



## GUILD O-DAY STALLHOLDER GUIDE

Wednesday 21<sup>st</sup> February 2024

**Setup Times:**

Pre-approved marquees to be erected between 9 – 9:30am

All other stall set-up from 9:30am-10:30am

**STRICTLY NO VEHICLE ACCESS PERMITTED**

**OFFICIAL EVENT TIME: 11am – 2:30pm**

**“Reduced Noise Period”: 1:30pm – 2:30pm**

**Pack-Down Time:**

2:30pm – 3:30pm

### Event Location

Guild O-Day is located at Curtin University's Bentley campus along Sir Charles Court Promenade North, between B103 & Koorliny Way. This event is held outdoors, however all stalls are sheltered either by a marquee or existing infrastructure (eaves / verandah area).

### Stall Location

**Your stall zone is provided in the email accompanying this information guide.**

Within your allocated zone (see separate “Zone Map” attachment), you will on the day be able to find a trestle table labelled with your club or department's name (from 9:30am). If you are unsure of where to go, please speak to Event Staff or visit Guild Reception (Blg 106F) for directions.

### Event Access & Check-In Requirements

Any personnel hosting a stall or assisting in the set-up/pack-down of a stall is required to wear a face mask, queue at the designated entry point, check in using the SafeWA or ServiceWA app, and present proof of vaccination to Event Staff to gain entry. All stallholders will receive a wristband after checking in, and you must keep this on for the remainder of the event. If you need to leave the event site and return at any stage, you will be required to show Security or Event Staff your wristband in order to re-enter the site. It is mandatory for all stallholders, staff, contractors and patrons attending Guild O-Day to be double vaccinated against Covid-19, present approved forms of vaccination proof, and wear a face mask in order to attend this event.

### Reduced Noise Period

The purpose of this initiative is to allow Guild O-Day to be more accessible to students who experience difficulties in heightened sensory environments. A 'Reduced Noise Period' will be implemented in the final hour of the event from **1:30pm – 2:30pm**, when naturally crowds begin to lessen. If you choose to play music at your stall, it must be turned off for the Reduced Noise Period, and we ask that you are particularly mindful of any students who may have accessibility needs during this time. If you are providing giveaways, we also suggest putting some of your offerings aside for the final hour if possible, so that students who require this initiative don't miss out.

## Facebook

Please feel free to promote and share the official Facebook event page amongst your members and on your Facebook page: <https://www.facebook.com/events/705714828309171>. To avoid confusion for those seeking information about the event, we ask that you only share our Facebook event, and don't create one of your own. Please tag Curtin Student Guild on Facebook and @curtinguild on Instagram when sharing content leading into, and on, the day. Attached to your email you will find a social media graphic tile which you may like to share to promote your attendance at O-Day!

## Inclusions, Requests, and Exclusions

Please check the email accompanying this run sheet for **the outcome of any special requests you made within your stall application form**, as well as a reminder of the default inclusions (and exclusions) for all stalls. We have carefully designed our event layout in accordance to stall types, equipment requirements and individual planned activity on the day, in order for everyone to get the best out of the event. Therefore, it is very important that you enquire with us if any of your arrangements have changed or you would like to bring additional items. If you are unsure of what is provided in your package and what you included in your original application, do not hesitate to contact us –

[clubs@guild.curtin.edu.au](mailto:clubs@guild.curtin.edu.au).

## Parking & Campus Access

Please see the Curtin Campus Access Map for parking & campus information: <http://properties.curtin.edu.au/maps/>. It is important to note that there are ongoing changes to campus parking and roads, and that it will be busy on campus, so please allow plenty of time to find parking. All parking is at your own cost, using the CelOPark App. The recommended carparks (closest to the event) are PE1, PE2, or PF1.

## Vehicles on Campus

**No vehicle access is permitted into the event area for this event.** If you have parked in a loading zone, please remember to return to your vehicle and move it from the loading zone to a parking bay after unloading your equipment.

## Music at Stalls

If you have chosen to play music at your stall, please remember that all music playback devices must be battery-operated, as there is no power available to trestle table stalls at this event (and no generators allowed). As the event occurs in a concentrated space, please also be mindful of the sound emanating from surrounding stalls when setting your stall's volume levels. (Please don't try to drown each other's music out, this spoils the event for everyone!) Also scattered throughout the event are a number of specialty DJ stalls, which have been positioned specifically to "activate" each zone with their professional equipment and expertise. These stalls have been approved to operate music at higher volumes than surrounding stalls for the purpose of enhancing the overall event atmosphere, and you may wish to reconsider playing any music at your stall should a neighbouring stall be already adequately sound-activating the space.

## Waste Disposal / Pack Down

- **Clean-up** - event staff will be distributing rubber gloves & rubbish bags to help with your waste disposal at 2:15pm - please make sure that you leave no litter around your stall. If you plan to leave prior to this time, you must still ensure that your stall area is returned to the same condition it was in when you arrived.
- **Trestle table pack down** - your trestle table must be folded and stacked neatly within your zone at the conclusion of the event. If unsure of where to leave your table, please ask our friendly event staff on the day (bright orange / pink shirts).
- **Chairs** - If you have borrowed chairs from anywhere around the university for your stall, these **must be returned to where you got them from** before you leave. Chairs are not provided with your stall, and we typically recommend to avoid using chairs where possible (excluding medical conditions or injuries), as this can make your stall appear less approachable and engaging.
- **Posters / flyers / banners** – Any promotional material on the ground or attached to walls / trees around your area must be disposed of at the end of the event.
- **Penalties will apply to any club who does not follow the above pack-down instructions at the conclusion of the event, including a potential ban from attending future O-Day events.**

## First-Aid, Emergencies, Sunscreen & Evacuation

For emergencies, please contact Curtin Security directly on 9266 4444, or call 000. A basic First Aid kit and sunscreen are available from the Guild Reception (Bld 106F). Please see the attached Evacuation Diagram and take note of the outlined procedures prior to the event date.

## GUILD DAY CONTACT LIST

- Safer Communities Team (Curtin Security): 9266 4444
- Guild Reception: 9266 2900
- Kyla Fink (Event Coordinator): 9266 2928 / 0434938537
- Shelley Stoddart (Clubs Officer): 9266 2927 / 0434071068
- Luke Panizza (Clubs Officer): 9266 2917 / 0401467876
- Bec Barendrecht (Student Experience Manager): 9266 3087 / 0430019012
- Carla Adams (Student Experience Support): 0405 096 664 (on site contact only)

## Access & Evacuation Map

