

## Event Details



**30TH ANNIVERSARY**

# Otago Polyfest

## 11 - 15 SEPTEMBER 2023

<b>MONDAY</b>	Opening + Performances	5pm
<b>TUESDAY</b>	Performances	9am-3pm
<b>WEDNESDAY</b>	Performances	9am-3pm & 6pm-9pm
<b>THURSDAY</b>	Performances	9am-3pm & 6pm-9pm
<b>FRIDAY</b>	Performances	9am-3pm
	Te Moananui A Kiwa Concert	6pm

**Featuring **ARDIJAH** + Cultural Groups + Live Bands**

 @OtagoPolyfest 
 








ALL RIGHT HERE AT THE EDGAR CENTRE • SEE OUR FACEBOOK PAGE FOR MORE DETAILS

**Venue Address:** More FM Arena, Edgar Centre  
116 Portsmouth Drive, Dunedin 9012

<b>Event Schedule:</b>	<b>Monday:</b> <i>OPENING CEREMONY</i>	<b>Doors Open 4:30 pm</b>	
	<b>Tuesday to Friday:</b> <i>DAY SESSIONS</i>	<b>Doors open at 8:45 am</b>	Sessions run to 2:30-3 pm
	<b>Wednesday &amp; Thursday:</b> <i>EVENING SESSIONS</i>	<b>Doors open at 5:30 pm</b>	Sessions run to 8:30 - 9:30pm

**Load-in and load-out times (if applicable).**

\*see Stallholder Pack-In Instructions

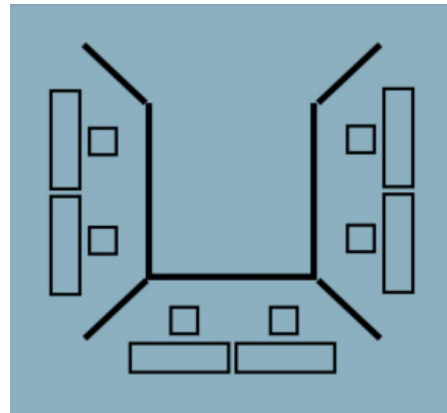
**Monday****2:30pm - 4:00pm****Tuesday - Friday****8:00 am - 8:45am****Stall Allocation:**

Stall allocation and sight map will be supplied upon your arrival to the venue.

**Stall Configuration:****4x** 1.2m W x 2.3m display boards, **2x** 1.8m trestle tables, **2x** chairs

Display boards are fabric backed; velcro, pin and staple compatible.

Stallholders to supply own table coverings

**\*\* this configuration shows 3 grouped stall placements****Event Contacts:**Fi Mackinlay  
Stalls Manager  
0226760614Lah Laufiso  
Pou Lead  
0275839839**Emergency contact:**Lana Feleti-Ivala  
Whakapapa Pou Lead  
0223255160

## Pack-In Instructions

<b>Check-in</b>	Upon arrival please enter via the More FM Arena front entrance and proceed to reception to pick up your Stallholders Pass.
<b>Unload Near Your Stall</b>	After check-in, you will be directed to The Village and your stall location. Unload your products, equipment, and materials as close to your stall area as possible to expedite the setup process.
<b>Setup Efficiently</b>	Set up your stall efficiently and in accordance with any layout or space guidelines provided. Ensure that your products and displays are neatly arranged.
<b>Dispose of Packaging</b>	Please dispose of any packaging materials in the designated waste bins. Keep your stall area tidy and free of clutter.
<b>Electrical Setup (if applicable)</b>	If your stall requires electricity, follow the provided instructions for safe and proper electrical connections. Ensure that all cables are secured to prevent tripping hazards.
<b>Safety Considerations</b>	Pay attention to safety regulations and guidelines. If you have any questions or concerns about safety, don't hesitate to ask event staff for assistance.
<b>Stall Signage</b>	Display your stall's name or branding prominently. Ensure that your prices and product information are clearly visible to customers.
<b>Final Check</b>	Before the event begins, take a moment to do a final check of your stall setup to ensure everything is in order.
<b>Be Ready for the Start</b>	Be prepared to serve customers or engage with event attendees as soon as the event officially begins.
<b>Parking Your Vehicle</b>	There is parking available in and around the surrounding streets of the Edgar Centre. Where practicable please park your car as far back from the Arena as possible to allow for the daily flow of traffic.
<b>Load-In Times</b>	Please adhere to the specified load-in times as outlined in the event schedule. Let us know if you need assistance or an alternative timing.
<b>Assistance</b>	If you require any assistance during the setup process, do not hesitate to reach out to event staff. They are available to help and address any questions or concerns.

*Thank you for your cooperation and efficient setup. Your preparedness and adherence to these instructions contribute to a successful event for both stallholders and attendees.*

## Health and Safety

### Report all near misses and accidents immediately to an Otago Polyfest Manager

*Welcome to Otago Polyfest! The safety and well-being of all participants, including our valued stallholders, is our top priority. Please take a moment to familiarize yourself with the following health and safety guidelines:*

**Stall Setup:**

Ensure that your stall setup is stable and secure to prevent any accidents or tripping hazards.

Keep pathways clear to allow easy access for attendees and emergency personnel.

**Fire Safety:**

Know the location of fire extinguishers and emergency exits in your area.

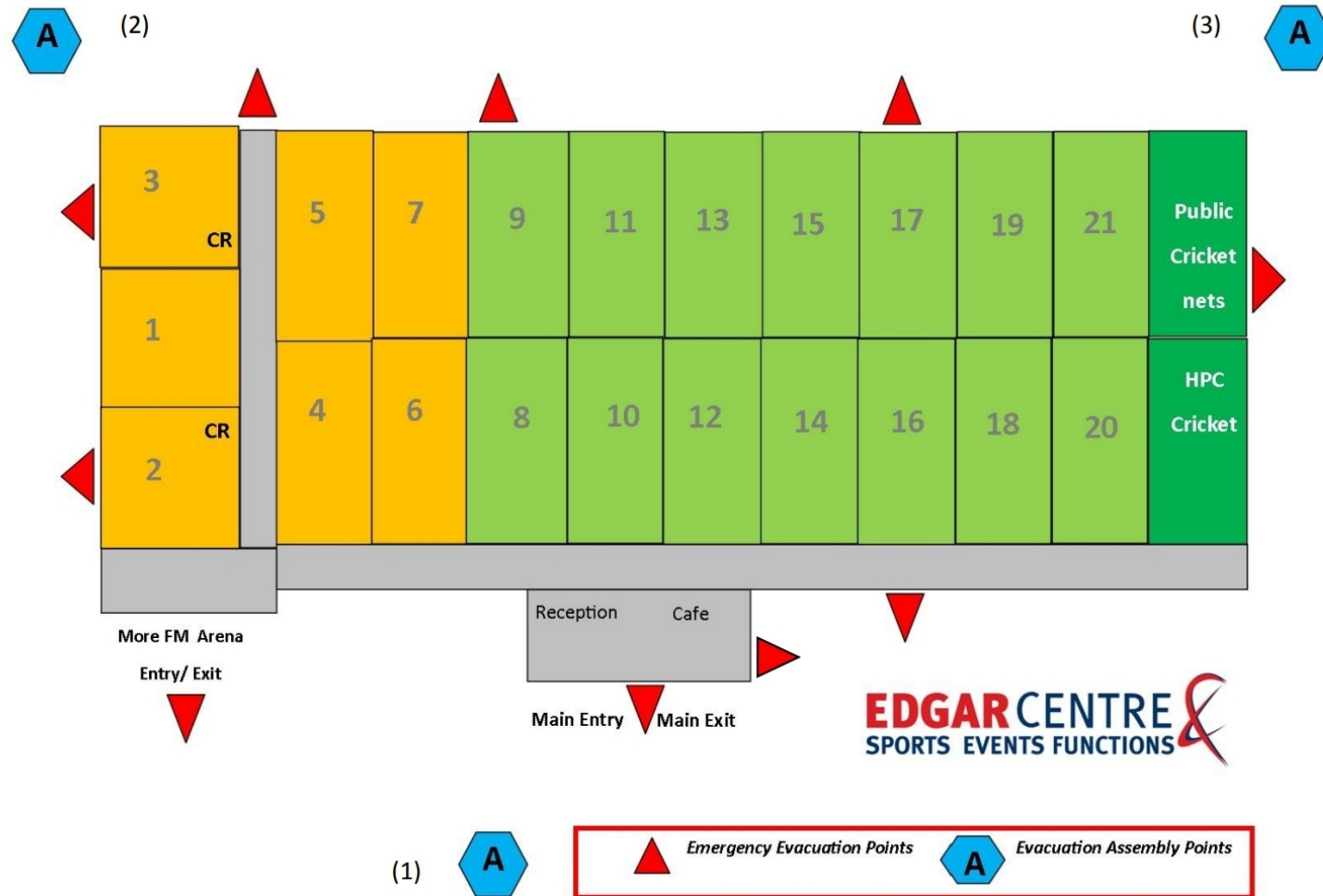
Do not block fire lanes, fire hydrants, or emergency exits at any time.

**Edgar Centre Emergency Evacuation Information:**

In the event of an incident the general alarm will sound. Everyone should evacuate the building via the nearest safe exit.

The 3 assembly points are (1) outside the main entrance by the road, or, if exiting the back of the building, either end of the road (2) and (3). (See map below)

Please keep all roadways clear for emergency vehicle access. Edgar Centre staff will co-ordinate a check of the building . Please follow their instructions or wait at an assembly point until directed otherwise. Emergency services are contacted automatically . Do not re-enter the building until given the 'all clear' from Edgar Centre or Emergency Service staff .



**Electrical Safety (if applicable):**

If your stall requires electricity, use only equipment and cords in good condition. Avoid overloading electrical outlets, and use surge protectors when necessary.

**Food Handling (if applicable):**

Follow local health regulations and maintain proper food safety practices. Use food thermometers to ensure safe food temperatures.

Dispose of food waste in designated bins.

**Hygiene and Sanitation:**

Maintain good personal hygiene, including frequent handwashing.

Provide hand sanitizer for both yourself and customers.

Keep your stall area clean and free of litter.

**First Aid and Emergencies:**

**Report all near misses and accidents immediately to an Otago Polyfest Manager**

**Emergency Contacts:**

**Fi Mackinlay**  
Stalls Manager  
**0226760614**

**Lah Laufiso**  
Pou Lead  
**0275839839**

**Lana Feleti-Ivala**  
Whakapapa Pou Lead  
**0223255160**

**There are 4 first aid kits:**

Reception, fixed to the wall (main)

Blue bag (portable)

Fixed by the lift in the kitchen (fixed)

Reception office by fire warden gear (portable)

**AED:**

AED Defibrillator is in a red bag, in the cupboard under the main First Aid Kit at reception

**Cleanup and Load-Out:**

After the event, clean your stall area thoroughly, dispose of waste properly, and leave the area in good condition.

Follow load-out instructions as directed by event staff.

**Report Safety Concerns:**

If you notice any safety hazards or have safety concerns during the event, please inform event staff immediately.

*Your cooperation in maintaining a safe environment is greatly appreciated. By adhering to these health and safety guidelines, we can ensure a successful and secure event for all participants. If you have any questions or need assistance, don't hesitate to reach out to our event staff. Thank you for being part of Otago Polyfest!*

## Waste Disposal and Stall Cleanup Instructions

**Collect and Bag Waste**

Please gather all waste generated at your stall, including packaging materials, food scraps, and any other debris.

**Separate Recycling**

Separate recyclable items, such as cardboard, paper, plastics, and glass, from general waste. Ensure they are clean and free of food residue.

**Dispose of Waste Properly**

Use the designated waste disposal bins provided at the event. Place general waste in trash bins and recyclables in recycling bins. Do not leave trash or recyclables at your stall.

**Food Vendor-Specific Guidelines**

Properly dispose of any unused food items according to local health regulations.

Empty and clean food preparation and service equipment.

**Packaging Removal**

Remove any temporary signs, banners, or decorations from your stall area. Dispose of these materials appropriately.

**Stall Cleanup**

Ensure your stall area is left clean and free of litter. Sweep the floor if necessary.

**Return Provided Equipment**

If you were provided with event equipment (e.g., tables, chairs), please return them to the designated area in the condition you received them.

**Final Check**

Take a moment to do a final check of your stall area to ensure it is completely clean and free of any personal belongings or trash.

**Reporting Issues**

If you notice any waste bins nearing capacity or any issues with the waste disposal area, please inform event staff before leaving.

*Thank you for your cooperation in keeping the event space clean and environmentally responsible. Your efforts in proper waste disposal and stall cleanup are greatly appreciated.*