



ODAY 2023 - Stall Holder Information Pack

Dear Clubs and Societies,

Welcome to O-DAY 2023!

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

Stall Locations

We have endeavoured to position all stalls in requested locations. The Map will be sent in a follow up email early next week.

Driving onto Campus

Oval access is via Fairway Indian Ocean Marine Research Centre Entrance Follow the driveway north to the checkpoint and Oval Entry #1. Please have one person walking in front of the car, a volunteer will be available to do this if you are the only person in your vehicle. 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 stallholders 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.

Time	Description
10am	All vehicles off James Oval (unless arranged prior to the day). All stalls should be set up by this time
11:00am – 3:00pm	Official operating time of O-DAY
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

Yellow and Red bays in Carpark 43 (Fairway Entrance 4) are available for parking for all **registered stallholders' vehicles**. Our staff on the day will provide you with permits – **one parking permit per stall only**. Please note that parking spaces are limited.

Stallholders driving onto campus will receive one parking permit from the traffic marshals. All other stallholders can collect one parking permit from the Equipment Area.

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).

Limited supply of extra tables and chairs will be available to hire from the Equipment Area on the day. **A fee of \$15 per table and \$3.50 per chair will be charged – cash only.**

Please ensure all equipment is returned to the Equipment Issuing Area between 2pm and 4:30pm. **A fee of \$10 per item will be charged if you fail to return your equipment.**

All equipment must be returned to the Equipment Issuing Area in the **same condition** as it was hired in. **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 recommended** 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

Wednesday 22/2/2023

2pm – 4pm

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 O-DAY, please let oday@guild.uwa.edu.au know. Any food and drink arrangements need to be approved by Guild Events prior to the event.

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

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

O-DAY (between 11am and 3pm) is an **Alcohol-Free day**. No alcohol is permitted to be sold, served or consumed on James Oval during O-DAY. No promotion of licensed events or venues is permitted during O-WEEK or on O-DAY, except for Guild affiliated clubs.

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

O-DAY 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.
- Damaged equipment (particularly pin-up boards) will incur a separate fee charged to the appropriate organisation.
- Ice used by stalls must be disposed of in the garden bed area or the nearest drain (not on the oval please!)

Guild Events Department

oday@guild.uwa.edu

6488 2291

If you have any queries on the day, please go to the Equipment Issue Area.