



Expression of Interest for Stall Hire

Nepal Festival 2010

(Darling Harbour: 4th September 2010)

Due date for submission of expression of interest: 22nd July 2010

Introduction

We are pleased to inform you that NRN Australia & Embassy of Nepal are jointly organising Nepal Festival 2010 in conjunction with consulate General of New South Wales and Victoria, Nepalese community organisations in Australia and Nepal Tourism Board in the prime venue and heart of Sydney, the Darling Harbour. We now would like to extend out invitation to interested community groups, businesses and individuals to register their interest for hosting a stall at the venue during the festival period.

A plan for the Nepal Festival to be held on 4th September 2010 Sydney is now well under way. As the Nepal Festival has attracted a great deal of interest and support from our communities, there is an increasing demand for food and non food stalls. Therefore, Nepal Festival 2010 Sydney Coordination Committee is stepping ahead to get expression of Interest followed by a selection process.

Terms & Conditions of the expression of the interest

- Expression of Interest form should be completed with full details.
- The expression should include the detailed services/products to offer or information to provide during the Nepal Festival event day on 4th September 2010.

- Selected stall holders need to comply with all the conditions set by the Darling Harbour Foreshore Authority and City of Sydney Council.
- Selected stall holders need to fill the application forms which will be provided by the Darling Harbour Foreshore Authority.
- Selected stall holders must pay the stall charges fixed by the Festival Coordination Committee by due date.
- If selected all FOOD and DRINK stall holders must forward a copy of *Product Liability Insurance Cover* valid at the time of the Nepal Festival to be returned to the Sponsorship Coordinator (Majority of menu items must be Nepali cuisine).
- Any application received after the due date will automatically be disqualified

WHAT'S NEXT?

Once received the expression of interest from the business communities, community organisations and members, Nepal Festival Sydney Coordination Committee will select the stall-holders considering the following assessment criteria, if we received more stall holders applications than the capacity of the event venue.

- Principal and Platinum partners (as outlined in sponsorship package) will get free non food stalls to display their products and services as part of the sponsorship.
- Priority will be given to those businesses that regularly support/sponsor the NRN Australia's events.
- Priority will be given to those businesses that are sponsoring the Nepal Festival 2010 Sydney and Melbourne.
- Priority will be given to community associations and community sporting groups.
- Priority will be given to those businesses that have supported Nepal Festival 2006 and 2008 events.
- Special attention will be paid in making decision to include businesses from wide range of industries.
- Special attention will be paid to include businesses or organisation which assists promoting Nepal, Nepali language, culture, food, films, news etc. amongst Nepali living in Australia and other Australians.
- Once the selection is completed by the Nepal Festival 2010 Stall Hire Selection Committee as outline below, NRN Australia will forward the application form and the compliance documents provided by the Darling Harbour Foreshore Authority, Department of Health and NSW Government as applicable.
- Only 12 Food stalls and 19 Non Food stalls are available at this stage for the entire venue of Tumbulong Park.
- Nepal Festival Stall Hire selection Committee will have full rights to make final decision.

Timeline for this process

S. No.	Process	Due Date
1	Expression of Interest	22 nd July 2010
2.	Meeting of Nepal Festival Stall Hire Selection Committee	24 th or 25 th July 2010
3.	Notification to applicants	27 th of July 2010
4.	Application to NSW Food Authority	30 th July 2010
5.	Stall Fee Payment	6 th August 2010

The Proposed Stalls hire costs

Non-Food Stall \$ 500.00 per stall

Food Stall \$ 2000.00 per stall for Business Community

Food Stall \$ 1800.00 per stall for Community organisations

Nepal Festival Stall Hire Selection Committee

S. No.	Name	Responsibility
1	Dr. Indra Jworchan	Member
2	Ms. Indra ban	Member
3	Mr. Pradip Dhakal	Member
4	Mr. Mana KC	Member
5	Mr. Bishnu Hamal	Member
6	Mr. Ramesh Pandey	Member
7	Mr. Dhruba Subedi	Management Coordinator

Should your business/organization wish to apply for expression of interest for stall hire Nepal Festival 2010 (Darling Harbour) Sydney, please return the expression of interest application form to the following address or e-mail to sdhruba@hotmail.com

Dhruba Subedi

Coordinator

Nepal Festival 2010 Sydney Coordination Committee

Postal Address: 3/27-29 John St. Granville NSW 2142

E-mail Sdhruba@hotmail.com

If you need any assistance regarding this matter, please contact Dhruba Subedi on 0402248511.

Stall Hire- Expression of Interest (Application Form)

1. Business Details and Contact Person

Name:

ABN (If applicable):

Address (Postal):

Address (Street):

Business Ph:

Fax:

Mobile:

Email:

Web:

Type of stall: () Food () Non Food

Why should your business be selected?

Please write any issues that will help stall holders' application to be considered by the Nepal Festival Stall Hire Selecting Committee.

LET'S MAKE NEPAL FESTIVAL 2010 AN UNFORGETTABLE EVENT