



ACT
Government

2025 National Multicultural Festival

Stallholder Guidelines

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Accessibility Information

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Introduction

The Community Services Directorate National Multicultural Festival (the festival) provides a unique opportunity for people across Australia to engage with the rich traditions and heritage of different cultures, celebrating the cultural diversity and social inclusion that our city proudly values.

The festival aligns with the Charter for Multiculturalism included within the *Multiculturalism Act 2023*. The Charter provides:

- Clear definitions, and core values, for recognising, valuing celebrating and promoting cultural and linguistic diversity in the ACT;
- A commitment to actively call out racism and discrimination; and
- Acknowledgement of language as central to the preservation and recognition of cultural identity.

Our Vision

We aim to create a world-class National Multicultural Festival, enriching the lives of Canberrans and welcoming visitors to our vibrant city on traditional land, by bringing the community together.

Our Mission

- We are committed to preserving and promoting multicultural traditions and celebrations, ensuring they remain relevant and a vital part of our society, embracing both traditional and emerging cultures.
- We provide a unique and safe place for diverse multicultural communities to proudly showcase, celebrate, and share their rich cultures and customs, in a non-political environment.
- Our immersive festival experience welcomes people from across Australia and the world to engage themselves in our community's diverse customs and practices.

Our Core Values

Collaboration

We unite different communities and audiences to create an inclusive, welcoming, and harmonious festival.

Diversity

We are passionate about showcasing the heritage, culture, and customs of diverse communities, ensuring the vibrancy and relevance of emerging, past, present, and evolving culture and traditions.

Spirit of celebration

We are here to create an event filled with passion, joy and pride, for community and everyone involved. The festival is a celebration of who we are as a community.

Inclusion and Respect

Inclusivity is at the heart of what we do, fostering respectful participation and understanding of our different cultures.

Integrity

We are founded on the principles of best practice, valuing strong relationships, and maintaining open, transparent communication conducted with honesty, integrity and professionalism.

Stallholder Overview

- Interest to participate in the festival continues to grow each year. The application process is competitive, with all applicants encouraged to provide as much information and to as high a quality as possible in response to the questions, for a better chance of a successful outcome.
- Stallholders can apply to participate within a specific category. Categories are prioritised to ensure the festival remains community-led and a celebration of multiculturalism.
- Preference will be given to applicants who demonstrate how their organisation strongly supports and promotes multiculturalism, inclusion, and participation.
- The festival is an a-political event. The Community Services Directorate, through the festival organisers reserves the right to refuse an application not deemed sensitive to the diversity of community members attending the festival. Accepted stallholders found behaving in a manner and/or displaying, distributing or promoting information deemed political, offensive or discriminatory will be asked to remove the item and/or cease the behaviour, and may be removed from the festival.

Auspecting Arrangements

- Community stalls are only available to incorporated associations holding active State or Territory registrations.
- If you are a community group or organisation that is not legally incorporated (unincorporated) then you may ask an incorporated association to auspice an application on your behalf.

- An auspicing body is an organisation that accepts the legal responsibility including financial accountability for a project. If your organisation is not a legal entity, you will need to arrange for an organisation that has legal status to act as an auspicing body.
- Approval for auspice arrangements must be sought from the festival organisers at the time of application, and details of all participating parties within the stall provided. Auspice arrangements are only available for information stalls and not for fundraising stalls and will be considered on a case-by-case basis by Festival organisers.
- Arrangements involving commercial sponsorship of the applicant's stall must be declared at the time of application, or as soon as known if this occurs after the application process. Approval for the marketing of any sponsor branding or products within a stall space must be sought from Festival organisers and will be considered on a case-by-case basis, to ensure promotion of sponsors is aligned with festival values. Promotion of stall sponsors is not allowed through the festival website or festival media channels.

2025 Festival Priority Categories

Priority 1 - Community (Food and Beverage Stall)

- Selection will be prioritised for Community stallholders who commit to three days of trade.
- Community Stallholders who apply for one day trade only will be allocated based on available space on each day from Friday, or Sunday.
- Community stallholders applying to participate in the festival must be incorporated associations.
- Selected applicants must provide a financial report within 21 working days of the festival completion and demonstrate funds have been transferred to the community account.
- Community stallholders who specialise in selling 'Cultural Items and Services' (for example arts, crafts, instruments, jewellery, clothing, homewares, Henna, Cultural Hair style) are included in this category.
- Community stallholders applying under food and food/liquor categories are also permitted to sell cultural items and services.
- All applicants are encouraged to provide a sample menu with prices, dietary options to enhance the strength of the application.
- To align with the festivals' goal to provide cost appropriate options, menus that include a \$10.00 or under food item will strengthen the application.
- Alcohol providers should include in their sample menu information on the Alcohol by Volume percentage (ABV%) and where the alcohol is sourced from to strengthen their application.

Priority 2 – Diplomatic and Multicultural (Information Stalls)

Multicultural Information Stalls

- Multicultural community organisations, registered multicultural charities, and multicultural not-for-profit organisations are eligible to apply for an information stall under this category for up to three days.
- The sale of any products is not permitted under this category.
- Organisations may use this stall for sharing of information and educational purposes of a cultural and a-political nature.
- Preference within this category will be given to applicants who demonstrate how their organisation or charity strongly supports and promotes multiculturalism, inclusion, and participation.
- Due to increased interest to participate in the festival, applicants may be limited to a 3mx3m stall space in the first instance. For those who wish to have a 6mx3m stall, please explain in the application why a larger space is required and provide a floor plan if possible. This will be considered on a case-by-case basis by the festival organisers.

Diplomatic Stalls

- Diplomatic Missions recognised in Australia may apply for an information and cultural display stall for up to three days of the festival.
- The sale of any products is not permitted under this category. Food and beverage samples may be provided as part of their cultural display with the approval of the festival organisers.
- All equipment and display materials must be kept within the stall structure.
- Due to increased interest to participate in the festival, applicants may be limited to a 3mx3m stall in the first instance. For those who wish to have a 6mx3m stall, please explain in the application why a larger space is required and provide stall floor plan if possible. This will be considered on a case-by-case basis by the festival organisers.

Priority 3 – Community Club (Food and Beverage Stall)

- Selection will be prioritised for stalls who commit to three days.
- Associations/organisations that are licensed as a club and are registered with Access Canberra.
- Successful applicants must provide a financial report within 21 working days of the festival and demonstrate funds have been transferred to the community account.
- All applicants are encouraged to provide a sample menu with prices, dietary options to inform assessment of the application.
- To provide cost appropriate options, menus that include a \$10.00 or under food item will enhance the application.
- Alcohol providers should include in their sample menu, information on the Alcohol by Volume percentage (ABV%) and where the alcohol is sourced from to enhance their application.

Priority 4 – Commercial Business (Food, Beverage and/or Cultural Item Stalls)

- Selection will be prioritised for stalls who commit to three days.
- Where three-day stall offers are unavailable due to limited space, commercial operators willing to fill vacant stalls on Friday or Sunday will be highly considered.
- Commercial operators (including sole traders) who sell food and/or liquor and/or who specialise in selling 'Cultural Items and Services' (for example arts, crafts, instruments, jewellery, clothing, homewares, Henna, Cultural Hair style) are included in this category.
- Commercial stallholders applying under food and food/liquor categories are also permitted to sell cultural items and services.
- All food and/or liquor applicants are encouraged to provide a sample menu with prices, dietary options to enhance the outcome of the application.
- To align with the festivals' goal to provide cost appropriate options, menus that include a \$10.00 or under food item will enhance the application.
- Alcohol providers should include in their sample menu, information on the Alcohol by Volume percentage (ABV%) and where the alcohol is sourced from to enhance their application.

Priority 5 – Information and Market Stalls (Sunday only)

Market Stalls

- Community or commercial business operators (including sole traders) who specialise in selling quality boutique or specialty items that are appropriate to being sold at family friendly markets to a diverse audience.
- No food or beverages (including alcoholic) is permitted to be sold in this category. Any stalls wishing to sell food will be placed in the community/commercial food categories.
- Applicants under this category must provide evidence within their application of their benefit and value to the stall's inclusion at the festival.
- Elected community applicants under this category must provide a financial report within 21 working days of the festival completion and demonstrate funds have been transferred to the community account.

Information Stalls

- Community organisations, registered charities, and not-for-profit organisations are eligible to apply for an information stall under this category.
- The sale of any products is not permitted under this category.
- Organisations may use this stall for sharing of information, educational purposes of an A-political nature.
- Applicants under this category must provide evidence within their application of their benefit and value to the stall's inclusion at the festival.

Fees

Community Pricing – Site fees only (GST Inclusive)

(Fees are for a 3m x 3m marquee. Please double fees for a 3m x 6m stall unless otherwise detailed. Bond fee does not double for 3m x 6m)

Type	1-Day Fee (Friday or Sunday only)	2-Day* Fee	3-Day Fee	Bond (GST Not Applicable)
Cultural items and services	\$156.00	\$312.00	\$468.00	\$150.00
Food and non-alcoholic drinks	\$312.00	\$624.00	\$936.00	\$300.00
Food and alcoholic drinks (Licenced)	\$624.00	\$1,249.00	\$1,873.00	\$300.00
Club – food and alcoholic drinks (Licenced)	\$713.00	\$1,426.00	\$2,498.00	\$300.00

Diplomatic and Information Pricing – Site fees only (GST Inclusive)

(Fees are for a 3m x 3m marquee. Please double fees for a 3m x 6m stall unless otherwise detailed. Bond fee does not double for 3m x 6m)

Type	1-Day Fee	2-Day * Fee	3-Day Fee	Bond (GST Not Applicable)
Diplomatic information	\$312.00	\$520.00	\$832.00	\$150.00
Multicultural or Community information	\$156.00 (Friday or Sunday only)	\$312.00	\$468.00	\$150.00

Commercial Pricing – Site fees only (GST Inclusive)

(Fees are for a 3m x 3m marquee. Please double fees for a 3m x 6m stall unless otherwise detailed. Bond fee does not double for 3m x 6m)

Type**	1-Day Fee (Friday only)	2-Day Fee (Friday AND Sunday)	3-Day Fee	Bond (GST Not Applicable)

Cultural Items and services	\$468.00	\$937.00	\$1,405.00	\$150.00
Food and non-alcoholic drinks	\$1,041.00	\$2,082.00	\$3,643.00	\$300.00
Food and alcoholic drinks (Licenced)	\$1,634.00	\$3,268.00	\$5,725.00	\$300.00
Food Van 1-3m Length	\$952.00	\$1,905.00	\$3,331.00	\$300.00
Food Van 3-6m Length	\$1,842.00	\$3,685.00	\$6,454.00	\$300.00
Food Van (Licenced) 1-3m Length	\$1,545.00	\$3,091.00	\$5,413.00	\$300.00
Food Van (Licenced) 3-6m Length	\$2,441.00	\$4,882.00	\$8,536.00	\$300.00

Market Stalls (non-cultural items)

(Fees are for a 3m x 3m marquee. Please double fees for a 3m x 6m stall unless otherwise detailed. Bond fee does not double for 3m x 6m)

Type	1-Day Fee (Sunday only)	Bond (GST Not Applicable)
Community Market stall items	\$156.00	\$150.00
Commercial/Sole trader Market stall items	\$468.00	\$150.00

Power and Cool room space*** Pricing (GST Inclusive)

Type	Cost****
Cool room (under 5m length including tow bar) with a 10Amp outlet	\$150.00
Cool room (under 5m length including tow bar) with a 15Amp outlet	\$205.00
Cool room (over 5 metres) with a 10Amp or 15Amp outlet	Price on assessment
Each 10Amp power outlet for stall^	\$80.00
Each 15Amp power outlet for stall	\$135.00

**2-Day sites are available for consecutive days ONLY i.e., Fri & Sat or Sat & Sun unless specified.*

***Food trucks, trailers or vans length refers to the operating/service space of the vehicle. Tow bars or cab space is not included however is required to be stipulated in application.*

****Cool room includes refrigerated vehicles, mobile refrigerators etc. that fit within the specified sizes. This does*

*****Any additional requests within 3 weeks of the event start date may incur additional fees on top of this amount.*

Assessment Criteria

All applications will be considered based on the information provided in the application.

Where an applicant is not eligible for the category they have applied under, the festival organisers will notify the applicant and advise on reallocation of the application to the correct category.

All stalls

- Historical attendance at the festival will be considered but does not guarantee selection.
- Has the application been submitted on time?
- Does the selection of this stall align with the festival's aims and values?
- Does the application provide sufficient information for Festival organisers to make an informed decision/assessment?
- Does the selection of this stall add cultural benefit to the festival?
- Does the selection of this stall add to the variety and amenity of the festival offerings?
- Is there any history of non-compliance by the applicant's organisation?

Food and alcohol stalls only

- Has a menu been provided (including pricing)?
- Does the menu list a realistic amount of dishes that can be created or served from inside a marquee or food truck?
- Does the menu pricing align with the festival's goal to provide smaller plates at lower prices?
- Has a food item under \$10.00 been included on the menu?
- For any liquor being sold
 - Has the ABV% (alcohol by volume %) been provided?
 - Is it culturally relevant to the stall or sourced from an ACT maker?

For Information or Diplomatic stalls only

- Has a clear vision for the use of this stall been provided?
- Has the applicant included examples of any information being handed out?

General Stallholder Rules

- The applicant's previous conduct and compliance at past National Multicultural Festivals or other ACT Government events, and records with ACT Government regulatory bodies, may be considered when assessing the applications.
- All stallholders must operate *only* within their allocated space. No area outside of the allocated space is permitted to use, display, or conduct activities, including the distribution of pamphlets or information, unless approved by Festival organisers. This includes the area directly behind the stall, which cannot be used for any purpose, including storage of goods or waste, or for food preparation.
- Floor plans may be requested to ensure safe operations of the stall and ensure compliance with the requirements from ACT Health and the Festival organisers.
- Marquee site fees include a 3x3 marquee with roof, 3 walls (**no front wall**), 1 table, 2 chairs, and 1 light (3x6 stalls will include double this equipment). No other power or equipment is included.
- Additional power may be purchased from the festival at the time of application **up until 4 weeks** prior to the event start date. Any requests for additional power may incur additional fees.
- Additional tables, chairs or equipment must be sourced by the stallholder through an alternative supplier.
- A power outlet to operate the stall light is included in each marquee stall fee. **It cannot be used for any other purpose other than stall lighting provided.**
- No marquee sites include access to 24-hour power. Any food kept in fridges within the stall should be removed overnight or will be disposed by ACT Health.
- Food van site fees include the space for the food van and access to 24-hour power to the site (power outlets not included and must be added to the application). No other equipment is included and must be sought separately.
- All cool room fees include a parking space and power outlet (prices vary). Cool rooms are supplied with 24-hour power. This fee DOES NOT include a cool room.
- The agreed days of trade between the stallholder and the festival must be upheld. Any no shows on any days may affect future participation.