

# Frequently Asked Questions

## **If I book a site at The She Festival, do I need any special equipment?**

Good presentation is essential. **You must bring your own marquee (Fashion Pavilion exhibitors excluded), tables, with table cloths to go down to the floor on all sides.**

## **What time should I arrive to set up my site?**

The times advertised are the start time for the public. You are welcome to set-up from 6am on the day. Please note that all exhibitors need to be at their site and completely set up at least 15 minutes prior to visitor open time.

## **When is pack up?**

Pack up for most stands will be from 5.00pm. A few food stands located around the entertainment area will be required to stay open until 9.30pm. Please ask management if you are unsure in what area your stand will be located. Please note that in the interest of public safety, exhibitors are **NOT ALLOWED** to pack up or move their car prior to the official pack down time. All sites must be completely vacated no more than 3 hours from that time.

## **Do I get to choose where my stand is?**

Stand site locations will be at the discretion of the She Festival Management. You will be notified of your location prior to set up.

## **Insurance**

We will need a copy of your current Public Liability Insurance Certificate of not less than \$10 million coverage. Temporary event insurance is available at [www.aami.com.au](http://www.aami.com.au) from \$110 for 3 months coverage.

## **What about food regulations?**

All food vendors must register each event they attend with the NSW Food Authority. Visit the NSW Food Authority Website [www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au) and click on "Notify Food Businesses in NSW". All vendors must comply with health regulations. A guide for people participating in temporary events can be downloaded from the NSW Food Authority Website. If you are handling foods that require to be kept cool or hot you should also read the Federal Food Standard's Food Safety: Temperature control of potentially hazardous foods.

You also have to comply with labeling requirements. Unpackaged goods are generally exempt, but a good starting point is to review the NSW Food Authority leaflet on labeling.

## **What happens if it rains?**

The She Festival is on rain or shine and exhibitors must setup and trade in adverse weather conditions. There are no refunds in the event of bad weather.

### **Can I get electricity to my site?**

Electricity outlets are limited and only available with prior arrangement with the She Festival Management. There will be an additional charge of \$60 for electricity to outside sites and \$40 for pavilion sites. We do not provide any extension cords or otherwise handle connection to power. All leads need to be tagged in accordance with Work Cover requirements. The safety of the stringing of power cords is the responsibility of the exhibitor. If they pass through any open areas they must be strung high in the air or covered with a safety mat. You must implement any instructions the Festival Manager gives you concerning safety of such wires. Power boards with circuit breakers must be used between your equipment and the power source. Power supply is NOT guaranteed. We accept no responsibility for interruptions in power supply. If security of your supply is critical, you should bring your own generator, or use gas. We strongly advise the use of bottled gas for cooking and heating.

### ***Changes to Frequently Asked Questions Information***

*This information is subject to change, so please check with the She Festival Management prior to event to confirm details. We will keep our stall holders updated until the event.*