

# Shellharbour City Volunteer Expo

## Guidelines

Shellharbour City Council is hosting a Volunteers Expo on May 23 from 12pm to 3pm at the Civic Centre, 76 Cygnet Avenue, Shellharbour City Centre, NSW, 2529 to celebrate the Volunteer Week 2026.

### 1. Eligibility

1.1. Stallholders must be:

- Community organisations, volunteer-run groups, not-for-profit services, or charities; and
- Actively operating within or providing services to the Shellharbour Local Government Area.

1.2. For-profit businesses are not eligible, unless invited by Council for the purpose of delivering volunteer-related information or support.

### 2. Application Process

2.1. All stallholders must submit an Expression of Interest (EOI) by the advertised closing date.

2.2. Submission of an EOI does not guarantee acceptance.

2.3. Council will assess applications based on:

- Relevance to volunteering and community benefit
- Space availability
- Diversity of representation across sectors

2.4. Applicants will be notified of the outcome via email.

### 3. Stallholder Responsibilities

3.1. Stallholders must staff their stall for the full duration of the event.

3.2. All representatives must behave in a respectful, professional, and safe manner.

3.3. Stallholders must:

- Supply their own promotional materials and tablecloth
- Bump in between 11am -12pm and bump out between 3pm – 4pm

- Ensure pathways remain accessible
- Refrain from disruptive or unsafe activities

3.4. Selling goods is not permitted, unless explicitly approved by Council in writing.

3.5. Donation solicitation or fundraising must also be pre-approved by Council.

#### **4. Equipment, Power and Set-up**

4.1. Council will provide:

- One table
- Two chairs
- Stall space as allocated

4.2. Additional equipment (e.g., banners, display boards) must fit within the allocated space and must not be affixed on walls, floors, or fixtures.

4.3. Access to electricity is limited and not guaranteed.

4.4. Stallholders are responsible for transporting their own equipment to and from the venue.

#### **5. Safety and Compliance**

5.1. Stallholders must comply with all:

- Work Health and Safety (WHS) requirements
- Emergency procedures
- Venue rules and staff instructions

5.2. All electrical equipment brought onsite must be tested and tagged.

5.3. Children under 16 must be supervised at all times.

5.4. Any hazards or incidents must be reported to Council immediately.

#### **6. Promotion and Photography**

6.1. Shellharbour City Council may take photos or videos during the event for promotional or reporting purposes.

6.2. By participating, stallholders give permission for their organisation's name, stall, and representatives to appear in Council communications (unless otherwise requested in writing).

#### **7. Cancellation and Changes**

7.1. Council reserves the right to:

- Cancel or postpone the event
- Modify the event layout
- Reassign stall locations
- Limit numbers due to safety or operational requirements

7.2. If the event is cancelled, Council will notify stallholders as soon as feasible.

## **8. Code of Conduct**

8.1. Stallholders must not engage in behaviours that are:

- Discriminatory
- Aggressive or intimidating
- Misleading or fraudulent
- Politically partisan or campaigning in nature

8.2. Religious organisations may participate for the purpose of promoting community programs but must not engage in proselytising.

## **9. Acceptance of Terms**

By submitting an EOI, the applicant acknowledges and agrees to comply with all Terms and Conditions outlined above.

For inquiries, please contact

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