and tagged by a qualified electrician for safety reasons to be used anywhere on site. Please ensure this is done or equipment cannot be used at the Festival site. This includes any type of electrical equipment, laptops, and kettles, equipment used in the provided kitchen or any other.

If you need power at the event you must advise us immediately, you will need to advise us the correct power voltage so that we can arrange electricity.

Kitchen Access

There is access to a kitchen facility in the Atrium– there is limited fridge space, and storage area. Milk for Staff/Volunteers Tea & Coffee would be fine to store there. There is a Microwave and access to Boiling Water available.

Public Liability Insurance

Please refer to your terms and conditions; each exhibitor is required to hold public/product liability insurance for minimum \$10 million per claim for the duration of the Festival.

Waste Management Conditions

Moral Fairground aims to run waste-free events. In the spirit of this commitment and to create a harmonious community in alignment with the environment, we request you adhere to the following conditions in relation to waste:

- Plastic shopping bags are **not to be** used at this event.
- Balloons are not permitted at this event.
- First choice of packaging should be reusable packaging, followed by recyclable and biodegradable materials.
- We ask that you keep you site clean at all times and that you place rubbish in the allocated rubbish bins throughout the day
- At the end of the day, we ask that you leave the site as you found it in the morning, all rubbish should be disposed of before you leave in the bins provided.

Security

- We encourage you monitor your site properly and that you do not leave your site unattended. If you need to leave your site for a short period of time, we recommend you get in touch advise one of our volunteers who will be able to man the site for a short period of time but that you take all cash with you. The event will have day time security.
- Cash handling – to avoid theft we encourage you use an Eftpos machine. If you do not have an eftpos machine make sure cash is secured with you at all times.
- Moral Fairground or Moreland City Council Hospitality Management takes no responsibility for any theft or damage to your goods, valuable or cash during the event.

Food/Drink Vendors

All food vendors will need to submit a Statement of Trade 14 days prior to the event, refer to link at <http://www.health.vic.gov.au/foodsafety/bus/mobile.htm>

Any stall holder who are giving away samples should ensure they are registered/approved as temporary food (see requirements for 'Class 4' Food Service <http://www.health.vic.gov.au/foodsafety/bus/class.htm>)

All relevant food permits and Statement of Trade need to meet the City of Moreland's requirements.

The minimum requirements for all food stall holders are:

- Water container with warm water and a tap valve;
- Liquid soap;
- Paper towels;
- Bucket underneath to collect dirty water
- Must use 100% biodegradable bags, cutlery, cups, plates etc

If you have any problems sourcing these products please contact us and we will help you.

Important Contact Numbers

Project Manager
Emily Keen
M: 0455 791 969

Festival Director
Susanna Bevilacqua
M: 0409 943 254

Event Checklist

1. Have sufficient stock for the day

2. For Food/Beverage stalls, have Registered with my local council
3. For Food/Beverage stalls – hold a Statement of Trade with the City of Moreland.
4. I have tagged all my electrical equipment by a professional electrician, eg water urn, kettles, warmers, light fittings etc
5. Organise Public Liability Insurance for \$10M
6. Have ordered sufficient change or have an eftpos facility
7. Have promoted the event to all my networks to encourage them to come to the event
8. Have you got enough marketing material, eg business cards, banners, and flyers
9. Have thought about how to set up the table and have enough props make my display appealing
10. Have organised a kit with things I might need like sticky tape, blue tack, scissors, string etc
11. Have some basic first aid kit with me, eg band aids, disinfectants

Map

