



# EXHIBITOR INFORMATION MANUAL

DUST HUSTLE 16

SATURDAY 18<sup>TH</sup> MAY, 2024

## 1. KEY CONTACTS

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Company	Title	Contact Information
Dust Hustle	Event Manager	Lily Saunders M: 0468 442 218 E: <a href="mailto:lily@outthereproductions.com.au">lily@outthereproductions.com.au</a>
Media Scrum	Sponsor Sales	Tegan Smith M: 0420 307168 E: <a href="mailto:tegan@mediascrum.com.au">tegan@mediascrum.com.au</a>

## 2. EVENT INFORMATION

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### 2.1 Event Location

Dust Hustle 16 will be held at Queensland Moto Park, 110 Goan Road, Coulson QLD 4310.

### 2.2 Event Program

The event program is available at the Dust Hustle website.

### 2.3 Exhibitor Trading

All Exhibitor stands must be open, operational, and staffed between the below hours.

Date	Time
Saturday 18 <sup>th</sup> May 2024	9:00am – 8:30pm

### 3. EXHIBITOR INFORMATION

#### 3.1 Exhibitor/Trader Site Map



#### 3.2 Accreditation

Commercial Participants will receive an allocated number of entry tickets to use for staff as part of their agreement. These will be emailed to you prior to Dust Hustle 16 event.

During the Event, all traders will need to be signed-on to the event and will be provided with a wristband for safety and security reasons. On the day accreditation will be held at the Dust Hustle Pod.

#### 3.3 Bump In and Out Procedures

There is no requirement for a vehicle pass or personnel accreditation during the bump in/out periods, but traders must inform the Event Manager prior to set up so appropriate venue contacts can be informed. Commercial Participants are required to comply with the below site rules during these times:

- Adhere strictly to Queensland Moto Park posted speed limits.
- Children under 15 years of age are not permitted access.
- Persons MUST wear appropriate PPE including hi-vis vests and closed toe shoes.
- Plant must be operated by licensed operators.
- Riding unrestrained in the back of utilities, running boards of vehicles, and moving of forklifts whilst persons are on the tines (whether in a cage or not) is not permitted.
- Vehicles must follow instructions given by Dust Hustle & Queensland Moto Park staff and security officers.
- Portable electrical equipment must be tested and tagged prior to arrival.

### **3.3.1 Bump In**

Commercial Participants are to bump in on Friday 17<sup>th</sup> May 2024 from 9am.

Bump in activities must be completed and cease at 4pm on Friday 17<sup>th</sup> May 2024.

### **3.3.2 Bump Out**

Bump out will commence at 8:30pm on Saturday 18<sup>th</sup> May 2024

Bump out activities to be completed by 9:30pm on Saturday 18<sup>th</sup> May 2024 unless otherwise advised.

## **3.4 Cleaning & Waste**

### **3.4.1 Trade Stand Cleaning**

All Commercial Participants are responsible for the removal of their own rubbish and waste materials during the bump in, event, and bump out periods. General waste bins will be provided for the disposal of rubbish and waste materials.

### **3.4.2 Liquid Waste / Sullage**

Each Commercial Participant is responsible for the correct storage and disposal of liquid waste.

Oil must be returned into its original container and left by the bins provided in your area. Waste oil must not be put into plastic bags or cardboard boxes.

Cleaning and/or disposal charges will be billed to any Commercial Participant not removing all waste at the conclusion of the Event.

## **3.5 Workplace Health & Safety**

Dust Hustle is committed to providing a safe work environment for all employees, contractors, and service providers. Commercial Participants are reminded of their obligations under the Workplace Health and Safety Act to ensure the safety of all persons. The reporting of hazardous conditions is essential, and all employees and service providers must ensure that they are not exposed to dangers which could result in injury. Please report any hazards or incidents to the Dust Hustle Event Manager.

### **3.5.1 Insurances**

Dust Hustle and Queensland Moto Park will not cover the legal liability of any Exhibitor/Trader and shall not be liable, nor deemed to be liable for any loss, damage, theft, or injury sustained by an Exhibitor/Trader, or any employee/contractor of an Exhibitor/Trader.

As an Exhibitor/Trader at Dust Hustle, it is a condition that you must have and maintain the following insurance:

- Public Liability Insurances as aforesaid to an amount of not less than \$10m.
- Worker's compensation in respect of all persons employed or sub-contracted.

Your current Public Liability Insurance Certificate of Currency must be provided with Dust Hustle Pty Ltd, and Queensland Moto Park listed as interested parties. It must cover all event dates including bump in and bump out.

### **3.5.2 Employer Responsibility**

Commercial Participants are required to ensure the health and safety of all associated staff. This means:

- Making the workplace safe for its staff and visitors so far as reasonably practicable.
- Ensuring the safe use, handling, storage or transport of equipment and substances.
- Providing sufficient information, instruction, training, supervision, and certification.
- Ensuring healthy and safe systems of work are in place.
- Any damage to the venue or installations by an Exhibitor/Trader must be made good to the satisfaction of the venue at the Exhibitor/Trader's cost.

### **3.5.3 Ladders**

Standing on the top rung of stepladders, or use of chairs to gain height are unacceptable work practices.

### **3.5.4 Emergency Evacuation**

In the event of an emergency and or evacuation, ALL event patrons will follow direction from the Queensland Moto Park staff.

Dust Hustle Pty Ltd accepts no responsibility for loss claims, financial, or otherwise following an event marred by an emergency evacuation.

### **3.5.5 First Aid**

First Aid services are available on Event day only and located in the food court area adjacent to the expo area. In the event of a medical incident please contact the nearest Dust Hustle staff member or security officer who will report the incident to medical and event management personnel.

### **3.5.6 Power and Electrical**

Power is unavailable to Exhibitors & Traders at Dust Hustle. Please provide your own power/gensets.

All portable electrical equipment must be tested and tagged in accordance with the Workplace Health and Safety Regulations and AS/NZS 3760-2010 prior to bringing it to site. All testing and tagging records on electrical equipment must be current and up to date.

Any electrical equipment found to be untagged must be tested and tagged or removed from the site immediately. The use of double-adaptors is prohibited, however the use of power boards is acceptable.

When using any electrical equipment Commercial Participants must;

- Whenever possible keep all electrical leads off the floor/ground.
- Cover electrical leads with cable covers when it is not possible to keep leads off the floor/ground.
- Not allow any motorised equipment to drive over leads.

DO NOT remove any danger tag from any electrical equipment to use the equipment. Removal of tags is a breach of the Workplace Health and Safety Legislation.

### **3.5.7 Prohibited Items**

Prohibited items as listed below are not permitted on site. Random vehicle inspections will occur at all entry gates.

*Alcohol, Animals, Illicit Substances, Glass bottles, Canisters of nitrous oxide or CO2, Drones, Fireworks, Motorised scooters, or skateboards.*

### **3.5.8 Dangerous Substances & Safety Data Sheets (SDS)**

Commercial Participants intending on displaying, selling, or using dangerous substances at Dust Hustle, must register these items and provide the SDS for each substance. Such goods include fuel, LP Gas, paint, tyre shine, oil, etc.



### 3.6 Security

Dust Hustle will provide security throughout the event site during the event on Saturday 18<sup>th</sup> May until 9am Sunday 19<sup>th</sup> May.