



ENLIGHTEN FESTIVAL

FOOD VENDOR APPLICATION INFORMATION PACK

ENLIGHTEN FESTIVAL 2024



CONTENTS

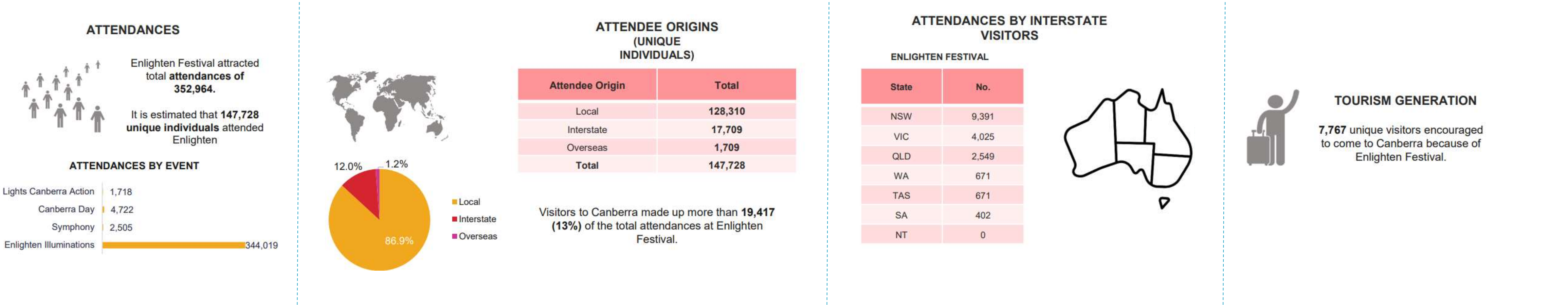
Welcome _____	03	Environment & Sustainability _____	15
Trading Opportunities _____	04	Application and Selection Process _____	16
What We Are Looking For _____	05	How to Apply _____	17
Event Information _____	06	Tips for Completing Your Application _____	18
Enlighten Illuminations _____	07	Selection Criteria _____	19
Lights! Canberra! Action! _____	08	What Happens Next _____	20
Canberra Balloon Spectacular _____	09	Key Dates _____	21
Vendor Information _____	10	Frequently Asked Questions _____	22
Basic Site Package Inclusions _____	11	Contact Us _____	23
Site Requirements _____	12		
Trading Guidelines _____	13		

WELCOME TO THE ENLIGHTEN FESTIVAL

Canberra’s largest multi event festival, [Enlighten Festival 2024](#) will shine bright with culture and creativity to bring together the best autumn events between 1 March to 17 March 2024.

Held over a total of 17 days, the Enlighten Festival umbrellas Canberra’s leading autumn events: the [Enlighten Illuminations](#), [After Dark](#), [Lights! Canberra! Action](#), the [Canberra Balloon Spectacular](#), [Symphony in the Park](#), and [Canberra Day](#).

The festival has evolved a great deal over the last decade and goes from strength to strength for its visitors. Since 2019, the Enlighten Festival has entertained over a million visitors. In 2023, Enlighten attracted over 352, 964 attendees and generated 4.59 million dollars in revenue for the ACT economy.



TRADING OPPORTUNITIES

Our vendors play an important part in creating the visitor experience, and applications to hold a food stall at the Enlighten Festival are now open. There are opportunities to trade at the following events:

- Enlighten Illuminations
- Canberra Balloon Spectacular
- Lights! Canberra! Action!

We are looking for high quality food and beverage vendors who can provide an efficient, high-volume output of products, beautifully presented, with a commitment to providing excellent customer service. We are looking for vendors to provide a wide variety of food and dietary choices at the festival. We are also looking for vendors with a storefront that is visually engaging and impactful in contributing to a festival atmosphere (e.g. well-presented food trucks and/or container stores).

We are proud to showcase products and produce from the Canberra Region, and prioritise local operators, and vendors that bring direct benefit to the Canberra economy. However, we also welcome applications from the wider Australian marketplace to help ensure we can provide attendees with a varied offering year on year.

PRODUCT EXCLUSIVITY

Events ACT has exclusive contractual arrangements with sponsors and suppliers; therefore, the sale of some products is not possible. The below products are not permitted to be sold by vendors:

- Beer
- Wine

**This list may be revised at our discretion and vendors will be notified.*

WHAT WE ARE LOOKING FOR: OUR EXPECTATIONS

Events ACT is looking for food vendors to provide fresh, delicious, and visually appealing food and beverages that cater to a variety of dietary and palate preferences.

There are a limited number of trading places available, and Events ACT typically receives a high number of applications. Fair and equal consideration is given to all applicants, regardless of previous involvement in the event or similar events.

The final decision will be at the discretion of Events ACT based on the overall strategic fit to the event vision and objectives and to allow for a balanced range of offerings and price points at the event.



The following factors will be considered when reviewing applications:

- Strong visual appeal, branding and professional presentation of stall/food truck and staff.
- High food quality and presentation.
- An exciting experience for patrons (something new, branded trucks/marquees that suit the event theme and vision).
- Variety of food offerings (e.g. avoiding multiple vendors with the same menu items).
- Family friendly menu offerings and item cost/affordability (to provide some lower cost options).
- Balanced selection of main meals, snack food and desserts options.
- Choices for attendees with dietary requirements (gluten free, vegan, vegetarian etc.).
- Environmental and sustainable serving ware and packaging.
- Relevant similar experience trading with a high-volume output capability.
- Business location (many food vendors local to the Canberra and surrounding region).
- Aligning with the Events ACT Values.
- Positive history with Events ACT, or other ACT Government departments, including: any outstanding/unpaid invoices, not complying with WHS and event requirements, and/or unprofessional and disrespectful behaviour.

ENLIGHTEN FESTIVAL

EVENT
INFORMATION



ENLIGHTEN ILLUMINATIONS

ABOUT THE EVENT

Held over 11 nights from Friday 1 – Monday 11 March, Enlighten Illuminations will light up the National Cultural Institutions in a stunning display of light, sound and movement, with projections on some of Canberra’s iconic. The Enlighten Illuminations hub is a central meeting place for festival goers, and features light installations, a stage with live music acts, and illuminated roving performers.

WE ARE LOOKING FOR



Main Meals



Snacks



Desserts



Coffee

Events ACT are looking for 8 -10 high quality food vendors. Food and Market stall vendors will operate from the following locations:

- [John Dunmore Lang Place \(West\)](#)– this area will host a beer garden and food precinct licenced by BentSpoke Brewing, all with a view of a stage featuring live music.
- [John Dunmore Lang Place \(East\)](#) – this area will host a wine garden and food precinct.

EVENT SUMMARY

Location	National Triangle
Date	Friday 1 March – Monday 11 March 2024
Days required for trade	11
Trading period	5:30pm – 11:00pm
Forecasted Attendance	up to 8,000 per night

SITE FEES

6m X 3m Site (18m2)		Cost (ex. GST)	Cost (inc. GST)
Main Meal and Dessert	Basic Site Package	\$ 3,540.00	\$ 3,894.00
Coffee, Ice-cream/ Gelato and Snack*	Basic Site Package	\$ 2,360.00	\$ 2,596.00
3m X 3m Site (9m2)			
Main Meal and Dessert	Basic Site Package	\$ 2,360.00	\$ 2,596.00
Coffee, Ice-cream/ Gelato and Snack*	Basic Site Package	\$ 1,770.00	\$ 1,947.00
Marquee Hire (not included in site fee)			
3m x 3m marquee	Marquee hire, weights and 1 x fluoro lights	\$ 540.00	\$ 594.00
6m x 3m marquee	Marquee hire, weights and 2 x fluoro lights	\$ 860.00	\$ 946.00

* No products over \$10
Trading fee covers the basic site package and additional charges apply for trading sites larger than 6x3m.
See [page 11](#) for detailed list of inclusions.



LIGHTS! CANBERRA! ACTION!

ABOUT THE EVENT

An open air short film festival - Lights! Canberra! Action! Shines a light on local film making talent. The event is held annually in the Senate Rose Gardens of Old Parliament House. The event has a strong fanbase and features live music, film screenings, and an awards presentation for the finalists after the screening.

Please note: The event site has [access restrictions](#) with permanent fence and a maximum gate width of 2.3 metres. If you have a food truck that requires wider access you will not be able to trade at this event.

WE ARE LOOKING FOR



Main Meals



Snacks



Desserts

EVENT SUMMARY

Location	Senate Rose Gardens, Parliamentary Triangle
Date	Friday 8 March 2024
Days required for trade	1
Trading period	7:00pm – 10:30pm
Forecasted Attendance	1,000

Events ACT are looking for 3-4 high quality food vendors to operate in this area.



SITE FEES

3m X 3m Site (9m2)		Cost (ex. GST)	Cost (inc. GST)
Main Meal and Dessert	Basic Site Package	\$ 170.00	\$ 187.00
Coffee, Ice-cream/ Gelato and Snack*	Basic Site Package	\$ 90.00	\$ 99.00
Marquee Hire (not included in site fee)			
3m x 3m marquee	Marquee hire, weights and 1 x fluoro lights	\$ 390.00	\$ 429.00
6m x 3m marquee	Marquee hire, weights and 2 x fluoro lights	\$ 730.00	\$ 803.00

* No products over \$10

Trading fee covers the basic site package and additional charges apply for trading sites larger than 6x3m. See [page 11](#) for detailed list of inclusions.

CANBERRA BALLOON SPECTACULAR

ABOUT THE EVENT

A treasured Canberra event – audiences flock to Patrick White Lawns as the sun rises to marvel at the hot air balloons as they launch from the grounds and take flight over Canberra’s autumn skies.

EVENT SUMMARY

Location	Patrick White Lawns, Parliamentary Triangle
Date	Saturday 9 – Sunday 17 March 2024
Days required for trade	9
Trading period	6:00am – 9:30am
Forecasted Attendance	1,700 per day

Events ACT are looking for 5-6 high quality food vendors, including coffee and more substantial breakfast offerings to operate in this area for the full event and additionally looking for casual weekend coffee and food vendors.

WE ARE LOOKING FOR



Breakfast Meals



Coffee



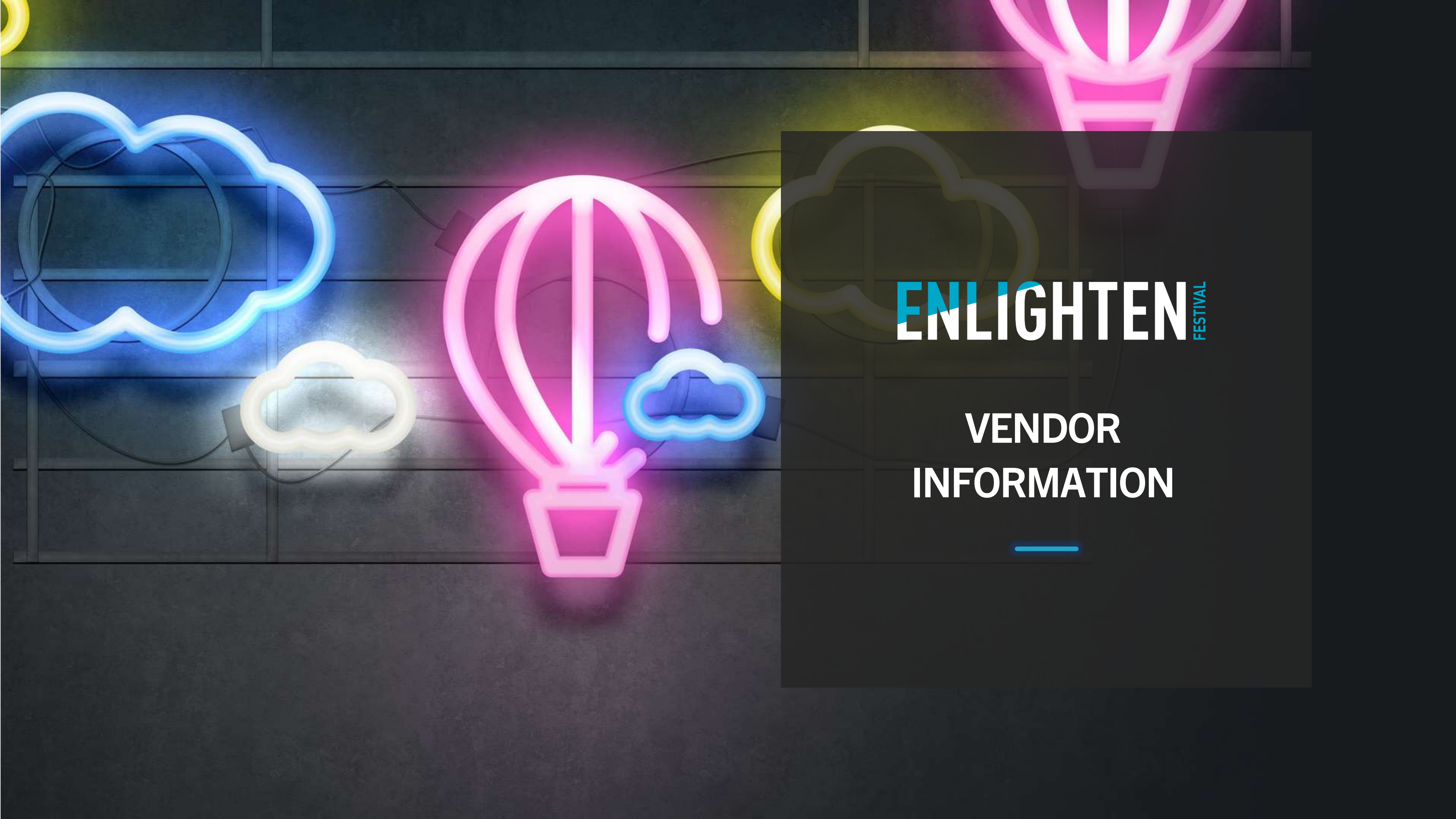
SITE FEES

6m X 3m Site (18m2)		Cost (ex. GST)	Cost (inc. GST)
Main Meal and Dessert	Basic Site Package	\$ 1,350.00	\$ 1,485.00
Coffee, Ice-cream/ Gelato and Snack*	Basic Site Package	\$ 970.00	\$ 1,067.00
3m X 3m Site (9m2)			
Main Meal and Dessert	Basic Site Package	\$ 1,160.00	\$ 1,276.00
Coffee, Ice-cream/ Gelato and Snack*	Basic Site Package	\$ 780.00	\$ 858.00
Marquee Hire (not included in site fee)			
3m x 3m marquee	Marquee hire, weights and 1 x fluoro lights	\$ 540.00	\$ 594.00
6m x 3m marquee	Marquee hire, weights and 2 x fluoro lights	\$ 860.00	\$ 946.00

* No products over \$10

Trading fee covers the basic site package and additional charges apply for trading sites larger than 6x3m.

See [page 11](#) for detailed list of inclusions.



ENLIGHTEN FESTIVAL

**VENDOR
INFORMATION**

BASIC SITE PACKAGE INCLUSIONS

BASIC SITE PACKAGE INCLUSIONS

- Vendors will be provided with the following [basic site package](#):
 - Up to 18 m2 of trading space (6x3m high quality, white marquee with walls provided at additional cost, outlined on the event page). .
 - Power outlet and power (2 x 10amp or 2 x 15amp or 1 of each);
 - Access to potable (fresh) water (required by ACT Health);
 - Access to rubbish, oil and grey water disposal, and recycling infrastructure; and
 - Dedicated team of cleaners to ensure the front of house (FOH) area is kept clean and all rubbish is removed off site. Vendors are responsible for managing their back of house (BOH) waste disposal within the receptacles provided.
- Vendors [can request extra infill equipment such as trestle tables or barrel chairs for use within the food tent, but additional fees apply](#) for anything not outlined in this basic package above.
- Chairs and tables for patron seating will be provided by Events ACT.

MARQUEE AND ADDITIONAL SITE PRICES

- Vendors trading out of a marquee [must use a marquee provided by Events ACT's marquee contractor](#) to ensure all temporary structures comply with all relevant Australian Safety standards. Vendors are not permitted to bring their own marquee.
- A marquee needs to be requested from Events ACT prior to the event.
- Larger marquee sizes may be available for an additional cost and subject to space availability. Your interest in a larger space (and the size) should be noted in your application. While requested, it is not guaranteed a larger size will be possible.
- Marquee prices are listed on the event pages.



SITE REQUIREMENTS

FOOD TRUCKS

- Vendors can submit in their application to use their existing food truck.
- Stall measurements and service requirements must be provided with your application, including towbars, externally opening doors, stair access, serving hatches and external cool rooms.

UNAPPROVED STRUCTURES

- Only approved structures are permitted to be used at the event. Other structures including but not limited to temporary marquees, pop up gazabos, back of house preparation tents, fencing, equipment and shade cloths are not allowed.
- Umbrella’s, decorative fencing or barricades, and signage stands are all subject to approval.
- Vendors are required to submit a request in writing to Events ACT for any additional structures they wish to use. All approved structures will be added to the vendor agreement.

POWER REQUIREMENTS

- The [basic site package includes](#) two 10 amp or 15 amp general-purpose electrical outlets.
- Vendors are required to supply their own extension leads (minimum length of 20 metres) and commercial grade power boards with a residual current device (RCD) safety switch to distribute the power within sites.
- All leads and cables must be tested and tagged by competent person to a standard defined by AS/NZS 3760:2010 Testing of Electrical Equipment.
- Final power and site requirements must be requested no later than 1 December 2023. Vendors will be charged for any additional cables, power or other electrical equipment that is supplied on the day of the event by our onsite electrician at the below rates.

Item	Unit cost (ex GST)	Unit cost (ex GST)
	1-7 day hire	7+ day hire
Additional 10amp power outlets and power supply	\$75.00	\$85.71
Additional 15amp power outlets and power supply	\$105.00	\$120.00
10 metre 10amp extension lead	\$21.00	\$24.00
20 metre 10amp extension lead	\$32.00	\$36.57
10 metre 15amp extension lead	\$26.00	\$29.71
20 metre 15amp extension lead	\$37.00	\$42.29
RCD Power Block with 4 x 10amp outlets	\$40.00	\$45.71
3 phase power connections (may be available depending on site allocations and requirement)	Price on request	Price on request

TRADING GUIDELINES

Events ACT is committed to delivering high quality events and we expect a high standard of presentation, product and service from our vendors.

If you are selected to trade your vendor agreement will detail the full terms and conditions, but please consider the following before applying:

TRADING RESPONSIBILITIES

- Only approved products may be sold from the stall.
- Events ACT reserves the right to prohibit or restrict goods sold/displayed on site.
- Business sharing and/or subletting is strictly prohibited.
- Unauthorised use of the Event name and logo is prohibited.
- Vendors must bring enough stock to trade for the duration of the event.
- Please be aware that Events ACT does NOT offer vendors exclusivity on products.

STALL EXPECTATIONS

- Vendors must operate within their allocated footprint.
- Stalls must be kept tidy at all times, both front and back of house.
- Vendors must not erect any extra structures on site, without prior approval from Events ACT.
- Vendors are not permitted to display or erect any signage, banners or decorative items outside or on the exterior of their marquee or trading site unless approved.
- Securing your stall and belongings are your responsibility. Event ACT will provide licenced security for the event site.
- Cash or valuables should not be to be left onsite overnight.

- Vendors are responsible for the disposal of rubbish left onsite including but not limited to pallets, food scraps, bread and milk crates, leftover food packaging, cooking oil and grey water.
- Additional cleaning charges may apply pending the outcome of your final inspection.
- Vendors are liable for any site damage within the event site including damage to grass or ground and charges may apply.

SAFETY

- Vendors and their staff must follow any directions provided by event staff or security in the event of an emergency.
- Comply with all WHS and safety requirements for the event.
- All pedestrian pathways and roads must be kept clear.
- Comply with event rules and safety requirements for vehicle access to the event site.

CONDUCT

- Professional and respectful conduct is expected at all times.
- Events ACT has the final say on all matters relating to vendors, and vendors must adhere to all event terms and conditions.

TRADING GUIDELINES

PAYMENTS

- Events ACT will issue invoices for payment of trading fees and additional charges as per the milestone timeline.
- Site allocations will be considered confirmed once the signed agreement and initial deposit payment have been received. If your initial deposit payment is not received, your agreement will be cancelled, and your trading site may be reallocated.
- No vendor will be permitted to bump-in if their initial deposit is outstanding.
- If such an event occurs, you will be notified in writing by Events ACT, all monies previously paid will be forfeited and the vendor shall have no claim under the vendor agreement.

SITE ALLOCATION

Site allocation is at the discretion of the Event ACT.

- Participants will be allocated a particular site, all trading must remain within this footprint;
- Events ACT reserves the right to make changes to the layout to suit demand and event requirements at our absolute discretion.
- All vendors will be given the opportunity to accept or reject the site offered to them by Events ACT.

INSURANCE

- All vendors must carry and present proof of current public and product liability insurance to the value of \$10 million in line with current ACT Government policy. A copy of the Certificate of Currency must be forwarded with this application.
- Insurance for property loss, damage, public liability and workers compensation is the responsibility of the vendor.
- Events ACT will not be responsible for any loss or damage to vendors, equipment or vehicles, to property owned by other vendors, contractors, ACT Government, or the Commonwealth Government.
- The ACT Government requires that all vendors list the ACT Government, as an interested party on their insurance policy.

POINT OF SALE SYSTEM

- All vendors at the event will need to supply their own point of sale system, equipment and EFTPOS units
- **Cashless sales only** are permitted at this event
- Events ACT does not have cash onsite at the event and cannot provide any change or cash management services.
- There will be **no ATMs available** within the event sites.

ENVIRONMENT & SUSTAINABILITY

Events ACT is committed to reducing the environmental footprint of our events, and all vendors are asked to support this initiative.

- All packaging/serving material provided to the public must be made from compostable, organic, biodegradable material (e.g. cardboard, paper).
- Vendors will be required to provide details of all packaging intended to be provided to the public at the event or samples if requested to the ACT Government/its contractors at least one-month prior to the event. The ACT Govt reserves the right to request a vendor changes packaging if it is found to be unsuitable for post-processing by our waste contractors.
- Vendors found to be serving items in breach of these requirements will not be allowed to trade until suitable items can be provided.

We also ask that traders do the following:

- Flatten cardboard boxes and place them in the trash packs located in the waste compound.
- Look for ways to minimise water usage.
- Look for ways to minimise power usage.
- Place general waste bags into the bins provided.
- Place recyclables into the recycling bins provided.
- Dispose of used cooking oil in the containers provided. Only used cooking oil is to be placed in this container to avoid costly disposal fees.
- Dispose of grey water (waste water) in appropriate waste receptacles provided. At no time is grey water to be disposed of on the grass, gutter or drains.
- Place all food waste into the appropriate waste bins provided.

BANNED ITEMS

- Single use plastics including straws and cutlery.
- Glass including drinks sold in glass bottles.
- Polystyrene or plastics bags.
- Merchandise.
- Flyers/promotional material hand-outs.
- Any items considering illegal or dangerous.
- No alcohol is permitted at Vendor stalls.
- Spruiking and microphones are not permitted.
- Raffles and/or fundraising is not permitted; competitions are permitted.



ENLIGHTEN FESTIVAL

**APPLICATION AND
SELECTION PROCESS**

HOW TO APPLY

Please submit your application online using the link below:

SUBMIT YOUR APPLICATION

YOU WILL NEED THE FOLLOWING INFORMATION TO APPLY:

Company Profile

- ☐ Tell us about who you are, your brand, achievements, experience and other events you have participated in
- ☐ Images of your stall/food truck
- ☐ Images of your products

Site Layout Diagram

- ☐ Site layout diagram with measurements for your set up including back of house requirements, cool room, trailer tow bar, doors and serving area

References

- ☐ Two references from previous events you have traded at

Supporting Documentation

- ☐ Completed vendor application form
- ☐ Menu or product list including prices and dietary requirements
- ☐ Public Liability Insurance Certificate of Currency
- ☐ Workers Compensation Insurance Certificate of Currency (unless exempt)
- ☐ Food Business Registration Certificate (unless exempt)
- ☐ Food Safety Supervisor Certificate

If you require assistance in submitting your application, please contact Events ACT at event.vendors@act.gov.au

TIPS FOR COMPLETING YOUR APPLICATION

TIPS

- Answer all questions completely and include all the information we ask for. This is what we use to decide who is offered a spot to trade at the event.
- Include quality pictures showing off your products and stall presentation.
- Provide links to your website or social media pages.
- Your site layout diagram has dimensions and includes any back of house set up, cool room, trailer tow bar, doors and serving area.
- Ensure you include any marquee, power or other infrastructure requirements.

PLEASE READ THE FOLLOWING BEFORE SUBMITTING YOUR APPLICATION:

- Submitting an application does not guarantee you will be accepted.
- Past vendors are not guaranteed acceptance or the same space as previous years.
- Events ACT has contractual arrangements with sponsors and suppliers that means the sale of some products by vendors may not be possible.
- Please be aware that even though you provide us with a list of products you wish to sell that sometimes not all of these products will be accepted or permitted. Decisions on approved products/s and price points on which you will be permitted to sell will be made by Events ACT and will be final.
- Please be aware that Events ACT does not offer vendors exclusivity on products.
- Incomplete applications may not be accepted or assessed.



SELECTION CRITERIA

Applications will be assessed on the following criteria as well as the overall strategic fit to the event vision. This assessment also includes balance and diversity of vendors overall, to ensure that the menu options offered at the festival work as a whole. [Consumer choice and audience appeal](#) is therefore also taken into consideration. [An application is not a guarantee of acceptance](#). Fair and equal consideration is given to all applicants, regardless of previous involvement in the event or similar events. Decisions regarding application approvals are at the discretion of Events ACT.

1

QUALITY AND PRESENTATION

Overall product quality and stall display and presentation.

2

CAPACITY TO TRADE AT A LARGE SCALE EVENT

Demonstrated experience in providing efficient, high-volume output of products to large audiences at outdoor events.

3

MENU / CUISINE VARIETY

We aim to curate an exciting range of vendors for our visitors that is original and different. We aim to ensure patrons have a variety of options that meet diverse dietary requirements.

4

LOCAL ECONOMIC BENEFIT

The ACT Government is committed to supporting local business and industry. In the selection process, Canberra Region organisations and businesses will be given preference to support the local industry, however, interstate vendors will still be seriously considered in the interest of creating a wide range of quality options.

Each criteria will be given equal weighting and marked against a score of 1 to 4. 1 being not demonstrated, 2 being partially meets expectations, 3 being meets expectations, and 4 being exceeds expectations. Selection will not be made on score alone, as other considerations may be factored as outlined above.

WHAT HAPPENS NEXT

1

SUBMIT APPLICATION

You will receive an email confirming your application has been received.

2

APPLICATIONS ASSESSED

Applications will be reviewed and shortlisted based overall strategic fit to the event vision, and objectives.

3

OFFERS AND NOTIFICATION

Successful and unsuccessful applicants will be notified by email.

SUCCESSFUL APPLICANTS

- Trading site offers will be sent out to successful applicants by email and asked to accept or decline.
- The trading site offer will include the site allocation and map.

UNSUCCESSFUL APPLICANTS

- If suitable, applicants who are not offered a site may be added to the waitlist, for any future opportunities to trade at the Enlighten festival.
- Offers may be made to those on the waitlist at a later stage pending availability.

4

OFFER ACCEPTANCE

Successful applicants will accept or decline their trading offer. Acceptance must be received in writing prior to a contract being issued.

5

TRADING SITE CONFIRMED

Trading sites will be confirmed when the signed vendor agreement and initial deposit payment have been received.

6

CONTRACTS AND INVOICES

- Vendor agreements and invoices will be issued after offers are accepted.
- The vendor agreement will detail the contractual arrangements between the ACT Government and the successful applicant prior, during and post the event.

Please be aware that Events ACT typically receives a high number of applicants with limited places available to trade.

KEY DATES



Applications open
Friday 25 August



Applications close
Friday 22 September



Offers sent out
No later than
Monday 16
October



Offer acceptance
deadline
Friday 27 October



Trading fees due
Deposit - Friday 1
December
Final Payment –
Tuesday 20 February

	Bump-In	Event	Bump-Out
Enlighten Illuminations	28 February 2024 (TBC)	1 – 11 March 2024	12 March 2024 (TBC)
Lights! Canberra! Action!	7 March 2024 (TBC)	8 March 2024	9 March 2024 (TBC)
Canberra Balloon Spectacular	7 March 2024 (TBC)	9 – 17 March 2024	17 March 2024 (TBC)

FREQUENTLY ASKED QUESTIONS

Q: Can I apply to sell alcohol at the event?

A: Bentspoke Brewing have exclusivity of selling beer at the Enlighten Festival. Vendors wishing to serve other alcohol will need to apply to do so.

Q: Can I trade for part of an event and not the whole event?

A: No, you must trade for all dates of the selected event.

Q: Can I open and close my stall at different times?

A: No, you must be open for trade for the advertised event opening hours.

Q: Can I request a specific trading site?

A: The event layout changes each year and we cannot guarantee you a specific position. We try to accommodate the needs and requirements of all vendors onsite.

Q: Can I sell different menu items to what I put in my application?

A: Only approved items are permitted to be sold at the event. Any changes to your menu will need to be submitted to Events ACT for written approval.

Q: What happens if I receive an offer to trade but I am no longer available to trade at the event?

A: You can decline an offer to trade at the event. Please notify us as soon as possible if your circumstances change and you can no longer attend an event you have been selected for.

Q: I'm having trouble with the online application form, how can I get help?

A: Please contact us at event.vendors@act.gov.au for assistance with the online application form.



ENLIGHTEN FESTIVAL

Thank you

We look forward to receiving your application.

If you have any questions or require any assistance please
contact Events ACT at event.vendors@act.gov.au



event.vendors@act.gov.au



enlightencanberra.com