

2025 VOLUNTEERING EXPO

EXHIBITOR PROSPECTUS



2025

1pm - 8pm
Friday, 28 March 2025
University of Canberra Refectory, Bruce

About VolunteeringACT

VolunteeringACT is the peak body for volunteering and provides community information services in the Canberra Region. We also deliver programs for people experiencing disadvantage and isolation, people with disabilities, and people needing support for mental wellness.

VolunteeringACT has a vision of an inclusive Canberra that values volunteering and connection as central to wellbeing and a thriving community.

VolunteeringACT values collaboration, inclusion and diversity, integrity, leadership, and creativity.

VolunteeringACT is a people-driven, service-focused organisation that represents the interests of over 200 members, advocates for and supports volunteers, and engages with the broader Canberra community. Through our activities, we improve inclusivity, enable sustainable volunteering, and create a more resilient Canberra.

Acknowledgement

VolunteeringACT acknowledges the Ngunnawal people as the traditional custodians of the Canberra Region and recognises any other peoples or families with connection to this Country.

VolunteeringACT is committed to reconciliation and will continue to walk alongside First Nations Peoples and embrace the traditions, stories, and wisdom of the oldest continuing cultures in the world.

We would also like to acknowledge volunteers and volunteer involving organisations for all that they do to support land, waters and community in our region.



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You're invited to exhibit!

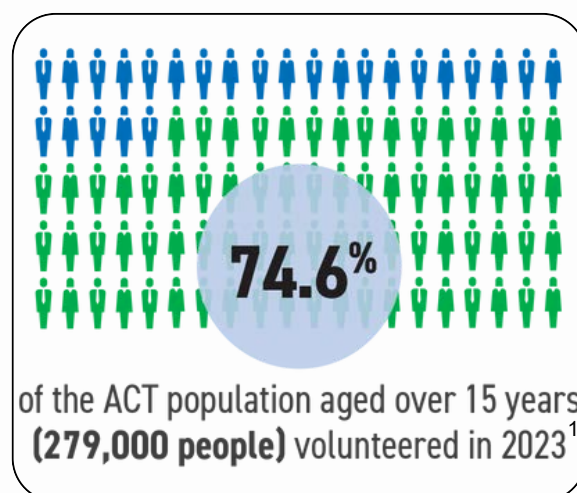
About the Volunteering Expo

VolunteeringACT is calling all organisations seeking to connect with volunteers in the Canberra Region. Join us at the 2025 Volunteering Expo on Friday, 28 March 2025 at the University of Canberra Refectory.

The Volunteering Expo is the leading exhibition for volunteer involving organisations, where you can connect with Canberra's enthusiastic volunteers and potential volunteers who are eager to make a difference. Showcase your organisation's programs and find the talent that can help bring your vision to life!

There will be amazing food and coffee, face painting, live music and a smoking ceremony, making this event a fun family event.

The Expo is a free event open to all people and organisations interested in volunteering. Our event has a footfall of around 1,000 people and our team will work closely with you to ensure a seamless and successful exhibition experience.



Exhibitor benefits

By securing an exhibition booth, you can increase your volunteer base and community impact, as well as:

- Meet enthusiastic volunteers who are eager to contribute their skills and time to your organisation.
- Showcase your mission, projects, and initiatives to a wide audience, enhancing your organisation's public profile.
- Connect with other organisations, community leaders, and potential partners to foster collaborations and share resources.
- Gain insights from potential volunteers about your programs, helping you refine and improve your engagement strategies.

[1] Volunteering ACT (2024) State of Volunteering Report:
<https://volunteeringact.org.au/get-involved/state-of-volunteering-in-the-act/>

Event program

Friday, 28 March 2025 | 1pm to 8pm
University of Canberra Refectory

from 11:00am	○	Exhibitor setup
1:00pm	○	Expo open to the public
1:00pm to 3:00pm	○	Live music
3:00pm	○	CEO welcome
3:10pm	○	Welcome to Country
3:20pm	○	Smoking ceremony
4:30pm to 6:30pm	○	Face painting
4:30pm to 7:30pm	○	Live music
8:00pm	○	Expo closed to the public
8:00pm	○	Exhibitor pack up

Catering

The UC Refectory's kitchen and cafe will be open during the event, offering a selection of food and coffee for visitors to purchase.

Parking

The UC Refectory is located in Building 1, Level B. Please refer to the links below for best routes to reach the venue, and for information about parking rates and parking spots. Parking is free after 5.30pm.

- UC Campus map: <https://www.canberra.edu.au/maps>
- UC Campus parking: <https://www.canberra.edu.au/on-campus/parking>

Accessibility

The UC Refectory is an accessible venue. If you have any special requirements, please let us know. VolunteeringACT staff will be present at the venue to help with any questions or concerns you may have on the day.

Feedback from previous expos



Exhibitor



This Expo is a great opportunity to network with other organisations and meet potential volunteers.



Attendee



We met some lovely people who were very helpful. We are leaving feeling very inspired to begin our volunteering journey.



Exhibitor



Most people that came through were looking for a volunteering opportunity so were well 'qualified' as interested persons.



Who will be there?

The Expo attracts people from diverse backgrounds and all walks of life. We encourage you to showcase volunteering opportunities that are accessible for everyone. We will be promoting the Expo to schools, colleges, and young people and will highlight stalls that have volunteer opportunities available for young people.



The top 3 motivations for volunteering in the ACT²



61.7%
To help others



37.7%
For social and
community connection



34.7%
For enjoyment

Stall allocations

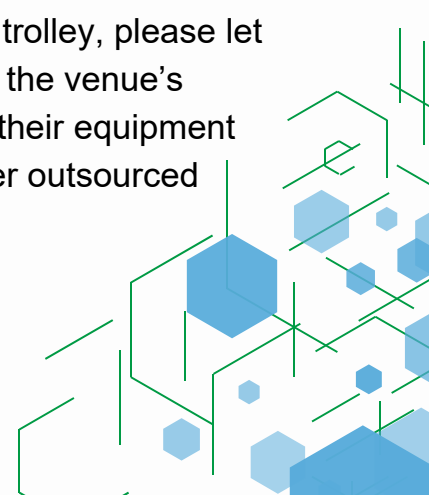
Exhibitors will receive stall numbers and floorplans closer to the event. Floorplans will also be available at the venue on the day. Please be aware that the floorplan may change, and you may be asked to relocate to a different stall number on the day if the need arises.

Not all stalls will have power or a display board behind them (for posters, banners, etc). VolunteeringACT cannot guarantee all requests for power or display boards will be met. Please indicate if either is important to your stall layout and we will endeavour to allocate positions where possible.

Exhibitors will have two hours for setting up their stalls. If you require more time for set up, please get in touch with us to arrange earlier entry.

If you cannot transport your stall equipment from the carparks by trolley, please let us know in advance so we can make arrangements for access to the venue's loading zones. It is preferred that exhibitors arrange transporting their equipment from the car parks to ensure loading zones are kept clear for other outsourced services.

[2] Volunteering ACT (2024) State of Volunteering Report:
<https://volunteeringact.org.au/get-involved/state-of-volunteering-in-the-act/>



Stall prices



MEMBER EXHIBITORS

\$150

This price is for members of VolunteeringACT to exhibit at the 2025 Volunteering Expo.

- 1 exhibitor ticket includes:
- 1 x table and 2 x chairs



NON-MEMBER EXHIBITORS

\$300

This price is for non-members of VolunteeringACT to exhibit at the 2025 Volunteering Expo.

- 1 exhibitor ticket includes:
- 1 x table and 2 x chairs



SPECIAL PACKAGE

- 1 special package ticket includes:
- 1 x exhibitor ticket for the Volunteering Expo
 - 2 x attendee tickets for the Volunteering Conference in May 2025

Package prices:

- For VolunteeringACT members: \$250
- For non-members: \$470

General information



VOLUNTEERING
EXPO 2025

What will be provided?

- Indoor exhibitor space
- 1 table and 2 chairs
- 1 plain, unbranded tablecloth
- Access to electricity (upon request)
- Food and beverages available on site for purchase
- Access to venue and fully accessible washrooms

What to bring?

- Tablecloth and posters to brand your stall and make it exciting
- Information and pamphlets about your organisation or group
- Information about volunteering positions available and how to apply
- Schedules and timetables of your events
- Free merchandise/giveaways
- Cords and power boards that are tagged and tested within 12 months of event date

In 2023, ACT volunteers contributed
63.7 million hours

On average, ACT volunteers spend
19 hours per month volunteering³



What will not be provided?

- Extension cords or power boards
- Display stands etc

What not to bring?

- Merchandise intended for sale
- Banners or signs larger than 2m (size of your trestle table)
- Alcohol or cigarettes (smoking is not permitted on any area of the entire UC campus)

[3] Volunteering ACT (2024) State of Volunteering Report:
<https://volunteeringact.org.au/get-involved/state-of-volunteering-in-the-act/>

Information required from exhibitors

To participate in the 2025 Volunteering Expo, please complete the registration form available on our website: www.volunteeringact.org.au

Exhibitors are to provide all requested information upon registration, including:

- Contact details
- Organisation website
- A mission statement of up to 100 words
- A high-definition logo representing your organisation
- A high-definition photograph of volunteering in your organisation
- Accessibility requirements (if required)
- Power or display board requirements (if required)

Please note, your provided information including mission statement and team photographs will be used to promote the Expo across our communications and marketing channels such as website, social media, newsletters, and media engagement. This information may also be used to promote our forthcoming projects such as future Expos. Please contact us for more details on this usage if you have any questions.

The Volunteering Expo will be photographed and recorded. If you do not wish to be included in photography, social media posts, recordings, etc. please let us know in the registration form.

Risk management

There is a comprehensive risk management plan for the Volunteering Expo.

Please be aware of the following risk considerations:

- Exhibitors must safely secure their equipment including potential trip hazards such as cables, ropes, and cords.
- Power boards and extension cords (if being used) must be tagged and tested within the last 12 months.
- The Volunteering Expo will proceed regardless of most weather conditions.
- Exhibitors are to follow all safety directions from Expo staff – this includes VolunteeringACT and University of Canberra (UC) staff members.
- In case of an emergency, call 000 in the first instance. VolunteeringACT staff and UC staff will be present on the day to assist emergency services, as well as to provide first aid in the event of minor injury.
- In the event of an evacuation, please follow all directions given by the VolunteeringACT and UC staff and listen for announcements over the sound system.
- If a child is found unattended, please inform event staff immediately.
- The Volunteering Expo is a strictly alcohol and cigarette-free event. Smoking within the UC campus, outdoor vendor/dining area and on the gravel area on entry is strictly prohibited.
- Anyone behaving in an inappropriate or aggressive manner will be asked to leave as this behaviour is not in accordance with our code of conduct.
- VolunteeringACT is not responsible for exhibitors' equipment.
- Bins will be provided. Please dispose of your waste and recycling into the appropriate containers.

Terms and conditions

- The exhibitor will provide VolunteeringACT with a copy of their Certificate of Currency for their public liability insurance upon registering as an exhibitor.
- The exhibitor must pay their stall fee in full in order to secure their spot at the Expo before 14 March 2025.
- The exhibitor will communicate any cancellation with at least 14 days' notice from the date of the Expo in order to receive a full refund. No refund will be issued if the exhibitor cancels less than seven (7) days before the date of the Expo.
- The exhibitor agrees to continually staff the exhibition space throughout the entire time the exhibition is open to the public (Friday 28 March 2025, 1pm to 8pm).
- The exhibitor is responsible for the safety of their contents on the stand, including personal belongings. Exhibitor materials and stalls should not be left unattended at any time during the Expo.
- The exhibitor acknowledges this is a free, community event, and as such agrees not to sell merchandise or fundraise at their stall.
- VolunteeringACT reserves the right to determine, amend, or alter the floorplan at any time during the lead up to the event.
- VolunteeringACT reserves the right to choose who exhibits at the 2025 Volunteering Expo.
- VolunteeringACT cannot guarantee all requests for power or display stands will be met.
- VolunteeringACT reserves the right to presume all exhibitors consent to photography, recording and social media posts from and of the Expo unless explicitly notified otherwise by the exhibitor via their registration form.

Useful links

[Registration form for 2025
Volunteering Expo](#)

[UC Campus Map](#)

[UC Campus Parking](#)

Contact us

Please contact us with any questions, or any special requirements you may have:

- events@volunteeringact.org.au
- 02 62514 060
- www.volunteeringact.org.au

Follow us on social media



@volunteeringact



Come join us!