



Welcome to the inaugural Brisbane Tomato Festival
celebrating growing & cooking heirloom tomatoes.

Over the two days the hosts - The Diggers Club & the Friends of Brisbane Botanic Gardens & Sherwood Arboretum - along with local restaurateurs, chefs, cooks, providores, tomato growers, gardening tool suppliers and lovers of food will be showcasing the tomato in Brisbane.

Hours of opening - Saturday 8am to 5pm and Sunday 8am to 4pm

There will be **tastings** of a selection of heirloom and hybrid tomatoes on Saturday and Sunday 11am - 1pm.

On both days **Pop up shops** selling, plants, gardening materials, tomatoes, cooking gadgetry PLUS

The Festival Food 'hall' both days - with tomato focused food

Speakers will share their gardening and cooking knowledge including tomatoes and more in the Speakers marquee or Kitchen Garden both days.

Kitchen Garden Chefs - Saturday 2 pm to 4 pm and Sunday 9 to 4pm

In the FBBGSA marquee there will opportunities to take up membership and buy from a selection of merchandise both days.

SOME FACTS

- FREE entry.
- BCC bus routes 471, 598, and 599 run to the gardens; check Translink website for timetable.
- The Friends offers a variety of opportunities to further promote your business and presence at the festival. These include advertising opportunities in our mailchimp email broadcasting system, the Lilygram magazine and a variety of sponsorship options.
- For further information contact Arno King, Event Manager, on email events@fbbgsa.org.au. For exhibitor's costs of advertising space will be forwarded to you upon request.
- The Festival has been promoted throughout Queensland and interstate :
 - Website event listings and links to our site.
 - Email newsletters.
 - Mail outs to Garden Clubs & other specialty groups.
 - The Diggers Club magazine and e news & social media.
 - Facebook and Instagram updates.

CONTACT DETAILS

Festival Management

FBBGSA – Arno King - events@fbbgsa.org.au

Diggers –Talei Kenyon taleik@diggers.com.au;

Festival Coordinators on the day:

Annette Irish – Friends 0406 824 438

Priscilla van Den Broek - Diggers Club 0448 058 929

Stephen Polsen – BBGMC rep 0417751653

Promotions and Advertising

Talei Kenyon- taleik@diggers.com.au

Sidonie Carpenter – promotions@fbbgsa.org.au

Exhibitor bookings & logistics

Annette Irish – vice-chair@fbbgsa.org.au

Web:

Friends site for bookings: www.fbbgsa.org.au/events

Diggers site for promotion: <http://www.diggers.com.au/whats-on/brisbane-tomato-festival/>

Proudly presented by :

The Diggers Foundation and The Diggers Club

The Friends of Brisbane Botanic Gardens & Sherwood Arboretum

Supported by

Brisbane Botanic Gardens, Mt. Coot-Tha

Brisbane City Council

Exhibitor bookings and Guidelines - IMPORTANT NOTES

Festival Contacts on the day:

- Festival Management : Annette Irish – Friends 0406 824 438
- Diggers Support: Priscilla van Den Broek - Diggers Club 0448 058 929
- Car Parking and access: Stephen Polsen – BBGMC rep 0417751653

SITES: All sites are based upon 3m x 3m areas and you may book up to 3 sites. Exhibitors must supply own marquee, trestle tables, and equipment. Marquees must be weighted on hard surface- no pegs.

ACCESS:

Exhibitor Parking – due to higher number of exhibitors we have had to change the parking allotment.

- **Car park must be booked through events@fbbgsa.org.au. Please provide Car rego, name of driver, exhibitor and mobile phone number.**
- Numbers are limited so there will be one vehicle per exhibitor only allowed on site.
- During event - parking for exhibitors will be on the grounds in two dedicated and assigned parking sites in the gardens
- On Saturday and Sunday access is only via the Service road - next turn left further up Mt Coot-tha Road adjacent to the Quarry entrance.
- Must arrive on site before 7:30am – access via the service road only not the main entrance.
- Late arrivals - exhibitors will have to deal with their own parking.
- Exhibitors and staff are not to park in the general car parks near and around the main entrance. Limited Parking is available in the Legacy Way car park.
- BCC bus routes 471, 598, and 599 run to the gardens; check Translink website for timetable
- NOTE: BBGMC staff will be managing all internal Ring Road traffic and all instructions must be followed.

Bump in Friday:

- Bump in / bump out via main entrance Friday and Monday.
- Friday - large marquees and hired equipment bump in and erected from 6:30 to 12 noon - they will be the only vehicles on site at this time.
- Friday - all other deliveries bump in between 12 noon and 4:30 pm and vehicles must be off premises by 5pm.
- Deliveries for The Diggers Club are open all day until 4:30pm.
- If deliveries have not arrived before 4:30pm there will be no access via vehicles and exhibitors and deliveries will have to walk in the goods.

Bump out:

- Sunday up to 5:30 pm - gates will then be closed.
- Sunday - Access via the Gardens Service road next road on left after main entrance.
- Monday via main entrance road anytime from 6:30 am for bump out -- exhibitors vehicles etc must be off site by 7:30am. Large marquee removal will take longer.
- Exhibitors will be able to still access site after 7:30 am but will have to walk stock out.
- There is no fork lift on site. Exhibitors will have full access to their marquee by hire trucks and delivery trucks for palette etc to drop off and pick up. It is the responsibility of the

exhibitor to book a truck with a pallet lifter. Palettes will need to be removed from area after unpacking. See organisers on day for storage area, if needed.

Top up during event

- Top up during event – using the service road as indicated in blue on the site map Exhibitors can deliver goods and must be off premises or parked in assigned exhibitor’s car park area and clear of festival site by 7:30 am .

Buses for spillover parking in Legacy Way

- BBGMC have organised for mini bus for 11 persons to run from the upper ‘Legacy Way’ Car Park on Mt Coot-tha Road to the V.I.C. all day both days. See attached map.

Signage

- Directional signs will be set throughout the lower gardens.
- No Glu-Tak, no nailing, no double sided tape, so spikes, pegs or stakes into ground to be used on/in any garden assets including grassed areas. Marquees must be weighted down.

Cleaning fee - make good fee

- All rubbish must be removed by 7:30 am Monday 22nd October.
- The FBBGSA will be notified by BBC if exhibitor is required to pay a make good fee for an untidy, damaged or dirty site. Fee will be charged to the offending exhibitor.

IMPORTANT DATES

Last day for booking	Refer to Arno King events@fbbgsa.org.au
Last day for refunds	October 1 st 2018
Public Liability Insurance (min \$20M)	Supplied within 14 days of booking

EQUIPMENT HIRE/ SETUP

It is your responsibility to organize all equipment hire and coordinate the delivery and set up no later than 4:30 pm Friday October 19th. All equipment must be removed by 5:00 pm Monday 22nd October. See bump in/bump out on page 3 for further details.

Neither BCC, Diggers, nor The Friends will be liable for late deliveries, expenditure or problems related to damaged rented equipment. note there is no access to electric cars, buggies etc.

SITE ALLOCATION

Sites will not be allocated unless on-line payments are received and insurance policy supplied. No exhibitor will be permitted to occupy the allocated exhibition space or commence work on any display. Due to the site constraints within the botanic gardens sites will be allocated by the management committee, according to the type of activity you propose.

Sites are not available for single days of the event. Bookings are for both days.

On receiving your payment and application the office will allocate a site for you and advise you of site allocation by email or telephone after October 7th.

GENERAL INFORMATION & CONDITIONS

ALCOHOL

Alcohol consumption is not permitted inside the gardens.

CAMPING

Camping is not permitted anywhere within the gardens nor adjoining carparks.

CAR PARKING & ACCESS TO THE GARDENS FOR BUMP IN AND OUT AND RESTOCKING /

FRIDAY 19th - Access to site via the Main entrance Friday 19th for bump in up to 4:30 pm but must be off the gardens site by 5:30pm.

SATURDAY 20TH AND SUNDAY 21ST top up and parking - Exhibitor access via the service road, not the main entrance, will be limited to top up by 7:30 am each day if needing to restock.

Exhibitor Parking is very limited to 1 car park and is located at the Freedom Wall car park withi the gardens boundaries. Further parking is available at the Legacy Way Car Park which is serviced by a shuttle bus. Exhibitors are responsible to ensure their staff park at Legacy Way at all times.

Exhibitors nor their staff and volunteers are not able to park in the gardens car parking zones designated for the general public on site or on the northern side of Mt Coot-Tha Rd. You will be directed by gardens staff and must follow all instructions within the garden boundary.

During bump in and bump out you will be required to display your car parking pass in the car to gain entry.

To enable access the exhibitor car parks within the gardens one car pass per site will be included in the exhibitor's fee. Contact Annette Irish for car passes.

Further details regarding entry to the Car Park will be supplied via email prior to the event.

ALL EXHIBITORS – products to be sold or displayed

Only products that have been approved to be displayed and sold on your site, as noted on your registration application form, will be allowed. All other products displayed or sold on your site without prior permission from the events management will not be allowed.

All exhibitors must provide power supply requirements by October 7th, 2018.

Food vendors must provide a copy of the Foodsafe Certificate to events@fbbgsa.org.au by October 15th.

CONTACT DETAILS – EXHIBITORS

Please ensure that we have your current email address and mobile phone number registered online.

DELIVERY OF PRODUCT TO THE GARDENS

The gardens staff, nor organisers, will not receive nor approve any products, machinery, site equipment, tents etc arriving at the gardens on any exhibitor's behalf.

Exhibitors must arrange for their own staff to be present in the main entrance for receipt of goods. All deliveries from external suppliers for exhibitors must arrive between 11 am and 4:30 pm Friday 19th October. No delivery trucks or exhibitors will be allowed entry to the gardens after 4:30 pm.

Provide your supplier with your contact details and clear instructions for delivery including a copy of the gardens map. The driver can then phone on arrival (or just prior) and arrange to meet you at the main entrance so you can direct them to your site. Forklifts will not be provided for unloading. If you do require a forklift you will be required to arrange your own suitable delivery truck.

DOGS

NO DOGS are permitted at any time in the gardens unless a guide or assistance dog.

DISTRIBUTION OF PROMOTIONAL MATERIALS & PRODUCTS

All promotional materials including brochures, posters, food and product samples etc. may be distributed from your designated site. No other material not relating to your product is allowed.

ELECTRICITY

Please indicate when paying the exhibitor's fees if an electricity connection is required to your site. Please consider if this truly required as you will have to cover the costs in addition to your exhibitor fee. Please list all equipment that will be used and their details, including amperage and wattage. Assessment will be made by the electrician and an invoice sent to the exhibitor for payment within 14 days. No request at on-line registration = no access to electricity.

A minimum fee of \$50 per connection depending on the equipment to be connected is charged for most standard connections.

All equipment brought on-site for use must be currently tagged and will be checked by festival staff. It is recommended that exhibitors provide their own 25 metre tagged extension lead.

Exhibitors may need to be moved if electricity requirements are not compatible with site positions. Electricity supply will be cut off from 5:00 pm Sunday October 21st.

EXHIBITOR OPERATING HOURS

Exhibitors are expected to be on site prior to opening time each day and man their site for the duration of the opening hours. Failure to open and man your site during the duration of the Expo may result in future site applications being declined.

EXHIBITOR PASSES and Assistance -

Note: passes for each exhibitor are not required as this is a free entry event.

Numbered Car Passes will be sent via email after October 15th 2018. On arrival exhibitors are required to check in with the Festival organisers prior to set up. See contact details on front page.

Information for Staff to access and park are the exhibitor's responsibility. Please provide them with the provided written directions of car parking locations and all other conditions of the event.

The organisers will try to assist your staff. Organisers will be dressed in white 'Friends' t-shirts and white caps.

FIRE ANT LEGISLATION

Exhibitors must comply with current fire ant legislation. Information on regulations, permits, management techniques when storing and moving potted plants & fire ant carriers can be found at www.daf.qld.gov.au/fireants. Please supply certification

FOOD VENDOR SITES

Food vendors must meet all Food Safety Standards under the Food Hygiene Regulations issued from the QLD Department of Health.

Food vendors will be required to complete the additional application for the sale of food stuffs. This **MUST** be forwarded to the Festival organisers no later than October 15th.

Vendors must have their own van, stand or marquee. An electricity connection fee will be charged once assessment has been made of the vendor's needs.

INSURANCE

Exhibitors are required to insure their exhibition site areas for public risk liability and damage to the gardens for a minimum of \$20 million. A copy of a current insurance 'Certificate of Currency' endorsing the 'Tomato festival Brisbane and its partners' **MUST** be provided within 14 days of booking payment.

Cover must include the first day of bump-in to the final day of 'bump-out'.

PAYMENTS

The Brisbane Tomato Festival management committee has the absolute discretion to accept or reject a registration and the committee's decision shall be final. Applications are not considered confirmed until you have received a confirmation letter from The Friends. The Friends are a registered charity and do not collect and record GST so there is no GST applicable on the event.

PLASTIC BAG BAN - ORDER REUSABLE BAGS

A ban on single use plastic bags came into effect from 1 July 2018. This means you will be UNABLE to use these bags, including single use biodegradable bags, at the Brisbane Tomato Festival. Please ensure you have suitable packaging for your customers, the event managers will not be supplying carry bags.

PUBLIC ANNOUNCEMENTS

An Announcer to advise visitors of lecture times, features and facilities will be engaged for the 2 days. Announcements for individual exhibitors will be made at set times only, please do not ask for additional announcements.

There will be 2 weddings on the Saturday in other areas of the gardens so please respect their privacy and keep noise to a minimum if moving around the gardens.

REFUND POLICY

The amount of \$100.00 is non-refundable. This is necessary to cover administration and re-booking costs. Refunds of payments over \$100 will be made for site bookings cancelled prior to October 1st, 2018. No refunds on site payments will be given to any exhibitor after October 1st.

SECURITY

Security inspections will be provided for the event. Inspections will be made twice each night by a security firm at random times throughout each night. While all care is taken, the organisers accept no responsibility for loss or damage of product and/or equipment. Exhibitors are not to leave any cash or valuables on site overnight. Please ensure your marquee and equipment are fully enclosed overnight.

SIGNAGE

Signage can only be erected within the boundaries of your site and MUST relate entirely to the product you are displaying and selling – no other signage will be permitted. (For example no political endorsements or political causes, fundraising or awareness campaign signage). Signage must be of a reasonable size and not impinge on the aspect of surrounding sites. The organisers reserve the right to request the removal of any signage deemed by the organisers that do not meet the ethos of the festival.

TECHNICAL REQUIREMENTS

PA systems other than those approved by the organizer may not be used on your site, at any time throughout the 2 days of the festival.

TRADING TIMES

No trading to the general public is permitted outside the hours of the festival.

VEHICLES

Vehicles, including bicycles, skateboards and roller blades are not allowed within the exhibition area during public opening times.

All vehicles must be removed from the exhibition area while the exhibition is open to the public 7:30am to 5:00 each day. During bump in and out move your vehicle out of the way as soon as you have unloaded to allow others to move in and park in the allotted car park - Freedom Wall car parks. Vehicles must not exceed 10km per hour at all times throughout the gardens. Please keep SAM smiling!

Vehicles, including utes, trucks and standard trailers are not permitted to be used as part of your site display unless signed and integral to the display.

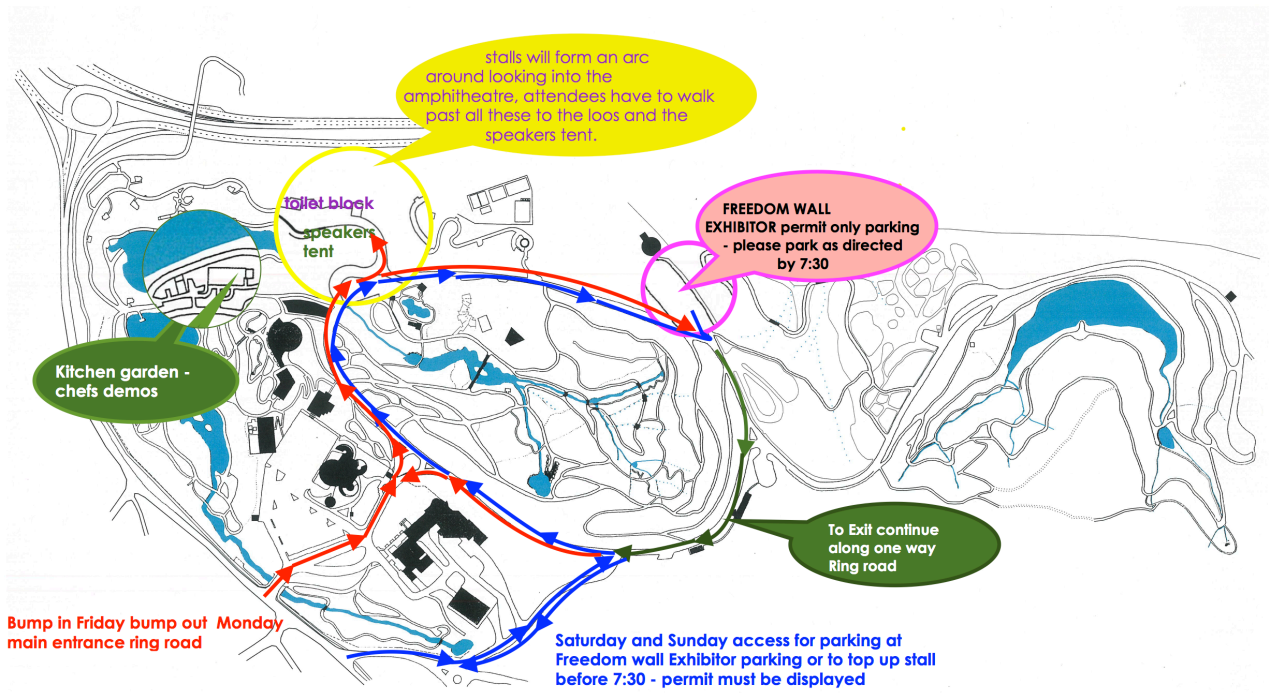
POOR WEATHER/WET EVENT

The management of the botanic gardens will decide if the event will proceed in the case of poor weather conditions. Site refunds will only be given in exceptional circumstances and at the organiser's discretion.

WORKPLACE HEALTH AND SAFETY

Workplace Health and Safety Act together with all State and Local Government regulations apply and it is the responsibility of exhibitors to comply with all such regulations. All people on site during bump in and bump out are required to wear **hi-vis vests or shirts**. All electrical equipment must be tagged and tested and must meet all current safety standards. Children under the age of 15 are not allowed on site during bump in or bump out.

Please report any unauthorised activity, including actions of members of the public, to the organisers immediately from time of bump in to bump out.



BY 0201 - THE BOTANIC GARDENS	
BASE PLAN	
DISTRICT OF COUNCIL COUNTY OF CANTONMENT LOCAL AREA NUMBER 0201 (1/1)	
DATE	20/01/2011
SCALE	1:1000
PROJECT	ADDC

Festival Marketplace

1. Diggers Cub Marquee
2. Tomato Taste Testing and Kids Activities
3. Sustainable Cuisine
4. Shogun Tools
5. Know Bees Now
6. The Friends Creche
7. Northey Street Nursery
8. Ozpeat
9. Brights Beeswax
10. Pomodoras Balsamic Dressings
11. Subtropical Fruit Club
12. Direct Compost Solutions
13. Hot Wheels Coffee*
14. Green Harvest
15. Julia's Pantry
16. Queensland Herb Society
17. Earthlife*
18. Nonna's Masseria*
19. The Chili Patch
20. The Friends Marquee*
21. Speakers Marquee*
22. Rocky Point*
23. BOGI
24. The Curious Caravan
25. First Aid Marquee
26. Delicious Mauritius
27. Brookfield Garden Centre
28. McLeod's Sustainable Agricultural Solutions
29. The Friends Kitchen Garden Shop



Brisbane Tomato Festival 2018

Scale 1:500 October 2018



