



**Welcome to the Ballarat Swap Meet**



**SITE HOLDER INFORMATION GUIDE**

**2018**

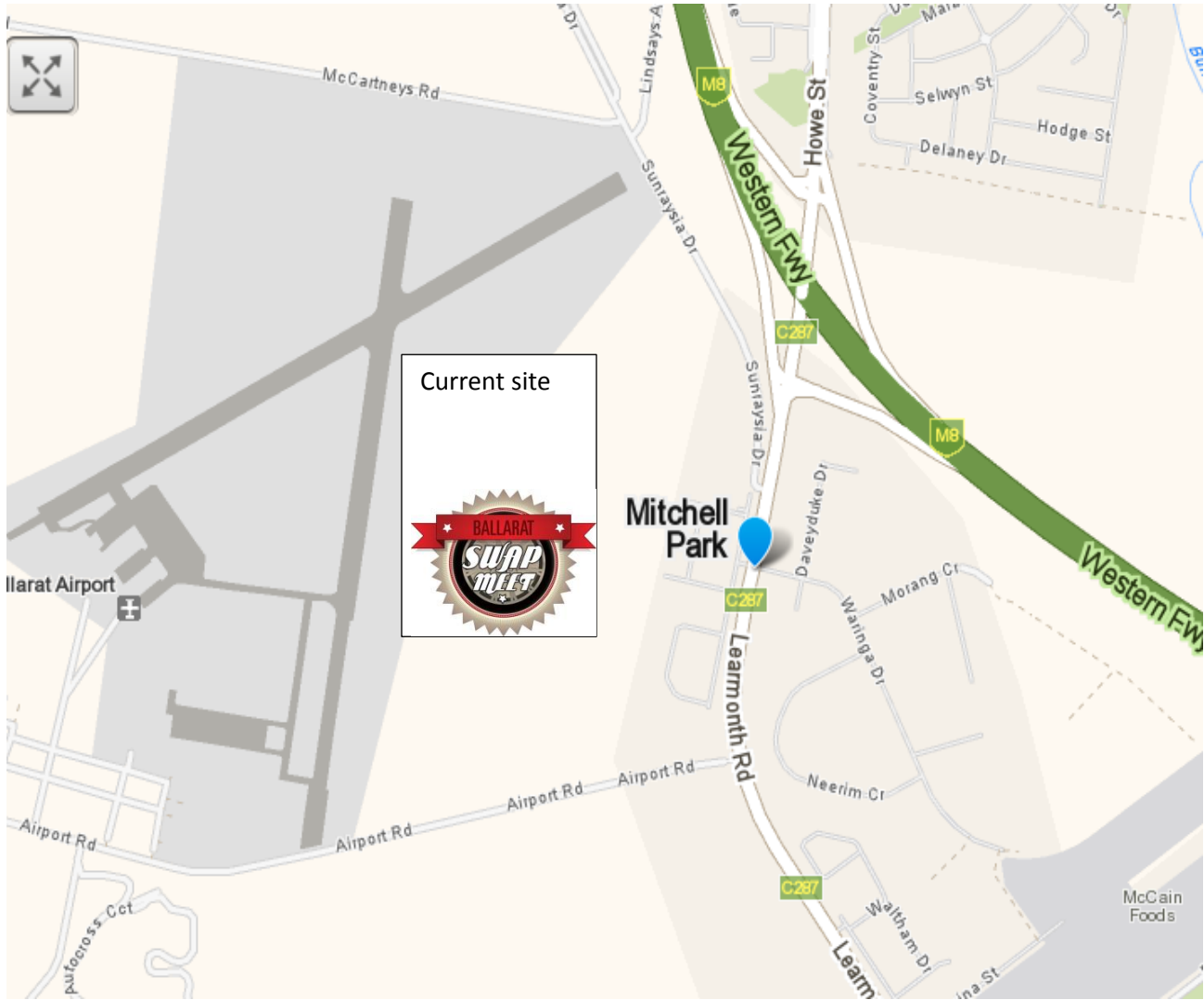
**Set-up on Thursday 22<sup>nd</sup> February 2018 from 2.00pm**

**Trading Friday 23<sup>rd</sup> 7.00am – 6.00pm and Saturday 24<sup>th</sup> 7.00am – 6.00pm**

**Pack up day Sunday 25<sup>th</sup> by 1.00pm**



A Project of the Combined Rotary Clubs of Ballarat  
Telephones: 0487175996 & 0487175997  
PO Box 568W Ballarat West Vic 3350  
Email: [info@ballaratswapmeet.com.au](mailto:info@ballaratswapmeet.com.au)



## 2018 SITE HOLDER INFORMATION

### Ballarat Swap Meet 2018 - Conditions of Entry

These conditions of entry apply to all site holders, members of the public, volunteers and contractors

1. **STRICTLY: NO Thursday trading; no dogs; no alcohol during public trading hours; no motor cycles or motorized scooters (People with disabilities excepted). No unruly or boisterous behavior. Failure to comply may result in eviction at the discretion of the organisers or their representatives.**
2. **Site Holder Trading**
  - (a) **Site holders must wear allocated BLUE wristbands and display appropriate vehicle passes bottom corner of the windscreen on the driver's side ensuring that the site number is clearly visible to gain entry.**
  - (b) Site holder entry and set-up permitted from **2.00pm on Thursday 22<sup>nd</sup> February 2018**. Entry will be via Airport Road.
  - (c) Public trading commences from 7am to 6pm on Friday 23<sup>rd</sup> and on Saturday 24<sup>th</sup> until 6pm. New entry will close 1 hour before trading closes. There is no trading on Sunday to enable pack up.
  - (d) Site holders are expected to trade full hours on both Friday and Saturday. Failure to trade may mean loss of site(s). All sites are to be vacated by no later than 1pm on Sunday 25<sup>th</sup> February 2018.
  - (e) **Site holders wishing to leave on Saturday are not to vacate until after 4.00 pm Saturday for PUBLIC SAFETY reasons. This is to reduce the risk to pedestrians.**
3. **Site Holder Behaviour**
  - (a) Excessive use of alcohol or unruly behavior after hours may result in the loss of site and eviction
  - (b) Site holders are responsible for removing unsold items from their sites before leaving. A scrap metal bin is provided for unwanted metal items but other items are the responsibility of the site holder. Rubbish and items left on sites will result in forfeiture of the site.
  - (c) All vehicles must be parked on the site (Extra vehicle overflow parking is the general parking area)
  - (d) Self-catering is permissible, however, sales of food and drinks to the public are prohibited
  - (e) **Generators are allowed for use after 7.00am but must cease operation no later than 10.00pm - keep general noise down.**
  - (f) Transferring of sites between site holders **is not permitted** without the permission of the organisers. Any site holder who offers a site(s) for sale or found buying of additional sites may forfeit their own site
  - (g) A strictly **PROHIBITED AREA** is in place beyond the fence line bordering the Ballarat Airport. This is the buffer zone required by the Airport and ANY infringement will result in expulsion from the Swap Meet as it is deemed a security breach by the Airport and offenders may face criminal prosecution.

#### 4. Other Conditions

- (a) Outdoor and indoor sites are not provided with power
- (b) Limited additional unpowered camping sites are available alongside the Volunteer entrance off Airport Road- fee of \$35 per weekend applies
- (c) Site holder contact details will be provided to public enquiries unless the contrary is advised in writing
- (d) **No vehicles are to be driven or ridden around the grounds during public admission times. Administrative and supply vehicles excepted. Speed limit of 5KM/Hour (walking pace) applies. Volunteer Marshalls and Security will enforce these conditions.**
- (e) **NOTE: Under Victorian Law the restrictions in respect to Alcohol BAC (exceed .05%) applies both on and off the road. These restrictions are enforceable throughout the Swap Meet Site**

#### 5. Organising Committee

- (a) The Combined Rotary Clubs of Ballarat, their agents, or servants and the Executive Committee for the Ballarat Swap Meet do not and will not hold themselves responsible in any way whatsoever for any negligence relating to the conduct of the Ballarat Swap Meet. The Organisers do not accept responsibility to ensure clear title for any goods sold, purchased or swapped during this event.
- (b) The Organisers reserve the right to refuse entry or evict any person or site holder at their discretion
- (c) The Organisers retain the right to cancel or move a site at their discretion

#### General Introduction

The Ballarat Swap Meet will be conducted land alongside Ballarat Airport, Mitchell Park. This land is managed by the City of Ballarat. This land has a cultural overlay. The actual venue site is located on the right side of Airport Road, Mitchell Park and can also be accessed via Airport Road off Learmonth Road Vic Roads Map reference **Map 254, A3**. The event is run by the combined Rotary Clubs of Ballarat and is a community project, operated by Rotary and staffed by volunteers.

**Please note that this year the event will be run on Thursday 22<sup>nd</sup> February 2018 for “set-up” from 2pm with trading on Friday 23<sup>rd</sup> February 2018 and on Saturday 24<sup>th</sup> February. Entry for set-up commences at 2.00pm, Thursday 22<sup>nd</sup> February and trading is from 7am - 6pm on Friday and 7am – 6pm Saturday.**

Any enquiries can be directed to:

Clare: 0487 175 996 (Booking and site holder details)  
Alternate phone: 0487 175 997 (General information)

### **Site Holder Pack Mailout**

Site holders will be posted wristbands, windscreen stickers, re-booking card and extra vehicle passes if applicable, prior to the event. Site holder information guide and Maps will be available electronically via email or the Ballarat Swap Meet website ([www.ballaratswapmeet.com.au](http://www.ballaratswapmeet.com.au)). Hard copies will be available on request if a stamped self-addressed envelope is provided. Any packs requiring re-issue will incur an administration fee.

### **Refund Policy**

**A refund will only be offered to site holders cancelling sites by January 31. After that date, refund or transfer to the following year will be at the discretion of the organisers. Wristbands and windscreen stickers must be returned to the Ballarat Swap Meet organisers.**

### **Venue**

The venue for the Ballarat Swap Meet is located alongside the Ballarat Airport. (See site map). More detailed directions can be found in the Vic Roads Maps or Google Maps. Refer to site information and gate entrance details to minimize disruption.

On Thursday all site holders with GREEN windscreen stickers (sites with numbers 1-36) will enter via Gate A off Airport Rd, then through Entry 1 to your site(s). Site holders with BLUE windscreen stickers will enter via Gate D off Sunraysia Drive, then through Entry 2 to your site(s). After 7pm Thursday, all vehicles must EXIT/RE-ENTER via Gate B only (24 hour gate).

### **Site holder entitlements**

Payment of site fees entitles the holder to entry throughout the Swap Meet for 2 people plus car and trailer per site. Sites are 9 metres wide by 6 metres deep. Larger vehicles will require multiple sites. Site holders are permitted to camp on the site. Additional camping facilities are available at the rate of \$35 per unpowered site for the weekend alongside the swap meet. Additional vehicle passes can be purchased **prior to the event (refer to Vehicles section for more information)** and this also includes a "site holder pass" for the driver. Any additional passengers will need to purchase event passes.

**Please note that wristbands will be issued in lieu of entry passes. See further information below.**

Additional passengers will require weekend tickets at a cost of \$20.

### **Sales and Trading Expectations**

The Ballarat Swap Meet is a full two (2) day event. Site holders are expected to trade on both Friday and Saturday from their sites. There is also an expectation all sites have items for sale.

### **Cars for Sale**

This year Cars for Sale sites can be pre-booked and paid for. These are located via the Central **Entry 1 if entering Thursday and via Gate B at all other times.** The fee will be \$20.

## Vehicles

Site holder vehicles including extra vehicles must display the appropriate windscreen sticker at all times. Vehicles, applicable to outdoor sites, must be situated totally within the site/s. The available sites are for stall holders only and the purchase of additional sites for use as a private "Car park" is not permitted. Anyone contravening this requirement may be evicted from the Swap Meet.

Vehicles applicable to indoor site holders must be parked in designated area.

An additional vehicle access pass can be purchased at for \$35 and is limited to **one** extra vehicle per site. These vehicles must be located within the site holder area or conversely parked in the designated Volunteer Car Park within the larger Public Car Park. The extra vehicle pass must be **pre purchased before the event and will not be available at the event. An additional fee for postage and handling may be applicable. Extra vehicle passes WILL NOT be issued after January 31st, 2018.**

Vehicle movement throughout the event is restricted to walking pace only (5KPH ) and is **only permitted after the event closes to the public each day** . Please comply.

## Short Term Vehicle Pass

A short term vehicle pass can be purchased for \$60 to assist site holders on the day of set-up. \$50 of this amount will be refunded on departure. Short term vehicle access applies to Thursday 22<sup>nd</sup> February. A two hour limit applies. Failure to exit on time may result in the loss of the full fee or loss of the site. This opportunity also applies to the general public on Friday and Saturday but is limited to one hour and will only be available outside of public trading times.

## Site restrictions

The use of the site is for the sale, exchange and swap of goods, parking for the primary vehicle (car & trailer, truck etc) and for any camping. Site holders must not exceed or extend the permitted site boundaries. Please do not encroach on other sites. There is a maximum of 2 vehicles allowed per site.

## Wristbands

Site holders BLUE wristband identification must be worn at all times. No wristband: no entry. Additional fees will apply if not worn and displayed. Please have these on prior to entry to avoid delays. The wristbands cover entrance for set-up and trading days. Additional passengers in the vehicle must buy a \$20 weekend pass. Entry for children **under 15 years is free** provided that they are accompanied by adults.

**Failure to wear the wristbands and/or tampering with the wristband may result in a demand for extra entry payment or even loss of the site.**

### **Pass Outs (Site holders)**

Site holders wishing to leave the Swap Meet surrounds will not be issued with "Pass Outs". **Pass Outs are replaced with the full time wearing of the wristband identification. Site holders are advised to display the wristband when exiting and again on re-entry. Remember: No wristband: No entry.** Failure to do so may result in an extra entrance fee as staff are instructed accordingly. Gate B is the 24 hour access point for site holders after 8pm. Tampering with wristbands will not be tolerated.

### **Parts pick-up**

A car parts pick-up service is being offered by the Morris Minor Club of Ballarat. Parts will be delivered from the respective site holders to a centralized point where collection can be made by the respective buyers on proof of purchase. Proof of purchase simply means something to say that the item being collected is in fact theirs. A donation to the Morris Minor Club may be applicable. They are located on the corner of 26<sup>th</sup> Avenue & O Boulevard.

### **Catering**

Self-catering by site holders is permitted. In addition there will be three major foods outlet areas and several smaller areas. There will be BBQ's, Commercial vans selling chips and other hot food, sandwiches, ice-creams and drinks available from Thurs afternoon. Some catering will be available after hours depending on demand. Gas BBQ's are permitted. **No solid fuels BBQ's or open fires are permitted.** Although legislation changes now permit gas fired BBQ's in the open space during Total Fire Ban Days the Country Fire Brigade (CFA) can apply restrictions during fire restriction periods. These can alter according to weather conditions.

### **Pre-packed - ICE**

Pre-packed ice will be available for purchase at the central food area. Ice will be available from 2.00pm Thursday onwards. There will also be an ice delivery van circulating through the venue.

### **Security**

The Ballarat Swap Meet will have adequate volunteer staff and professional security operators on site to ensure the safety and well-being of site holders and to ensure that the appropriate behaviour standards are adhered too. (Refer to attached Terms and conditions of entry further details). Failure to abide by the terms and conditions may result in the site holder(s) being evicted from the event.

### **Merchandise**

Merchandise is available for purchase in 2018: Souvenir Program \$4, Straw hats \$20, Stubby Holders for \$6 & T-Shirts. You are welcome to pre-order by calling, sending a text or email to [info@ballaratswapmeet.com.au](mailto:info@ballaratswapmeet.com.au)

## **First aid**

First Aid facilities and appropriately trained staff will be on site. In serious or urgent cases please contact Emergency Services direct on –“000” Small items of First Aid is available from the Administration/Safety Officer tent after hours.

**First aid will be supplied by professionally trained personnel and are located in main administration area.**

## **Emergency Procedures**

An Emergency Management and Risk Minimization Plan have been developed. In the event of a serious incident requiring evacuation or similar then site holders must abide by the relevant instructions and adhere to directions of the Ballarat Swap Meet Officials and the emergency services personnel. Evacuations areas are identified on the site map.

In the event of an emergency incident volunteer Marshalls shall respond and take action in accordance with the following”

- 1. Assist: The person/s in need of assistance if safe to do so.**
- 2. Isolate the incident and instigate control measures**
- 3. NOTIFY appropriate Authorities (police, fire, ambulance)**
- 4. Extinguish the fire or minimize/control the incident**
- 5. Evacuate the immediate area**
- 6. Assist persons evacuated**

## **Total Evacuation**

The Ballarat Swap Meet covers a large area and considerable time will be needed to effect a total evacuation. Site holders are advised that careful consideration will be given by event organizers and Safety Officers to the consideration of total evacuation. In the event of Total and immediate evacuation the responsibilities are to ensure safety and lives of site holders and patrons. Property and items for sale are a secondary consideration.

## **Re-Booking**

A site re-booking facility will be available in the Swap Meet Administration area in the event that current sites holders may wish to re-book for February 2019. Please bring/return your GREEN re-booking card when you re-book. Re-bookings will also be accepted by mail, by direct credit or EFTPOS by phone until 30<sup>th</sup> June 2019 after which sites may be re-allocated to other interested parties. Please have the correct money available at the time of re-booking to assist the process.

**The dates for the Ballarat Swap Meet 2019 are:**

Set up: Thursday 21<sup>st</sup> February, 2019, Trade: Friday 22<sup>nd</sup> February and Saturday 23<sup>rd</sup> February

L.C. Florence (Chair, Ballarat Swap Meet )



