

IndigiScapes

## EVENT INFORMATION PACK

Exhibitor | Stallholder | Contractor | Presenter | Artists

Thank you for your submission to be a part of Redland City Council's Environment and Community Fair to celebrate World Environment Day at IndigiScapes on **Saturday 7 June 2025, from 9.00am to 2.00pm.**



The poster features a dark green background with a white wavy line at the top. The title 'IndigiScapes Environment & Community Fair' is prominently displayed in white and yellow text. Below the title, a yellow banner contains the date and time: 'Saturday 7 June 2025, 9am to 2pm'. Underneath this, it says 'Café, nursery and gardens open'. On the right side, there are three circular images: the top one shows a group of people at a market with the text 'FREE ENTRY includes Eco Markets'; the middle one shows a man holding a koala; the bottom one shows a woman smiling. At the bottom left, there is a globe icon, the website 'indigiscapes.com.au', and a phone icon with the number '3824 8611'. At the bottom right, there are icons for Facebook, Instagram, X, and YouTube, along with a small vertical text '©2024 RCL'.

Redland  
CITY COUNCIL

**IndigiScapes**  
**Environment**  
**& Community Fair**

**Saturday 7 June 2025, 9am to 2pm**

Café, nursery and gardens open

indigiscapes.com.au 3824 8611

FREE ENTRY  
includes  
Eco Markets

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### Event Location:

IndigiScapes Environment Centre, 17 Runnymede Road, Capalaba

IndigiScapes Nursery, 15 Runnymede Road, Capalaba

Phone: 3824 8611

Email: [indigiscapes@redland.qld.gov.au](mailto:indigiscapes@redland.qld.gov.au)

Website: [www.indigiscapes.redland.qld.gov.au](http://www.indigiscapes.redland.qld.gov.au)

### Digital Promotional material to share

[Environment and Community Fair and Eco Market Website](#)

[Eventbrite listing](#)

[Website 'What's on'](#)

IndigiScapes Facebook & Instagram

<https://www.facebook.com/IndigiScapes>

<https://www.instagram.com/indigiscapes/>

IndigiScapes is Redland City Council's unique Environment Education Centre located on 14.5 hectares at Capalaba. The Centre has native botanical gardens, bush walking trails, native nursery, picnic and playground areas, discovery centre, eco-shop, theatrette and conference facilities, café and education programs for schools and the community.

The Centre opened in 2000 and underwent a major expansion, re-opening in 2020. Events at IndigiScapes have been enjoyed by the community for more than 20 years.

The inaugural IndigiScapes Eco Markets commenced in May 2021 and were incorporated as part of the very successful Environment and Community Fair to celebrate World Environment Day in June, attracting more than 4500 visitors. Additional Eco markets are held in April, September and December.

Thank you for your support to date and we look forward to your continued involvement offering opportunities for our community and visitors to connect with nature, learn more about sustainable living and foster an appreciation of our natural environment. We welcome your feedback to ensure the future success of this initiative.

**The 2025 United Nations (UN) Theme for World Environment Day is 'Ending Plastic Pollution'**

**Please avoid single use plastic, laminate and tinsel in your exhibits and/or packaging or you may be asked to remove the items.**

**Please read the following important information and print or photograph the emergency contact and other relevant information you may need during the event.**

- Contact the Event Coordinator if you have missed site fee registration and payment which is now closed as you will not have been allocated a site.
- Public Liability Certificate of Currency and/or food license must be valid to participate on the day.
- Weather forecast information updates will be checked daily leading up to the event.
- Cancellation will only occur if excessive wet weather leading up to or forecast for the event is expected to impact the safety of guests, staff, exhibitors, and contractors. IndigiScapes will make every effort to contact and notify all stakeholders of cancellation, providing 24 hours' notice.
- The Melaleuca Grove entrance for vehicles remains closed due to the wet and boggy condition of the ground.

**Stallholders and exhibitors bump in from IndigiScapes carpark located at 17 Runnymede Road, Capalaba.**

**Council Event staff will direct you to the location of your site on the day.**

**Parking is located adjacent to the Nursery and accessible at the Event Parking entrance located at 15 Runnymede Road Capalaba.**

### **Bump In and Out Protocol**

- Vehicles entering the event site must comply with all directions always given by event staff and traffic control
- Vehicles are not permitted to drive on the footpaths
- Vehicles must observe a 5km/h speed limit, have their hazard lights switched on while in motion and be aware of/give way to pedestrians within the area
- Vehicle access can only occur outside of the event times and only as instructed by Council officers
- All vehicles must be removed from the event site by the stipulated set up/pack down finish time. Vehicle parking is available at the designated vendor parking area.
- Trolleys are to be used for equipment movement during periods when no vehicle access is permitted
- Normal road rules and park restrictions apply during set up, event, and pack down.

### **Friday (6 June) Bump in Dates & Times**

Early bump in on **Friday 6 June** may be arranged, **please notify the Event Coordinator to confirm a time and again on arrival before entering the gardens.** It is recommended that where possible stallholders set up their marquee during this period to alleviate potential delays on Saturday. Some areas are not locked overnight, please check with the Event Coordinator. We do not recommend that stallholders leave valuable items or stock on site overnight.

### **Saturday (7 June) Event Day**

Staggered **Bump in will commence from 5.30am on Saturday 7 June**, with allocated times to avoid delays queuing and bottlenecks in the gardens.

Exhibitor's vehicles must be unpacked and **removed from the gardens by 8.00am.**

Vehicles will not be permitted to enter the gardens after this time. Stalls must be set up by 7.30am to allow time for a safety/site inspection and briefing.

**Stallholder Vehicles must be parked in the designated Stallholder carpark located at The Nursery, Melaleuca Grove, or Capalaba Presbyterian Church, 74 Lyndon Road**, which is only a short walk through the Melaleuca Grove to the Botanic gardens.

Please do not park in the IndigiScapes main carpark unless authorised, this carpark is reserved for disability parking and performers.

## Native Botanic Garden Exhibitors

Vehicle and pedestrian entry are via the IndigiScapes car park (**second driveway on the left from Runnymede Road**).

Access is via a one-way, single lane slip road that will be controlled by the Event Coordinator and/or delegated officer.

- Drive slowly with care and vehicle hazard lights should be on while entering and exiting.
- Once at your site, unload all items in preparation to **move your vehicle to the exhibitor car park when directed by the Event Coordinator or delegated Council officer only.**
- Please be considerate and keep the road clear and accessible for all stallholders.
- Site location as identified on the site layout map, may be subject to change on the day at the discretion of the Event Coordinator.

## Nursery Exhibitors

Vehicle access is via the My Horizon and Nursery entrance (**first driveway on the left from Runnymede Road**).

## Suitcase Rummage Participants

The Suitcase Rummage will be held within the Formal Garden inside the Botanic Gardens. Vehicle access is not permitted for rummage participants and parking is located within the general event parking.

Your ticket entitles you to two standard suitcases and one rack only.

The Formal Garden is mostly in shade, however there is no wet weather protection.

You are welcome to bring a chair or mat to sit on.

## Event Day Briefing

A mandatory event briefing will be held for all exhibitors and artists on **Saturday 7 June at 8.15am** at the Native botanic garden entrance on the quadrangle near the garden entry gates.

We recommend that stallholders provide their own initial small float for change as there will not be an ATM at this event.

## Event Bump out (Gardens and Nursery)

Bump out will commence after **2.30pm** as directed by the Event Coordinator or delegated Council officer only. We thank you for your cooperation to ensure a safe bump out.



### Artist/Performer/Speaker vehicle parking

Designated vehicle parking will be available at the IndigiScapes car park. Alternatively general event parking is available.

### Artist/Performer/Speaker responsibilities

- It is the artists' responsibility to ensure that they are dressed and ready for the performance with plenty of time to spare. Artists should ensure they arrive backstage at least 30 minutes before the scheduled call time
- **The artist must not issue or make statements to the public, any media, including on social media, or other persons without prior consent from Council**
- **The artist acknowledges that the event is not intended to be used for electioneering, political activism, lobbying, protests, or petitions.**
- Artists must ensure the dressing areas and BOH areas are kept neat and tidy. Please dispose of any rubbish before departing
- The artist must conduct themselves in a professional manner
- The artist must comply with the event site's workplace, health, and safety requirements and any other such reasonable request as instructed from the event managers
- The artist must not use foul, offensive or obscene language.
- The artist must not wear clothing with inappropriate slogans
- The artist must not consume alcohol, tobacco, or illegal substances while onsite
- The artist must not leave materials and/or equipment unattended or unsecured.



First aid

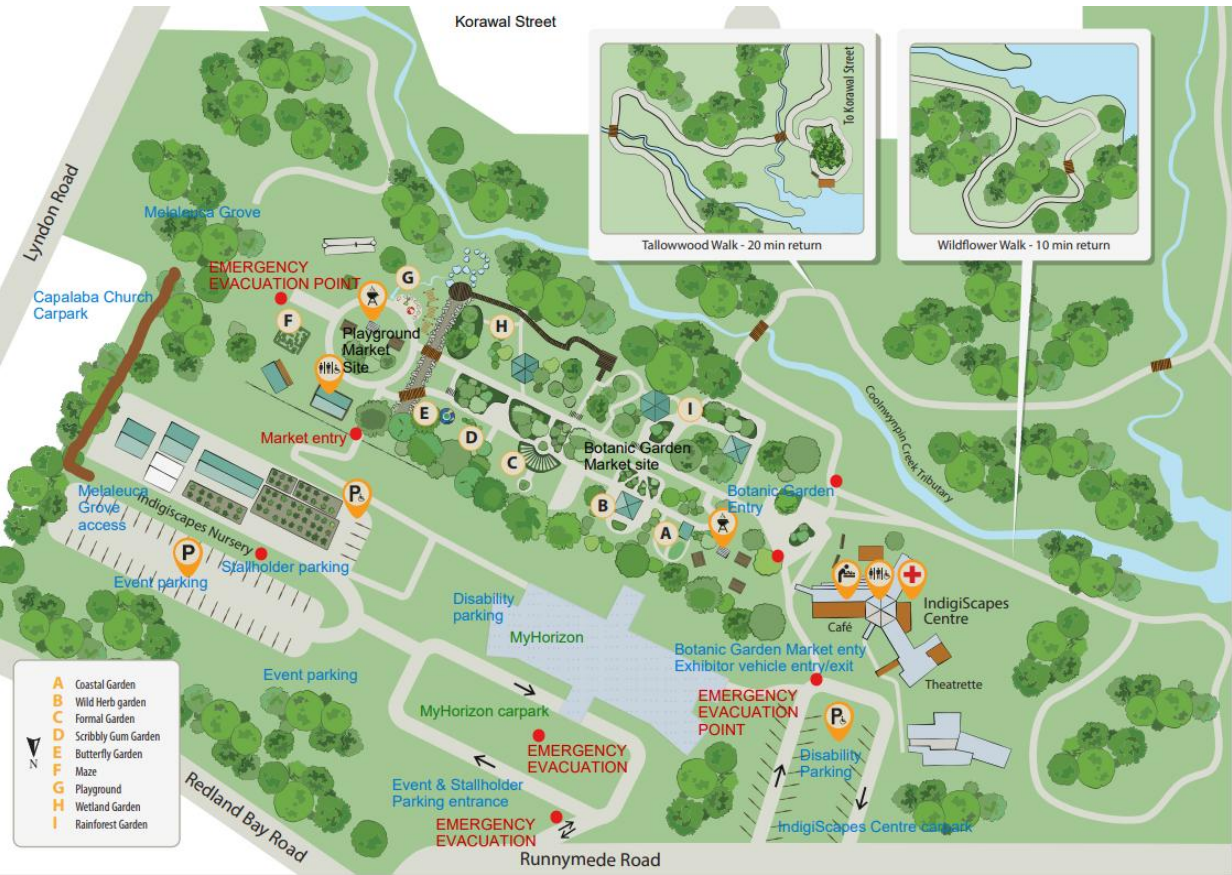
A first aid station will be located at the Coastal Garden in the Native Botanic Gardens. First Aid Assist officers will be in attendance throughout the event. Please refer to the Emergency contact information for contact phone numbers.

Emergency Evacuation

If evacuation is required, an alarm will be sounded, and an announcement made. Please remain calm and assist the public to exit calmly and safely to the identified evacuation locations.

- IndigiScapes Car Park
- My Horizon Car Park
- Nursery Car Park

Appendix 1 - Event Site Emergency entry/exit & Evacuation points



## EMERGENCY CONTACT INFORMATION

<b>IndigiScapes Centre Reception</b> 17 Runnymede Road Capalaba Nursery & Event Parking accessed via 15 Runnymede Rd (My Horizon entry) Redland City Council 3829 8999	Reception: 3824 8611 <b>Operations Manager:</b> Katrina Beutel <b>P</b> 3829 8738 <b>M</b> 0413 295 799 <b>Event Coordinator:</b> Marguerite Johnson <b>M 0403 835 476</b>
First Aid IndigiScapes Centre First Aid	Reception: 3824 8611 1300 MEDICS: Onsite mobile:
<b>Fire Evacuation</b> First evacuation area is IndigiScapes Car park Alternative evacuation area Proceed through the back gates from the playground & picnic area to the church car park <b>Large Fire: Contact 000</b>	In the case of a small fire contact the Operations Manager and Event Coordinator <b>Fire extinguishers located in the Centre, Café, and Nursery</b> <b>Large Fire: Contact 000</b> Remain calm and assist Emergency Services and/or RCC Officers in the case of evacuation
<b>Minor injury</b> <b>Major injury – call 000</b>	Check area is safe Assist injured person Contact Centre Reception and Operations Manager on 3824 8611 Contact Event Coordinator on 0403 835 476
<b>Lost Child</b>	Stay with child in garden Call Centre Reception 3824 8611 Advise Operations Manager or Event Coordinator 0403 835 476 If unable to contact by phone, escort child to the Centre reception and remain with child until the Operations Manager or Event Coordinator arrive to assist
<b>Lost/found valuable</b>	Take item to Centre reception and leave your contact details
<b>Fight/Argument</b> <b>Security: Southern Cross 1300 136 102</b>	Contact Event Coordinator 0403 835 476 Contact Centre Reception and Operations Manager 3824 8611 Contact Police 000 if situation escalates and becomes a risk to staff or guests
<b>Power failure</b>	Contact Centre Reception and Operations Manager 3824 8611 Contact Event Coordinator 0403 835 476
<b>Severe Storm   Event Cancellation</b>	Secure stall and items if safe to do so and seek shelter until safe to depart

## Restricted items

Please be aware of the following restricted items.

**Stallholders must not sell** used sleepwear, underwear, or make-up.

*The Queensland Government, Office of Fair Trading, administers a range of national mandatory safety and information standards and bands for products supplied in the consumer marketplace, including weekend markets. Standards apply to children's toys, nightwear, cosmetics and care labelling on clothing and textiles. Full details of these regulated consumer products can be viewed and downloaded from the Australian Competition and Consumer Commission (ACCC) website.*

### **Please also note the following banned sales, substances, and activities.**

Second hand electrical products, animals, poisonous products, prescription medications, illegal or offensive items, firearms, ammunition, explosives, weapons or dangerous goods of any kind, cigarettes/alcohol/drugs and illegal drug-related products, the sale of lottery or art union tickets, the conducting of any guessing game, lucky dip, chocolate wheel, side-show, competition, or game of chance is prohibited. Written permission from the Event Coordinator is required to conduct a fund-raising raffle.

## Business Stalls:

- The Stallholder acknowledges that the event is not intended to be used for electioneering, political activism, lobbying, protests, or petitions.
- Items for sale must be neatly displayed on equipment supplied by the stallholder and must be removed at the end of the trading time.
- Public walkways must be always kept clear.
- All outdoor stalls must trade under a marquee to be supplied by the stall holder and weighed down with weights 15kg minimum per leg.
- Absolutely no use of stakes to secure marquees is permitted.
- Power is not available to stallholders unless by prior arrangement.
- Stallholders agree that while they are at the market, they will endeavour to cooperate to direction given by RCC staff in relation to operation of their stall, use of equipment, set up, pack down and safety.
- Should RCC determine language or conduct to be unsatisfactory we reserve the right to ask stallholders to leave the market immediately.
- Business stalls must provide a Certificate of Currency of Public Liability Insurance



## Electrical and Gas Safety

### All electrical items and leads must meet current tag and testing requirements.

#### Electrical legislation

Stallholders must comply with the Electrical Safety Act 2002 and Electrical Safety Regulation 2013, which apply to electrical equipment.

Safety measures include:

- Having all electrical equipment, including extension leads, tagged, and tested in line with AS/NZS 3760:2010 In-service safety inspection and testing of electrical equipment
- Tagging extension leads with the owner's name
- Ensuring portable electrical equipment is double-insulated or earth-leakage protected
- Placing flexible and extension leads where they will not be damaged (including by liquid), pose a trip hazard or obstruct safe access to the area. Also, by keeping the ground clear of moisture (e.g., rain) and covering with adhesive duct tape or ground mats
- Not using piggyback plugs or double adaptors and using power boards only when more than one electrical device is in use.
- You should connect portable residual current devices, i.e., portable safety switches, into the main power supply as a safety precaution, in addition to the residual current devices installed at the main power outlet.

Contact the Queensland Government's Electrical Safety Office for more information on electrical testing and tagging.

#### Generators

Always follow the manufacturer's instructions, as incorrect generator use can cause poisoning from toxic engine exhaust, electric shock, electrocution, fire and contact with hot surfaces.

Stallholders should address the following in their risk assessment:

- Location of generators: use outdoors and only in dry weather, maintain at least 1m spacing on all sides and prevent access by the public e.g., barriers
- Fuel storage: store fuel in labelled containers away from any fuel burning appliance
- Hot generator refuelling: never add fuel while generator is running – wait for the motor to cool
- Electrical hazards: ensure hands are dry before touching the generator and don't allow the generator to get wet
- Fire hazards: ensure suitable fire extinguishers are immediately accessible
- Potential noise nuisance.

**We look forward to making you welcome on the day and thank you for your cooperation in making this an enjoyable and successful day for everyone involved.**



*"If we all make a small change, we can make a big difference"*

