

2019 National Multicultural Festival Stallholder Terms and Conditions

The National Multicultural Festival will be held on Friday 15 February –Sunday 17 February 2019.

Stallholders are invited to submit an online application at the National Multicultural Festival website: www.multiculturalfestival.com.au

Stallholders are reminded submitting a Stallholder application form does not automatically guarantee inclusion in the National Multicultural Festival. All applications will be subject to the Terms and Conditions listed in this document.

The National Multicultural Festival reserves the right to cancel events due to storms or dangerous conditions.

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

ALL STALLHOLDERS ARE REQUIRED TO ATTEND A MANDATORY INDUCTION SESSION on Monday 03 December at 5:00pm

For more information about the terms and conditions, please email inbox@multiculturalfestival.act.gov.au before proceeding with your application.

2019 applications

Applications for stallholder participation in the National Multicultural Festival (NMF) will open on 31 August and close on 30 September 2018.

Applicants should have the following items before starting the online application:

- Public Liability insurance policy details;
- Power and cool room requirements;
- For Community Organisations, the organisations Incorporation number;
- For Community Clubs, the club License number.

Please note, these details are required to complete the online application and the online application must be completed in one sitting, or all details will need to be resubmitted.

Payment will not be accepted before an application is approved. Successful applications will receive an email and invoice. Payment is required within seven (7) working days of receiving this email.

Inclusion in the NMF is not confirmed until payment is received. Delayed payment may result in the application no longer being accepted and a stall may be offered to another applicant in case of delayed payment. Stallholders with outstanding fees from previous festivals will be excluded from participating in the 2019 event.

Requests for waiver of charges will be considered only where community groups can demonstrate financial hardship and plausible reasons. Community applicants wishing to seek a waiver for stall charges should do so in writing to the Senior Manager NMF at inbox@multiculturalfestival.act.gov.au

The Festival is registered for GST purposes ABN 26 471 407 289. Amounts quoted are inclusive of GST.

1. Eligibility requirements

The NMF operates as a community festival and the following are specific requirements to ensure the safety of participants, volunteers, attendees and staff.

All community and information stallholders in the 2019 National Multicultural Festival must:

- 1.1. be incorporated bodies and registered as an organisation under the Associations Act 1991. Auspicing arrangements are not acceptable (with the exception of stalls in the indigenous showcase, which will be approved by the Showcase Coordinator);
- 1.2. have public liability insurance to the value of no less than \$10 million. The policy must be in the same name as the organisation and documents the NMF activity;
- 1.3. acknowledge that the NMF organisers will not accept responsibility for the financial success or otherwise of a stall/performance; and
- 1.4. acknowledge that non-compliance with the Stallholder Terms and Conditions or additional specific NMF requirements will result in immediate termination of an application.
- 1.5. Community applicants must provide a financial report within 21 working days of the NMF and demonstrate funds have been transferred to the community account.

2. Stall priority

Priority 1 - Community Stalls

- 2.1. Community stallholders applying to participate in the NMF must be incorporated associations.
- 2.2. No promotion of any business entity will be permitted under this category and community representatives must be in attendance at the stall at all times.

- 2.3. Community stallholders must have a copy of their NMF registration confirmation email on site during the three days of the Festival.
- 2.4. Community stallholders applying under food and food/liquor category are permitted to sell arts and crafts in keeping with their cultural heritage.

Priority 2 - Diplomatic Stalls (Saturday only).

Diplomatic Missions may apply for an information stall for Saturday only. Diplomatic Mission Stalls are not permitted to sell food or any other products.

Priority 2 - Information Stalls (Sunday only).

Community organisations, registered charities, and not for profit organisations only are eligible to apply for an information stall. The sale of any products is not permitted under this category. Organisations may use this stall for promotional or educational purposes only. Display materials must be kept within the stall structure and be sensitive to the diversity of community members attending the NMF. The NMF team reserves the right to request display materials be removed if deemed offensive to any member of the community.

Priority 3 – Community clubs

Must be a licensed club registered with Access Canberra.

Priority 4 – Commercials and Local business operators

Operators must be trading in the ACT as a local business.

Priority 5 - Interstate community or Commercial

Interstate applications will be considered once all the ACT based community and business applications have been considered.

3. Infrastructure - Stalls

- 3.1. Stalls will be marked with a stall number.
- 3.2. Stalls are available in two sizes: Standard stall (3m x 3m) or large stall (6m x 3m).
- 3.3. The maximum stall size allocated to an organisation will be 6x3 metres.
- 3.4. To ensure as many communities as possible are able to participate in the NMF, stall allocations may be restricted to 3x3 in the event that demand exceeds supply. Applications for 6x3 meter may be offered a 3x3 meter stall if space on the Festival footprint is insufficient for all stallholders to be accommodated.
- 3.5. The stall fee is for a stall structure, tables, chairs and lighting.
- 3.6. Each 3X3 meter stall comes with one (1) table and two (2) chairs and each 6X3 meter stall have (2) tables and (4) four chairs. For each 3X3 stall one light fitting will be provided.
- 3.7. Additional fit-out such as cooking equipment, food storage units, preparation room, cool rooms and signage etc is the responsibility of the stallholder.
- 3.8. All fittings and equipment must be kept inside the stall. No additional structures will be allowed on site without prior written approval from the Festival Team. This is a mandatory requirement and if stallholders are found to be in breach of this requirement, the stall will be shut down and a fine will be imposed of \$5,000 to commercial organisations and \$1,000 to community organisations and Diplomatic stall holders.
- 3.9. Where practical, food storage units and other electrical equipment used at the festival such as fridges and cool rooms should be less than five years old to ensure high electrical efficiency (Government assistance to replace old, inefficient equipment may be available to community groups through the ACT Government's ActSmart Business Energy and Water program).

4. Stall allocation

- 4.1. Stallholders may request a stall location on application, however no guarantee is given.
- 4.2. 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.
- 4.3. Once stallholders have been found eligible an invoice will be emailed. Payment must be made within 7 working days of receipt of the invoice and payment must be made online or by EFT, payment by cash or cheque will not be accepted. Delay in payment may result in forfeit of the stall.
- 4.4. Stall allocations will be determined by the Festival Team with consideration of:
 - Location of showcases;
 - Security, safety and public access;
 - Stallholders priority and requested location;
 - Competition with other similar stalls; and
 - Shop owner's interests and existing infrastructure.

Stall locations will not be negotiable once allocated. The Festival will inform all stallholders between December-January as to their stall location and will acknowledge their infrastructure needs.

5. Invoices

5.1. Eligible Applicants

Eligible applicants will receive a formal letter of offer with an attached invoice. Payment is required within seven (7) working days of receiving an invoice, noting that it can take up to 2-3 working days for payments to be received.

Payments must be made in full via the below options:

Direct Deposit: Use your online banking service to make payment.

Online: Visit www.act.gov.au/accessCBR to pay with Visa or MasterCard only.

Phone: Call Access Canberra on 13 22 81 and have your invoice account number ready (Visa and MasterCard only)

Any payments not received by the due date specified will result in the stall application being suspended.

5.2. Payment Extensions

If you are experiencing payment difficulties, a request for payment extension can be submitted directly to the Festival team inbox: inbox@multiculturalfestival.act.gov.au

Extension requests must be made within three (3) working days of receiving the initial invoice date.

5.3. Cancellations

All cancellation requests must be made directly in writing to the Festival team inbox:

inbox@multiculturalfestival.act.gov.au

Any cancellations prior to the invoice being paid will be accepted. Cancellation after the payment has been made will incur a 20% cancellation fee.

5.4. Requirement Changes (power/cool room etc.)

Any change of requirements must be made directly to the Festival team inbox

inbox@multiculturalfestival.act.gov.au and must be presented by no later than **30 November 2018**.

6. Stall occupation

- 6.1. The stall fee entitles a stallholder trading rights from the allocated space on the festival days paid for. The Festival reserves the right to change and re-allocate a stall location.
- 6.2. The stall is to be occupied by the organisation who has submitted the stallholder application. Stalls cannot be on-sold, sub-let or transferred in any way. A penalty fee of \$5,000 will be charged to stallholders who have breached this requirement. They may also be asked to provide evidence of the funds raised benefitting the community organisation in whose name the original application was granted.
- 6.3. The Festival accepts no responsibility for any loss or damage to any property of the Stallholder brought to the Festival, including personal items or stock; or injury to any person associated with the stallholder.
- 6.4. Any stallholders acting in a hostile manner toward other stallholders, consumers, NMF team members/volunteers or any stallholder behaving in an inappropriate manner may be removed from the Festival and will not be able to participate in the Festival in the future.
- 6.5. Stallholders who knowingly cause damage to the stall structures and other private and public assets will be held responsible and asked to replace or repair the item(s).
- 6.6. Stallholders are responsible for the appropriate disposal of waste and cooking oil. Stallholders are also required to remove/clean any oil stains left on the footprint.
- 6.7. Unauthorised amendments must not be made to stall structures.
- 6.8. Stallholders must be prepared for variations in weather, including having suitable flooring and both wet weather and high temperature plans for food stock.
- 6.9. Stallholders intending to utilise charcoal BBQs must indicate this in their application. Festival organisers will locate these stalls to minimise disruption to other stallholders and the public.
- 6.10. Stallholders utilising cooking oil must take extra care to avoid spillage. Any stall site where oil is spilled will need to be cleaned by the stall holder using oil absorbent granules. Bags of this material will be available for purchase at the CSD information tent.
- 6.11. Any stallholder whose site is not cleaned to the state it was prior will be asked to pay for its professional cleaning.
- 6.12. The Festival organisers reserve the right to ask for the removal of material that may offend other people.

7. Stall prices

Community (Food Only)

No. of days	15 Feb 2019	16 Feb 2019	17 Feb 2019	Total (including GST)
3 day package	Friday	Saturday	Sunday	<input type="checkbox"/> 3 x 3 metre stall Cost \$900 <input type="checkbox"/> 6 x 3 metre stall Cost \$1800
2 day package	Friday	Saturday	Not available	<input type="checkbox"/> 3 x 3 metre stall Cost \$600 <input type="checkbox"/> 6 x 3 metre stall Cost \$1200
2 day package	Not available	Saturday	Sunday	<input type="checkbox"/> 3 x 3 metre stall Cost \$600 <input type="checkbox"/> 6 x 3 metre stall Cost \$1200
Single day	Not available	Saturday	Not available	<input type="checkbox"/> 3 x 3 metre stall Cost \$300 <input type="checkbox"/> 6 x 3 metre stall Cost \$600

Community (Food & Liquor)

No. of days	15 Feb 2019	16 Feb 2019	17 Feb 2019	Total (including GST)
3 day package	Friday	Saturday	Sunday	<input type="checkbox"/> 3 x 3 metre stall Cost \$1800 <input type="checkbox"/> 6 x 3 metre stall Cost \$3600
2 day package	Friday	Saturday	Not available	<input type="checkbox"/> 3 x 3 metre stall Cost \$1200 <input type="checkbox"/> 6 x 3 metre stall Cost \$2400
2 day package	Not available	Saturday	Sunday	<input type="checkbox"/> 3 x 3 metre stall Cost \$1200 <input type="checkbox"/> 6 x 3 metre stall Cost \$2400
Single day	Not available	Saturday	Not available	<input type="checkbox"/> 3 x 3 metre stall Cost \$600 <input type="checkbox"/> 6 x 3 metre stall Cost \$1200

Community Clubs (Food &/or Liquor)

No. of days	15 Feb 2019	16 Feb 2019	17 Feb 2019	Total (including GST)
3 day package	Friday	Saturday	Sunday	<input type="checkbox"/> 3 x 3 metre stall Cost \$2400 <input type="checkbox"/> 6 x 3 metre stall Cost \$4800
2 day package	Friday	Saturday	Not available	<input type="checkbox"/> 3 x 3 metre stall Cost \$1600 <input type="checkbox"/> 6 x 3 metre stall Cost \$3200
2 day package	Not available	Saturday	Sunday	<input type="checkbox"/> 3 x 3 metre stall Cost \$1600 <input type="checkbox"/> 6 x 3 metre stall Cost \$3200
Single day	Not available	Saturday	Not available	<input type="checkbox"/> 3 x 3 metre stall Cost \$ 900 <input type="checkbox"/> 6 x 3 metre stall Cost \$1800

Diplomatic (Information and cultural Display)

No. of days	15 Feb 2019	16 Feb 2019	17 Feb 2019	Total (including GST)
Single day	Not available	Saturday Only	Not available	<input type="checkbox"/> 3 x 3 metre stall Cost \$300 <input type="checkbox"/> 6 x 3 metre stall Cost \$600

Community Information

No. of days	15 Feb 2019	16 Feb 2019	17 Feb 2019	Total (including GST)
Single day	Not available	Not available	Sunday Only	<input type="checkbox"/> 3 x 3 metre stall Cost \$150 <input type="checkbox"/> 6 x 3 metre stall Cost \$300

Commercial (Food Only)

No. of days	15 Feb 2019	16 Feb 2019	17 Feb 2019	Total (including GST)
3 day package	Friday	Saturday	Sunday	<input type="checkbox"/> 3 x 3 metre stall Cost \$3,500 <input type="checkbox"/> 6 x 3 metre stall Cost \$6,500

Commercial (Food &/or locally produced liquor)

No. of days	15 Feb 2019	16 Feb 2019	17 Feb 2019	Total (including GST)
3 day package	Friday	Saturday	Sunday	<input type="checkbox"/> 3 x 3 metre stall Cost \$5,500 <input type="checkbox"/> 6 x 3 metre stall Cost \$9,000

Note: Cool Room cost - \$150 per space

Festival Operating Hours

- Friday 15 February – 12 noon to midnight
- Saturday 16 February – 10am to midnight
- Sunday 17 February – 10am to 5pm

8. Bump in and Bump Out arrangements

- 8.1. Vehicles may be asked to wait at a certain entry point to the footprint as they directed by the Security and traffic management staff until the footprint is safe for vehicle access. Stallholders must allow enough time for bump in and bump out activity.
- 8.2. Vehicles may enter the footprint during bump in and bump out, however parking of stallholder vehicles on the festival site is strictly not allowed other than for the purpose of unloading or loading equipment at the specified times. Parking inspectors will be on site.
- 8.3. Stallholders must take reasonable care to avoid causing injury, loss or damage to themselves or to other persons or property when bumping in and out.

Please note: prior to the bump in times listed below, no security, management or volunteer staff will be available.

2019 Bump in (set up time)

Friday 15 February (Day 1) from 9am to 12pm.

Saturday 16 February (Day 2) from 6am to 10am.

Sunday 17 February (Day 3) from 6am to 10am.

2019 Bump Out (pack down time)

Friday 15 February (Day 1) after midnight.

Saturday 16 February (Day 2) after midnight.

Sunday 17 February (Day 3) after 6pm.

9. Food safety requirements

- 9.1. Community groups and interstate food businesses (including food vans registered in another state) must apply for a Declared Event Food Business Registration. There is no fee for this registration. Declared event registration must be completed no later than two weeks before the commencement of the NMF.

- 9.2. To be eligible to register, a stall must have a Food Safety Supervisor who has (at a minimum) completed the free online <https://www.health.act.gov.au/food-safety-training-and-resources> food safety training package.
- 9.3. Registration forms are available on ACT Health's: <https://www.health.act.gov.au/businesses/food-safety-regulation/starting-food-business/selling-food-events> webpage or by calling the Environmental Health Unit within the ACT Health on (02) 5124 9700.
- 9.4. When registration is approved, the ACT Health team member will mail a Declared Event Food Business Registration Certificate. The registration certificate (or a copy) must be displayed on a stall at NMF.
- 9.5. The food permit MUST be in the community organisation's name and stall fees must be paid by the community organisation.
- 9.6. A copy of the food business' current registration certificate must be displayed on the food stall at The Festival.
- 9.7. Cool Room space is available, providing 24 hour onsite power. Stall holders must organise and deliver their own cool room to the festival. The cost per space is \$150.00.

10. Guidelines for liquor sales

- 10.1. Any stall holder [including Community Groups, Clubs, and Registered Businesses] who intend to supply/sell Liquor at the NMF, is required to have the appropriate permit as per the Liquor Act 2010. Please visit www.accesscanberra.act.gov.au
- 10.2. It is a mandatory requirement that all applicants who intend to sell liquor at the NMF must ensure staff serving alcohol are trained in Responsible Service of Alcohol.
- 10.3. Community Groups will be permitted to sell alcoholic beverages that have a cultural significance. The Stallholder application form requires the applicant to provide the name of the proposed beverage and to demonstrate the cultural relevance of the alcoholic beverage. If approved for alcohol sales, this will be the beverage available for sale at the stall.
- 10.4. Community Clubs will be permitted to apply for a permit to sell alcoholic beverages. They are encouraged to consider the sale of alcoholic beverages that have cultural relevance in keeping with the purpose of the NMF.
- 10.5. Community Clubs are licensed and therefore must provide their License number when applying.
<https://www.accesscanberra.act.gov.au/ci/fattach/get/209652/1524190984/redirect/1/session/L2F2LzEvdGltZS8xNTM1Mjc2NjI4L2dlbi8xNTM1Mjc2NjI4L3NpZC9mVXlXREZGbgGtMQ3BFaUJla1U5JTdFRUpiV2xGOG91RVdtZjVkrMrZeWpwemo5SGIFbXJ1RXUwOTBzQUo4Vk5BVUphcEpvYnUzcDlZREhGdkM5VlZza1p5ck16OUh0MER5Q3ZkaGJDbUI2OEoxeU5kMVczOTFUM3YydYUyMSUyMQ==/filename/Club+licences.pdf>
- 10.6. Commercial operators applying for a permit to sell alcohol at the NMF will be restricted to the sale of locally brewed and/or produced alcoholic beverages.
- 10.7. Access Canberra is responsible for issuing liquor licences and permits within the ACT and performs regulatory functions under the *Liquor Act 2010* (the Act). Once a stallholder application is accepted the stallholder should contact the liquor licencing team to obtain a liquor permit. Please note the team will not accept applications prior to in January 2019 and applications submitted less than 2 weeks prior to the event may not be accepted.
- 10.8. For more information please email liquor@act.gov.au or call 02 6207 2343

Permit types

Commercial Permit – authorises the sale of liquor for consumption at a single permitted premise, of a retail value not exceeding a stated value, at a stated event during permitted times. Fees apply.

Non-commercial Permit – authorises a not-for-profit organisation to sell liquor for consumption at a

single permitted premises, of a retail value not exceeding a stated value, during the permitted times. Fees apply.

All Commercial Permit applications require applicants to submit a *Risk Assessment Management Plan (RAMP)* <https://form.act.gov.au/smartforms/landing.htm?formCode=1223>.

No Glass Policy

As with all public events in the ACT, the NMF implements a no glass policy [plastic cups only] for the serving of all alcoholic beverages throughout the Festival. Liquor must not be supplied in containers that are capable of being resealed.

Liquor Licensing Inspectors from Access Canberra and AFP Regional Targeting Team will randomly inspect liquor stalls throughout all days of the NMF.

Liquor stall applicants requiring information about requirements under the Liquor Act 2010, may contact the liquor compliance team via telephone 132281 (9.00am-4.30pm on weekdays).

11. Technical details for stalls - power

Stallholders must ensure all electrical appliances/equipment intended for use MUST be is tested and tags PRIOR to use at the Festival. There will be no testing and tagging facility available on site during the Festival. Only current tested and tagged appliances and leads, test date within one month of Festival date, will be connected.

To ensure quality and safety of power supply, compliance with the following is required:

- Adaptors are NOT to be used. This includes power boards, double adaptors and international converters. Any stall found to be using these will be asked to remove them ONCE only;
- Failure to advise of power requirements may result in insufficient power [blackouts] to a stall and removal of equipment. Extra charges may apply.
- No cool rooms will be placed near stalls.

Please note: only 10 & 15 power amps can be applied for through the online application system. Applications with 20 amp and 3 phase power requirements will be directed to the electrical contractor to discuss the requirement and power availability. Electrical contractors will invoice the stallholders separately for the 20 amp and 3 phase power.

Stallholders should refer to the pictures below to determine the plugs required to run appliances in a stall. Stallholders are encouraged to check appliances prior to submitting an online application.

10 AMP PLUG-all pins same size



15 AMP PLUG-oversized earth pin



20 AMP and 3 PHASE PLUG (Not available through the online application process)

If you require these you will need to email inbox@multiculturalfestival.act.gov.au quoting your Application reference number. If your application is successful the electrical contractor will review your power requirements and confirm power availability. Stallholders will be required to make payment upon receiving invoices from the electrical contractor.



Power charging regime

10 amp power	\$80 per unit
15 amp power	\$135 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 a stallholder the full paid amount will be refunded to the applicants no later than 14 working days before the bump in date.

12. Work Safety

Stallholders are responsible for a safe stall layout. All heavy and sharp objects are to be stored properly and any potential slip & trip hazards must be removed at all times.

No smoking is permitted by stallholders whilst in their stall.

If any stallholder requires any information about their requirements under Worksafe ACT, they should contact the Office of Regulatory Services Duty Officer on Phone number 6207 3000, between 9.00am and 4.30pm on weekdays.

Stall operators have obligations under the Work Safety Act 2008 to manage the health and safety aspects of their stall. Guidance Notes are available for download:

<http://www.worksafe.act.gov.au/page/view/1434>.

13. Recycling/cleaning

The NMF is committed to reducing its environmental impact. We continue to encourage stallholders to help us create a sustainable event.

Stallholders must comply with ACT recycling policy guidelines to separate bottles, cans, oil, etc. Further instructions will be provided as part of the Official Stallholder induction session.

Stallholders must return the stall and equipment in the same state as they received it. This includes wiping down the stall and removing all rubbish to the skips and the stall is left in a clean state. Food stallholders are responsible for cleaning the stall and disposing of all waste including cooking oils and grey water.

Stallholders must use appropriate floor covering and if marks and stains are not adequately cleaned stallholders may be required to pay cleaning fees.

14. Media and communications

The Stallholder consents to The Festival using images and recordings of the Stallholders stall during and after the Festival, for the purpose of promotion and reporting including to the media.

15. Translation

If you require interpreting information or require advice, a language assistance service is available by phoning the Translating and Interpreting Service (TIS) on 13 14 50.

16. Associated documents

2019 National Multicultural Festival Participation Policy
2019 Performer Terms and Conditions

17. Additional Information

For additional information please visit The Festival website www.multiculturalfestival.com.au or email inbox@multiculturalfestival.act.gov.au

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