

GUILD O-DAY



GUILD O-DAY, SEMESTER 1 STALLHOLDER GUIDE

Wednesday 21 February, 2024

Setup Times:

Pre-approved marquees (*Activation Package*) 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 3:00pm

Event Location

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

If you have selected a Trestle Table Package or Marquee Activation Package, your stall will be sheltered. If you have selected an Activation Package, you are required to bring your own ‘quick shade’ marquee, weight with sandbags or water weights (strictly no pegs allowed).

“Reduced Noise Period”

A “Reduced Noise Period” will be implemented for the last hour of the event (from 1:30pm – 2:30pm) for students who experience difficulties with access and/or heightened sensory environments, as well as those that experience anxiety as a result of large crowds and/or noise.

All stallholders / performers are required to turn off any pre-approved music at stalls at 1:30pm sharp, **no amplified music or production lighting will be permitted during this time**. We request all stallholders are mindful of this accessible session and reserved for giveaways (if you’re offering them) and expect that some students visiting you during this time may have additional needs.

The Curtin Student Guild strives to provide accessible events for all but would note that although we aim to have a lower sensory experience during this session, the event is still open to all and therefore we cannot guarantee the volume of attendees or noise created by stall activities/patrons.

Your Location

Your stall zone and number are provided in the email accompanying this guide. Within your allocated zone a trestle table will be labelled with your organisation's name (from 9am). If you are unsure of where to go, please visit Guild Reception (Blg 106F) for directions.

Social Media

Please feel free to promote and share the official Facebook event [here](#) amongst your members and on your organisation's Facebook page. To avoid any confusion, we would recommend sharing our Facebook event and not creating one of your own. Please tag @curtinguild in Instagram content that you wish to share.

Inclusions, Requests, and Exclusions

We have carefully designed our event layout in accordance to organisation types, equipment requirements, safe egress, physical distancing 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 since submitting your original application, or you would like to bring additional equipment. Stall locations are final, we will not be taking any requests for location changes or permitting stall movements prior to / on the day of the event.

All inclusions will be stated in the body of your email, if you are unsure, do not hesitate to get in touch with Kyla (Event Coordinator) kfink@guild.curtin.edu.au.

Parking & Campus Access

Please see the Curtin Campus Access Map (below) for parking and campus information. The recommended carpark is PE1/PE2 – Multi Deck Carpark (<http://properties.curtin.edu.au/maps/>). It is important to note that there have been recent changes to campus parking and that it will be busy on campus, so please allow plenty of time to find parking.

All parking is at visitor's own cost. It is recommended that you download the CellOPark App, to make paying for parking easier, however there are ticket machines in the carpark PE2 (Blue Zone, Lower Level). Please see this link for more information on CellOPark - <https://properties.curtin.edu.au/transport/>

Event Access

There will not be any designated entry/exit points at the event and you will be able to access the event space freely. There is strictly **no** vehicle access permitted for bump-in or bump-out. If you are using trolleys, there are ramps coming up from the Multi Deck and PF1 carparks.

Health & Safety / Waste Disposal / Pack Down

- You are required to bring your own hand sanitiser to have available on your table. Please make sure this is easily accessible for anyone visiting your stall.
- You are required to sanitise any high touch shared equipment (i.e iPads/laptops) regularly throughout the course of the event. We recommend bringing your own spray and wipe, however we will have some cleaning/sanitising products available at the event should you need it.
- Please make sure that no litter is left around your stall and the space is left clean/tidy.
- 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 recommend to avoid using chairs where possible (excluding medical conditions/for accessibility reasons, injuries or you're running a seated activity), as this can make your stall appear less approachable and engaging.
- Any posters / flyers / banners / etc. on the ground or attached to walls / trees around your area must be disposed of at the end of the event or taken with you.
- If any activities taking place at your stall are deemed unsafe by Guild Event Staff, Curtin Health & Safety or Safer Community Team, you are required to stop immediately and follow instructions provided.
- **Penalties will apply to any stallholders not following the above instructions at the event. Please read carefully.**

First-Aid, Emergencies, Sunscreen & Evacuation

For non-life-threatening emergencies, please contact Curtin Safer Communities Team directly on 9266 4444, or in the event of a life-threatening emergency 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.

Wet Weather

O-Day will go ahead rain or shine! Please come prepared if it's looking to be a rainy day – bring rain jackets, umbrellas, table weights, extra marquee weights (for BYO marquees), plastic table coverings etc. All Trestle Table stalls are located outdoors under cover but of course marquee stalls will be exposed. If severe storms / damaging winds are predicted, you will be contacted via email prior to the day to be informed on any changes to the event or your stall location.

GUILD O-DAY CONTACT LIST

Curtin Safer Community Team - 9266 4444

Guild Reception - 9266 2900

Kylah Fink (Events Coordinator)

k.fink@guild.curtin.edu.au (prior to event day)

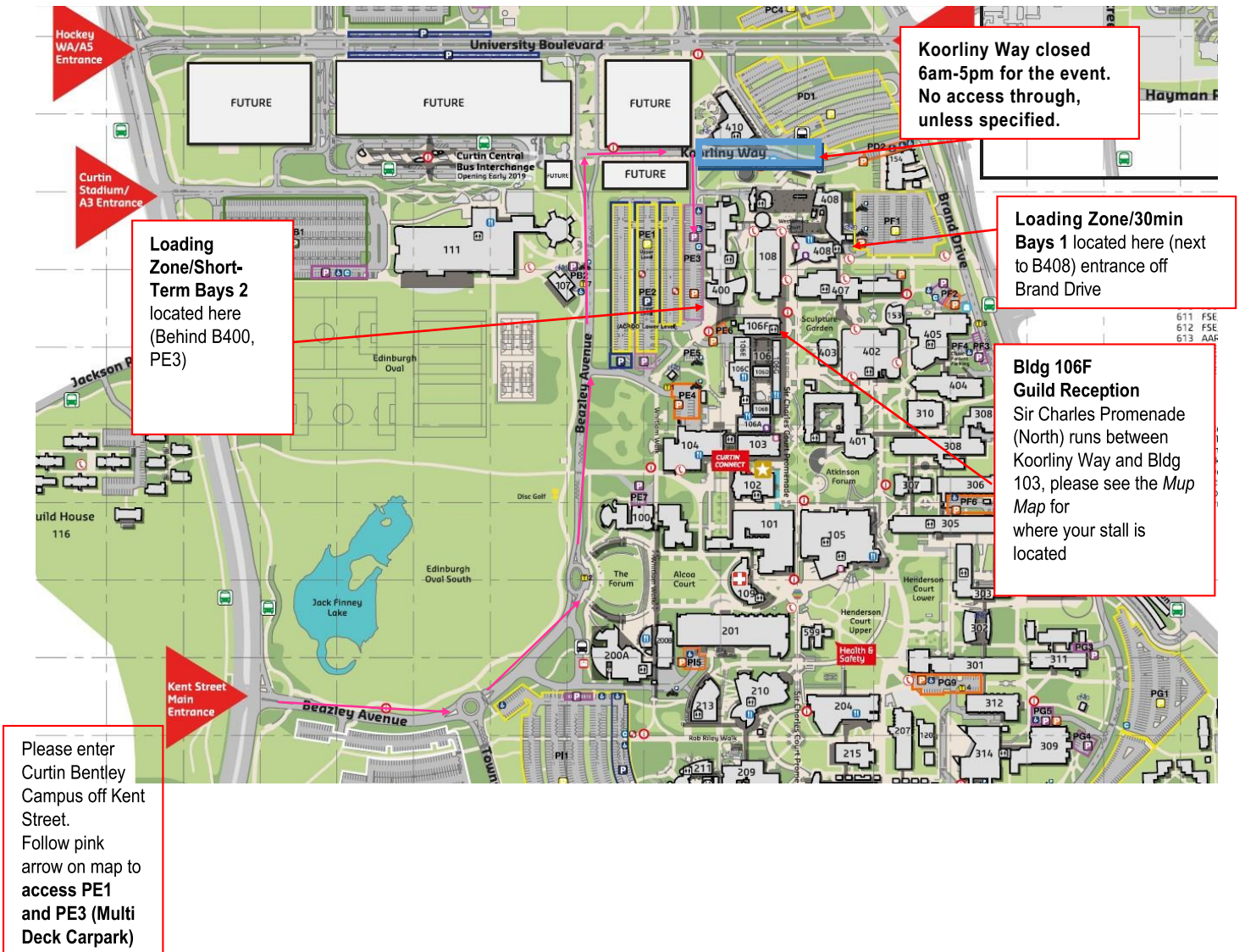
9266 2928 (prior to event day)

0424 760 004 (**on-site contact only**)

Carla Adams (Student Experience Assistant)

(**on-site contact only**) 0405 096 664

Curtin Campus Access Map



EVACUATION DIAGRAM

BUILDING 106A -- OPEN DAY

Curtin University

IN AN EMERGENCY
For life threatening emergencies
DIAL 000
(0000 from an internal phone)
For all other assistance please call security on (9286) 4444

SAFETY PROCEDURES
For your safety make sure you know the location of your nearest emergency exit. Ensure your exit routes are always clear.

EVACUATION PROCEDURES

- If possible **Alert** other occupants in your area and commence evacuation of the building by the nearest emergency exit.
- Remain **calm**.
- Do not use lifts.
- Follow instructions from Wardens, Security and other Emergency Personnel
- Move directly to your assembly area
- Do not re-enter the building until advised safe to do so.

FIRE PROCEDURES
Fire extinguishers and fire hoses are to be used only by those who have received the appropriate training. Do not take any unnecessary risks or attempt to fight a fire larger than yourself.

MEDICAL EMERGENCY PROCEDURES

- For life threatening emergencies Immediately **Dial 000** (0000 from an internal phone)
- Give your name, location, number of people involved, details of emergency.
- Render whatever assistance you can.

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