# **Melbourne Royal Art, Craft & Cookery Competition** 2024 **Delivery Day Guide**

We're excited to receive your entry. We hope these tips will help you navigate delivering your entry in person.

## **Preparing my entry for delivery**

When I complete my entry, I will receive a confirmation email. This email will have an attachment with lots of details for me to read. Included in that document is a set of barcode labels.

These barcodes have unique identifiers on them to help track entries while keeping them anonymous for judging. I know I should have one label for each entry I am exhibiting.



I will keep the **larger** label as a receipt for collection of my entries after the show.

I will attach the **smaller** corresponding barcode label/s to my exhibit/s.

- If I have a textile exhibit, I will attach a barcode to the top right-hand corner of my item with a small gold safety pin or tape.
- If I have a cookery exhibit, I will attach the barcode to my food with a toothpick.
- If I have an exhibit from any other category, I will attach the barcode to the bottom right-hand corner of my item with a gold safety pin or tape.



I may also take photos of my exhibit entry to help identify my entries for collection after the show.



## **Delivery day**

#### Arriving at the showgrounds

To deliver my exhibit/s, I will arrive at the Melbourne Royal Showgrounds on the allocated delivery day/s.

- If I am entering art, photography, craft, junior or open decorated cakes, I will arrive at the venue on Tuesday 10th September between 12pm and 7pm.
- If I am entering cookery or confectionery, I will arrive at the venue on Saturday 21 September between 9am and 12pm.
- If I am entering preserves, I can arrive at the venue on either of the above days.

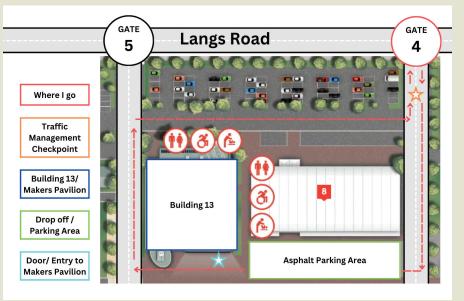
When I arrive at the Melbourne Showgrounds, I will enter from Langs Road, via Gate 4.



Traffic Management will likely greet me after entering the gate, they will be wearing hi-vis clothing.

I will let them know I am there to deliver my Art, Craft & Cookery Entry(s)

I will follow their directions and drive to the allocated asphalt parking area.



#### If I have children with me

I know that I should try not to bring any children with me on delivery day if I can avoid it.

If I do need to bring children with me, and they cannot be left in my car with someone to supervise them, I know I will need to collect hi-vis vests for them from Traffic Management.

I know that I need to return these vests after I have finished delivering my item to Traffic Management.



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#### After I have parked

Unless I am entering a decorated cake, I will do any last-minute preparations before I take my entry inside because I know I won't have anywhere inside to make last minute adjustments.

I then take my entries inside the Makers Pavilion (Building 13), following the directional signage.

I will enter the Makers Pavilion and join the back of the queue.

When I get to the front of the queue, a staff member or volunteer steward will greet me and check my barcode is attached to my entry correctly. This same person will scan my barcode/s and I will leave my entry(ies) with this person.

I will then return to my car and continue to drive around the building, exiting the showgrounds through Gate 4.



Thank you for entering the Melbourne Royal Art, Craft & Cookery Competition.

We hope you will join us at the Melbourne Royal Show from Thursday 26 September to Sunday 6th October.

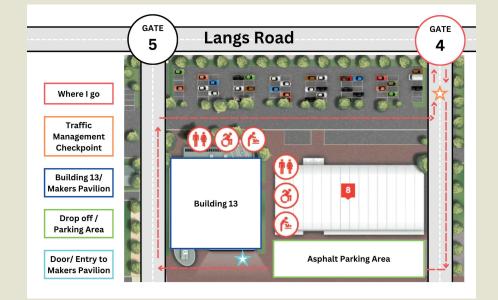


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### **Collection Day**

- 1. I will come to collect my exhibit(s) from Melbourne Royal Showgrounds on Tuesday 8 October between 12pm and 7pm.
- 2. I will bring the label portion of my collection receipt(s) with me
- 3. I may also have prepared a few images on my phone of the exhibits I am collecting.
- 4. When I arrive at the Melbourne Showgrounds, I will enter from Langs Road, via Gate 4 and park in the same asphalt area as before.



- 5. When I arrive at Building 13, I may see a line of people. I will join the back of the line.
- 6. When I get to the front of the line, a staff member or volunteer steward will assist me as they become available.
- 7. I will present my collection receipt to the staff member or steward.
- 8. I will go with this person to locate my exhibit and any physical prizes that I may have won from within the pavilion displays.
- 9. I will sign a collection sheet to confirm that I have received my exhibit/s and prizes
- 10. I will exit Building 13 and return to my car, exiting the showgrounds back through Gate 4.

Thank you for entering the Melbourne Royal Art, Craft & Cookery Competition. We hope to see you back again next year!



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