



Self Help & Support Groups
National Awareness Day ~

Symposium & EXPO

8 September 2011

"Helping each other to help ourselves"

Stall Holders Information

We are pleased to inform that you have been selected to run a stall at the National Self Help and Support Groups Awareness Day on September the 8th at Forrest Place. This is a brief information pack that will provide you with all the necessary information for the day. Once again, thanks for your application and interest in participating in our annual event.

I. Venue

Forrest Place is located between Wellington Street and Murray Street Mall. It is a pedestrian square located at CDB of Perth. The street was created in 1923 and has a history for being a focal point for significant political meetings and demonstrations.

Carparking (disabled bays and lift access are available)

- State Library Carpark (access from James and Francis Streets) – we are able to organise pre-booking (please refer to point VI)
- Cultural Centre Carpark (access from Roe Street)
- Citiplace Carpark (access from Roe Street)

II. Stall Sites, Type, Dimensions

- Stalls are 3m x 3m including a trestle table and two chairs.
- Your site allocation is per the **site map** that will be forwarded on to you in the following weeks.

III. What do stallholders need to provide?

- No power will be available on site. Stallholders are to provide their own power if required.
- Stallholders can provide their own signage for their stall. Are recommended a pull up banners.
A-Frame signage (corflute or frame) is not permitted under local law.

IV. When can we set up our stall?

Thursday 8th of September 2011 at 7:00 a.m.

All stallholders must be fully set up by 8:15 am on Thursday 8th of September 2011.

The event will finish at 2.00 p.m. Bump out will commence at 2.00 p.m and will need to be completed by 3.00 p.m.

V. Sitting Breakfast, Panel Discussion and Symposium – from 8:15 am

This year we have included as part of the official launch a sit down breakfast, Panel Discussion and Symposium (please refer to the program document attached)

As per our previous email you have to consider who will man the stall and who will attend the official launch. Please advise if you will be attending and any dietary requirements.

If you want to book a place for the official launch kindly RSVP on 9228 4488 or alternatively email ivi@connectgroups.org.au by 22.08.2011



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VI. Parking

The most affordable prepaid parking fee on the area is the **Cultural Centre Car Park** . Please see below the fee schedule:

10 Hours Continuous—Fee per Ticket (Inc GST) **\$18.10** (*minimum booking hours*)

If it is Multi entry/exit +5% of the fee = \$19.00

If you are interested to book a bay you need to email ivi@connectgroups.org.au by 19.08.11

Cultural Centre Car Park is located at 2 Roe Street underneath the Art Gallery of WA and is just 8 minutes walking to Forrest Place.

VII. Fundraising Opportunity

You can use this event as a fundraising opportunity placing a tin on your table or shaking the tin in front of your stall. Please follow state fundraising laws and regulations.

VIII. Stall Holders Role

- Stallholder must only provide free information (i.e. not for sale). Any material, goods or services supplied at your stall should present a positive image of your Support Groups and services.
- All stalls must be presented in an attractive, neat, clean and environmentally friendly set up for the period of the event. The organisation or support group name must be clearly displayed.
- All stall holders must co-operate with other stallholders, service providers, contractors and event management staff working at the event, so as to not hinder them in performing their services; and to ensure that all work is performed efficiently.
- Stallholders are responsible for their rubbish and must to ensure it does not fly around the grounds.
- Ensure the area is left clean and without any damage or risk to the public or any other participant at bump out.
- You will need to contact the Event Coordinator as soon as practicable if for any reason you are not able to participate and need to cancel at last minute - All cancellations need to be one week prior so that we may offer the stall out to another applicant on the waiting list.
- You will need to notify the Event Coordinator if you need to leave early. **Her mobile number will be notified a week prior to the event.**

IX. Service of alcohol

Stallholders are not permitted to serve alcohol – It is an alcohol free event.



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X. Risk Management

- All stall holders must act in a way that is safe and without undue risk to themselves or others.
- Public access must be kept clear at all times from all equipment, signs etc.
- Displays, tables and chairs must be firmly secured in the event of windy or inclement weather.
- Please note the ground may be hard making insertion of tent pegs difficult.
- The event coordinator must be notified immediately in case of an emergency
- Man your stall and anything contained therein at all times. Stalls must not be left unattended unless secured without risk to the general public. ConnectGroups accepts no responsibility for loss of goods.

XI. Commercial Display Stalls and Event Sponsorship

There is no provision for commercial display at event. The only commercial businesses with displays will be "National Self Help and Support Groups Awareness Day" Sponsors.

For further information please contact:

Event Coordinator: Ivi Sanchez
Phone number: (08) 9228 4488
Fax: (08) 9228 4490
Email address: ivi@connectgroups.org.au
Postal address: PO Box 8140 Perth BC WA 6849

