



ODAY2019 - Stall Holder Information Pack

Dear Clubs and Societies,

Welcome to ODAY 2019!

To ensure the day runs as smoothly as possible, it is important that all Stall Holders read and follow these procedures.

Stall Locations

We have endeavoured to position all stalls in requested locations. Stalls will be marked out on the day, however please note the position of your stall on the map provided and of size/shading to make sure it matches what you ordered. If you can't find your position, or the stall size is different to what you ordered, please contact us ASAP.

Driving onto Campus

Oval access is via Fairway Entry #4 (east side of campus), **then via Oval Entry #1**. Follow the drive way north to the checkpoint. See Event Staff at the checkpoint to sign in.

Vehicles must have their hazard lights on, keep left and ensure speed is no faster than walking pace.

Exit via the southeast corner of James Oval (Entry #3) and out onto Myer Street (drive past Bayliss Building and turn right).

All Stall Holders MUST adhere to all direction and informational signage, fencing, barricades and safety tape on the day.

Please follow the instructions of traffic marshals and crowd controllers.

Stall Timings

Bump in: between 7:00am and 9:30am

All vehicles must be off James Oval by 10am.

Latecomers **will not** be able to gain vehicle access (**i.e. no cars to enter after 9:30am**)

All stalls should be operational by 10:30am and ready to start ODAY at 11:00am.

Bump out: commences at 3:30pm

Vehicle access is permitted **between 3.30pm and 4.30pm only.**

All vehicles are to be off James Oval by 5:00pm.

Please follow the instructions of traffic marshals and crowd controllers.

Time	Description
7am – 9:30am	Vehicle access (no vehicles permitted after 9:30am). Equipment Issuing Area is open. Park vehicle in appropriate area (parking permits required for some areas).
10am	All Vehicles off James Oval (unless arranged prior to the day). All stalls should be set up by this time
11:00am – 3:30pm	Official operating time of ODAY
2pm – 4:30pm	Equipment Issuing Area will be open to drop off equipment and refund deposits.
3:30pm – 4:30pm	Vehicle access allowed.
5pm	All vehicles off James Oval site.

Parking

All student bays (yellow) are free on ODAY, but they are extremely limited. Pay parking is available across the Campus. Please look at the maps provided for appropriate parking areas.

If you get a parking ticket on the day, the Guild CANNOT help you! Check the UWA website for info on parking: <http://www.parking.uwa.edu.au/>.

Equipment

All stall packages come with 1 trestle table and 2 chairs only, unless you requested additional items.

You can pick up your equipment from the Equipment Issuing Area (marked on the map). The following **cash deposits** are required when you pick up your items:

- 1 table plus 2 chairs = \$10 deposit
- Additional trestles = \$10 deposit each
- Pin up boards = \$10 deposit each

Please bring correct change!!!

Your deposit will be refunded when the equipment is returned and checked off. Please ensure all equipment is returned to the Equipment Issuing Area between 2pm and 4:30pm.

All equipment must be returned to the Equipment Issuing Area in the **same condition** as it was hired in order to receive your deposit back. Any damage to the equipment will incur a separate fee.

Marquees

All marquees have been booked as requested.

James Oval is completely unshaded – if you booked an unshaded space it is **strongly recommend** you bring your own shade.

If you are bringing your own marquee, please note that not all areas are on grass. If you are unsure about whether to stake or weight your marquee, please contact Guild Events.

If you are spiking/pegging your marquee, please ensure the stakes are no longer than 25cm/250mm deep.

Power:

Power will be provided to every stall (10amp socket) unless otherwise requested. It is a health and safety requirement that all earthed equipment is tested and tagged by a **licensed** electrician before bringing it on site. Failure to do so will result in you being unable to use the appliance.

If you require power you must bring your own extension cord (**at least 20 metres**). If you experience electrical problems on the day advise Event Staff – there will be an electrician on standby throughout the day

Tagging and Testing for Clubs

Thursday 21/2/19

2pm – 5pm

Club Collaborative Zone – Level 1 Guild Village

Each item will be \$3 (cash only) to be tagged.

Items that should be tagged include: extension cords, any electrical equipment you are using (like speakers).

Food & Activities

If you plan to sell or give out food or drinks at ODAY, please let events@guild.uwa.edu.au know.

Clubs may be covered by the Guild's overarching food permit (so you won't have to apply for a Temporary Food Permit), the Events Department will be able to confirm this.

All stalls covered by the Guild's overarching food permit must follow the Minimum Requirements of a Temporary Food Stall and have completed the I'm Alert food safety certificate.

Unauthorised food/drink stalls will be shut down (this is enforced by the City of Perth).

If you plan to bring a 'kiddie' pool, **only** fill it with water. **Do not** use jelly or jelly crystals. This will ruin the grass for the cricket match on the following day. You need to bring your own hose on the day. Water must not be emptied on the grass or pavement (drains only). Plan your activities and get in contact with the Events Department if you have any questions.

All Stall Holders MUST adhere to all direction and informational signage, fencing, barricades and safety tape on the day.

Music

Please be considerate of the stalls around you and ensure your music does not interfere with their stalls. Stall Holders must not play excessively loud music. Any music that is over 85dB will be deemed excessively loud. Event Staff will give a verbal warning to Stall Holders playing loud music. If the music is not turned down, or upon later inspection is still at a level over 85dB, a written warning will be issued. If the music remains excessively loud after a written warning, Event Staff may ban the stallholder in question from playing music for the remainder of the Event, and may disconnect that stall's electricity and/or confiscate their music equipment.



Alcohol

ODAY (between 11am and 3.30pm) is an alcohol free day. No alcohol is permitted to be sold, served or consumed on James Oval during ODAY. With the exception of Guild affiliated clubs, no promotion of licensed events or venues is permitted during OWEEK or on ODAY.

Rubbish

Please dispose of all rubbish in the bins provided

Roaming

Please note that you must operate from your stall location ONLY and not roam to sell/engage with new students.

Stall Behaviour

Under no circumstances shall any group, or persons involved with a particular group, interfere with another group's activity or stall, including emitting noise or music to the extent that it conflicts with another stall's activities. **ANY INTERFERENCE OF THIS KIND WILL RESULT IN A WARNING, ACTION AND POSSIBLE EVICTION OF THE INDIVIDUAL AND THE GROUP THEY REPRESENT.**

Discriminatory Material

No group or organisation shall distribute material or promote activities that are deemed defamatory, sexist, racist or homophobic. If in doubt about your literature or approach, contact the Guild. In the case that that an issue arises on the day, then the judgement of the Guild is final.

VITAL INFO for the day

ODAY is a great day. It is a fun-packed festival where, in the spirit of freedom of expression, there are no restrictions on who can take part. The Guild actively encourages and recognises diversity and we want students to enjoy the ODAY experience.

- It will be a hot day; bring sunscreen, water and a hat to protect yourself.
- Please ensure you have cleaned up around your immediate area and placed rubbish in the bins and skips provided (north and south ends of the oval). Return your chairs and tables to the Equipment Issuing Area and collect your \$10 deposit.
- Damaged equipment (particularly pin-up boards) will incur a separate fee charged to the appropriate organisation.

Guild Events Department

events@guild.uwa.edu

6488 2291

If you have any queries on the day please go to the Information Point at the Equipment Issue Area.

