

Form C

SRI LANKA FESTIVAL-2016 CANBERRA

Expression of Interest for Cultural Performance/Promotional Events

Please submit this expression of interest form after reading the **Information & Guidelines**, prepared by this High Commission in line with the guidelines of the ACT Multicultural Festival Terms & Conditions.

1.	The name of the individual/association/organization/ group			
2.	Contact person	Name		
		Tele		
		E-mail		
3.	Nominated persons (up to 3) who will be at hand at any given time on site on the day of the Sri Lanka Festival	1	Name	
			Mobile No	
		2	Name	
			Mobile No	
		3	Name	
			Mobile No	
4.	Sri Lankan cultural items expected to perform at the main stage and number of persons performing			
5.	Equipment/electrical appliances that you will be using in the main stage			

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Declaration

I,

(Please insert name of person completing this application)

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On behalf of

Please insert name of the individual/association/ organization/ group

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hereby submit this Expression of interest form for cultural groups/organizers of promotional events, at the Sri Lanka Festival- 2016; and

- a) Declare that I have read and understood the information provided in this form;
- b) Declare that the details I have provided in this form are true and correct; and
- c) Declare that I have read and understood the Sri Lanka Festival 2016 **Information & Guidelines** provided for cultural groups/organizers for country promotional events, and agree to abide by them.

Date	
Signature	

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SRI LANKA FESTIVAL-2016 CANBERRA

Information & Guidelines for Cultural Performance/Promotional Events

Information

1. **“Sri Lanka Festival”** is organized by the Sri Lanka High Commission in Canberra.
2. The Sri Lanka Festival 2016 will be held on **12 November 2016** at the Sri Lanka High Commission premises: **No.61, Hampton Circuit Yarralumla 2600 ACT, from 11.00 am to 6.30 pm.**
3. The main objective is to **promote Sri Lanka in Australia and project Sri Lanka as an attractive destination for tourism, trade, investment, culture, wild life, and culinary delights etc.** Therefore, all products/ services/cultural items must be of **Sri Lankan**.
4. The High Commission will appoint a ‘Working Committee’ chaired by the High Commission comprising nominated members of Sri Lanka Associations/groups.
5. The High Commission will organize the **Opening Ceremony of the Sri Lanka Festival** and will arrange the following with the assistance of the Working Committee:
 - Propaganda & publicity for the event
 - Main stage for Sri Lankan cultural performances
 - Children’s corner
 - Electricity supply
 - Common area for visitors with chairs, tables and tents
 - Sounds/music
 - Sanitation facilities
 - Photography/video
 - Services of volunteers
 - Miscellaneous facilities for stallholders & visitors
 - First aid
 - Cleaning

Guidelines

6. All cultural groups/organizers of promotional events are invited to attend all preparatory meetings organized by the High Commission.
7. All cultural groups/organizers of promotional events are invited to organize their Sri Lankan cultural performance/promotional events on the main stage during the time allocated by the High Commission.
8. All cultural groups/organizers of promotional events are expected to respect cultural sensitivities.
9. All cultural groups/organizers of promotional events are expected to ensure to safeguard their cultural instruments brought to the Festival; and ensure safety of all persons.

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10. All cultural groups/organizers of promotional events are expected to take responsibility for the success or otherwise of any performance.
11. All cultural groups/organizers of promotional events are requested to act with courtesy towards, other cultural groups, stall holders, visitors and High Commission staff.
12. The High Commission will be unable accept responsibility if the festival is cancelled because of adverse weather conditions.
13. The entire festival premises is a Non smoking area.
14. All cultural groups/organizers of promotional events are requested to avoid any consumption of alcoholic drinks during the Festival period.
15. All cultural groups/organizers of promotional events are expected to adhere to the **prevailing laws and regulations of the ACT Government.**
16. The cultural groups/organizers of promotional events consent to the Working Committee taking any images and recordings of the work of the cultural groups/organizers of promotional events during the Festival, for the promotion or reporting for any publicity.
17. Parking will not be permitted inside the High Commission premises other than for unloading or loading equipment at the specified times.
18. Expression of interest for cultural groups/organizers of promotional events is assessed and the time slots are determined by the High Commission in consultations with Working Committee, cultural groups and artists. The High Commission considers a number of factors when deciding time slots. Time slots once allocated will not be changed.

Electricity supply

19. To ensure quality and safety of power consumption, compliance with the Working Committee instructions in terms of electricity supply is required:

*Sri Lanka High Commission
Canberra
August 2016*