HUNTER EXPRESSWAY COMMUNITY CELEBRATION EVENT - GUIDELINES

GENERAL SITE REQUIREMENTS

- Please consider your own sun-safety and wear a hat, sun smart clothing and use sunscreen.
- Please ensure you are mindful of any heavy lifting/manual handling tasks and ensure that heavy items are broken down into smaller items to reduce risk of injury.
- Sturdy closed-in shoes. No open shoes such as sandals or thongs permitted.
- No animals or pets.
- No children (under 12) in food preparation areas.
- 240v power may be able to be supplied by the project under prior arrangement only.
- No alcohol is to be brought into the event.
- Follow all directions from the event manager and project staff.
- At all times, site and program details are subject to change.

EVENT SET-UP

- The event will be held on a Saturday or Sunday between 9am and 1pm.
- The larger equipment and facilities will be able to be set up on the day prior.
- The event site will be open for stall holders to set up from 6am to 8am on the day.
- Participants will be required on site at 8am on the day for a pre-event briefing. You must attend this briefing.
- Stall holders will need to be self sufficient for stall tents, shade covers, food handling, storage and displays.
- RMS will provide assistance with movement of larger items before the start of activities on the day during the set up.
- All tents / shade covers must be securely weighed down. No pegs are to be used as this will damage the road surface.
- All participants must be prepared for windy and wet conditions (i.e. sandbags/water weights).
- There will be a designated site access for stall holders to the event site (Hunter Expressway alignment west of the Kurri Kurri interchange – access via Hart Road).
- No visitor vehicles will be allowed on the event site after 8am or during the event.

Further information including confirmation of the date, maps of the stall layout and stall holder access and arrival / departure arrangement will be provided closer to the event.

FOOD GUIDELINES

- Food stalls must have the required approvals from Cessnock Council.
- All food pre-packaged must be covered with clear wrap and labelled with ingredients.
- The road surface can be damaged by fuel, hydrocarbons or oil. Please discuss your requirements initially with the RMS Event Manager prior to the event – the project team will assist with protecting the surface with drip trays or surface coverings.
- A spill kit will be located on the event site and you must immediately report any spill to the Event Manager.
- Cleaning and hygiene facilities are to be provided by the stall holder.
- Tables and chairs for public use will be provided by the project team at designated areas.

POWER AND GAS USE GUIDELINES

- Where required 240v power will be provided by the project team by prior arrangement. Please discuss your needs with the Event Manager.
- All power cords are to be in good condition and well insulated.
- All power cords and electrical equipment to be approved and tagged by a qualified electrician within the last 12 months.
- All gas cylinders must have a current safety sticker, be free of rust and be less than 10 years old.
- The project team will conduct a safety inspection of the site prior to the event start.
- Details of gas and power proposed to be provided and used by stall holders must be submitted prior to the event outlining your requirements.
- Participants must cooperate with the Event Manager in managing power supply.