

Doggies Day Out

FOOD VENDOR INFORMATION

Please read this information in full prior to submitting your application, as you are required to accept the Terms and Conditions outlined below as part of the application process.

What is *Doggies Day Out*?

Doggies Day Out is back for 2025, celebrating everything about your beloved pooch – or pooches! This one-day event at Whiteman Park is a family-friendly affair with activities on the day that cater for both our two- and four-legged visitors.

Whiteman Park is a unique recreation and conservation reserve that covers over 3,500 hectares of natural bushland and leisure facilities in Perth's northern suburbs. Situated just 18 km from the Perth CBD, alongside the tourist precinct of the Swan Valley, the Park is owned by the Western Australian Planning Commission and attracts over a million visitors a year. Dogs are welcome at Whiteman Park, as long as they are on a leash and under control at all times, while the 2.5-hectare Whiteman Park Dog Park allows for off-leash exercising in a fully enclosed space.

Since the inaugural *Doggies Day Out* was held in October 2011 the event continues to be a popular addition to the Whiteman Park calendar, attracting over 7,500 visitors in 2024.

Doggies Day Out showcases a range of dog-related products and services to our many visitors who like their family outings to include their four-legged friends.

Planning has already commenced for *Doggies Day Out* 2025 to be held on Sunday 14 September at Mussel Pool West, Whiteman Park.

Who can participate?

Any business or service that has anything to do with our four-legged friends can apply to exhibit at *Doggies Day Out* a community information stall, market stall or commercial display (see the [Exhibitor Information and Application form](#)).

Whiteman Park is on the lookout for a diverse range of topics to be represented at *Doggies Day Out*, as well as a great range of tasty offerings for all of our two-legged visitors (aka the humans)!

TERMS AND CONDITIONS

Operating times

The event will be held on Sunday, 14 September 2025, from 10.00am – 3.00pm.

Event demographics

Over the years, *Doggies Day Out* has attracted between 6–8,000 attendees from the following demographics:

- Visitors aged 25–55 years
- Families
- Couples, and
- Lots and lots of pooches!

Promotion

Whiteman Park will undertake the following marketing activities, amongst others in the lead up to the event:

- **Web:** Event page on the Whiteman Park website, including an exhibitor listing. Event promotion on external pages such as Weekend Notes and the Swan Valley websites.
- **Social:** Paid and organic social media promotion to over 25,000 followers across Facebook and Instagram.
- **Event hashtags:** #DoggiesDayOutWP #DDO25 #WhitemanParkDoggos
- **Print:** Event posters, plus inclusion in Whiteman Park's monthly What's On events calendar.



TERMS AND CONDITIONS

Insurance

- Your fee **does not include** insurance cover.
- A minimum of A\$10,000,000 Public and Product Liability Insurance is compulsory for all exhibitors and vendors.
- If you intend to employ people to work on your stall, you must also have Employer's Indemnity Insurance.
- The policy **must be valid for the event period**.
- A copy of the **Certificate of Currency** for these policies must be supplied with the Application Form. Where your current cover expires prior to the event, the expiring cover may be sent as proof of intention to hold insurance cover, but the new Certificates must be supplied no later than two (2) weeks before the event. Please note, insurance invoices will not be accepted in lieu of a Certificate of Currency.

Licences and permits

- Your site fee does not cover the cost of any licences or permits you may require for you to operate at this event.
- Costs of additional licences or permits, including, but not limited to Food Registration permits, Occasional Liquor licenses and Trade Promotion permits must be borne by the exhibitor.
- Any stallholder selling food must be a 'Registered Food Business' under the Food Act 2008. This registration can be obtained from the City of Swan or the relevant local government authority for businesses outside of the City of Swan. A current copy of registration must be supplied with your application. Information about the City of Swan's registration process can be found on their website: www.swan.wa.gov.au/services-and-community/public-health/health-services-forms-and-guidelines.
- Department of Commerce Trading Certificates will not be required for individual exhibitors/vendors at *Doggies Day Out 2025* as Whiteman Park will apply for a whole-event certificate. Please ensure you provide a concise and accountable outline of what will be sold or promoted at the event in the 'Exhibit Description' on the event Application Form for this purpose.

General Park conditions

- Please be aware that vendors are required to abide by all general Park conditions, as outlined on the Park website: www.whitemanpark.com.au/visitor-info/things-you-should-know
- In particular, be aware that while dogs are permitted in the Park and at this event, they **must** remain on a lead and under your control at all times, both for their safety and the safety of other visitors.

Sustainability

Whiteman Park is committed to minimising the impact of public events held here and has developed a *Sustainable Events Policy* that will be integrated into our planning for *Doggies Day Out 2025*.

There are many ways to improve the sustainability of food and drink provision, and food vendors at this event should note the following:

- All food vendors are required to use compostable and/or biodegradable packaging for food service, where required.
- Food vendors are asked to avoid excessive packaging and single use products. A simple example is to swap single-serve sauce packets for a condiment station.
- Food vendors should consider options to segregate left over food and wastes and to avoid sending it to landfill. You could consider:
 - donating leftovers to people in need
 - donating non-edible food to stock feed
 - sending waste to composting facilities and/or community gardens.
- Balloons, plastic bags and plastic straws are not permitted.

Fees and payments

- Site fees for food vendors are set at \$110.00 (incl gst) per site.
- Whiteman Park will issue an invoice for payment to all successful applicants upon acceptance.
- Fees paid are non-refundable once payment is accepted.
- If payment has not been received by the invoice due date, Whiteman Park may reallocate the booked site to another applicant.
- If the event is cancelled by Whiteman Park, a full refund will be issued.
- Not-for-profit groups may apply to have site fees waived.
- Successful food vendors are not entitled to assign, share or sublet all or part of their site without consent from Whiteman Park. Shared or sublet spaces are only available for 3*3m sites, nothing larger.



Vendor selection criteria and location

Your application will be assessed based on the information provided in the Food Vendor Application Form.

- Your application may be approved or refused at the discretion of Whiteman Park.
- Selection will be on the basis of quality, presentation, ethos and professionalism.
- Vendors with a range of vegetarian, vegan and gluten-free food options will be given priority, as will those who source local and ethical produce.
- All food products sold must comply with RSPCA humane food standards. For more information, please visit rspcaapproved.org.au
- Food vendors are required to supply the following documents with their application:
 - Certificate of Registration of a Food Business, as issued by the vendors' local council (see 'Licenses and Permits' above for more information).
 - Public and Products Liability Insurance certificate of currency.
 - Photo and/or drawings of the vendors' standard set up, including height and width for food vans/trucks and whether the servery is on the passenger or driver's side.
 - A copy of the full menu that would be sold at the event.
 - Whether packaging is compostable or recyclable for signage creation.
- Exhibitors/vendors who have attended the event in previous years should not assume that their current application will be successful.
- Each year, Whiteman Park expects to receive more applications for sites than can be accommodated. Some sites are not accepted mainly for reasons of similar products in the market. A non-acceptance outcome is not always a reflection of your quality.
- Selection decisions are final, and no correspondence will be entered into. Whiteman Park strives to produce an event that is successful for all participants and complimentary to the RSPCA's guidelines. The Park reserves the right not to explain why an application was unsuccessful.
- To facilitate a good experience for event attendees, Whiteman Park will allocate site locations for all exhibitors, vendors and entertainers.

Power

A very limited number of powered sites are available for this event. Power can be provided as 15amp/3-phase and 10amp/single phase outlets.

- Additional fees will be charged for a powered site. Price is stated on the application form. Power will not be supplied if it is not requested at time of booking, or confirmation.
- All electrical equipment must be tagged by a registered electrician, in accordance with the **Australian Standard AS/NZS 3000:2007**. Whiteman Park will not supply electrical leads or tagging.
- If opting to use your own generator, the rules outlined in the 'Generator Policy' overleaf apply.

GENERATOR POLICY

Rules of use for all portable generators:

- Generators must be in a good, serviceable condition, free of leaks or faulty wiring, and must have a functional circuit breaker.
- Fencing, or other suitable barricade, must be erected around generators used in public areas. The fencing is required to keep members of the public at a suitable distance away from the generator that they would not be able to sustain any burns. This includes keeping small children and dogs away from hot parts of generators.

Refuelling at Whiteman Park:

- All generators should be filled offsite, due to our environmental concerns.
- If refuelling needs to occur at the Park, the following procedures need to be adhered to.
 - All refuelling must be done with a funnel, to reduce the chance of spillage.
 - Fuel generators MAY be refuelled on hardstand surfaces such as asphalt or cement, at least two metres from any permeable surface edge.
 - Fuel generators CANNOT be refuelled on permeable surfaces, including grass, mulch, limestone or sand.
 - Park management must be notified immediately of any fuel spills and the responsible party may be liable for the removal of contaminated soils and/or site clean-up if the spill is of a significant size.
 - Under Section 72 of the *Environmental Protection Act 1986*, companies must report discharges of waste likely to cause pollution or environmental harm, as soon as practicable, to the Department of Water and Environmental Regulation.

TERMS AND CONDITIONS

Disclaimer of liability

- Exhibitors/vendors will indemnify Whiteman Park, the Western Australian Planning Commission and the Government of Western Australia from any damage, expenses or liability arising from any injury or damages to any person, including the general public, other exhibitors, occurring either in the space occupied by the participant or elsewhere arising out of its occupancy or anything connected with occupancy.
- The organiser will not be liable for any loss or damage to the property of the participants due to fire, robbery, accidents or any cause whatsoever that may arise from use and occupancy of the site.
- The organiser assumes no liability for any damages or losses resulting from or relating to the failure of the participant complying with the provisions of this agreement.

Event Fees

Vendors who wish to hire equipment from Whiteman Park should indicate requirements on the Application Form. The rates for hiring of marquees and equipment, including taxes, are:

DOGGIES DAY OUT FEES	DIMENSIONS	RATE
Site Space – food vendor	<i>Price per site</i>	\$110.00
Hire – Trestle Table	1.8m long x 0.8m deep	\$11.00
Hire – Trestle Table cloth	Fits 1.8m trestle table	\$10.00
Hire – Marquee	3m x 3m	\$165.00
Power – 10amp/single phase	<i>Price per connection</i>	\$11.00
Power – 15amp/3phase	<i>Price per connection</i>	\$16.50

APPLICATION INFORMATION

How to submit your application

Complete the [Application Form](#) (it is interactive, so you don't need to print it!) at the end of this document. Your completed Application Form and any documentation required must be received no later than **COB on Monday, 25 August 2025**.

All applications will receive an email directly from Whiteman Park acknowledging receipt within two business days. If you don't receive this email, then your application has not been received.

Confirmation of booking

A confirmation email will be sent to successful applicants confirming their acceptance as an exhibitor at *Doggies Day Out 2025*. Contact the Events Officer on 9209 6000 if you have not had confirmation by Friday, 29 August 2025 (or within two weeks of submitting your application).

Bump-in and additional event information will be released in the Exhibitor Manual approximately two weeks prior to the event.

Any questions? Email us at whitemanparkevents@whitemanpark.com.au



WHITEMAN PARK
CONSERVATION • RECREATION • EDUCATION

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FOOD VENDOR APPLICATION FORM

If you are interested in operating at *Doggies Day Out 2025*, please complete the form below in full and return with a copy of your insurance certificates and any other licenses/forms. Incomplete or unsigned forms will not be accepted. **Email your completed application and attachments to whitemanparkevents@whitemanpark.com.au by COB 25 August, 2025.**

ORGANISATION DETAILS

Organisation Name:

Your group, business or organisation name. This will be used as your Exhibitor (or 'trading') Name at the event. For example, "Whiteman Park".

Billing Address:

Suburb:

Postcode:

Business Type:

☐

Government

☐

Private

☐

Not-for-profit

ABN:

Website:

Social Media handle:

For your preferred platform (eg. @whitemanpark) for Facebook and/or Instagram.

CONTACT DETAILS

Contact Person:

Position:

Email:

(contact person)

Daytime phone:

FOOD VENDOR DETAILS

Description:

Please provide a description of the product/service you wish to sell or display at the event. Photographs may be supplied to assist with the application.

Food vendor set-up?

☐

Food van/trailer

☐

Temporary stall set-up (marquee)

☐

Other:

For vans/trailers, service side is:

☐

Drivers side

☐

Passenger side

☐

Rear

Support for local dog charities

We know lots of our stallholders have existing arrangements set up to donate to local dog charities. If you will be offering any particular 'special' at the event that benefits one of these NFPs, please outline it here so we can help promote it. Examples include a special fundraising raffle at your stall, "\$2.00 from every sale go to...", etc.

FOOD VENDOR SITE HIRE AND COSTS

		RATE (incl GST)	QTY	FEES
Site Space – food vendor	3m x 3m	\$110.00		
Power requirements Note: limited availability only.	10amp/single phase	\$11.00		
	15amp/3phase	\$16.50		
Hire equipment *Commercial hire rates apply.	Marquee* 3m x 3m, white	\$165.00		
	Table*, 1800mm x 80mm	\$11.00		
	Table cloth*, black	\$10.00		
Water connection	-	nil		-
TOTAL \$				

If you have requested power or water connections, please detail what it is for:

OTHER COMMENTS

YOUR *Doggies Day Out 2025* FOOD VENDOR APPLICATION CHECKLIST

- ☐ I have reviewed the 2025 Food Vendors Information in full and understand my responsibilities
- ☐ I have provided my insurance certificate/s of currency – NOT an invoice
- ☐ I have attached my Certificate of Registration of a Food Business from my local shire (food vendors only)
- ☐ I have included a copy of the menu for this event (food vendors only)
- ☐ Photos/drawings of our set-up are attached
- ☐ I acknowledge that full payment will be made by September 1, 2025

How did you find out about *Doggies Day Out 2025*?

- ☐ Past exhibitor email
- ☐ Direct email from Whiteman Park
- ☐ Attended the event as a visitor
- ☐ Word of mouth
- ☐ Social media
- ☐ Other:

In signing this application form you acknowledge that you are an authorised representative of the organisation mentioned above applying and that all representatives will abide by the terms and conditions outlined in the Event Application Kit and subsequent Event Manual.

Signed*

Date

*electronic signatures (ie. type your name) accepted