



Children's Week Picnic

Sunday 25 October 2026

EXHIBITOR / FOOD VENDOR INFORMATION & GUIDELINES

EVENT INFORMATION

Date: Sunday 25 October 2026
Time: 10am to 4pm
Venue: Werribee Park, K Road, Werribee

BUMP IN / OUT

Bump in:	Saturday 24 October	10am to 3pm	(Optional. Event Management must be notified)
	Sunday 25 October	7am to 8.30am	(No vehicle access after 8.30am)
Bump out:	Sunday 25 October	4.30pm to 6.30pm	(No vehicle access before 4.30pm)

Site Maps - Access details and site maps will be sent out no later than 1 week prior to the event.

Site Operation Times

The event will be open to the public from 10am until 4pm. It is mandatory for all exhibitors and food vendors to staff their sites between these hours. All sites must be manned with adequate staffing levels for the duration of the event.

All sites must be setup and ready for service to the public by 9.30am and **must** cease activities at 4pm - this allows us to get public off site in a timely manner to begin bump out.

Vehicle Movement

Bump In – Vehicle movement on the event site will cease at 8.30am. This means you will need to unload your vehicle at your site and move it to the contractors' car park before 8.30am. Anyone arriving after 8.30am for bump in will need to walk their items onto the event site from the contractors' car park – this is approx. a 5 minute walk so we recommend you bring a trolley if you plan to do this.

Bump Out – Event Day bump out will commence from approx. 4.30pm. You may begin packing down your site and walking items to your vehicle at 4pm. However, no vehicles will be allowed on the event site until it is deemed safe by Event Management. You will be notified by your Area Warden when the site is open for vehicle movement.

ACTIVITY REQUIREMENT - EXHIBITORS

To be successful in your application, we ask that all exhibitors demonstrate how they will provide an interactive activity or demonstration as part of their display. The activity should provide an opportunity to engage children and could include craft, games, music and more! Suggestions include:

- **An Activity or Workshop** – such as various craft activities, garden workshops etc.

- **Conducting Interactive Demonstrations** – e.g. a swim school could teach children in small groups a song that encourages them to swim safely.
- **Interactive Displays** – e.g. a health centre could have a display in which children have to put all the body parts back into the right place.

WHAT'S INCLUDED & WHAT'S NOT

You will be provided with the following equipment as per your application (unless otherwise arranged):

- Standard or Not for Profit Exhibitor: 3x3 marquee, 1 table, 2 chairs
- Premium Exhibitor: 6x3 marquee, 2 tables, 2 chairs

All marquees will be 3 sided, open to the front unless an alternate set up is requested and agreed to with the Event Manager. As part of your exhibitor package, you will be provided with corflute signage on the front of your marquee. This will be your company name (as indicated on your Application Form).

It is expected that you provide the following provisions within your site:

- Sufficient additional signage and decoration of your marquee in line with the quality and style of the event. All freestanding signage must be sufficiently weighted and secured. No signage or activities should be placed more than 1m in front of your marquee.
- Table linen (if required) - Table cloths are not supplied as part of your package.
- Sufficient staff for set up, service and pack down.
- Provision of rubbish bins and bags inside your service structure. Please ensure rubbish is neatly disposed of or put away so that your stall looks clean and tidy throughout the event.
- Hand washing facilities (for any activities involving food consumption)
- Hand sanitiser readily available for public use.
- Fire Extinguisher (for any activities involving hot works, electrical equipment or for any activities deemed to be a fire risk)

**** Please note there is NO ATM onsite, please ensure you have cash free equipment if trading or enough change for cash transactions.**

SITE ALLOCATION & REQUIREMENTS

Wyndham City will allocate all site positions taking into account power, waste & service requirements; size of your stall; site plan and pedestrian flow of the site; and other health and safety issues relevant to the staging of the event.

All stalls are to be well presented and tidy at all times, including stock items which must remain within the boundaries of your site at all times.

PEGGING OF ITEMS

Pegging of any item is strictly prohibited at Werribee Park events due to irrigation lines and delicate tree and plant root systems. Please ensure you bring sufficient weights for any freestanding items. All sites will be checked by our Safety Officer on the event day and any item that is not sufficiently weighted will need to be removed.

POWER & ELECTRICAL EQUIPMENT

Successful applicants will be provided with a link to apply for power; power will **not** be supplied without this link being activated.

All electrical equipment **must be tested and tagged prior to the event**. Our Safety Officer and/or Power Supplier will be checking that equipment has been tested and tagged on the morning of the event – any equipment that has not been tested and tagged cannot be used.

If you have any questions regarding the testing of electrical equipment, please speak with the Event Manager in advance.

FOOD SAFETY & HANDLING

Anyone providing food or beverage products must be registered with FoodTrader for this event.

FoodTrader is an electronic system that allows registration and notification of temporary and mobile food businesses to your Principal Council. If you require assistance with registering, you can contact your principal council or contact our own Environmental Health Unit (03) 9742 0738 who would be happy to assist with your registration. Registrations can be made at: <https://foodtrader.vic.gov.au/>

If you are currently registered on FoodTrader you will need to submit a Statement of Trade online. Anyone providing food or drink that has not registered for FoodTrader and submitted their Statement of Trade prior to the event day will not be allowed to participate.

SINGLE USE PLASTIC, BALLOONS & WASTE

Wyndham City strives to incorporate environmentally sustainable principles at events. This includes the recently adopted Single Use Plastic Policy. Council now ask that exhibitors only use compostable or recyclable packaging and do not provide single use items such as plastic straws, plastic wrappers/bags or plastic plates and cutlery. For the full list of prohibited items please see the Event Waste Management document linked to the online application form.

Please note that balloons are not permitted at any Wyndham City Event due to considerations of waste reduction and environmental restrictions.

Council will provide back of house bins and event bins for food and biodegradable packaging, recyclables and landfill waste. Please ensure that you utilise the back of house bins and do not fill up the event bins throughout the site which are for patrons use only.

WYNDHAM CITY EVENTS TEAM CONTACT DETAILS

For Exhibitor, Sponsorship or General Enquiries, please contact:

Events Team

Phone: 03 9742 0902

Email: events@wyndham.vic.gov.au