

Application Pack

Stallholders, Performers and Presenters



Saturday 12th and Sunday 13th August
2017

Perth Cultural Centre

GET INVOLVED

Want to be involved in the largest event on WA's National Science Week calendar?

Each year, the Perth Science Festival transforms the Perth Cultural Centre into a festival hub, with hands-on science activities, live performers, thriving stalls and more.

2016 drew more than 25,000 attendees over 2 days! Don't miss this exciting opportunity to engage with the public, promote your organisation, and immerse yourself in science for 2017.

BOOKING

Apply for a stall or performance at <http://www.surveygizmo.com/s3/3484055/Perth-Science-Festival-Applications>

Stalls and performance time slots are allocated at the discretion of the Perth Science Festival organisers – With limited space available, apply early to secure your stall!

Application Deadline: 28 May 2017

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KEY EVENT INFORMATION

Event Date: 12th and 13th of August 2017

Open to public: 10am-4pm

Venue: Perth Cultural Centre

Please note: Stallholders who can operate both Saturday and Sunday will take precedence.

CONTACT

Scitech Event Coordinator
Taylor Bartels

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STALLHOLDERS

STALLS

Site size	Equipment included	Cost
3x3m	<ul style="list-style-type: none">• Marquee supplied• 1 x 1.8m table• 2 chairs	Free
6x3m	<ul style="list-style-type: none">• Marquee supplied• 2 x 1.8m table• 4 chairs	\$400

Perth Science Festival most commonly offers 3m x 3m spaces due to limited space in the Perth Cultural Centre

6x3m will be granted at the organiser's discretion, based on application quality and availability.

ADDITIONAL EQUIPMENT

Additional equipment can be hired through Perth Science Festival for a fee if necessary. Please indicate this in your application form.

Charged as follows;

- Chairs **\$5**
- Trestle tables **\$10**
- Pin-up boards **\$20**

POWERED SITES

Powered sites are available to most, but not all, stall areas.

We encourage you to consider alternative activities, in the unlikely event that a powered site is unavailable.

STAGE SHOWS AND DEMONSTRATIONS

The Perth Science Festival features two stages that are active throughout the Festival, for science shows and demonstrations, talks and interactive performances.

These shows are intended to be family-friendly, eye-catching, and if possible, interactive.

Time slots are available for 15-45 minute durations.

If you are interested in trying your hand at science communication on stage, please indicate so in your application.

HEALTH AND SAFETY REQUIREMENTS

RISK ASSESSMENT

All stallholders and performers are required to complete a risk assessment form, as a condition of the Perth Cultural Centre Precinct.

This will be provided at the approval of your stall. Failure to complete a risk assessment form by the listed due date will result in the omission of your stall.

The due date for this material is the **18th of June, 2017.**

CHEMICALS

We understand that with science, comes chemicals!

For safety purposes, all stallholders and performers must provide Material Safety Data Sheets for any chemicals brought into the centre, as a part of your festival activities.

The due date for this material is the **18th of June, 2017.**

BUMP IN/OUT

All stalls are required to be operational by 10am and must remain operational until Bump out begins at 4pm.

Vehicle access to the Perth Cultural Centre is strictly limited to between 7:00am and 9:45am (bump in) and 4pm and 6pm (bump out).

You will receive a specific bump in/out timeslot and further information, in the weeks leading up to the festival that must be adhered to.



PROMOTIONAL OPPORTUNITIES

We have a range of promotional opportunities to supplement your National Science Week and Perth Science Festival activities. These opportunities fill fast, so please contact us as soon as possible!

Please note: we will require a high-quality photograph, a short promotional blurb and event details.



National Science Week Program

Get your own Science Week event into the National Science Week Program for free!

Over 5000 copies of this program are distributed throughout Western Australia to schools, libraries, tourist hotspots and more.

Please note, space is limited and content is due early May.

Please get in touch ASAP if you wish to be featured



Social Media and more

Increase your presence at the Perth Science Festival through our various promotional channels!

This includes the Perth Science Festival Facebook and Instagram.

Contact us with your content/ideas to be featured.



See yourself on the Big Screen

Have you got some great visual content that highlights or celebrates science?

Use this content to promote your Science Week activities through the Perth Cultural Centre's iconic LED screen.

This large screen is utilised across the Festival and potentially throughout National Science Week.



Sponsor a giveaway

We run a number of giveaways throughout the Perth Science Festival and are on the look out for vouchers, tickets, and merchandise!

In return, we can provide promotion of your business, event and/or prize through our social media, e-newsletters, and at the event.

Get in touch if you have something to contribute!

FAQ

As a stallholder, do I need to attend both days of the Festival?

Ideally yes. Stallholders are required to exhibit across both days of the festival unless otherwise discussed and organised with the Perth Science Festival team.

While we will do our best to accommodate everyone, stallholders who can attend both days will take precedence over those who cannot.

Can I bump in and bump out at any time?

Not with a vehicle. Due to restrictions on the number of vehicles allowed in the Perth Cultural Centre and the high pedestrian traffic, we must follow a strict bump-in procedure.

All stalls must be operational from 10am to 4pm and vehicle access is strictly limited to a 20-minute bump in/out window allocated to stallholders in the weeks leading up to the event.

If you do not wish to bring a vehicle on site, then you may bump in any time between 7am and 9:45pm, and bump out any time between 4pm and 6pm.

Will my site have power?

Not all sites have access to power. Please consider whether your stall really requires it.

All stages have access to power for performers.

Can I choose the location of my stall?

No. Stall allocation is dependent on the needs of each stall, and festival design. Please let us know in your application if you have specific location requirements, and we will work on them with you.

Will there be parking available?

There is paid parking available in the CPP Roe Street Carpark, and the CPP Francis Street Carpark. Both parking areas have elevators that lead directly to the Perth Cultural Centre.

Please note the Perth Science Festival organisers accept no responsibility for parking tickets and/or fines.

Can I sell merchandise?

Yes! Stallholders are welcome to sell merchandise at Perth Science Festival 2017, which is a new addition to the festival operations.

Please note, this is for merchandise ONLY. Stallholders **cannot** charge for activities. All stallholders must still offer free, hands-on activities as a part of their stall space.

Can I take donations for my organisation?

As above. Yes you may have a donation tin for your organisation, but it cannot be in exchange for services. Stallholders cannot charge for activities and must still offer free, hands-on activities as a part of their stall space.

TERMS AND CONDITIONS

Bookings

All applications must be received by **28th of May 2017**. Bookings made after this date will be accepted at the discretion of the Perth Science Festival organisers dependent on remaining space in the centre.

Stall services

All stalls must offer free activities for festival attendees. Sale of merchandise is permitted as an added extra, but stallholders cannot charge for activities or services at the event.

Hire equipment

All hire equipment, including marquees, trestle tables, chairs and tablecloths must be returned in good condition. Damage of the equipment may result in a hire fee.

Health and Safety

In line with the City of Perth's Health and Safety guidelines, all stallholders and performers must complete and return a Risk Assessment form and Material Safety Data Sheets for all chemicals brought into the centre for Festival use.

All electrical equipment including extension cords and adapters, must be tested, tagged and in date, buy a licenced electrician before being brought into the event area. Failure to do so may result in equipment being banned from use for safety reasons.

Vehicle access

Details of vehicle access, including bump in and out times, stall and subsequent vehicle location and safety precautions such as hazard lights and speed limit, must be strictly adhered to.

Opening times

Stalls must be operational from 10am-4pm both days of the festival.

Food and Beverages

Stallholders and performers must notify the Perth Science Festival Organisers if they intend to give or sell food and beverage items. Stallholders and performers will be required to submit an application for a Temporary Food Permit through the City of Perth.

Please note, the Perth Science Festival days are alcohol-free.