



BIG TALK ONE FIRE

First Nations Cultural Festival

Expression of Interest: **STALLHOLDERS**

Event: First Nations Market at Big Talk One Fire Festival 2024

Venue: Munro Martin Parklands, 123 Sheriden Street, Cairns

Date: Saturday 7 September 2024

Time: 3pm – 9pm

The purpose of this application is for an individual or business to express interest in participating as a stallholder in the Art Market and/or Business Stalls at UMI Arts Big Talk One Fire Cultural Festival 2024.

APPLICATIONS CLOSE: Sunday 7th July



ABOUT UMI ARTS

UMI Arts is the lead Aboriginal and Torres Strait Islander arts and cultural organisation for Far North Queensland, an area that extends north of Cairns to include the Torres Strait Islands, south to Cardwell, west to Camooweal and includes the Gulf and Mt Isa regions. UMI Arts is a not-for-profit company governed and managed by an Aboriginal and Torres Strait Islander Board. We operate a cultural organisation that assists Aboriginal people and Torres Strait Islanders to participate in the maintenance, preservation and protection of culture. *UMI is a Creole word that means You and Me.*

OUR PURPOSE

To maintain and strengthen the identity of the Aboriginal people and Torres Strait Islanders in our region through our arts and cultural programs.

OUR VALUES

- We conduct our business with integrity and respect
- We work together with our members and stakeholders
- We are committed to creative excellence and capacity building
- We believe that arts and culture connect communities to make them stronger

OUR KEY OUTCOME AREAS

1. Skilling our First Nations artists and communities for success
 2. Strengthening and sharing our local cultures
 3. Growing partnerships
4. Being a strong voice for Indigenous arts and culture

Big Talk One Fire

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EVENT BRIEF

PROGRAM RATIONALE

UMI Arts Big Talk One Fire First Nations Cultural Festival will be held at Munro Matins Parklands on Saturday 7 September 2024, from 3pm to 9pm. It is a free public arts and cultural event (fees charged for workshops & selected activities) that provides the opportunity to:

- Provide an opportunity for emerging First Nations Arts and Cultural practitioners to perform at a major events venue in Cairns.
- Provide a market platform for First Nations artists and businesses to promote and sell their artwork, giftware and services.
- Create a community festival atmosphere where First Nations people can come to celebrate Aboriginal and Torres Strait Islander cultures, be inspired by our arts, share information, and learn together.
- Acknowledge Cultural Resilience and promote Cultural Strengthening.
- Encourage members of our First Nations Arts and Cultural Sector and the wider community to participate in the preservation and protection of culture.
- Inspire members to stay connected, upskill, and create.

PARTICIPATION CRITERIA

1. In accordance with UMI Arts' purpose, *to maintain and strengthen the identity of the Aboriginal people and Torres Strait Islanders in our region through our arts and cultural programs*, **applications from UMI Arts Members will be considered priority.** UMI Arts Members must either reside or work in Far North Queensland and identify as Aboriginal and/or Torres Strait Islander, with a bloodline connection to a cultural group within the UMI Arts footprint, which extends north of Cairns to the Torres Strait Islands, south to Cardwell, west to Camooweal and includes the Gulf and Mt Isa regions.
2. Participants must submit an **Expression of Interest** to be considered by **Sunday 7th July 2024.**
3. If applying for an Art and Craft Stalls, stalls must be majority created by First Nations practitioners. If applying for a Business Stall, your business must be relevant and beneficial to the First Nations community and/or arts industry.
4. COVID Safe Practices: UMI Arts will practice safe hygiene practices by ensuring hand sanitisers are available to participants and encourage social distancing where possible.
5. For applications to be considered, each applicant is required to supply the following:
 1. A high-resolution business logo (in JPEG or PNG or PDF format)
 2. A 150-word business profile
 3. 1-2 high resolution images of your arts and craft or product
 4. Completed media release form, which provides consent to use images both online and in print so that we can promote you, your product, Big Talk One Fire Festival and UMI Arts, including future internal publications and marketing.

Important Information

APPLICATION & PAYMENT

| | |
|--|--------------|
| Members Art Market Stallholder Fee: | \$200 |
| Non-members Art Market Stallholder Fee: | \$250 |
| Business Stallholder Fee: | \$500 |

Once notified that your application to be a stallholder has been successful, the stallholder agrees to confirm the application through payment of the fee to UMI Arts office by no later than **4pm Friday 19 July 2024**. No payments will be accepted after this date.

Included in fee:

- 1 x Pre-allocated stall
- 1x A3 foam coreflute sign
- 1x Standard sized (3m x 3m) covered stall (to be set by venue)
- 1x Table
- 1x Tablecloth
- 2x Chairs
- 1x light
- +Promotion and advertising by UMI Arts leading up to event

Please note: we do not supply powered sites or electricity for arts/craft or information stalls. Lighting will be provided.

PUBLIC INSURANCE LIABILITY

UMI Arts has Public Liability insurance cover Big Talk One Fire Participants onsite (Munro Martin Park) on Saturday 7th September for the event duration.

BUMP-IN

- Big Talk One Fire Festival will be held on **Saturday 7 September 2024, 3pm to 9pm**.
- All Stallholders will be sent a site map with a number on it showing which stall is yours. Upon arrival you will see your A3 foam core sign at your allocated stall.
- Stalls can be set up from **9am Saturday 7 September 2024**.
- **All Stall Holders must be ready for operation by no later than 2pm** and remain open until 9pm.
- There is absolutely **NO PARKING ON SITE**.
- You are encouraged to bring an outdoor collapsible wagon cart to assist with your set-up.

BUMP-OUT

- Pack up must not begin until **after 9pm on Saturday 7 September 2024**.
- Pack up must be completed by **10pm on Saturday 7 September 2024**.

CANCELLATION/ BAD WEATHER

Stallholders needing to cancel their booking for any reason must inform UMI Arts by **4pm Friday 23rd August 2024**. **NO refunds** will be given for cancellations after this cut off time.

In the event of bad weather or other unforeseen circumstances leading to necessary cancellation of the event by UMI Arts, stallholders will be notified immediately at the time of the decision, with fees paid being carried forward as a credit for the UMI Arts' next market or event.

DISPUTES/ COMPLAINTS

Disputes or disagreements should be lodged in a formal manner and depending on the nature of the complaint; in writing to UMI Arts, email: finance.manager@umiarts.com.au or PO Box 15044 EDGE QLD 4870. If a stall holder wishes to make a complaint about another stall holder the complaint must be in writing and include the complainant's name and address. The complainant's identity will be kept confidential by UMI Arts and its staff members.

ISSUING COMPLAINT NOTICES

1. The UMI Arts Big Talk Event Coordinator may issue a stallholder with a complaint notice if the office considers that the stall holder:
 - a) Has behaved or is behaving in a manner likely to cause distress, disturbance, inconvenience, damage or harm to any other person present at the market;
 - b) Has engaged or is engaging in abusive or threatening behaviour towards other stall holders, members of the public, UMI Arts staff including markets team, or security;
 - c) If the stallholder is in breach of any terms and conditions of the application.
2. A notice may also be issued verbally by the Event Coordinator and will generally be followed up in writing depending on the severity of the case.
3. For your right to appeal a notice which has been issued, please contact the Corporate & Finance Manager of UMI Arts on 40 416 152 or email finance.manager@umiarts.com.au during business hours.

OTHER

The Event Coordinator has the right to have a stall holder removed from the UMI Arts Big Talk One Fire festival, either before or during the event, if the stallholder is in breach of any of the terms of this agreement.

Expression of Interest Application for Stallholders

Please complete, sign and return by 30 June 2024

| | | |
|--|-----------------|-----------------|
| Name of Business <i>As it will be displayed at event</i> | | |
| Is this an ART stall or BUSINESS/INFO stall? | ART | BUSINESS / INFO |
| <i>Please provide a brief description your business and the products/services you will offer (this description will be used on the BTOF website to promote your business. 150 words minimum):</i> | | |
| | | |
| Primary Contact Details | | |
| Are you a UMI member? | YES | NO |
| Name: | | |
| Phone No: | Email Address: | |
| Street Address: | | |
| Postal Address (if different to street address): | | |
| Other Information | | |
| Date of Birth: | Place of Birth: | |
| Cultural Group: | Clan Group: | |
| Gender: | | |
| Secondary Contact Details | | |
| Name: | | |
| Phone No: | Email Address: | |
| Do you have up to date Public Liability Insurance? | YES | NO |
| <i>Arts project-coordinator insurance is strongly encouraged. UMI Arts recommends Flying Arts Insurance: https://flyingarts.org.au/professional-services/insurance-services/arts-administrators-arts-project-coordinators/</i> | | |

MEDIA RELEASE

I (name of Individual/company) give permission for UMI Arts to make a photographic/audio-visual record of my art/performance and/or my participation in UMI Arts Big Talk One Fire Festival at Munro Martin Park on 7 September 2024.

I authorize this material to be reproduced by UMI Arts for promotional and educational purposes. UMI Arts will acknowledge me by the name stated above whenever images or records of me and my work are reproduced by them or their agents and/or contractors for promotional and educational purposes.

I/We _____ (print name) have read and understood the terms of the agreement. I accept the terms and conditions of this agreement.

Signed: _____

Date _____

Please also include with your application:

- 1-2 x high-resolution images (JPEG, PNG or PDF) of your business
- 1 x image (JPEG, PNG or PDF) of your business logo
- To be used in promotion and advertisement leading up to the event*

RETURN THIS APPLICATION TO:

UMI Arts Event Co-Ordinator

Email: events@umiarts.com.au

Phone: (07) 4041 6152

Address: Shop 4/1 Jensen Street, Manoora

Postal Address: UMI Arts Limited, PO BOX 1100 NORTH CAIRNS QLD 4870

Thank you for your application to participate in Big Talk One Fire 2024!

Please contact **(07) 4041 6152** or email events@umiarts.com.au

if you have any questions.

