



SUNDAY 13th AUGUST 2017
9AM to 3PM

Stall Holder Information

The following information is to assist with the smooth running of a successful Wallsend Winter Fair.
Please take the time to read and familiarise yourself with the following information.

BUMP IN: Commences from 6am from the Corner of Nelson & Bunn Street (See attached map)

STRICTLY NO VEHICLE ENTRY AFTER 7.30 AM – NON REMOVABLE HOSTILE VEHICLE ATTACK

BARRICADES WILL BE PUT IN PLACE AT 7.30AM BLOCKING ALL VEHICLES FROM ENTRY

- **DO NOT ENTER** the event site before you are directed.
- There will be no other entry access points for Market Stall
- Please limit your vehicles to one car per site at one time
- Traffic is **ONE WAY - NO U TURNS PERMITTED** in the Event Footprint
- Site Allocations are given on the morning of the event at Bump In – Not before this time.
- Please move towards the event coordinators in Hi Vis Vests when directed
- Please advise the coordinators the name you booked under for directions to your site.
- Event Supervisors along the street will help you find your site. Please drive slowly and check with event supervisors on the street if you are unsure where you are going. If you go past your site you will need to exit the event zone and come back in the entry gate. **NO U TURNS PERMITTED**
- Do not ask to be repositioned as the organisers have done the best they can, to accommodate all requests. **NOBODY** holds a permanent space booking from year to year.
- Go to your allocated site - **UNLOAD AND REMOVE YOUR VEHICLE BEFORE SETTING UP**. There are over 180 stalls and there is not enough room for stall holders to keep vehicles on site while setting up. If you have a valid reason why you cannot do this, you need to speak with the event managers prior to the event. There will be no exceptions to the rules on the day.
- Do not unload in front of another stall holder's site blocking their access.
- **WHEN UNLOADING REVERSE THE REAR OF YOUR VEHICLE TO THE GUTTER IN YOUR SPACE**
- Do not set up outside your allocated space – Please stay within your lines as marked on the road in chalk and **DO NOT** encroach on another stall holder's space. We allocate enough room between sites to accommodate weights, but we do not allow for larger marquees than have been booked.
- You will be moved if you have a larger marquee than you booked or you will not be permitted to erect your marquee if a larger site cannot be offered.
- The maximum depth of your site is 3 metres (Gutter to edge of stall) – **DO NOT ERECT ADDITIONAL MARQUEES, UMBRELLAS, STOCK OR SIGNS OUTSIDE YOUR ALLOCATED SPACE**
- **NO STOCK, CHANGE ROOMS etc ARE PERMITTED ON THE FOOTPATHS** – This is a Council requirement. Footpaths are to remain clear for foot traffic and emergency services at all times.
- If you have a spare space beside you it is because the local business has paid to have the space in front of their business left open **DO NOT USE THIS SPACE**



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- **ALL VEHICLES MUST BE REMOVED FROM THE EVENT SITE BY 8 AM** – This is a Police direction and not negotiable. Please refer to your map regarding exit after unpacking..
- Stall allocations are set according to power requirements, site size, mix of stall types etc. Local Wallsend businesses have first option on the space in front of their businesses.
- Stall selling candles and products that may be affected by sun, need to provide their own protection for products. We cannot guarantee site allocation based on sun at various points of the day.
- Please note stall spaces are on a road which is not perfectly flat. If you require your tables/ displays to be level; please ensure you come prepared with wedges, adjustable legs etc.

OVER NIGHT PARKED CARS IN EVENT ZONE: Streets in the Event Zone cannot be legally closed until 5am of the morning of the event and therefore we often experience cars left overnight in the event zone. Police do their best to locate owners to move them; unfortunately sometimes this is not possible. If your allocated site is blocked by an offending vehicle; please be patient while we relocate you as quickly as we can.

WASTE

- Please eliminate waste on the day by not bringing unnecessary packaging.
- Remove rubbish regularly throughout the day. Do not put boxes and packaging into street bins.
- Skip bins has been provided at the rear of the Tyrrell Street Car Park for your bulk waste.
- Remove all waste during and at the end of the day
- Stall holders that do not remove waste from their site before leaving will not be welcome back.
- Public events can generate significant amounts of waste. It is estimated that each participant to an event generates 1.2kg of waste. If our event attracts 25000 people, that's 30,000kg of waste generated. **Recycling and Reducing** gives instant results. Up to 60% waste generated at events is compostable and 20% is recyclable.
- The first step to reducing waste is avoiding waste generation. It requires us to change some of our habits which create waste unnecessarily.

What can Stallholders do?

Below is a quick guide as to what packaging materials are accepted at the Wallsend Winter Fair

AVOID	ALTERNATIVES
Non-recyclable plastics	Re-useable items. Use recyclable Plastics*
Coffee cup lids	Provide only on request
Individual sugar, salt & pepper, sauce sachets	Provide bulk shakers or bulk dispensers
All Polystyrene including clam shells, plates, bowls & cups	Use cardboard clams, plates, bowls, cups** or paper bags. Offer on a serviette.
Aluminum foil trays / plates	As above
Pre wrapped straws	Keep unwrapped straws in covered dispenser. Provide only on request



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Plastic stirrers or spoons for hot drinks	Provide only on request.
Polystyrene boxes	Ask suppliers for cardboard boxes
Plastic bags	Ask customers to bring own or sell calico bags

*Recyclable Plastics- Check with your local council to find out which plastics can be recycled.

** Paper Coffee Cups- generally have an inner lining of around 5% plastic but are still acceptable for recycling as paper/cardboard.

POWER

- Power has been allocated to those that have booked it – do not ask for power on the day.
- Please make sure all power tags have current tagging. Only 10amp & 15amp power is available as per bookings.
- **MULTIPLE APPLIANCES ARE NOT PERMITTED OFF ONE OUTLET. Please ensure you book power for all your appliance requirements.**
- Please ensure you bring leads 25metres or longer to reach power outlets.

PARKING FOR VEHICLES & TRAILERS

- There will be parking in nearby streets and some limited off street parking nearby.
- All Cars, Trailers and unnecessary items **MUST BE REMOVED no later than 8.00am**
- **Parking is not permitted** – in the Event footprint as per the attached map or the Wallsend RSL undercover car park or their car park in Charles Street. Council Car Parks in Kemp, Harris, Tyrrell & Dan Rees are closed for Event activities.
- **NO PARKING INSIDE THE EVENT FOOTPRINT**

WEATHER & EVENT CANCELLATION

- **Event Cancellation** - A decision will be made by the Wallsend Winter Fair Committee by 6pm on Saturday night (12/8/17) If the Event needs to be cancelled due to extreme weather there will be announcements on the Winter Fair Website, Facebook, Instagram. **Please note that there will not be individual correspondence** – it is your responsibility to check our facebook page www.facebook.com/WallsendWinterFair or our website www.winterfair.com.au . There will also be announcements on radio New FM on the Sunday.
- **Cancellation on the Day** – Please bring appropriate covering for your stalls, in case of rain. If we experience consistent or heavy rain that results in the Event being cancelled during the day, you will be required to secure your stall with covers and wait for directions from the event organisers regarding BUMP OUT – **Definitely no vehicles will be permitted on site until the streets are clear of pedestrians.** Police and the organisers will give the all clear to enter.
- **New Event Date** – If the Event is cancelled prior to commencement; you will be advised by email when an alternate date will be set.



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REFUNDS

- Refunds will not be issued if the event is cancelled due to weather or Stall Holders do not turn up on the day. Please note we have no control over the weather.
- Stalls holders that cancel less than 2 weeks prior to the event will not be refunded
- Stall Holders that cancel 3-4 weeks prior to the event will be given 50% refund
- Cancellations 4 week or more will be given a full refund.

SIGNAGE

- Please note that all signage is to be kept within your site allocation – Definitely NO A Frames, Feathers, Pull Up Banners, Flags, etc., outside your site allocation.

ROAMING & SPRUICKING PROMOTIONS

- You are not permitted to roam throughout the Event footprint handing out promotional and marketing material unless you have registered with the Event Organisers prior to the event – No Exceptions.
- You can hand out information and promotional products within your site allocation and directly in front of your site.
- Please be respectful to your neighbouring stall holders by not encroaching on their space or customers. Manners and professionalism will make for a good day for all.
- Spruicking is only permitted if it is contained to a minimum sound level (immediate area of your stall site) and does not conflict with the Events PA System
- NO PORTABLE PA SYSTEMS PERMITTED UNLESS AUTHORISED PRIOR TO THE EVENT

SMOKING

- **NO SMOKING IS PERMITTED IN STALL SITES.**

BUMP OUT

- **THE EVENT CLOSES AT 3PM - NO BUMP OUT PRIOR TO THIS**
- **YOU ARE NOT PERMITTED TO BRING YOUR VEHICLE BACK INTO THE EVENT SITE TO BUMP OUT UNTIL YOU HAVE PACKED UP YOUR SITE.** You need to pack everything as close to the gutter as possible. Once you have done this you will be supplied as pass from an Event Supervisor. If you do not have a pass the security on the gate will not allow your vehicle in. This is a safety measure directive from police. **VEHICLE ENTRY WILL COMMENCE FROM 3.30PM AFTER HOSTILE VEHICLE ATTACK BARRICADES ARE REMOVED AT THE CORNER OF BUNN & NELSON STREET.** This system also eases the congestion caused by stall holders all trying to get vehicles in at the same time, therefore causing a traffic jams, angst and blocking emergency vehicle access. **DO NOT BLOCK THE CENTRE OF THE ROAD- REVERSE YOUR VEHICLE BUMPER TO GUTTER**
- We suggest that you start organising your pack up from 2.30pm
- **BUMP OUT ENTRY IS FROM THE SAME ENTRY POINT AS BUMP IN.** No U Turns in the Event Footprint Allowed. Same one way traffic rules apply – Please refer to attached map



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- **BUMP OUT MUST BE COMPLETED BY 5PM** - All vehicles & Trailers must be offsite no later than 5pm. **NO EXCEPTIONS.**

FOOD VENDORS

- Please see additional information from Newcastle City Council – Event Guidelines
- Please sign and return Sale of Food Condition Form before the event or at Bump In

GENERAL INFORMATION

- **Toilets** - are available in Boscawen Street, Tyrrell Street behind the Stage, Dan Rees Car Park & Rotunda Park opposite the Lemon Grove Hotel.
- **Security** – Paid Police have been engaged for the Event
Please do not allow yourself to be vulnerable to theft – ensure your stall, money, mobile devices and stock are secure at all times. Please be especially vigilant during set up and pack up. It is advisable to have a least a second person with you on the day to assist. Lone traders are easier targets.

FIRST AID

- First Aid is provided by St John's Ambulance located at the rear of the Rotunda on the Corner of Harris & Tyrrell Street (Across the road from the Lemon Grove Hotel)

EMERGENCY CONTACT

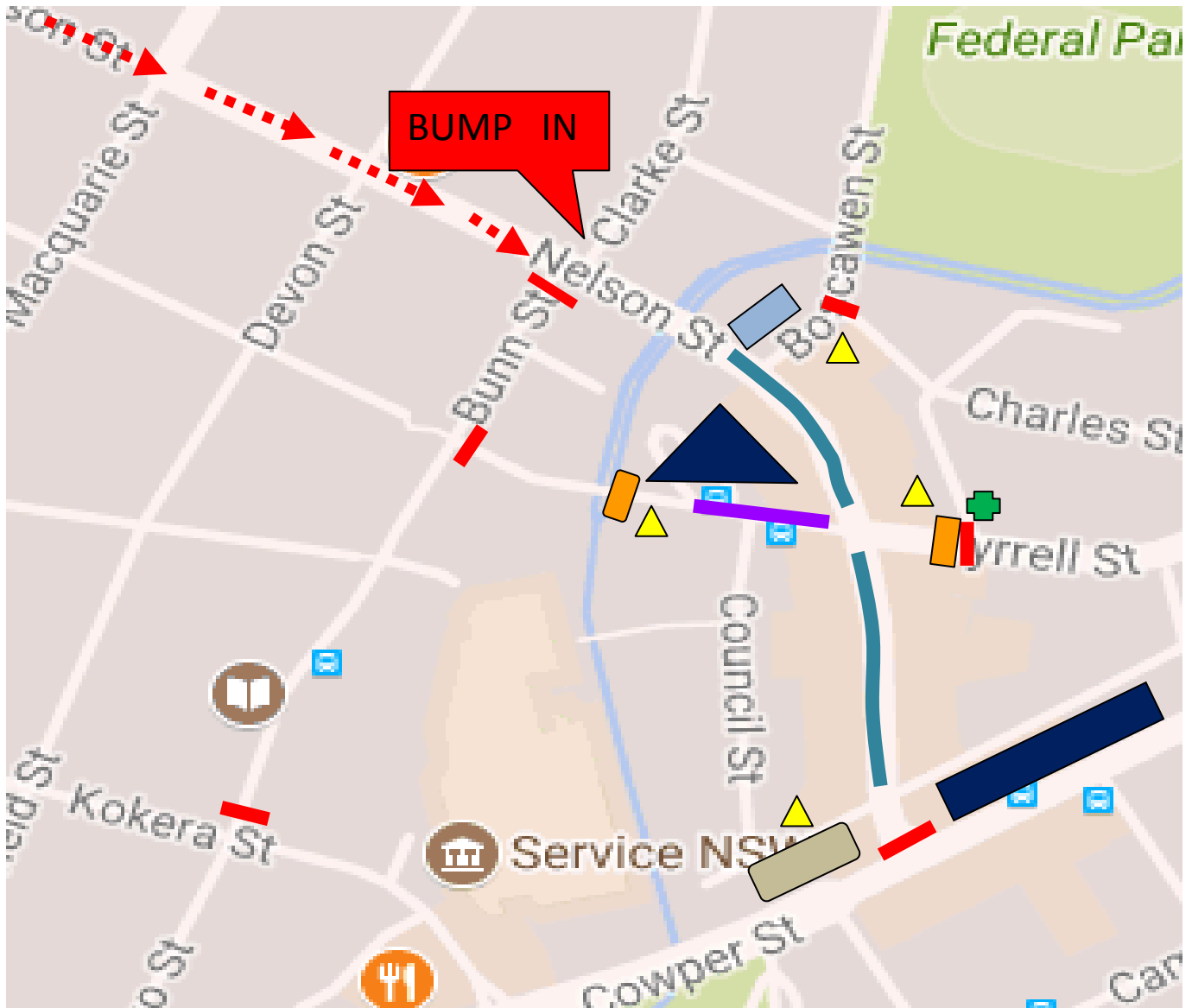
- On the day - contact can be made through the Event Information Booth on the corner of Tyrrell & Nelson Streets (in front of the Rotunda Park). All Event staff will have 2 way radios, connected to Police, Road Closure Staff and Event Supervisors.
- Please **DO NOT** try and contact the Event Coordinator on the mobile phone, as it will not be answered on the day.
- Prior to the Event –Contact is to be made by email – info@wallsendtown.com.au
Please do not send messages on Facebook.



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EVENT BUMP IN MAP:



LEGEND

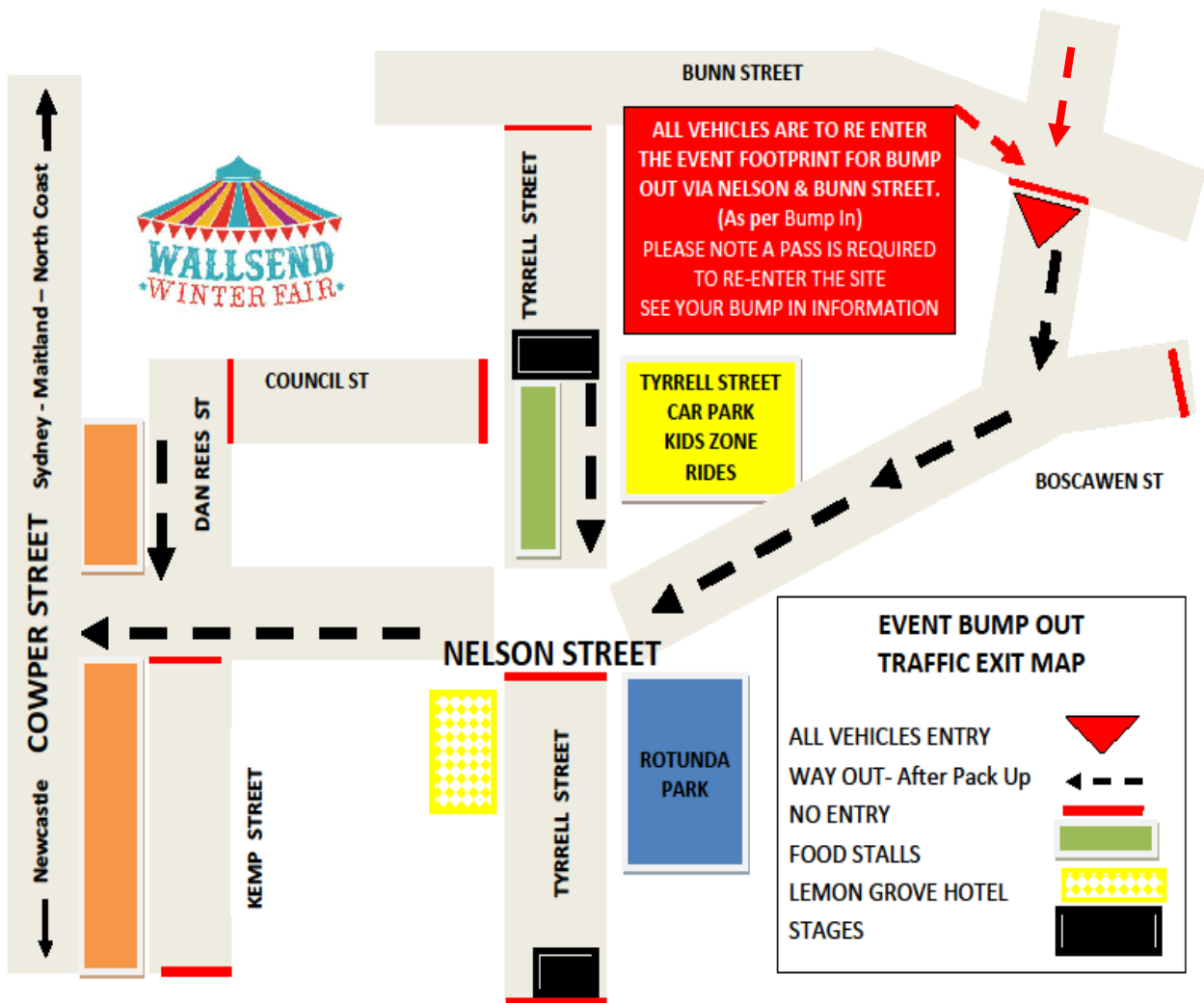
- Road Closure
- Food Vendors
- Stages
- Toilets
- Variety Car Display
- St Johns Ambulance
- Market Stalls
- HAN Art
- Paviers Amusements



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BUMP OUT



All the best for a Successful 2017 Wallsend Winter Fair