

EnviroFEST 2025

Whiteman Park | Saturday 22 March, 2025

EnviroFEST EVENT INFORMATION

Please read this information in full prior to submitting your application, as you are required to accept the Terms and Conditions outlined below as part of the application process.

What is EnviroFEST?

EnviroFEST 2025 is Whiteman Park's flagship environmental event that aims to increase the public's awareness and understanding of the importance of trees, the environment and conservation in general.

Bringing together a range of community groups, environmental professionals and sustainable producers to showcase their products and services, **EnviroFEST 2025** is a fun, family-oriented environmental festival open to the whole community.

Visitors to the event will be able to browse through the displays, listen in on workshops and presentations and take home an array of eco-friendly products and information to help them become more 'green' and sustainable at home.

The fourteenth annual **EnviroFEST** will be held on Saturday 22 March 2025, in the Village at Whiteman Park.

Who can participate?

Market stalls, food vendors, interactive activities, community information stalls and commercial displays with an environmental focus have the opportunity to exhibit at **EnviroFEST 2025**.

Exhibitors are able to sell, launch and demonstrate their products and services to an interested audience and establish relationships with new customers.

Whiteman Park is looking for a diverse range of topics to be represented at **EnviroFEST 2025**, with the following subjects just some of those that should apply:

- environmental volunteering
- tree growing and revegetation
- biodiversity conservation
- environmental education
- community engagement opportunities
- renewable energy
- waste management and recycling
- sustainable living products
- organic and home growing
- water conservation
- climate change solutions

Contact the Events Officer if you have any queries.



Operating times

The event will be held Saturday, 22 March 2025, from 10.00am – 3.00pm.

Event demographics

EnviroFEST visitors are:

- 25- to 65-year-olds
- Young families
- Environmental specialists
- New home owners
- Environmentally conscious
- People who want to make a difference

Fees and payments

Site fees start at \$49.50 (incl GST). See the Event Application Form for the full list of site fees.

- Whiteman Park will issue an invoice for payment to all successful applicants upon approval of their application.
- Fees paid are non-refundable once payment is accepted.
- If payment has not been received by the invoice due date, Whiteman Park may reallocate the booked site to another applicant.
- If the event is cancelled by Whiteman Park, a full refund will be issued.
- Not-for-profit groups may apply to have site fees waived.
- Successful exhibitors are not entitled to assign, share or sublet all or part of their site without consent from Whiteman Park. Shared or sublet spaces are only available for 3m x 3m sites, nothing larger.

Insurance

- Your fee **does not** include insurance cover.
- A minimum of A\$10,000,000 Public Liability and Product Liability Insurance are compulsory for all exhibitors.
- If you intend to employ people to work on your stall, you must also have Employer's Indemnity Insurance.
- The policy **must be valid for the event period**.
- A current copy of the Certificate of Currency for these policies (where applicable) must be supplied with the Registration Form. Where your current cover expires prior to the event, the expiring cover may be sent as proof of intention to hold insurance cover, but the new Certificates must be supplied no later than four (4) weeks before the event.

Exhibitor selection criteria and location

Your application will be assessed based on the information you provide in this Application Form.

- Your application may be approved or refused at the discretion of Whiteman Park.
- Selection will be on the basis of:
 - Innovation: consideration is given to the need for variety and new ideas at the event;
 - Quality items: distinguishing characteristics or attributes, design and excellence;
 - Presentation: visual impact of product or service presentation and proposed stall layout encouraging a positive image for the exhibitor and the event; and
 - Level of professionalism or experience, or both.
- Exhibitors who have attended the event in previous years should not assume that their current application will be successful.
- Each year, Whiteman Park expects to receive more applications for sites than can be accommodated. Some applications are not accepted mainly for reasons of similar products in the market, so a non-acceptance outcome is not always a reflection of your quality. Selection decisions are final and no correspondence will be entered into.
- Whiteman Park reserves the right not to explain why an application was unsuccessful.
- To facilitate a good experience for all event attendees, Whiteman Park will allocate site locations for all exhibitors, vendors and entertainers.

Licenses and permits

Your site fee does not cover the cost of any licences or permits you may require to operate at this event.

- Costs of additional licences or permits, including, but not limited to Food Registration permits, Occasional Liquor licenses and Trade Promotion permits must be borne by the exhibitor.
- Any stallholder selling food must be a 'Registered Food Business' under the Food Act 2008. This registration can be obtained from the City of Swan or with the relevant local government authority for businesses outside of the City of Swan. A current copy of registration must be supplied with the Registration Form. City of Swan's application for registration can be found on their website: www.swan.wa.gov.au/services-and-community/public-health/food-safety

TERMS AND CONDITIONS

Power

A limited number of powered sites are available for this event, with both 15amp/3-phase and 10amp/single phase outlets able to be provided.

- Additional fees will be charged for a powered site. Price is stated on the application.
- **All electrical equipment** must be tagged by a registered electrician, in accordance with the *Australian Standard AS/NZS 3000:2018*. Whiteman Park will not supply electrical leads or tagging.

Hire equipment

Exhibitors who wish to hire equipment from Whiteman Park should indicate their requirements on the Application Form. These will be allocated on a first-in, first-served basis. Hire requests may be sourced from an external supplier and will be invoiced accordingly.

Sustainability

Whiteman Park is committed to minimising the impact of public events held here and has developed a Sustainable Events Policy that will be integrated into our planning for **EnviroFEST 2025**.

There are many ways to improve the sustainability and exhibitors at this event should note the following:

- Vendors are asked to avoid excessive packaging and single use products. A simple example is to swap single-serve sauce packets for a condiment station.
- All food vendors are required to use compostable and/or biodegradable packaging for food service, where required.
- Food vendors should consider options to segregate left over food and wastes and to avoid sending it to landfill. You could consider:
 - donating leftovers to people in need
 - donating non-edible food to stock feed
 - sending waste to composting facilities and/or community gardens.
- Whiteman Park will seek to provide reusable serving ware (such as cups, plates, bowls and cutlery) to all food vendors to use at this event, instead of using single-use disposable serve ware, subject to availability of suppliers.

Food vendors

All food vendors are required to use sustainable packaging for food service. Compostable, biodegradable, recyclable and/or renewable products should be sourced for use. Contact the Events Officer for a list of known suppliers.

- Only food vendors whose ethos fits with the nature of the event will be selected to attend. This includes, but is not limited to, those who source locally and utilise organic and/or free-range produce. Vendors with a range of vegetarian, vegan and gluten-free food options will also be given priority.
- All food products sold must comply with RSPCA humane food standards. For more information, please visit rspcaapproved.org.au
- Food vendors are required to supply the following documents with their application:
 - Certificate of Registration of a Food Business, as issued by the vendors' local council
 - Public and Products Liability Insurance certificate of currency
 - Photo and/or drawings of the vendors' standard set up, including height and width for food vans/trucks
 - A copy of the full menu that would be sold at the event.



TERMS AND CONDITIONS

Promotion

Whiteman Park will undertake the following marketing activities in the lead up to **EnviroFEST 2025**:

- **WEB:** Dedicated event page on the Whiteman Park website which includes a full exhibitor list with hyperlinks to each exhibitor's website.
- **DIGITAL:** event listings and adverts on a range of platforms.
- **SOCIAL:** Social media engagement with over 27,000 followers and advertising via Facebook and Instagram.
- **RADIO:** Radio campaign up to two weeks prior to the event.
- **PRINT:** Event posters and inclusion in Whiteman Park's What's On events calendar.

Each exhibitor will be supplied with digital imagery for use on their own social and digital media channels to help promote their attendance at the event. The event hashtags this year are: **#EnviroFESTWP #EF25**

Disclaimer of liability

- Exhibitors will indemnify Whiteman Park, Western Australian Planning Commission and the Government of Western Australia from any damage, expenses or liability arising from any injury or damages to any person, including the general public, other exhibitors, occurring either in the space occupied by the participant or elsewhere arising out of its occupancy or anything connected with occupancy.
- The organiser will not be liable for any loss or damage to the property of the participants due to fire, robbery, accidents or any cause whatsoever that may arise from use and occupancy of the site.
- The organiser assumes no liability for any damages or losses resulting from or relating to the failure of the participant complying with the provisions of this agreement.

APPLICATION INFORMATION

How to submit your application

Complete the Application Form (it is interactive, so you don't need to print it!) at the end of this document. Emailed applications and attachments can be sent to whitemanparkevents@whitemanpark.com.au

All applications will receive an email directly from Whiteman Park acknowledging receipt within two business days. If you don't receive this email, then your application has not been received.

Your completed Application Form and any documentation required must be received no later than **COB Friday, 21 February 2025**.

Confirmation of booking

A confirmation email will be sent to all successful applicants as confirmation of their acceptance as an exhibitor at **EnviroFEST 2025**.

Contact the Events Officer on 9209 6000 if you have not had confirmation by Friday, 28 February 2025 (or within ten working days of submitting your application).

Bump-in and additional event information will be provided in the Exhibitor Manual approximately two weeks prior to the event.



WHITEMAN PARK
CONSERVATION • RECREATION • EDUCATION

Whiteman Park

233a Drumpellier Drive, WHITEMAN WA 6068

T: 08 9209 6000

E: enquiries@whitemanpark.com.au

whitemanpark.com.au

EnviroFEST 2025

Whiteman Park | Saturday 22 March, 2025

EnviroFEST EXHIBITOR APPLICATION FORM

If you are interested in exhibiting at **EnviroFEST 2025** on Saturday 22 March, please complete the form below in full and return with a copy of your insurance certificate/s and any other licenses/forms.

You need to read the Event Information Kit prior to submitting your application, as you are required to accept the Terms and Conditions as part of the application process. Incomplete or unsigned forms will not be accepted. This is an interactive pdf, so save a tree and complete it electronically!

Email your completed application form and attachments to whitemanparkevents@whitemanpark.com.au

APPLICATION DEADLINE: COB Friday 21 February, 2025

ORGANISATION DETAILS

Organisation Name:

Your group, business or organisation name. This will be used as your Exhibitor (or 'trading') Name at the event. For example, "Whiteman Park".

Billing Address:

Suburb:

Postcode:

Business Type:

Government

Private

Not-for-profit

ABN:

Website:

Social Media handle:

For your preferred platform (eg. @whitemanpark) for Facebook and/or Instagram.

CONTACT DETAILS

Contact Person:

Position:

Daytime phone:

Email (contact person):

EXHIBIT DETAILS

Exhibit Description:

Please provide a description of the product/service you wish to sell or show at the event. Photographs may be supplied to assist with the application. This information may also be used in our social media promotions.

EXHIBIT DETAILS (CONTINUED)

Vehicles:

Do you have a vehicle that is integral to your display requirements?
(Note: Vehicles must be included in your site size)

No Yes, the vehicle/trailer is our display (eg. food trucks)

Other:

Additional information:

We will have children's activities at our stall:

We are interested in conducting a short presentation or workshop about:

We are interested in providing some sponsored prizes for the event (value \$10.00 - \$50.00)

None of the above

FOOD VENDORS ONLY

Food vendor set-up:

Food van/trailer Temporary stall set-up (marquee)

Other:

For vans/trailers, service side is:

Drivers side

Passenger side

Rear

SITE HIRE AND COSTS

The fees below relate to commercial exhibitors hire rates. There is no site fee cost to NFPs who provide proof of NFP status, however hire equipment fees are as stated.

		RATE (incl GST)	QTY	FEES
Site Size	3m x 3m	\$49.50		
	6m x 3m	\$88.00		
	9m x 3m	\$121.00		
Power requirements Note: limited availability only.	10amp/single phase	\$11.00		
	15amp/3phase	\$16.50		
Hire equipment *limited stock, commercial hire rates apply once Park stock exhausted. POA	Chair	\$2.00		
	Display board*	\$22.00-\$33.00*		
	Marquee*	POA*		
	Table*, 1800mm x 80mm	\$11.00		
	Table cloth*, black or blue	\$8.80		
Water connection	-	nil		-
TOTAL \$				

If you have requested power or water connections, please detail what it is for:

NOT-FOR-PROFIT DECLARATION

NFPs are required to provide proof of NFP status. We also require the following declaration to be included in your application. Please copy and paste the declaration below, with relevant information included.

Declaration for NFPs

I certify that is a not-for-profit organisation. Assets possessed by the organisation are used for the benefit of the organisation's operation and profits generated by the organisation are used to fund the operation. Assets and funds are not distributed to members.

Name: Position:

OTHER COMMENTS

Please include what packaging types you will be using here, along with any other comments.

YOUR EnviroFEST 2025 APPLICATION CHECKLIST

- I have reviewed the Event Information Kit in full and understand my responsibilities
- I have provided my insurance certificate/s of currency – NOT an invoice
- Any special licenses/permits required have been applied for and attached with my application
- As a food vendor, I have included:
 - My Certificate of Registration of a Food Business from my local shire (food vendors only)
 - A copy of the menu for this event (food vendors only)
 - Photos/drawings of our set-up are attached
- I acknowledge that full payment must be made by Friday 7 March, 2025 or within two weeks of receiving our invoice, whichever is sooner.

How did you find out about EnviroFEST 2025?

- Past exhibitor email
- Direct email from Whiteman Park
- Attended the event as a visitor
- Word of mouth
- Social media
- Other:

In signing this application form you acknowledge that you are an authorised representative of the organisation applying and that all representatives will abide by the terms and conditions outlined in the Event Application Kit and subsequent Event Manual.

Signed* Date

*electronic signatures (ie. type your name) accepted