



# Commercial Stall Carnival in the City / Multicultural Marketplace Application Form Friday 5 February 2010

Please return to: National Multicultural Festival Office  
Office of Multicultural Affairs  
Department of Disability, Housing & Community Services  
GPO Box 158  
Canberra ACT 2601  
Phone: 6207 6275 Fax: 62057 5862  
Email: [Multiculturalfestival@act.gov.au](mailto:Multiculturalfestival@act.gov.au)

**CLOSING DATE: Friday 6 November 2009**

Event:	<input type="checkbox"/> Carnival in the City <input type="checkbox"/> Multicultural Marketplace
Business or Organisation Name:	
Owner or President's Name:	
Business or Organisation Postal Address:	..... ..... Post code: .....
ABN (or <b>Statement by Supplier Form</b> to be attached): .....	
Contact Person 1: Name: ..... Address: ..... .....Post Code: ..... Phone/s: (.....) ..... Mobile: ..... Fax: (.....)..... E-mail: .....	

Contact Person 2:

Name: .....

Address: .....

.....Post Code.....

Phone/s: (.....) .....Mobile: .....

Fax: (.....) .....E-mail: .....

## SECTION 1

### SITE ALLOCATION AND COST

- **Standard Sites** (including a marquee) are 3 metres x 3 metres.
- **Large Sites** (including a marquee) are 6 metres x 3 metres.
- **Charging Regime: Commercial Stalls 6x3 - \$1,500**  
: **Commercial Stalls 3x3 - \$1,000**
- The National Multicultural Festival Office (NMFO) shall advise on the allocation of site positions based on stall size and diversity of product by mid-December 2009. Stalls will be allocated by a community panel and once allocated will not be negotiable.
- **Payment will be required immediately following the allocation process.**
- Additional equipment, including tables, chairs, cooking equipment, cold food and storage units or preparation room, **must be kept inside the site boundary and is the responsibility of the group allocated to the stall.**
- **Stall holders are responsible for leaving the stall in a clean condition for use the following day and for the removal of all oils, cooking waste and equipment.**
- **According to the Litter Act (2004) (ACT), there are penalties for individuals of up to \$200 and businesses up to \$500, who deposit litter in a public place.**
- The NMFO is not responsible for any costs associated with the fit-out of sites.

\* **Please note, no additional structures will be allowed on site without prior written approval.**

**PLEASE TICK WHICH SIZE SITE YOU WISH TO APPLY FOR:**

**Standard site** 3 metres x 3 metres (including Marquee)

**OR**

**Large Site** 6 metres x 3 metres (including Marquee)

**OR**

Will you be selling from :

a self-contained van & sales unit? (Please give size details).....or

a trailer unit? (Please give size details).....

\* Please note, if van or trailer exceeds 3 metres a large site charge will be applied.

**Do you wish to participate in any other Festival Activities**

**Additional forms will be provided upon request**

**YES**

## SECTION 2

### LEGAL REQUIREMENTS

ALL site operators are required to comply with the ACT Health Protection Service Regulations.

ALL site operators are required to comply with WorkCover Safety Guides pertaining to the operation of gas cylinders and electrical equipment. Any questions please contact the duty officer at ACT WorkCover on 02 6205 0200 or <http://www.ors.act.gov.au/workcover/index.html>.

**All Site operators that produce hot food are required to have a fire extinguisher on site.**

### FOOD BUSINESS LICENCE

The ACT Health Protection Service requires persons who sell food and/or drink products on more than three occasions to hold a **Food Business Licence**.

A copy of this licence must be forwarded to the NMFO.

For information on obtaining a licence, contact the Duty Officer at the Health Protection Service on 02 6205 1700.

### NOTIFICATION OF A FOOD BUSINESS

Under the ***Food Act (2001)***, all food and beverage sellers must submit a **Notification of a Food Business** form, to participate in the NMF. It must be filled in and lodged with The ACT Health Protection Service.

### LIQUOR PERMIT

The law requires that all Applicants wishing to sell alcoholic beverages must submit an application to sell alcohol beverages. The form is available online at: [www.ors.act.gov.au](http://www.ors.act.gov.au), should be filled in and lodged with the ACT Office of Regulatory Services'.

Applications made by organisations must be accompanied by evidence of incorporation or registration. A copy of current certificates will be sufficient.

**Stalls providing alcoholic beverages MUST ALSO SELL FOOD OR CRAFT GOODS. You are only licensed to sell alcohol until 10:30pm. The Alcohol License Authority will be checking throughout the event.**

Ensure compliance of the law by checking ID's for age, by displaying signs about age and intoxication.

The NMF prefers alcoholic drinks be sold in plastic cups and acknowledges that, there may be exceptions in relation to the sale of wine and imported beers. Recycling rules apply.

### INSURANCE - PUBLIC AND PRODUCT LIABILITY FOR COMMERCIAL STALLHOLDERS

It is a requirement that all Commercial Stallholders at the NMF event have a current, non-cancellable, public and product liability insurance policy for the duration of the event. This includes the period before and after the event allowing for the preparation, dismantling and removal of all equipment.

**NOTE** please obtain a *Certificate of Currency*, or letter from your insurer or broker, showing the NMF and ACT Government as having an interest in the policy, including the following details: Name of the event and company of stall holder, indemnity amount (monetary limit of the policy), period of insurance, name of insurer, policy number.

Commercial Stallholders must have an ABN and ACN to participate in the Festival.

### SECTION 3 ELECTRICITY

The NMFO will supply each Applicant with 2 x 10 amp general-purpose electrical outlets free of charge.

Additional outlets are available **for order now**. Applicants will be charged a standard fee of \$75.00 for each additional outlet.

No additional outlets are available after you have been allocated a site.

**Applicants are required to:**

- Place an order for electrical outlets by ticking the appropriate box(es) below.
- List ALL the appliances (including wattage) that will be operated on site at the NMF.
- Indicate whether lighting and/or music will be operated from sites.

I will require a powered site:  Yes (2 x 10 amp outlets)

I will require EXTRA 10 amp outlet/s:  Yes (how many?).....

I will require EXTRA 15 amp outlet/s  Yes (how many?).....

Appliance	Appliance Wattage	Wattage of Your Appliance (if different)	Number of Items
Bain maries: Food warmer	3600		
Commercial deep fryer	3600		
Cool room	250 – 500		
Crock pot	150		
Deep fryer	1800 – 3600		
Electric wok	1200		
Food processor	500		
Food warmer	400		
Frying pan	1200		
Griller	1200 – 1900		
Hot plates	1200		
Lights	100		
Microwave	600 – 1200		
Refrigerator	150 – 350		
Rice cooker	700		
Sandwich maker	600		
Steamers	600		
Toaster	600 – 1500		
Other:			

**This list assists us in determining what electrical requirements you need in order to be compliant. We will contact you if there is a discrepancy.**

## LIGHTING and MUSIC

Will you have lighting fixed on the exterior of your stall?  Yes  No

What types of lights?.....

Will your site have a sound system?  Yes  No

If yes, what will you be broadcasting?.....

. \*Please note, a light will be provided in marquees, however applicants must provide the connection and power from their allocated power points.

## IMPORTANT POINTS TO NOTE ABOUT POWERED SITES

1. Power requirements need to be confirmed on this application. Additional outlets will **not** be available on the day.
2. Applicants are required to supply extension cables (minimum length of 20 metres) and power boards with an earth leakage circuit breaker to distribute the power within sites (current safety tag required).
3. A WorkCover safety check-list on operating electrical and gas equipment is attached.
4. All equipment and cables will be checked at the event for compliance with WorkCover Regulations.

## SECTION 4

### ADMINISTRATION

#### DECLARATION

I, .....on behalf of .....(organisation), understand that on completion of this application and the associated forms and following notification of the allocation of my stall for the National Multicultural Festival I will be required to pay all related fees.

Name of Signatory: (please print).....

Position in organisation/business: .....

Signature.....Date. .... / ..... / .....

#### **Important Policy Guidelines: Please read before you sign**

- While the Office of Multicultural Affairs (OMA) endeavours to accommodate all reasonable requests during the allocation process, the decision on Stall locations will be conducted by a committee and is **final**.
- Stall holders who do not adhere to the guidelines or do not abide by the principles of multiculturalism will be excluded from their on-going participation in the 2010 Festival and from future Festivals.

## Refund Policy

The NMF will refund fees advanced by Applicants if a withdrawal of this Application is received in writing, by the National Multicultural Festival Office on or before Monday 25 January 2010.

Applicants who choose to withdraw from the National Multicultural Festival for any reason, after Monday 25 January 2010, are not entitled to redeem any fees advanced to the NMFO.

The NMFO does not accept any liability for inclement weather and will not refund fees if the event is cancelled because of adverse weather conditions.

Refunds will be made by direct deposit into the Applicant's bank account. Please provide details below.

Bank.....

BSB.....

A/C Number.....

Account Name.....