

HELLO MANNING COMMUNITY FESTIVAL 2020

EXPRESSIONS OF INTEREST

COMMUNITY GROUPS, BUSINESSES AND MARKET STALLHOLDERS



City of
South Perth





COMMUNITY GROUPS, BUSINESSES AND MARKET STALLHOLDERS EXPRESSION OF INTEREST INFORMATION

SATURDAY 28 MARCH 2020 | 11AM-9PM

Hello Manning is a free community festival featuring an array of music, live entertainment, exciting activations, unique art experiences and fun for the whole family. After a successful debut in 2019, Hello Manning will return on Saturday 28 March 2020 and will be held at the Manning Community Centre and James Miller Oval, Manning.

GET INVOLVED

Applications are now open and welcomed from community groups, business and stallholders to be part of Hello Manning. This is a great opportunity to connect with the community, showcase your business and align yourself with a reputable local government authority.

For application enquiries please contact pSquared Communications on events@pSquared.net.au.

Examples of how you may like to get involved are listed below or you are welcome to contact pSquared to discuss your unique ideas:

City of South Perth Community Groups

- Host a workshop, seminar or other creative project
- Take part in the stage programs
- Sporting demonstrations
- Live musical performance/live theatre/other
- Host games or interactive activity
- Unique fundraiser or charity initiative
- Other types of performance art or creative project.

Businesses or stallholders:

- Gourmet packaged food (does not include items which require refrigeration or heating) (no food trucks)
- Art/craft/hobby
- Men's fashion
- Ladies fashion
- Jewellery
- Gardening/outdoor items/plants
- Children's items (clothes, toys, accessories etc)
- Skincare
- Make up
- Gift and home wares
- Pet related.



SELECTION CRITERIA

All submission should be in line with the following criteria:

South Perth Community Groups

| Selection Criteria | Weight | Requirements |
|---|--------|--------------|
| 1. Planned activity and creativity Clearly outline what is the proposed activity or offering | 50% | Essential |
| 2. Community Group The purpose of the community group | 25% | Essential |
| 3. Community benefit, access and inclusion The community benefit, participation and inclusiveness | 25% | Essential |

Please note City of South Perth based community groups are preferred, however community groups outside of the City of South Perth will be considered.

Businesses/ Stallholders

| Selection Criteria | Weight | Requirements |
|---|--------|--------------|
| 1. Business The purpose of your business | 30% | Essential |
| 2. Planned activity/offering Clearly outline what activity or offering you propose to present and alignment with the festival | 50% | Essential |
| 3. Presentation | 20% | Essential |

Please note that the market place will only be open between 11am-6pm.



WHAT TO SUBMIT

Simply complete the online [Expression of Interest form](#) by **4pm, Tuesday 4 February 2020**. If you have any accompanying photographs, website links or examples of your businesses / or idea, please submit these as part of your application.

If your application is successful, you will also be required to have your own Public Liability Insurance and a certificate will need to be presented as part of your additional information by Monday 17 February 2020.

Please note that the insurance cover must be from an insurance company with an underwriter based within Australia and recognised by the APRA (Australian Prudential Regulatory Authority). The interest insured should include products and public liability, and an indemnity limit of twenty million dollars (\$20,000,000).

OUR SUPPORT / FEES

| Submission type | Support | Fee |
|----------------------------------|---|-------|
| South Perth Community Group | <ul style="list-style-type: none"> • Supplied marquee (3m x 3m) • Sign (community group name) • Inclusion in the event patron map • Power may be supplied on request | \$50 |
| Local businesses and stallholder | <ul style="list-style-type: none"> • Supplied marquee (3m x 3m) • Sign (business name) • Inclusion in the event patron map • Power may be supplied on request at a fee of \$30 per stall (all leads will need to be supplied by the business and be up to date tagged and tested) | \$100 |



KEY DATES

| | |
|--|--|
| Applications deadline | 4pm, Tuesday 4 February 2020 |
| Successful applicants notified | Tuesday 11 February 2020 |
| Successful applicant additional information deadline | 4pm, Tuesday 25 February 2020 |
| Hello Manning Information Pack | Friday 6 March 2020 |
| Hello Manning Festival | 11am- 9pm, Saturday 28 March 2020 |

CONTACT

Stallholder application submissions and queries

Please contact pSquared.

Email: events@psquared.net.au

Visit the City's website at southperth.wa.gov.au/eoi to complete the online [Expression of Interest form](#).

     #discoversouthperth

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