



2026 Geekfest Top End Information Pack

Geekfest Top End is back, and we can't wait to have you involved in what is set to be our biggest and best event yet!

To assist with your preparations, please review the vendor information below.

KEY INFORMATION

Contractor Requirements

- All suppliers must complete the lanyard and bump in registration form by Monday 29 June.
- All staff working at the event must hold a valid Ochre Card. Please ensure a copy has been provided for our records.
- All vendors must hold current Public Liability Insurance. Please ensure a copy has been provided for our records.
- Lanyards can be collected from Palmerston Recreation Centre between Monday 29 June and Thursday 2 July from 8:00am to 5:00pm.
- During bump-in and throughout the event, all staff must wear their event lanyard at all times.
- Staff not wearing a lanyard will not be permitted to enter the site prior to the event opening.

Electrical Safety

- All electrical equipment must be tested and tagged in accordance with Australian Standards.
- Stallholders are required to supply their own electrical equipment where required.
- All electrical leads and cords must be safely secured and protected with cable matting to eliminate trip hazards.

Storage

- Storage facilities will not be available on site.
- Stallholders must make alternative arrangements for excess stock, equipment, or packaging materials.

KEY TIMINGS

SET UP

Palmerston Recreation Centre

Setup of your activity or stall can be completed over the following periods;

- Friday 3 July 8:00am - 8:00pm
- Saturday 4 July 7:00am - 1:30pm*

Outdoor provides; Goyder Square, the Bolouvard, Frances Drive and the Library

- Saturday 4 July 7:00am - 1:30pm*

*Please note: all vendors must be on site by Saturday 5 July 12:00pm, with all stalls setup by 1:30pm. All staff must wear a lanyard.

EVENT: Saturday 4 July 3:30pm - 8:30pm

PACK DOWN

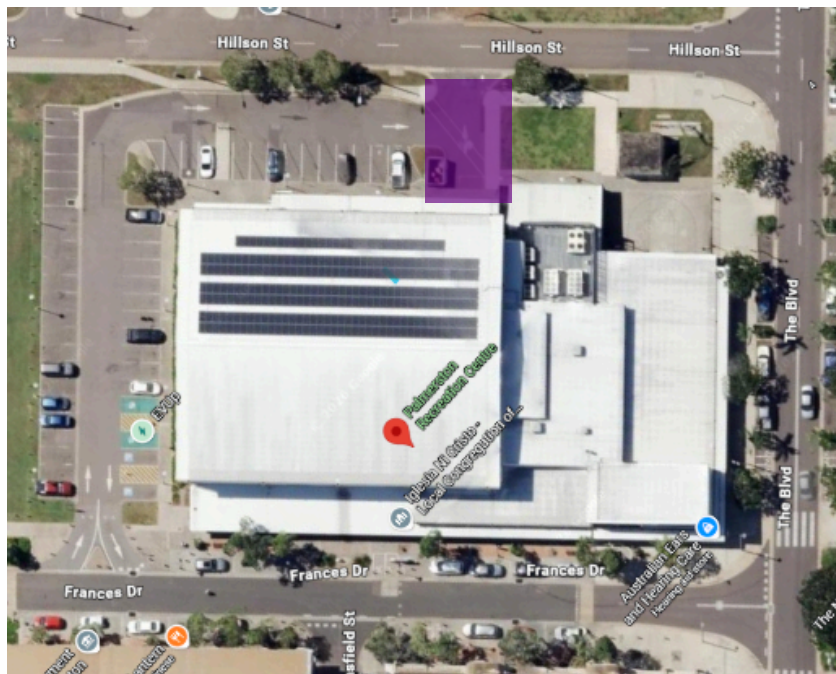
- Saturday 4 July 8:30pm - 10:00pm*
- Sunday 5 July 9am - 11:00am

*All vendors must be offsite strictly by 10:00pm; no exceptions.

ACCESS INFORMATION

Palmerston Recreation Centre

- Bump in will occur from Palmerston Recreation Centre's Loading bay on Hillson St.
- The loading bay will have a 5 minute parking unloading limit to allow for drop off of items.
- Please ensure you sign in and out with a City of Palmerston staff member.
- All vendors are required to follow City of Palmerston instructions and guidelines.
- No bump in will be permitted through the Palmerston Recreation Centre foyer.
- The loading bay is marked in purple on the below map.



ACCESS INFORMATION

Goyder Square, the Bouvard and Frances Drive and the Library

- Road closures will be in place for bump in and out from 6:30am until 11:30pm
- If your bump in time has been pre allocated to you, please ensure you arrive on time as this will ensure bump in runs smoothly for all vendors.
- Please access the event area via the Hillson Street end of the boulevard, marked on the below map.



KEY CONTACTS

Helen Tucker

Acting Events Lead

0488 087 346

helen.tucker@palmerston.nt.gov.au

Any questions, please direct to our Events Inbox events@palmerston.nt.gov.au

SAFETY INFORMATION

Fire Evacuation

- In the event of a fire, an alarm will sound with the message: “Evacuate Now.”
- Immediately leave the building via the nearest fire exit.
- Do not collect personal belongings.
- Follow directions from City of Palmerston staff, who will be wearing clearly marked safety vests.

First Aid

- St John Ambulance will be stationed in the Recreation Centre First Aid Room. (Saturday 4 July only)
- If you or someone nearby requires assistance, alert event staff immediately.

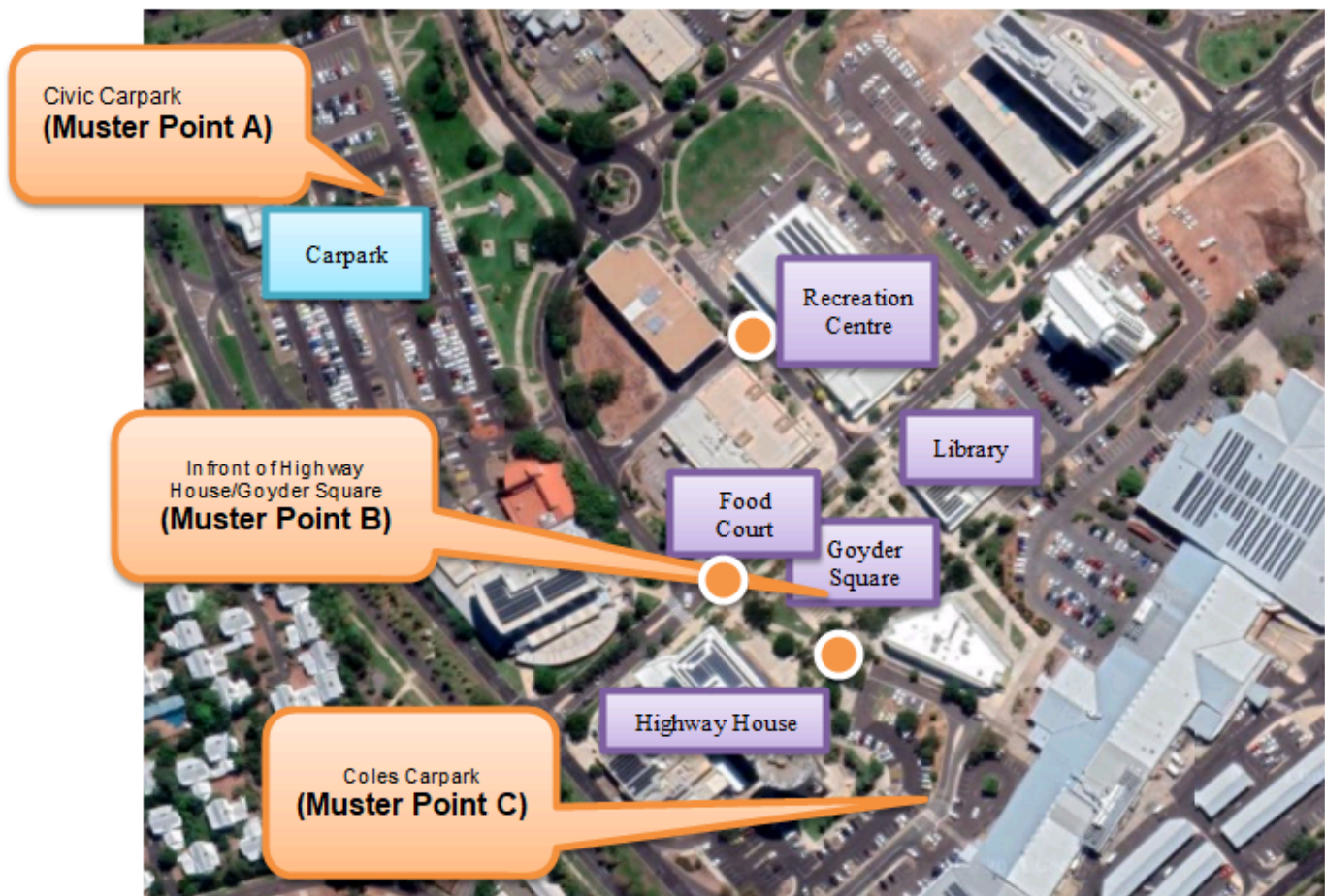
Other Emergencies

- For all other emergency situations, instructions will be issued via the intercom system.
- These announcements can be heard in the Library, Recreation Centre, and Goyder Square.
- Please listen carefully and follow instructions promptly and calmly.
- The Events Lead will coordinate with the relevant emergency services or authorities as required.

Need Assistance?

If you need help or witness an issue, please speak to any member of staff wearing a pink or purple vest.

EVACUATION PLAN



MARKETING




We'd love your help in spreading the word and making this year's Geekfest the biggest one yet! Here's how you can get involved:

Share the Facebook event

Share Our Social Media Tile and caption below:

We're excited to be part of @Day 1 Geekfest Top End a free afternoon of gaming, cosplay, markets and geek culture at Palmerston Youth Festival.



 Saturday 4 July |  3:30 pm–8:30 pm |  Palmerston CBD

Brought to you by @City of Palmerston and proudly sponsored by @Northern Territory Government.

PALMERSTON YOUTH FESTIVAL

Remember Geekfest Top End is only the first day of a seven day festival.

Palmerston Youth Festival will run from 4 to 10 July, bringing a huge lineup of free events and activities to young people and families.

4 July: Geekfest Top End, Palmerston CBD

5 July: Inflate A'Maze, Cazaylz Areana, Durack

6 July: The Biggest Experiment, Palmerston Recreation Centre

7 July: Creative Collective, Palmerston Recreation Centre

8 July: Deadly NAIDOC Celebration, Palmerston Recreation Centre

9 July: Palmerston Sports Carnival, Palmerston Recreation Centre

10 July: Palmy's Got Talent, Goyder Square

More information on each event and competitions running throughout the festival, please visit palmerston.nt.gov.au/PYF

THANK YOU

We truly appreciate your involvement and look forward to seeing you at Geekfest Top End.

