

Form A

**SRI LANKA FESTIVAL-2016
CANBERRA
Expression of Interest for Stalls
for Associations**

Please submit this expression of interest form after reading the **Terms & Conditions, which have been extracted from the ACT Multicultural Festival Terms & Conditions, and information** provided for stall holders by the High Commission.

1.	The name of the association/organization/group connected to Sri Lanka or Sri Lankan community			
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.	Size of the stall (dimension in meters)			
5.	Sri Lankan (only) Products/services to be offered			
6.	Equipment/electrical appliances that will be operated the stall & electricity capacities	1		
		2		
		3		
		4		
7.	Public liability insurance:	Policy No.		
		Amount		
		Insurer		

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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 association/organization/ group connected to Sri Lanka or Sri Lankan community

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hereby submit this Expression of Interest form of stall holders for Sri Lanka Festival-Canberra 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;
- c) Declare that I have read and understood the Sri Lanka Festival 2016 **Information, Terms & Conditions provided** for stall holders, and agree to abide by them; and
- d) Declare that:
 - I agree to pay a sum of AUD \$ 250.00 within 14 days of the application being accepted for a stall at the Sri Lanka Festival 2016 under **Associations** category.
 - I agree to pay an additional amount of AUD \$ 100.00 for selling Sri Lankan liquor in the stall.

Date	
Signature	

Payments

Please make your payment to the Sri Lanka High Commission Bank Account and kindly **inform by a letter OR e-mail**. The details are given below:

Bank Name	ANZ Bank, Manuka Branch ACT
Bank Account Name	Sri Lanka High Commission No. 1 Account
Bank Account No.	004427941
Bank BSB	012984
Reference Cord	SLFEST
E-mail address to inform	slfest@slhcaust.org

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SRI LANKA FESTIVAL- 2016

Information, Terms & Conditions for Stallholders

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
6. All stallholders are required to attend all **preparatory meetings** organized by the High Commission.
7. All stallholders are expected to **organize their own stalls** in the slots allocated by the High Commission.
8. The High Commission accepts no responsibility for any loss or damage to any property of the Stallholder brought to the Festival; or injury to any person associated with the stallholder.
9. The High Commission will not accept responsibility for the success or otherwise of any stalls.
10. Any stallholders are requested to act with courtesy towards, cultural groups, other stall holders, volunteers, visitors and High Commission staff.
11. The High Commission will be unable accept responsibility if the festival is cancelled because of adverse weather conditions.

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12. The entire festival premises is a **Non smoking area**.
13. All stallholders are requested to avoid any consumption of alcoholic drinks during the Festival period
14. All stallholders must adhere to the **Work safe ACT Government requirements and prevailing laws and regulations of the Act Government**.
15. All stallholders must be responsible for their stalls and keep all heavy and sharp objects stored properly and ensure any potential slip & trip hazards are removed at all times.
16. The Stallholders 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.

Stalls for selling Sri Lankan products & services

18. Applications are assessed and the locations for each applicant are determined by the High Commission in consultations with the Working Committee. The High Commission considers a number of factors when deciding on stallholder positioning. Stall locations once allocated will not be negotiable.
19. Upon assessing the application, the High Commission will inform the applicant to make the respective stall payment within 14 days.
20. The stall fee is for covering the overhead expenses of the Sri Lanka Festival. Additional fit-out such as cooking equipment, food storage units, preparation room and signage etc is the responsibility of the stall holder. All fittings and equipment must be kept inside the stall boundary. No additional structures will be allowed on site without prior written approval from High Commission.
21. The High Commission reserves the right to change and re-allocate your stall location but will ask you to sign off agreeing to this.
22. The stall is to be occupied by nominated contact person on the Application Form. Stalls may not be sold, sub-let or transferred in any way.
23. Stalls will be marked with the stall number. Staff will be around on the day if you need assistance with your stall.
24. All Stallholders **MUST** hold Public Liability Insurance to the minimum value of \$10 million. By submitting an application stallholders acknowledge they hold such insurance.
25. Stallholders are responsible for their own property, merchandise and valuables.

Sale of Sri Lankan food & drinks

26. The food and liquor permit **MUST** be in name of the Association or Commercial entity holding the stall.

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27. Stallholders must ensure that they have decent flooring & a wet weather & high temperature plan for the stocks.
28. All applicants who wish to sell or handle food at the Sri Lanka Festival must be registered with the Health Protection Service (HPS) of the ACT Government.
29. Community groups and interstate food businesses (including food vans registered in another state) must apply for a *Declared Event Food Business Registration*. You must display your registration certificate (or a copy) on your stall at the Sri Lanka Festival.

Basic Food Safety Requirements to be followed in accordance with the guidelines of the ACT Government

30. Temperature control is critical. Potentially hazardous food is food that needs temperature control to minimize the growth of bacteria and toxins (e.g. dairy, meat, salad, cooked rice, sushi, etc). To keep this food safe, hot food must be kept and served at 60 or above and cold food must be kept at 5°C or below. Cool room space can be hired for use at The Festival (see the Yellow Pages for suppliers).
31. All potentially hazardous food provided at the Festival must be prepared onsite or in a registered commercial kitchen.
32. Each food stall must have adequate hand washing facilities. This includes soap, a water container (minimum 20 litres) with a tap, and container to catch waste water. Disposable paper towel must be used to dry hands.
33. Under food safety laws, food handlers must take reasonable precautions to protect food from contamination. Food utensils, contact surfaces, and preparation and storage areas must be kept clean and hygienically safe.
34. Under the *Work Health and Safety Act 2011*, food stall operators must ensure the safe use of gas cylinders and gas appliances. Stallholders must have fire safety appliances on site (e.g. a suitable fire extinguisher and fire blanket).

Sale of Sri Lankan Liquor

35. Any Stallholder, *who intends to sell Liquor at the Sri Lanka Festival, is required to have the appropriate permit as per the Liquor Act 2010. Please visit www.accesscanberra.act.gov.au*
36. All Stallholders [*including Community Groups, Registered Businesses, Interstate Businesses & all other Stallholders*] who intend to sell Liquor must have an appropriate PERMIT issued by ACT Government.
37. A liquor permit authorises the permit-holder to sell a specified amount of liquor at the Festival stated in the permit and within the times and places stated in the permit. A liquor permit does not authorise the permit-holder to sell liquor in a closed container that is capable of being resealed.
38. Established Liquor Licensees cannot simply provide a copy of their *Liquor Licence*. *A liquor licence relates to an existing business* e.g. restaurant, bar etc]. A liquor permit is issued for an event, for example, the Sri Lanka Festival.
39. Liquor permit holders selling alcoholic beverages are reminded they must abide by the principles of Responsible Service of Alcohol [RSA]. Stallholders **MUST PROVIDE FREE DRINKING WATER FOR PATRONS.**

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40. NO GLASS POLICY – ACT Government regulations on sale of liquor must apply.

Electricity supply

41. All electrical equipment including power leads must be checked, tested and tagged in advance by a competent person as defined by the ACT Government.

42. Temporary electrical installation and distribution on site is carried out by the High Commission's nominated electrician. Stallholders will be required to pay AUD \$ 50.00 for **one additional** electrical power point;

43. 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 adapters and international converters. Any stall found to be using these will be asked to remove them ONCE only;

Electricians will make appliance and consumption checks for compliance with your Stall Application; and

Any damage caused due to non abidance by the guidelines will be the liability of the stallholder.

44. Your honesty and accuracy will ensure the electrical department runs smoothly. Faulty electrical equipment will be removed.

Cleaning

45. PLEASE REMEMBER THAT YOU ARE TO LEAVE THE SITE AS YOU FOUND IT. All rubbish must be removed and the site of the stall left in a clean state. Food Stallholders are responsible for cleaning the stall and disposing of all waste including cooking oils.

46. Stallholders are required to comply with ACT recycle policy guidelines to separate bottles, cans, oil, etc.

47. All stall sites must be cleared by 8.00 pm on the day of the Sri Lanka Festival.

*Sri Lanka High Commission
Canberra
August 2016*