



**2024 Hyde Park Festival Presented by Fuel to Go  
& Play**



**CITY OF VINCENT**





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## Introduction

Please ensure you read this entire information pack. Failure to do so may result in you being asked to leave the event for non-compliance.

The Rotary Club of North Perth is proud to be the organisers for the 'Hyde Park Festival' as Perth's longest running free community family event, this event is a huge undertaking, run solely by volunteers.

The Rotary Club of North Perth has organised the event for the past 36 years and all proceeds raised go to charities and community groups within the Perth community.

The success of the Festival depends heavily on the quality and variety of products for sale, entertainment and food offered, community interest exhibitions and the variety of interesting demonstrations.

The overall objective is to present a **Free Family Festival** attractive to a broad section of the community while raising money for charities, with this year's major beneficiary; Rotary Homeless Projects.

A huge thank you to our presenting partners Fuel to Go & Play and our other sponsors, Lotterywest, City of Vincent, Bendigo Bank, Perth Property People and Halyn Property.

This year our media partner NOVA 93.7 has provided stall holders with the opportunity to be involved in the Casanova cross over with giveaways. If you have a voucher and want to be promoted via the Casanova's please let me know, [abby@socialsocietymarketing.com.au](mailto:abby@socialsocietymarketing.com.au)

### Note

- Location changes are unlikely to be accommodated but we will do our best.
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- Final site allocation rests solely with the event manager.
- Changes to site allocations can be made until 2 hours prior to the event, any changes made will be advised via email and are final.

If you have any further queries after reading this Exhibitor Package, please contact:

[booking@hydeparkfestival.com.au](mailto:booking@hydeparkfestival.com.au)

0432 924 391

## Site Marking

All site will be marked with a numbered peg and site spray marker on Friday 1<sup>st</sup> March and Saturday 2<sup>nd</sup> March 2024.

You have been allocated a site number, this number will correspond with a site number on the map. Please note the map is subject to change.

Please check your site number carefully before setting up, if you set up in the wrong site, you will be required to move to your correct site number.

## Bump in, Bump out, Restock and Event Operating Times

Exhibitors (amusements, food vendors and stallholders) are not permitted to park onsite during the event.

Stallholders are allowed to drive vehicles to their site to set up and pull down their displays during the designated set up and pull-down times only. Please note vehicle entry is only through car entry off Williams road and gate 2 off Glendower St that you must adhere to the onsite vehicle guidelines at all times when driving onsite. The grounds are strictly one way only (vehicles must drive clockwise around the lake).



Exhibitors needing to restock during the event times must trolley items from their vehicle. Vehicles can be temporarily parked in the three 15-minute bays at Gate 5 while exhibitors restock.

The ground can be dusty, so a tarpaulin or ground cover is recommended.

\*\* There is to be no pegging sites into the ground, marquees must be secured with water or sand weights.

## Event Times and Hours of Operation

All Market Sites	10am – 5pm Sunday (Market stalls can trade till 8pm if they wish to do so) 10am – 5pm Monday
All Food Sites	10am – 8pm Sunday 10am – 5pm Monday

## Bump In/Bump Out/Restock Times

Date	Item	Times
<b>Saturday 2<sup>nd</sup> March</b>	Market Stalls and Food Trucks ONLY (Bump In) (Food vendors in marquees must bump in Sunday after 7am)	10am – 3pm
<b>Sunday 3<sup>rd</sup> March</b>	Exhibitors Bump In	6am – 9am
	Food Truck Bump In (Truck must be PARKED by 7.00am)	6.00am – 7.00am
	Power Turned ON	6.30am – 7.00am
	Food Vendor Marquee Bump In	7.00am – 8.30am
	Food vendor vehicles offsite (Fines will apply)	8.30am
	All vehicles offsite (Fines will apply)	9.00am
	Pack down – Market stalls No vehicles can be onsite until 8pm *Please note if you don't want to leave your products in park you will need to wait till 8pm or walk them off	5.30pm
	All vehicles allowed on park	8pm
<b>Monday 4<sup>th</sup> March</b>	Exhibitor site restock	7am – 9am
	1 Day Market site bump in	7am – 9am
	Food vendor vehicles offsite (fines will apply)	8.30am
	All vehicles offsite (fines will apply)	9.00am
	Exhibitor Bump Out – William St Car Entrance and Gate 6	5pm – 7pm
	Vehicles allowed onsite	5pm – 7pm

## Power

Power is only available for **food vendor** sites this year and will not be turned on until 6.30am.

Power is limited at Hyde Park. The number of generators bought onsite is based on power booked by food vendors. Power is sold per lead/connection as either 15amp or 3phase.

<b>Power Conditions</b>	
<b>Connection of power boards or multiple appliances</b>	<p>Power boards are NOT to be connected to power supply. Multiple appliances are NOT to be connected to a single power connection.</p> <p>Please ensure you have booked the correct number of connection/leads for each appliance.</p> <p>If you are found to be using power boards or connecting multiple appliances to single leads, power to your site will be shut off. You will be required to purchase additional leads from the office at an additional cost of \$150 per lead, please book in advance to avoid undue financial pressure.</p> <p>This may significantly affect you access to power if there is no additional power available from your closest distribution board.</p>
<b>Exhibitors are not permitted to touch the generators</b>	<p>Licensed electricians are the only people permitted to touch the generators onsite. If generator power is lost, please contact the office immediately and we will arrange an electrician to attend your site.</p>
<b>General power connection times</b>	<p>Food vendors can plug their leads into the distribution boards themselves when they are ready.</p> <p>Electricians will visit all food sites before 8am to confirm power is working and check that leads have been correctly allocated and tagged.</p>
<b>All electrical appliances and leads must be safety tagged by an electrician within the last 3 months for events</b>	<p>Power will not be supplied to electrical equipment that is not appropriately tagged. Any tagging required at the event will be charged at \$50 per appliance and lead. Refunds for power will not be provided for incorrectly tagged electrical equipment.</p>

## Security

Security is onsite at Hyde Park from 6pm Friday 1<sup>st</sup> March until 10am Tuesday 5<sup>th</sup> March.

Leaving equipment, valuables and stock onsite is at the risk of the Stallholder. Many stallholders destock their sites on Sunday night, but leave their marquees and heavy equipment onsite.

## Onsite Vehicle Guidelines

When driving within the park all vehicles must follow the below rules, failure to comply may result in fines.

- Vehicle access is **only** “car access” off William Street or Gate 6 on Glendower Street, carnival trucks have access from side roads.
- You must turn your hazard lights on while driving in the park.
- Vehicles must drive at 5km/h when in the park.
- Vehicles must stay on the pathway at all times.
- When unloading your vehicle, please pull over the side of the pathways or park on the grass ensuring vehicles are still able to pass.
- Vehicles **MUST NOT** park on ground cover or within 3m of any tree.
- Vehicles must travel one way only – drive **CLOCKWISE** around the lake (i.e. turn left when they get to the lake road and continue to drive in this direction to exit through “Car access” or Gate 6.
- Stallholders who are situated between the two lakes are advised to enter at Gate 6 and proceed clockwise until reaching the intersection with the central path on the North side of the lakes, turning right to access their stall. To exit proceed down the central path and turn right on the main pathway and re-exit at Gate 6. If a stallholder enters by “Car Access” on the East side of the Park they must proceed clockwise around both lakes until they are on the North side of the lake before turning right onto the central path. Stallholders must not travel against the flow of traffic.

### **THERE IS STRICTLY NO VEHICLE PARKING ALLOWED ONSITE DURING THE EVENT**

- Only ACROD parking is allowed onsite in the designated ACROD bays. If you do not have a valid ACROD sticker, you will be fined.
- Organisers of the event **do not** have the ability waive fines issued by the City of Vincent for illegal parking on site or in the vicinity of Hyde Park.

## Parking for Exhibitors

Street parking is strictly a maximum of three hours seven days of the week including Sundays and Public holidays.

We have access to a limited number of all-day free parking bays for exhibitors at the WA Italian Club, 115 – 117 Fitzgerald street (approximately 400m from Hyde Park).



Although this is walking distance, we have also arranged a charter bus to transport exhibitors to and from Hyde Park during Bump in/Bump out and restocking times. This trip takes max 15min.

The charter bus will collect people at regular intervals from the Italian Club as well as stop at Gate 5 (main Vincent Street entrance) Gate 3, car access and the car park area during bump in and bump out times only.

City of Vincent rangers will be onsite throughout the event. There is a no tolerance approach to on-site parking outside of designated times or street parking exceeding the sign posted time limit.

Fines of up to \$280 and/or eviction from the park may be imposed on stallholders that do not follow these guidelines.

The Rotary Club of North Perth and organisers of the Hyde Park Festival will not enter into discussions regarding parking fines. Please direct all enquiries to the City of Vincent.

## Food and Amusement Truck Parking

During the event, a limited number of truck parking bays are available on William Street (between “Car Access” and the intersection of William and Vincent Streets). The area is clearly marked for Truck Permit Parking.

Trucks parked in the designated area on William street must **clearly display** a William Street truck parking permit at all times.

You must apply for a William Street truck parking permit by emailing [abby@socialsocietymarketing.com.au](mailto:abby@socialsocietymarketing.com.au) by 5pm Wednesday 28<sup>th</sup> February 2024.

## Deliveries

All restocking must occur within the designated restock time of 7am – 9am Monday morning. Trucks must be offsite by 8.30am.

Food Vendors needing to restock during the event times must trolley items from their vehicle. Vehicles can be temporarily parked in the three 15-minute bays at “Car access” while vendors restock.

You must gain a permit for this from the site office before parking their and return the permit after use.

## Third Party Promotion of the Hyde Park Fair and Logo Use

We encourage everyone to promote their attendance at the Hyde Park Festival. When promoting your attendance at our event you must say you are at 'The Hyde Park Festival presented by Fuel to Go & Play' and not promote yourselves as at Hyde Park or that you are a standalone event.

If room permits, we request a by-line be included so your promotion reads '2024 Hyde Park Festival, proudly presented by Fuel to Go & Play and the Rotary Club of North Perth'

Use of the Hyde Park Festival logo is available on request and subject to artwork approval by the Event Coordinator of the Hyde Park Community Festival.

The Hyde Park Festival Event page can be found [HERE](#).

Hyde Park Festival Facebook page can be found [HERE](#).

Instagram Hashtag #Hydeparkfestivalperth

## Emergency Action Plan

Following are some contact details for all persons assisting in a voluntary or paid position at the Hyde Park Community Festival. You must make yourself familiar with the Emergency Action Details & Emergency Evacuation Plan.

Only all cases requiring the emergency assistance of Ambulance, Police or Fire Services, the 000 Telstra service should be used.

### First Aid Service

First Aid is available on site and manned by fully qualified first aid officers. All injured or sick people should be referred to the First Aid Officers for assessment, treatment and hospital if this is required. These are clearly labelled on the map under first aid.

### Ambulance Service

In major emergencies and if it is clear that hospitalisation will be required, act quickly in dialling 000 and asking for the Ambulance services.

### Police Services

At some time during the day Police presence at the event may be evident. Should this not be so, and Police assistance is required, dial 131 444 and ask for the Police services, stating the nature and location of the emergency at the Event. In a life-threatening emergency please dial 000.

### Security

During the time the Event is operating there will be security officers patrolling the Park to attend to problems as they arise. During the night, a security firm will be in attendance to protect Rotary property against vandals and looters. The security firm will be on site from overnight Friday 1<sup>st</sup> March till Tuesday 5<sup>th</sup> March. Any lost, stolen or damaged goods are not the responsibility of the Rotary Club of North Perth or organisers.

### Public liability insurance

The Rotary District carries a comprehensive insurance program providing a broad coverage for the Club's property, members and Rotary volunteers. All stall holders and equipment operators at the Event are required to have their own public liability insurance. The District programme DOES NOT include Worker's Compensation.

### Lost Children/Lost Parents

Lost children are to go to the Main Stage where we will initiate a search for the parents. Lost Parents, contact Security/Rotary Club member immediately who will radio for assistance.

In case of claims occurring, all incidents must be reported immediately to the Club Event Office and Secretary.

Coordinators/Contacts for the Rotary Club of North Perth include:

Abby Larocca: 0430 707 824  
Mudji Nielsen: 0411 163 714  
Geoff White: 0412 657 900

## EMERGENCY EVACUATION PLAN

In the event of a fire or other emergency.....

1. If a fire, assess if the fire is localised and can be dealt with by the extinguishers located at the Rotary Café and the Main Office or if the fire is too advanced to be dealt with by contacting Security staff.
2. Any emergency situation should be notified immediately to the Chief Emergency Officer or the Deputy Emergency Officer. The officer will notify the relevant emergency authorities (refer contact numbers in the Emergency Action Plan).
3. If the Park needs to be evacuated before the emergency services arrived, the public will be advised by the PA at the Main Stage. Patrons will be asked to leave the Park by walking to the nearest street, provided it is safe to exit in any direction from the lake areas. Alternatively, the emergency officer will advise patrons to exit the Park in an appropriate and safe direction.
4. Rotary members, staff and volunteers will be advised to go to the Assembly Area at the corner of Vincent and William Street (see map below) provided it is safe to do so and to wait there for further instructions. Valuables and cash should be taken with you provided this does not slow your exit.
5. The emergency officer should check that all Rotary stalls have been evacuated and members and volunteers accounted for. The emergency officer will liaise with the emergency authorities as to any further actions required and to determine when it is safe to return to the Fair areas.
6. Emergency Assembly Areas



**Emergency Contacts:**

Chief Emergency Officer – Mudji Nielsen 0411 163 714  
 Deputy Emergency Officer – Geoff White 0412 657 900  
 Event Coordinator – Abby Larocca 0430 707 824