



# Exhibitor Manual



.....important information for you to read



**EVENT DAYS :** Saturday 5 & Sunday 6 October  
**EVENT TIMES :** 9am to 3pm

**EXHIBITOR SET-UP DAYS :** Wednesday 2 to Friday 4 October (8am to close of gates at 5:30pm)

**EXHIBITOR BUMP-OUT DAYS :** Sunday 6 October (3:15pm - 5pm) & Monday 7 October (8am to 5pm)

**EXHIBITOR ENTRY ON EVENT DAYS :**  
Entry through Gate 4 from 7:00am to 8:00am - no vehicle movement after 8:30am

**EXHIBITOR EXIT ON EVENT DAYS :**  
Exit from the site not before 3:15pm (until patrons leave the display area) until close of gates at 5pm

155 Burnt Store Road, Lardner, 3821  
P : 5626-1373  
E : [gardenexpo@lardnerpark.com.au](mailto:gardenexpo@lardnerpark.com.au)  
W : [www.lardnerpark.com.au](http://www.lardnerpark.com.au)

### Lardner Park Garden + Home Expo Event Sponsors



### Lardner Park Strategic Partners



### Lardner Park Supplier Alliance



# LARDNER PARK GARDEN & HOME EXPO 2024 EXHIBITOR MANUAL

## Contents

KEY INFORMATION .....	2
ACCESS DETAILS.....	2
KEY EVENT CONTACTS .....	2
ADVERTISING.....	3
ANIMALS & LIVESTOCK .....	3
ATM FACILITIES.....	3
BIOLOGICAL HAZARDS .....	3
CATERING .....	3
COVID REQUIREMENTS & COVID SAFE PLAN .....	3
DEMONSTRATIONS .....	3
DEVICE CONNECTIVITY .....	3
DIGGING HOLES/GROUND PENETRATION .....	3
DRUGS & ALCOHOL.....	3
ELECTRICAL .....	4
ENTRY PASSES.....	4
EXHIBITOR CAR PARKING.....	4
FIRST AID .....	4
FOOD SAFETY GUIDELINES.....	4
FORKLIFT .....	4
GRASS SITE MOWING .....	4
HAZARDOUS CHEMICALS, GASES AND DANGEROUS GOODS .....	4
HEIGHT WORK.....	5
HOT SURFACES & LIQUIDS .....	5
INCIDENT REPORTING.....	5
LICENSES.....	5
MARKETING.....	5
MARQUEES & TEMPORARY STRUCTURES .....	5
NOISE & INCONSIDERATE BEHAVIOUR .....	6
PERSONAL PROTECTIVE EQUIPMENT (PPE).....	6
RAISED EQUIPMENT .....	6
SECURITY .....	6
SITE BOUNDARY .....	6
SITE LAYOUTS .....	6
SLIPS, TRIPS & FALLS .....	6
SMOKING.....	6
WASTE MANAGEMENT.....	7
WEATHER .....	7
WEBSITE & SOCIAL MEDIA .....	7

## KEY INFORMATION

ACCESS DETAILS		
<b>Bump In:</b>	<ul style="list-style-type: none"> <li>▪ ‘Soft’ bump-in access to all sites from Wednesday 2<sup>nd</sup> to Friday 4<sup>th</sup> October Access from <b>8:00am until gates close at 5:30pm</b></li> <li>▪ Goods left on site will be at exhibitor’s own risk</li> </ul>	
<b>Access to site on Event days:</b>	<ul style="list-style-type: none"> <li>▪ Enter through Gate 4 to park in exhibitor car park</li> <li>▪ Saturday 5<sup>th</sup> October from 7:00am – 8:00am                             <ul style="list-style-type: none"> <li>• Please have your entry tickets ready for scanning</li> </ul> </li> <li>▪ Sunday 6<sup>th</sup> October from 7:00am –8:00am                             <ul style="list-style-type: none"> <li>• Please have your entry tickets ready for scanning</li> </ul> </li> <li>▪ No vehicle movement in display area after 8:30am</li> </ul>	
<b>Bump-Out</b>	<ul style="list-style-type: none"> <li>▪ Sunday 6<sup>th</sup> October from <b>3.15pm (no vacating of sites prior to close of event) to close of gates at 5:00pm</b></li> <li>▪ Vehicle access to display space from 3.15pm (all event patrons must be offsite before any vehicle movement can occur)</li> <li>▪ Goods left onsite will be at own risk and must be cleared by 5.00pm Monday 7<sup>th</sup> October</li> </ul>	
<b>Vehicle Access and parking:</b>	<ul style="list-style-type: none"> <li>▪ Parking during event days (5<sup>th</sup> &amp; 6<sup>th</sup> October) via Gate 4 to the designated exhibitor parking zone from 7:00am to 8:00am. After 8:00am you can park in the patron parking zone – entry through Gate 1.</li> <li>▪ <b>Strictly no vehicle movement permitted during public event hours</b></li> <li>▪ No vehicle access to the event site <b>60 mins</b> prior to opening hours each day <b>Saturday : &lt; 8:00am / Sunday : &lt; 8.00am</b></li> <li>▪ Exhibitors will be asked to move all vehicles off the event site and into the car park no later than 30 mins prior to opening hours on event days. Only authorised and pre-approved vehicles as part of your display may remain on site.</li> </ul>	
KEY EVENT CONTACTS		
Chief Executive Officer	Craig Debnam	P: 03 5626 1373
Events Manager	Pam Ryan	E: <a href="mailto:gardenexpo@lardnerpark.com.au">gardenexpo@lardnerpark.com.au</a>
Events Co-ordinator	Anna Parkinson	
Finance Manager	Barbara Johnson	
Property Manager	Anthony Willems	
Marketing Co-ordinator	Ash Kriening	
<b>Safety Officer</b>	<b>Anthony Willems</b>	<b>0408 624 620</b>
<b>Victorian First Aid Services</b>	<b>Darren Johnson</b>	<b>0488 405 605</b>

## ADVERTISING

Exhibitors are not permitted to hand out any advertising or promotional materials in any area other than within their own site, this includes signage. Please stay within your boundary.

## ANIMALS & LIVESTOCK

Patrons are allowed to bring their pet and service dogs (on leashes) to the Lardner Park Garden & Home Expo. Animals as part of an exhibit or attraction must be kept in a manner to prevent injury to the public. Animals must be adequately separated from areas used for storage, prep, production and food prep. Animals must be kept in accordance with recognised humane practices acceptable to the RSPCA and must be in good health.

## ATM FACILITIES /

ATM facilities are located in the Baw Baw Pavilion. Exhibitors are reminded to make their own arrangements for cash requirements prior to the event.

## 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 Lardner Park Office immediately.

## CATERING

### BUMP-IN

Catering will be available for your staff and suppliers as follows:

- Friday 13<sup>th</sup> October
  - Alimentos Café – inside Events Centre
    - 10:00am to 2:00pm

### DURING THE EVENT

There will be food and beverage vendors on site during the event (see catering logos on maps)



## COVID REQUIREMENTS *(when applicable)*

Our COVID safe plan is available from the website for you and your staff to read. In order to comply with the state government directives, Lardner Park along with our exhibitors, are obliged to observe all the current COVID mandates whilst on the property for the health and safety of our staff, volunteers, your staff and event patrons – when applicable.

## DEMONSTRATIONS

The demonstration equipment zones – ‘TRY BEFORE YOU BUY’ are available to exhibitors to promote your products throughout the event. This area will be fenced off for safety reasons and all care should be taken by your staff when demonstrating equipment. The Safety Officer or Lardner Park personnel will be available to assist restricted access to this zone to all members of the public whilst demonstrations are taking place.

Please phone the Lardner Park office on 5626-1373 to organise assistance at this zone and for public announcements promoting your demonstration in this area or within your display space.

## DEVICE CONNECTIVITY

Your devices should be able to access 4G & 5G whilst on the property through your communication provider. If you have any difficulties, please see the Lardner Park team.

## DIGGING HOLES/GROUND PENETRATION

Please contact the Main Office before digging a hole or ground penetration of posts/pegs/stakes deeper than 300mm. The property manager will check for any underground services prior to approval for digging.

## DRUGS & ALCOHOL

No alcohol or illegal drugs are to be consumed prior to entering or brought onto the Lardner Park property. 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.

## **ELECTRICAL**

Not all sites have access to power – and will only be available to exhibitors who requested power access in their application. ***Please ensure that your devices which require power are fully charged at the start of each day.***

Lardner Park consists of a network of electrical cables both underground and overhead, as well as water pipes and telephone cables. Underground cables are buried in excess of 300mm. Pegs, poles and excavations are not to be placed within **1 metre** of power outlets (rise poles) or the marked red lines. Overhead power lines are marked on the Event site map.

## **IMPORTANT NOTES**

All electrical items must be tested and tagged with 3-month tags

- All extension leads must have self-contained earth leakage devices
- All electrical leads must comply with Australian Standards

**Random checks will be undertaken by our Safety Officer.**

Adherence will ensure your electrical installation complies with relevant Australian Standards & Codes of Practice. Please check overhead wires prior to installing high marquees and/or equipment and ensure that no marquee, flagpole or equipment is erected within 6.4 metres of overhead power lines.

## **ENTRY PASSES**

You should have received an email confirming your site details and a link to your exhibitor portal. Here you can access your entry tickets and also purchase extra tickets.

Exhibitor entry tickets won't be accessible unless payment and documentation has been received.

## **EXHIBITOR CAR PARKING DURING GARDEN AND HOME EXPO**

- Exhibitor car parking is provided via Gate 4 only (refer map).
- If you need to drop off goods to your site and return to the patron car park to park your vehicle, please exit the property as shown on the map.

## **FIRST AID**

First Aid is available onsite at the rear of the Lardner Park administration building from Friday 4<sup>th</sup> (9:00am-4:00pm) to Sunday 6<sup>th</sup> October (8:30am – 3:30pm). All serious injuries and illnesses must be reported to the Lardner Park Office **5626-1373**. Please present to the First Aid office or phone **0488 405 605** if you are feeling unwell. If a staff member or patron advises of COVID symptoms, please phone the first aid supervisor on **0488 405 605 for advice**.

## **FOOD SAFETY GUIDELINES**

All catering exhibitors must comply with and be registered with **FoodTrader** certificates and have relevant permits on display. Baw Baw Shire Council environmental officers will be on-site during the event.

## **FORKLIFT**

The forklift will be available on a limited basis on Wednesday 2<sup>nd</sup> and Monday 7<sup>th</sup> October. Please contact the Lardner Park office to book your time and what is required for lifting during bump-in and bump-out hours. Bookings can be made prior to Tuesday 1<sup>st</sup> October. Pre-bookings will receive priority service.

Any exhibitor undertaking their own lifting must remain on their individual site, with any risks associated identified and managed through the site risk assessment process.

Lifting machinery must be in a safe and serviceable condition and all operators must be fully licenced and checked by the Safety Officer.

## **GRASS SITE MOWING**

Exhibitors on outside sites should note seasonal weather conditions may require your exhibition site to be mown prior to exhibiting. A push mower is available for use, please contact the Admin Office to register.

## 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 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, 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

Working at heights (at least 2 metres above ground level) is a high-risk activity and a major cause of death and serious injury. Any potential working at height hazard requires an 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. Ladders should be firmly secured or “tied off” at the top and bottom before use.

## HOT SURFACES & LIQUIDS

Hot surfaces/liquids must not be accessible to 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 Garden and Home Expo Safety Officer or at the Lardner Park Office.

## LICENSES

All vehicles operated on the event site require the driver to hold a current Australian Driver’s License. This license must be produced upon request. Any person operating a forklift must have a current forklift license and be able to produce this upon request. A licence to perform high risk work is required if you work with high-risk equipment or plant.

## MARKETING

If you are interested in promoting your business as a Garden and Home expo exhibitor, there are limited opportunities available in the **Garden and Home Expo Official Program**. Please email [gardenexpo@lardnerpark.com.au](mailto:gardenexpo@lardnerpark.com.au) with your request.

If you are planning on having a demonstration on your stand during the event, we would love to hear from you as there may be promotional opportunities available through our Social Media Channels to give you a shout out. Please contact [gardenexpo@lardnerpark.com.au](mailto:gardenexpo@lardnerpark.com.au)

## MARQUEES & TEMPORARY STRUCTURES

If you are erecting a marquee or have engaged a marquee hirer you must be aware of existing infrastructure on your site, i.e., underground power, trees, taps etc. If hiring from an outside company (not through Lardner Park office) that company **must** make, contact with the Lardner Park Office at least 24 hours prior to arrival on site by either email or phone ([gardenexpo@lardnerpark.com.au](mailto:gardenexpo@lardnerpark.com.au) or phone 03 5626 1373). Sign-in and induction is mandatory at the office upon arrival.

Prescribed Temporary Structures are tents, marquees, or booths with a floor area greater than 100m<sup>2</sup>; seating stands for more than 20 persons; stages or platforms (including sky borders and stage wings) exceeding 150m<sup>2</sup> in floor area; or prefabricated buildings exceeding 100m<sup>2</sup> other than ones placed directly on the ground surface.

Contact the Lardner Park Office for a copy of Baw Baw Shire compulsory requirements if you have a structure of this type being erected on your site – *note this must be complied with early to avoid possible refusal to use your structure by Council authorities.*

Please ensure all marquees are weighted or pegged down securely. Tent pegs should be covered and remain within the boundaries of the allocated site.

### **NOISE & INCONSIDERATE BEHAVIOUR**

Please consider fellow exhibitors when promoting your product. Excessive noise or inconsiderate behaviour may result in complaints and in extreme situations subsequent eviction from the event. Generators used on-site are to be at a tolerable/low noise level.

### **PERSONAL PROTECTIVE EQUIPMENT**

Personal Protective Equipment (PPE) should be worn where appropriate to minimize risk of falls, injury and damage to the face, feet, respiratory tract, head, hands, eyes or ears. Do not use contaminated or damaged PPE.

High visibility clothing must be worn by all personnel during bump in and bump out periods. High visibility clothing should also be worn when working near moving vehicles, operational plant, loading ramps, and when height work is carried out.

### **RAISED EQUIPMENT**

Hydraulic operated machines or attachments not fitted with a self-locking system need to have a safety prop fitted. **All moveable products must have chocks placed to mitigate any risk of movement.**

### **SECURITY**

Our resident on-site care-taker will undertake regular patrols of the site on the evening of Friday 4<sup>th</sup> and Saturday 5<sup>th</sup> October. Pavilions will be locked at 3:30pm each event day. Please secure your site at night and remove or lock up any portable items and branded vehicles parked on your site and if left in the exhibitor car park for the duration. The display site will be locked down after 5:00pm. Dedicated security can be ordered by contacting the Lardner Park Office. Please do not leave keys in the ignition of any machinery or vehicles. Lardner Park reserves the right to inspect any vehicle that is entering or leaving the event site.

Security and event organisers have the right to remove any person/s who do not comply with the Exhibitor Terms & Conditions and Conditions of Entry of the Event.

### **SITE BOUNDARY**

All exhibitors must confine their displays and equipment within the boundaries of their allocated site, this is inclusive of tent pegs. In the interest of public safety, the event organisers reserve the right to remove all items outside of the site boundaries. **Pavilion exhibitors** – please note – there are no physical partitions to delineate your boundary from the neighbouring exhibitor.

### **SITE LAYOUTS**

External and pavilion layouts are subject to change. Please check your exhibitor confirmation document for your current\* site allocation. Due to power and other infrastructure on the property and buildings, we are obliged to make alterations to suit the conditions. (\*current at 17/9/24)

### **SLIPS, TRIPS & FALLS**

It is easy to eliminate slips, trips and fall 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 Lardner Park Office.

### **SMOKING**

Smoking and the use of tobacco and/or e-cigarette products within 10 metres of food/drink stalls, vendors as well as children's activities are banned at the event. There is also strictly no smoking within any buildings. Please dispose of your cigarette butts appropriately. **Lardner Park urges exhibitors to NOT smoke anywhere around members of the public and most especially not anywhere near any children or food outlets.**

## WASTE MANAGEMENT

Lardner Park waste management strategy focuses on promoting a circular economy, minimizing waste streams, and introducing new bins and methods to ensure proper waste diversion. We are implementing a “Leave NO Trace” principle, encouraging vendors and festival patrons to take their waste with them and other refuse that is often left behind.

For general event patrons, we've set up new bins that categorise waste into distinct streams: Red Bins for general waste, Yellow Bins for recycling, Green Bins for organic waste, and the new Orange CDS Bins designated for collecting glass, aluminium, and plastic bottles – which when returned a donation to local mental health organisation – Mindful Aus will be made. Furthermore, our plan mandates a “NO Single Use Plastics” approach, aligning with the Victorian State Government’s legislation.

This Waste Management Plan enhances the responsibilities of vendors, exhibitors, and patrons, underscoring our commitment to sustainability in conjunction with other initiatives aimed at promoting best practices in land, water, and biodiversity management across the property.

Please take the time to review the waste management document from this link : <https://lardnerpark.com.au/wp-content/uploads/Lardner-Park-Circular-Waste-Management-Plan-v6.pdf>

## WEATHER & PARTICIPATION COMMITMENT

As an exhibitor at the Lardner Park Garden & Home Expo, you have made a binding commitment to exhibit at a 2-day **ALL-WEATHER** event within the specified opening hours. Please keep in mind the design and layout of your exhibitor site should the weather be inclement. We ask you to remain on site unless otherwise directed by Event Management.

## WEBSITE & SOCIAL MEDIA

To stay up to date or for information on general public tickets, visit the website and social media pages. We encourage exhibitors to ‘like’ and ‘share’ our social media pages. Please find relevant links below: **Website:** <https://lardnerpark.com.au/> **Facebook:** #lardnerpark

**We thank you for supporting the  
Lardner Park Garden & Home Show 2024**





# SITE LAYOUT



**2024**  
**Saturday 5th &**  
**Sunday 6th October**

LEGEND	
	Emergency Assembly Point
	First Aid
	Toilets
	Catering
	Baby changeroom facilities
	Picnic Areas
	Fire hydrant
	10amp
	3phase
	ATM facilities
	Water tap (potable or non)
	Information
	Light tower



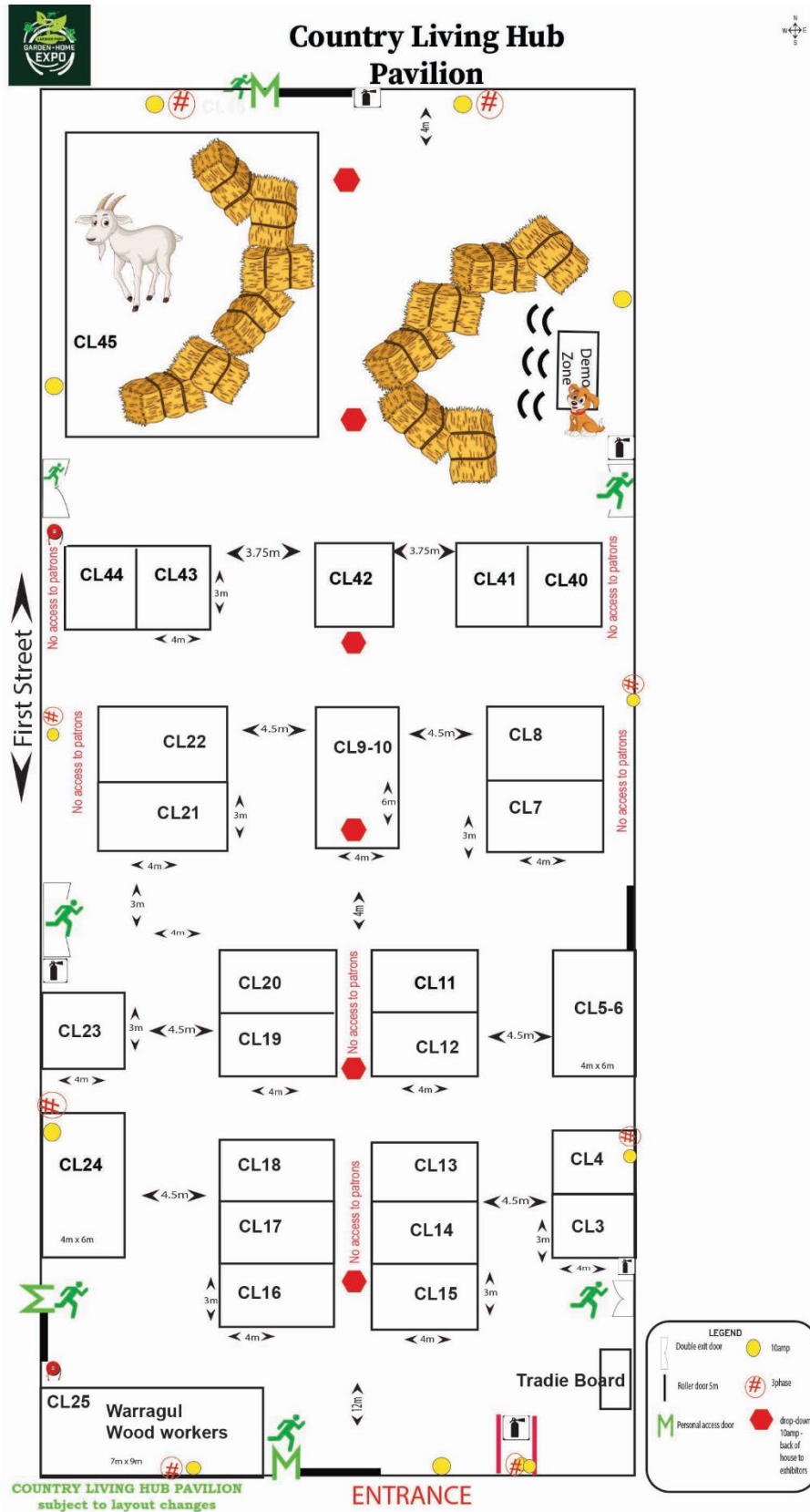
**LARDNER PARK GARDEN & HOME EXPO 2024**  
**LAYOUT SUBJECT TO CHANGE**

# BAW BAW PAVILION LAYOUT



current at 17/9/24

# COUNTRY LIVING HUB PAVILION LAYOUT

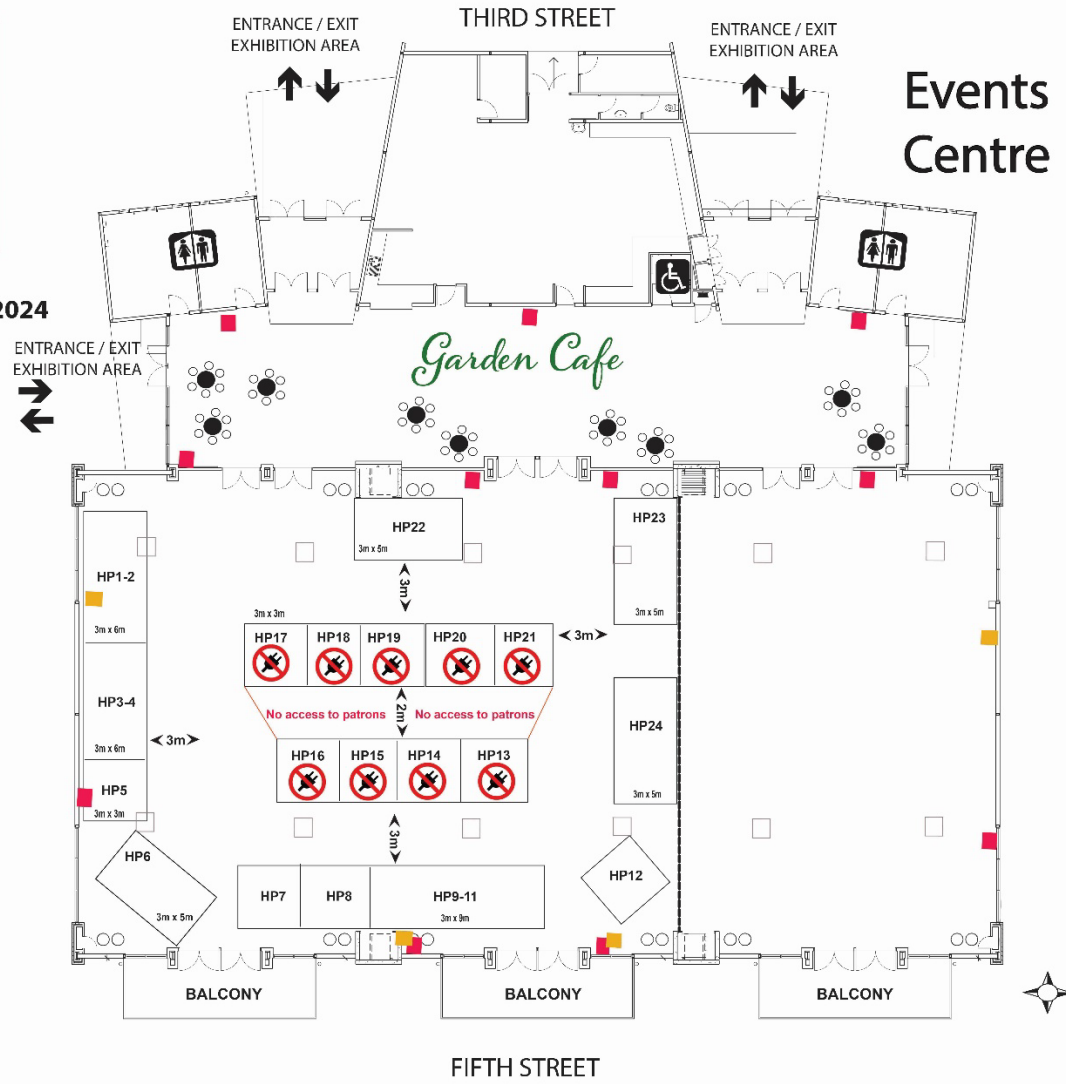


current at 17/9/24

# HOME PAVILION LAYOUT



Saturday 5th & Sunday 6th October 2024



\*layout subject to change

current at 17/9/24