



# Exhibitor Manual

.....important information for you to read



**EVENT DAYS :** Saturday 14 & Sunday 15 October  
**EVENT TIMES :** 9am to 4pm

**EXHIBITOR SET-UP DAYS :** Wednesday 11 to Friday 13 October (8am to 6pm)

**EXHIBITOR BUMP-OUT DAYS :** Sunday 15 October (4:15pm - 7pm) &  
Monday 16 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 4:15pm - until patrons leave the display area

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 2023 EXHIBITOR MANUAL

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## KEY INFORMATION

ACCESS DETAILS		
Bump In:	<ul style="list-style-type: none"><li>▪ ‘Soft’ bump-in access to all sites from Wednesday 11<sup>th</sup> to Friday 13<sup>th</sup> October Access from <b>8:00am until 6:00pm</b></li><li>▪ Goods left on site will be at exhibitor’s own risk</li></ul>	
Access to site on Event days:	<ul style="list-style-type: none"><li>▪ Enter through Gate 4 to park in exhibitor car park</li><li>▪ Saturday 14<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 15<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>	
Bump-Out	<ul style="list-style-type: none"><li>▪ Sunday 15<sup>th</sup> October from 4.15pm (<b>no vacating of sites prior to close of event</b>)</li><li>▪ Vehicle access to display space from 4.15pm (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 16<sup>th</sup> October</li></ul>	
Vehicle Access and parking:	<ul style="list-style-type: none"><li>▪ Parking during event days (14<sup>th</sup> &amp; 15<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 Events Manager Finance Manager Property Manager Administration Officer	Craig Debnam Pam Ryan Barbara Johnson Anthony Willems Tracy Jilbert	P: 03 5626 1373 E: <a href="mailto:gardenexpo@lardnerpark.com.au">gardenexpo@lardnerpark.com.au</a>
Safety Officer	Tom McCormack	0408 222 514
Victorian First Aid Services	Darren Johnson	0488 405 605

## 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

Strictly no dogs or pets are permitted on the event site, this includes during set up and pack up; exceptions are provided for service dogs. 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.

## 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.



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**

Once your site is paid in full and all documentation received, you will receive an email with your entry tickets along with a link to access your exhibitor portal which allows you to purchase extra entry tickets for your staff.

#### **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 13<sup>th</sup> to Sunday 15<sup>th</sup> October (9:00am – 4:00pm). 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 StreetTrader 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 11<sup>th</sup> and Monday 16<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 10<sup>th</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 13<sup>th</sup> and Saturday 14<sup>th</sup> October. Pavilions will be locked at 4:30pm 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.

## 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.***

## WASTE DISPOSAL

Exhibitors must use waste bins provided for general waste. Cardboard packaging must be flattened and can be left at the front of your site for waste collection at the end of each day. Please assist by separating recyclables and general waste.

## 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

**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.

**We thank you for supporting the  
Lardner Park Garden & Home Show 2023**



# SITE LAYOUT



**2023**  
**Saturday 14th &  
Sunday 15th October**

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



**LARDNER PARK GARDEN & HOME EXPO 2023**  
**LAYOUT SUBJECT TO CHANGE**



current at 20/9/23



# BAW BAW PAVILION LAYOUT



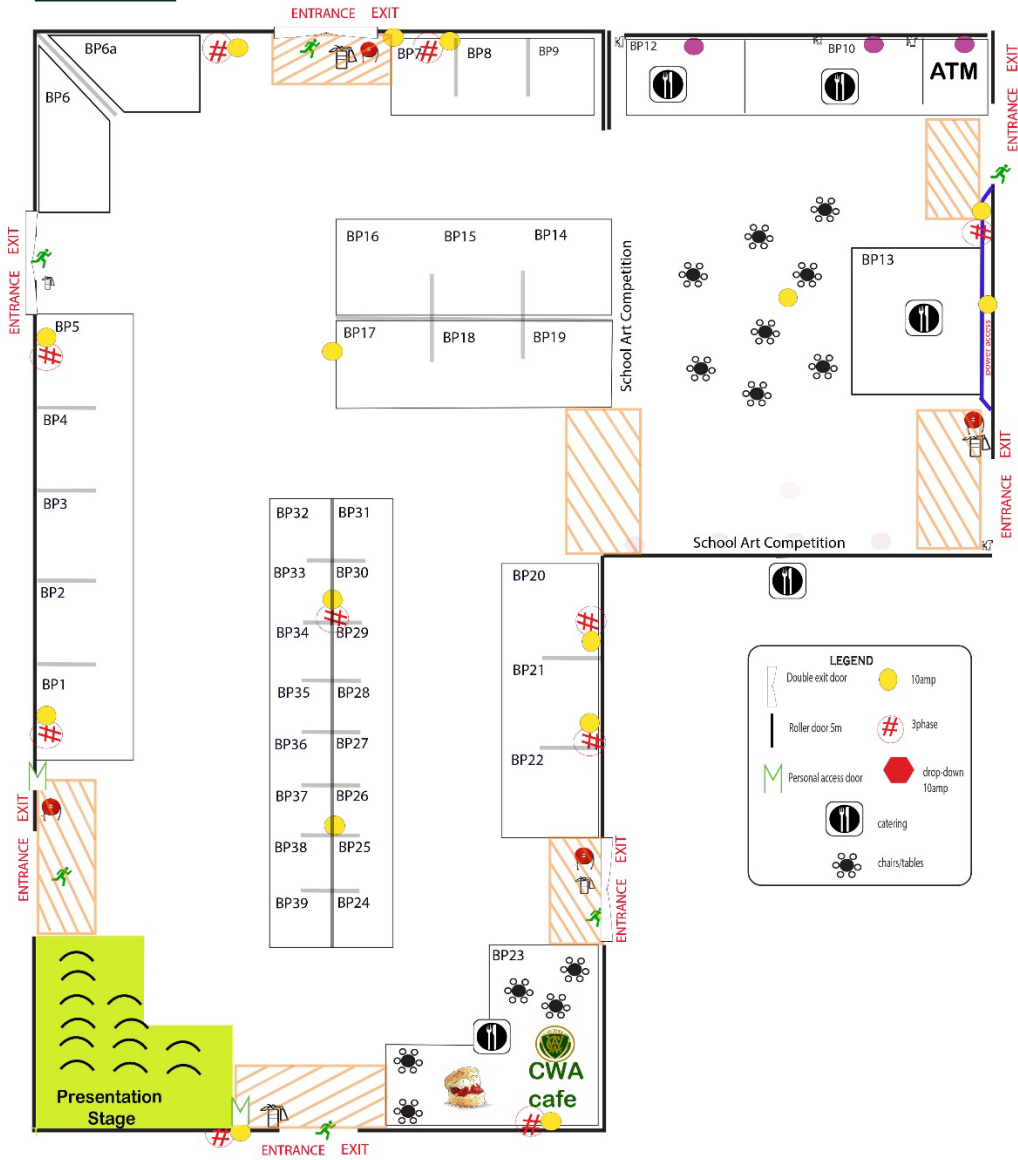
2023



## Baw Baw Pavilion



ALL THINGS  
GARDENS  
&  
NURSERIES  
PAVILION



Layout subject to change

current at 20/9/23

# NORTH PAVILION LAYOUT

