

Initiative of



ACT RECONCILIATION DAY EVENT 2026

Information Pack

EVENT OVERVIEW

ABOUT THE EVENT

The ACT Office for Aboriginal and Torres Strait Islander Affairs (OATSIA) are seeking Expressions of Interest from Artists and Performers, Market Stall Holders, Food Vendors and community groups to participate in Reconciliation Day Event.

Date: Monday 1 June 2026 (Public Holiday)

Location: John Dunmore Lang Place, Parkes, ACT

Time: 10:00 am – 3:00 pm

ABOUT RECONCILIATION DAY

Reconciliation Day is an annual public holiday event featuring performances, activities and community engagement designed to promote conversation, strengthen relationships, and foster a deeper understanding of our national story and the cultures of Aboriginal and Torres Strait Islander peoples.

The event aims to bring the community together in recognition of the importance of reconciliation.

ALL IN FOR NATIONAL RECONCILIATION WEEK 2026

The 2026 National Reconciliation Week theme, All in, calls for all Australians to commit wholeheartedly to reconciliation every single day.

All in makes clear that reconciliation is not a spectator sport and that all of us must step away from the sidelines and take action to make change.

The theme also reminds us that reconciliation and advancing Aboriginal and Torres Strait Islander peoples' rights isn't a passive activity, and it is not solely the responsibility of First Nations people, who have carried the weight of championing, explaining and acting for far too long.

Reconciliation will not happen by itself, and it will not happen without all of us.

For more information, visit reconciliation.org.au

WHAT WE ARE LOOKING FOR

FOOD VENDORS

We are seeking food vendors to provide high quality food and beverage options.

Reconciliation Day Event is an open, self-managed event, with minimal infrastructure and as such, food trucks or food trailers are highly desirable.

****Note:** no alcohol applications will be accepted.

This is a family friendly event.

MARKET STALLS

Community based stalls that promote local First Nations businesses.

Such as, artworks, jewellery, clothing, homewares, gifts, handmade goods and other creative products.

Educational stalls, Not for Profit organisations, Government agencies that provide services, support or information relevant to and for Aboriginal and Torres Strait Islander communities.

WORKSHOPS

We are seeking workshop facilitators and activity hosts who can deliver:

Hands on creative workshops for families, children and adults (e.g. weaving, painting, dance, music, games or story telling).

Educational experiences that promote reflection, dialogue and learning about reconciliation and history.

Accessible, inclusive and engaging activities that invite participation and support culturally safe community involvement.

PERFORMERS

Performers who can contribute to a diverse and culturally strong performance program including:

Traditional and contemporary Aboriginal and Torres Strait Islander dance groups.

Musicians including, bands, singers and choirs.



SITE REQUIREMENTS MARKET STALLS

VENDORS WILL BE PROVIDED WITH THE FOLLOWING:

- One 3m x 3m Marquee stall will be supplied by OATSIA, vendors cannot bring their own marquee.
- 1 x Trestle table and 2 x chairs.

PLEASE ADVISE IF THE FOLLOWING ARE REQUIRED:

- If any Power is required - power outlet and power (2 x 10 amp or 1 x 15 amp)

NOTE: All leads and cables must be tested and tagged by competent person to a standard defined by AS/NZS3760:2010 Testing of Electrical Equipment.

NOTE: Vendors are responsible for managing their back of house (BOH) waste disposal within the receptacles provided.

SITE REQUIREMENTS PERFORMERS

PERFORMERS WILL BE PROVIDED WITH THE FOLLOWING:

- AV Support

PLEASE ADVISE IF THE FOLLOWING ARE NEEDED:

- Assistance with music equipment

NOTE: No sound check prior to performance

SITE REQUIREMENTS WORKSHOPS

VENDORS WILL BE PROVIDED WITH THE FOLLOWING:

- One 6m x 3m Marquee stall (18m² of trading space) will be supplied by OATSIA. Vendors cannot bring their own marquee.
- 1 x Trestle table and 2 x chairs.
- Power outlet and power (2 x 10 amp or 1 x 15 amp)
- Access to rubbish, and recycling infrastructure

NOTE: Vendors are responsible for managing their back of house (BOH) waste disposal within the receptacles provided.

SITE REQUIREMENTS FOOD VENDORS

VENDORS WILL BE PROVIDED WITH THE FOLLOWING:

- An area of up to 18m² of trading space;
- Power outlet and power (2 x 10 amp or 1 x 15 amp)
- Access to rubbish, oil and grey water disposal, and recycling infrastructure
- Dedicated team of cleaners to ensure the front of house (FOH) area is kept clean, and all rubbish is removed off site.

NOT INCLUDED:

A marquee stall is not provided. The Reconciliation Day event is an open, self-managed activation with minimal infrastructure, food trucks or food trailers are strongly preferred.

If your business does not operate from a food truck, you must supply all required equipment, including any marquee at your own expense. All marquee sizes and specifications must be submitted to OATSIA for approval prior to the event.

SITE REQUIREMENTS

WORK HEALTH & SAFETY

- While on site, all vendors and their workers must comply with the Work Health & Safety Act 2011 and the Fair Work Act 2009.
- All food and beverage vendors must comply with all relevant legislations, regulations and standards including the Food Act 2001, Food Regulation 2002 and Australia New Zealand Food Standards Code.
- All food vendors must appoint a Food Safety Supervisor who has completed at a minimum, ACT Health's free online I'm Alert food safety training.
- Food stalls using deep fryers must have a current tagged and tested Dry Chemical Powder extinguisher.
- Portable butane 'lunchbox' style cookers are banned due to safety risks.
- Gas cylinders must have a current safety tag and be installed correctly.
- Vendors must complete and adhere to the Vendor WHS Checklist and provide all requested documentation prior to the event.
- Vendors must keep copies of material safety data sheets for chemicals they use.
- All leads and cables must be tested and tagged by competent person to a standard defined by AS/NZS3760:2010 Testing of Electrical Equipment.
- All fire safety equipment must be AS/NZS1841.5 certified and approved and have current inspection tags and is the responsibility of the vendor to provide.

VENDOR INFORMATION

SITE ALLOCATION

- Site allocation is at the discretion of the event organisers.
- Participants will be allocated a particular site all trading must remain within this footprint.
- OATSIA 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 OATSIA.

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.
- OATSIA 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.

APPROVED PRODUCTS

- Only products listed and approved in the vendor agreement may be sold from the stall. Any changes must have written approval from OATSIA.

POINT OF SALE SYSTEM

- All vendors at the event will need to supply their own point of sale system, sponsors and suppliers; therefore, the sale of some products may not be possible.
- Vendors must bring enough stock to trade for the duration of the event.
- Please be aware that OATSIA does NOT offer vendors exclusivity on products.
- OATSIA 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.

VENDOR INFORMATION

ENVIRONMENT AND SUSTAINABILITY

OATSIA is committed to reducing the environmental footprint of our events, and all vendors are asked to support this initiative. Reconciliation Day Event is a plastic free event.

As part of the commitment to sustainable events, all vendors are required to:

- Abide by Canberra's no plastic bag laws.
- Use biodegradable or recyclable packaging and utensils.
- Eliminate the use of single use plastic products including plastic packaging, plastic straws, plastic bags and plastic cutlery.
- Flatten any 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 (wastewater) 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

The following items are banned for sale from vendors at the event. These items include but are not limited to:

- Single use plastics including straws and cutlery.
- Glass including drinks sold in glass bottles.
- Polystyrene or plastic bags.
- Any items considered illegal or dangerous.
- No alcohol is permitted.
- Spruiking and microphones are not permitted.
- Raffles and/or fundraising is not permitted; competitions are permitted.

WHAT WE EXPECT

OATSIA 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 of trading, but please consider the following before you submit your application:

- Vendors are liable and charges may apply for remediation of any site damage within the event site including holes in the ground and damage to grass.
- Vendors must operate within their allocated footprint.
- All pedestrian pathways and roads must be kept clear.
- Business sharing and/or subletting is strictly prohibited. Stalls must be kept tidy at all times, both front and back of house.
- Vendors are responsible for the disposal of rubbish left onsite including but not limited to food scraps, bread and milk crates, leftover food packaging, cooking oil and grey water
- Additional cleaning charges may be required pending the outcome of your final inspection.
- Professional and respectful conduct is expected at all times.
- Unauthorised use of the Event name and logo is prohibited.
- Professional licensed security will operate on the event site.
- While every effort is made to secure event sites, no responsibility will be taken by OATSIA for loss or damage to any person or goods.
- Security of your stall and belongings are your responsibility.
- Cash or valuables should not be left onsite unattended.
- Vendors are responsible for all cash management, point of sale, cash registers and EFTPOS to run their business.
- Vendors will be issued with one (1) site access pass, which will allow one vehicle access to vendor site for bump in and bump out.
- All vendors and their staff must complete the site induction.
- All vendors must complete the Event WHS checklist.
- Only approved products may be sold from the stall.
- OATSIA reserves the right to prohibit or restrict goods sold/ displayed on site.
- Please be aware that this is an outdoor event. Your stall will be exposed to a variety of weather conditions. Vendors must not erect any extra structures on site, without approval.

APPLICATION TIMELINE



APPLICATIONS
OPEN
FRIDAY
13 FEBRUARY



APPLICATIONS
CLOSE
FRIDAY
06 MARCH



SUCCESSFUL
VENDORS
NOTIFIED
FRIDAY
20 MARCH



EVENT
MONDAY
01 JUNE 2026

THANK YOU
WE LOOK FORWARD TO RECEIVING YOUR APPLICATION

If you have any questions, or require assistance please contact
ReconciliationACT@act.gov.au

HOW TO APPLY

Only applicants who have submitted an application via the link below will be considered.

The ACT Government is committed to ensure everyone has the opportunity to submit an expression of interest. If you do not have access to a computer or are unable to complete the online form, **we can assist you.**

Please contact ReconciliationACT@act.gov.au for support or any questions.

APPLY NOW

Applications close on Friday 06 March 2026