



BIG TALK ONE FIRE

First Nations Cultural Festival

INFORMATION KIT

Welcome to UMI Arts' 17th annual **BIG TALK ONE FIRE** First Nations Cultural Festival

We are so pleased and excited to welcome all our participating performers, cultural practitioners, stallholders, and facilitators to this celebration of the vibrant First Nations cultures that have been surviving and thriving for thousands of years in this beautiful and varied landscape we call Far North Queensland. A day of celebration, sharing, storytelling, song, dance, art, workshops, food and yarning, all presented by First Nations performers, artists, & cultural leaders from across Far North Queensland, Big Talk One Fire 2024 will again be held at our new home at the lush Munro Martin Park in Cairns.

Contained in this information kit is some essential information to assist you to get the most out of the Festival.



UMI ARTS CONTACTS

Event Coordinator	Robyne Pacey, 0427 498 940
Artistic Director & Event Manager	Lisa Michl, 0447 147 931
Finance & Stage Manager	Erick Kasukulu, 0478 182 716

**For questions or inquiries before event day please contact
Event Coordinator on 0427 498 940 or (07) 4041 6152,
or email events@umiarts.com.au**

EVENT DETAILS

VENUE:	MUNRO MARTIN PARKLANDS 123 Sheridan St, Cairns
DATE:	SATURDAY 7TH SEPTEMBER
TIME:	3PM - 9PM
	Main Stage 3 - 9pm
	Arts Market 2 - 9pm
	Workshop Tents 4 - 8pm
	Craft Corner 4 - 8pm

Please note: Gates will open to visitors at 2pm, Market Stallholders and Food Vendors should be ready to serve from 2pm. Market Stalls MUST stop service during Opening Ceremony, from 3pm - 3.40pm.



FACILITATORS

Limited reserved parking for Workshop Facilitators will be available on Grafton Street. Facilitators enter via Gate 6 on Grafton Street. (See Map)

Workshop Facilitators are expected to arrive at the venue **at least 1 hour** before scheduled workshop time. Please make yourself known to the **Event Coordinator** upon arrival. Facilitators are expected to set up and pack down of the allocated space. Waste is to be disposed of in appropriate bins. Chairs and tables to be folded and stacked.

In 2024, some workshops will require a small fee and registration to attend. If this applies to your workshop program, the UMI Arts team will coordinate registration, take payment, and ensure appropriate guest numbers for each workshop.

Facilitators may use the Volunteers Station as a break area.

PERFORMERS & SPEAKERS

Limited reserved parking for Performers and Speakers will be available on Grafton Street. Enter via Gate 7 on Grafton Street. (See Map)

Performers and Speakers are expected to arrive at the venue **at least 1 hour** before scheduled speaking time. Please make yourself known to the **Event Coordinator or Stage Manager** upon arrival. A Green Room/Change Room will be set up beside the main stage exclusively for the use of Performers and Speakers.

Please note: No performers are permitted in the green room behind the main stage with ochre body painting.

***For all Performer and Facilitator payments,
please email your Tax Invoices/Statement by Supplier
to Erick Kasukulu at finance.manager@umiarts.com.au***



STALLHOLDERS

Limited reserved parking for Stallholders will be available Grafton Street.
Stallholders enter via Gate 6. (See Map)

Each stall stallholder will be allocated 1x standard (3 x 3m) covered stall containing:

- 1x A3 foam core flute sign
- 1x table
- 2x chairs
- 1x tablecloth (black)
- 1x night light

Please note: we do not supply powered sites or electricity for stalls.

Bump-in: 9am - 2pm on Saturday 7th September

All stalls must be ready to trade by 2pm.

Market Stalls MUST stop service during Opening Ceremony, from 3pm - 3.40pm.

Bump-out: 9pm -11pm on Saturday 7th September

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- Please make yourself known to the Event Coordinator or Stage Manager upon arrival.
- Stallholders are expected to set up and pack down their allocated space.
- Stallholders are responsible for management of sales.
- Stallholders agree to record and report sales data and complete post-event survey from UMI Arts, upon request.
- Stallholders must remain in attendance at their stalls for the duration of the market and may pack up from 7pm (via Gate 6) or continue to trade until 9pm. Waste is to be disposed of in appropriate bins; chairs and tables to be folded and stacked.

Final act on the Main Stage will close the event at 9pm.

Bump-out must be completed by 11pm.



STAFF & VOLUNTEERS

Firstly, UMI Arts would like to extend a **BIG THANK YOU** to our wonderful volunteers for your assistance with BTOF 2024 - we couldn't do it without you! We know your time is valuable, and would like to say how much **we appreciate your support**.

We will require assistance with helping stallholders and facilitators get their workshops and booths set up before the event; and during the event, making sure visitors feel welcome and know what activities are where, and assisting the MM Park staff to keep the space clean and tidy.

On arrival, **Volunteers should go to the Volunteer Station (near Minnie Street entrance)** to register and collect lanyards and all the information you will need from the Volunteer Coordinator. The Volunteer Station will be stocked with cold water and chairs for volunteers to take a break at any time.

As we have limited reserve parking which will be used by performers and stallholders, we ask staff and volunteers to please use some of the free unrestricted parking around MM Park.

Staff and Volunteers entry via Gate 6 on Grafton Street. (See Map)

Volunteer teams will be run in two shifts, volunteers are welcome to work for one or both shifts:

BIG TALK SET-UP TEAM

1pm - 3pm

Duties: Assist UMI staff, stallholders and facilitators in event set up

BIG TALK EVENT TEAM

2.30pm - 6pm onwards

Duties: Welcome and direct visitors; assist stallholders and facilitators where needed; pick up rubbish to assist MMP cleaners

After sunset it is expected most event visitors will be at the main stage; volunteers are welcome to stay as long as you like to enjoy the festival, and if there are any volunteers available and with energy at closing, we will be very grateful for any hands to help on pack-up!



MARKETING & SOCIAL MEDIA

You can help make Big Talk One Fire a success by sharing and promoting the event in lead up to Festival day!

When talking about Big Talk One Fire, please make sure you tag UMI Arts and use the hashtags and links below. Images and Social Media assets are also available for download at the Participants Portal.

If you haven't already, please make sure to email to the Event Coordinator your business logo and any profile or activity images you would like UMI Arts to use in promoting our Participants.

There will be an event photographer and videographer taking still images and footage of all participants during the event, which will be used in future UMI Arts marketing and publications.

#BTOF2024

#bigtalkonefire

#umiarts

#itslivequeensland

Tickets @ EVENTBRITE



facebook.com/umi.arts



umiarts.com.au/big-talk-one-fire-cultural-festival-hq-2024/



instagram.com/umiarts



umiarts.com.au/btof-2024-participants-portal/



OTHER IMPORTANT INFORMATION

No vehicles are permitted to drive in Munro Martin Park (except Food Vans)

Water bottles will be distributed to all participants, and there will be several water stations around the venue and at the **Volunteer Station**.

First Aid will be in attendance and stationed at the main visitor entrance on Florance street in case of medical emergencies.

Big Talk One Fire is a family friendly, drug and alcohol-free event, and is an inclusive and safe space – **we welcome all** and have **respect and compassion** for all!

Please feel free to **like and follow UMI Arts** on our socials and **spread the word** about Big Talk One Fire 2024!

The **BTOF HQ website** will include lots of event information for participants and visitors and the BTOF Participants Portal has all of the information in this kit also accessible online.

PLEASE CONTACT THE EVENT COORDINATOR on 0427 498 940 or events@umiarts.com.au for any questions.

We look forward to a great Festival with you all!