

Participation Policy for the 2018 National Multicultural Festival

Objective of the National Multicultural Festival:

The key objective of the annual National Multicultural Festival is to provide a platform for the celebration of the rich cultural diversity of the Australian Capital Territory through the participation by members of multicultural community groups showcasing their respective cultural traditions and heritage. This event aligns with the ACT Government's vision of a socially inclusive and interactive society, one in which everyone in the community feels valued and has the opportunity to participate fully in the life of our society.

The National Multicultural Festival aligned with the government policy, *ACT Multicultural Framework 2015-2020*, and its three objectives:

- Accessible and responsive services;
- Citizenship, participation and cohesion; and
- Capitalising on the benefits of cultural diversity.

Purpose of the Participation Policy:

The dual purpose of this Participation Policy is to provide a framework that ensures that the opportunity exists for Canberra's culturally diverse community groups wishing to showcase their respective cultural traditions as well as to ensure the financial viability of the event into the future.

Dates for the 2018 National Multicultural Festival

The 2018 National Multicultural Festival will be staged from 16 February to 18 February 2018. A printed program of the 2018 event will be available in January 2018.

Guidelines for Stallholders:

All Community and Information stallholders in the 2018 National Multicultural Festival must be incorporated bodies and registered as an organisation under the *Associations Act 1991*.

All stallholders must have public liability insurance to the value of no less than \$10 million.

Stalls found not to comply with requirements as outlined in the Stallholder Information Sheet, including appropriate tagging of electrical equipment and liquor licensing requirements will be shut down.

Charging and Allocation Regime:

Stallholders applying to participate for the three days will be given preference for location on the footprint and will remain at the same site for the duration of the event.

Canberra City businesses will be given preference over commercial operators to participate and will be charged at the commercial rate.

Stalls will be allocated based around a number of factors including:

- stallholders who commit to participating for the duration of the event (Friday, Saturday and Sunday); and
- demand for Friday (16 February 2018) and Sunday (18 February 2018) of the event.
- each applicants (Organisation) will only be allocated a maximum of (6X3) space, excluding commercial sponsors.
- all stallholders should receive their allocation detail by January 2018 however the festival organisers can relocate any stalls up on the day before the festival if required by Canberra CBD or other government agency stakeholders.

Where goods (food/craft) are being sold, the following charges will apply:

The charges for Community Food stalls will be:

- \$300 per day for 3X3 metre stall.
- \$600 per day for 6X3 metre stall.

Please Note:

- Community applications will no longer given the liquor permit.
- Community applicants must provide a financial report within 21 working days after the Festival and they must demonstrate the evidence fund have been transferred to the community account.
- Auspicing arrangements are not acceptable.

The charges for Community Clubs Food/Liquor stalls will be:

- \$600 per day for 3X3 metre stall.
- \$1200 per day for 6X3 metre stall.

The charges for Commercial Food stalls will be: **(3 days only)**

- \$3500 for 3X3 metre stall.
- \$6500 for 6X3 metre stall

The charges for Commercial Food/Liquor stalls will be: **(3 days only)**

- \$5500 for 3X3 metre stall.

- \$9000 for 6X3 metre stall.

The charges for information stalls will be: **(Sunday only)**

- \$150 for Sunday only for 3X3 metre stall.
- \$300 for Sunday only for 6X3 metre stall.

Information stallholders can only apply for Sunday.

The charges for Diplomatic cultural stalls will be: **(Saturday only)**

- \$300 for Saturday only for 3X3 metre stall.
- \$600 for Saturday only for 6X3 metre stall.

Diplomatic stallholders can only apply for Saturday and will not be issued any food or liquor permits.

Please note:

To ensure as many communities as possible are able to participate in the Festival, stall allocations may be restricted to 3x3 in the event that interest exceeds capacity. Applications for 6x3 may be offered a 3x3 stall if space on the Festival footprint becomes an issue.

Power charging regime

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|---------------|----------------|
| 15 amp power | \$135 per unit |
| 10 amp power | \$80 per unit |
| 20 amp power | \$170 per unit |
| 3 phase power | \$250 per unit |

The Festival organisers will review the power requirements for each applicant and determine the power allocation. If the required power cannot be supplied to the stallholders the full paid amount will be refunded to the applicants no later than 14 working days to the bump in date.

Applications and payments

Stall applications must be completed and submitted online and stallholders must make payment by cheque, EFT or money within seven (7) working days of receiving the invoice by the Territory.

Stallholders with outstanding fees from previous festivals will be excluded from participating in the 2018 event.

Community applicants wishing to seek a waiver of the stall charges should do so in writing to:

Festival Director
Inclusion and Participation

Theo Notaras Multicultural Centre
GPO Box 158
Canberra ACT 2601

Written cases for waiver of the charges will be considered **ONLY** where community groups can demonstrate financial hardship and plausible reasons programs.

Implementation timetable:

Applications for participation in the 2018 National Multicultural Festival will open on 15 August 2017 and close on 30 September 2017.

Stalls will be allocated as the applications and payments are submitted. If the number of applications for stalls exceeds the available number of stalls, priority will be given to those organisations that have committed to three day participation, and/or are ACT based community groups.

Applicants who do not receive a stall for the Food and Dance Spectacular on Saturday 17 February 2018 will be able to negotiate stalls for the Friday or Sunday of the event and/or be placed on a reserve list for Saturday.

Stall allocations will be by letter to successful applicants by no later than 15 January 2018.

Stall allocations will also be announced at the two Information Sessions for stallholders in December 2017. All participants are required to attend this valuable, informative session.

Entertainment policy guidelines:

Local multicultural community groups who wish to showcase their cultural traditions through performances will be given preference in the allocation of performance slots on the stages during the 2018 Festival.

All groups interested in participating in the Festival as performers must submit a formal application which includes a brief description of their performance and provide information on the age range of the performers by 30 September 2017, including any special sound, lighting or other requirements. Incomplete forms will NOT be accepted.

Groups receiving payment for their performance must submit the public liability of up to \$10 million to the event organisers prior to receive their payment.

All applicants must provide:

- Artists resume;
- Audio or video links of the band's previous performances;

To be approved as a performer for the 2018 National Multicultural Festival. Community groups that receive multicultural grants to perform at the Festival must complete the standard application form available on the website and through the Community Participation Group, and make themselves known to the Entertainment Coordinator by 14 October 2017.

For more information, please visit the website: www.multiculturalfestival.com.au