


TERMS AND CONDITIONS FOR STALLHOLDERS - 2024 LisAmore!

If interested in applying for a stall at this year's LisAmore! on **Sunday 16 June** these terms and conditions will help you make an informed decision on whether you can safely participate. Please read through carefully.

These T&Cs are to ensure everyone including our environment is respected and cared for.

Please send through your applications by **6 May** preferably with all paperwork attached in one email.

1. Preference will be given to Northern Rivers residents.
2. Fee includes hire of a 3m x 3m site (larger by negotiation). It does not include a marquee, flooring, tables or chairs unless otherwise organised.
3. All marquees to be securely tied down with appropriate weights recommended by the supplier and to be commercial marquees. The majority of you will be on grass.
4. Use environmentally friendly packaging (compostable bamboo preferred) – absolutely no plastic bags or straws!
5. Leave site clean with all rubbish **sorted** into appropriate bins by 5.30pm. Please ensure your volunteers and staff also adhere to this and support the festival to be **GREEN** and as **environmentally friendly** as possible.
6. Decorate stalls and staff in Italian colours of green, white and red. 
7. All stalls to have current Public Liability insurance.
8. All stalls to abide by all WH&S regulations as defined by Lismore City Council (LCC) and LFFI staff.
9. All stalls to operate between 10-3pm – please ensure you have enough food to be able to trade the whole day.
10. Bump in at specific time as designated by Festival Manager (after discussing together). All cars to be removed off site by 9.00am. No car access between **9.00am** and **3.30pm** (even if you are packed up and ready to go) and to park away from the main entrances in the designated car parking area which will be behind the stage.
11. All electrical leads and equipment are to be tested and tagged within the last 12 months.
12. Each stall must be prepared to write a covid plan and train staff up if the pandemic worsens.
13. Each stall must send at least one representative to the Stallholders induction on **Friday 7 June** (unless otherwise agreed on by FM) this will help us work out bump in times and ensure you know where to go.

If you are a Food Vendor, you must also agree to the following:

1. You must be registered with LCC and provide your Food Permit Number.
2. You will need to forward a copy of your NSW Food Safety Supervisor Certificate for your level of food handling.
3. You must use suitable 100% recyclable or compostable paper plates, cups and cutlery. Please read the following page carefully and ensure all staff/volunteers have also read it. No straws unless paper.
4. You must provide your own flooring in line with LCC stallholders' regulations and ensure that guests (especially small ones) cannot come into your stall. This means walls need to be erected or hung at the front of your stall.
5. You must supply your own hand washing facilities and water for cooking. The water must be obtained from a potable source. That is either a Council source or purchased bottle water. Tank or river water under no circumstance is to be used. **Oil** must be removed off site at the end of the day.
6. Hand Sanitiser to be available to all patrons at your stall this year so they can wash their hands immediately before picking up their food.
7. All food and beverages need to be healthy & attractively displayed – preference is given to authentic Italian food.
8. All staff must wear gloves when serving food and adhere to best practices in food handling and workplace safety.
9. Only commercial cooking equipment is to be on site. Ensure all Gas appliances are AGA approved for use in a commercial setting, gas bottles to be positioned outside of marquees.
10. Customers will be encouraged to bring their own clean reusable cups, plates and cutlery to use as an alternate to anything disposable. A washing bay will be available to wash their dishes.
11. LCC staff will be on site on the day and will be checking you adhere to all regulations.

Stall Fee Information

Once accepted, an invoice will be emailed to you upon receipt of your application form and appropriate paperwork. Prompt payment prior to **May 31** is appreciated. Once payment has been received, the name of your stall will be included on the map/program which will be displayed at various locations around the site. If paid after that date, we cannot guarantee we will still have space and you will not be included on the map.

General Stall – merchandise - Italian themed arts and crafts	\$120.00
Food Vendor – olives, cheese non cooked goods	\$180.00
Food Vendor – Italian themed food - one site fee	\$350.00
Electricity Fee per lead	\$25.00

This is a Waste Wise Event - well at least we try our best to be!

Lismore Friendship Festival aims to support our community to avoid waste generation and promote waste as a valuable resource to be reused, recovered and recycled. Last year we tried something a little different, Waste World, which invited people to come to a one stop shop for all their rubbish and recycling needs, but this didn't work because people found it hard to find and it was too far away. Bins were soon rolled out and then we were left sorting the rubbish at the end of the day.

This year we hope to spread the message of recycling and reducing in a different way. We will still have the gang from North East Waste educating people on waste. We will also encourage people to bring their own plates, cups and glasses. We will provide a washing up bay in a more prominent position this year and hope to build on this idea over the years. We are also going to create waste spaces dotted around the site where people will be able to decipher which bin their rubbish goes into, hopefully by a team of volunteers – the Bin Mafia!

This year we will again have water stations like we did last year so there will be **NO SELLING OF WATER IN PLASTIC BOTTLES!**

Waste at Lismore City Council has also recently changed.

What goes where?

Organics bin – what CAN go in!

Fruit and vegetable scraps

Meat and bones

Seafood and shells

Pasta, bread, rice and cereals

Council-approved compostable kitchen caddy liners that comply with AS 4736-2006 and newspaper / paper used to wrap food scraps

Eggs and dairy products

Loose tea leaves and coffee grinds

Grass and garden clippings (leaves, clippings, weeds, etc)

Agricultural manure

Organics bin – what CANNOT go in!

Paper towels, serviettes, tissues, napkins

Vacuum cleaner dust

Washing machine and dryer lint

Fibre-based products (bamboo, cardboard, paper etc) can no longer be placed in your green bin

Compostable or biodegradable products (excluding AS 4736-2006 kitchen caddy liners)

Pet poo and poo bags

Tea and coffee bags

Treated wood and timber

Recycle bin - What CAN go in your yellow bin

Please scrape all food waste into organics bin before disposing of plastic food ware

Glass bottles and jars

Plastic containers

Paper and cardboard

Steel and aluminium cans

Recycle bin - What CANNOT go in your yellow bin

Food and liquid still in containers

Plastic bags

Take away coffee cups

problem household waste

Clothing/fabric

Household chemicals

Batteries, light bulbs or other

Landfill bin

soft plastics

disposable nappies

takeaway coffee cups

fibre-based food packaging (bamboo, cardboard, paper etc)

personal hygiene and medical waste (no sharps)

pet droppings in a plastic bag

tablet packaging

rope, string and electric cable

Return & Earn bin

Tetra-paks e.g. juice or milk boxes

Aluminium cans

Glass and plastic bottles – all with lids OFF

Compost bins will be supplied behind some of the food stalls with the odd recycle bin. We hope you keep your rubbish to a minimum, sort it properly and take it home any oil generated. We will also be asking you how much waste is generated via our stallholder survey afterwards so please keep this in mind. **We understand you are under pressure but the more we work on this aspect of the event together the more likely we are to receive support for our strategies and event in the future.**

Additional Information

1. ELECTRICITY REQUIREMENTS

- Temporary electrical installation and distribution on site may be via a generator at the back of the stalls depending on stall site.
- Only current tested and tagged appliances and leads, test date within 12 months of event date, will be connected. Brand new electrical leads with a receipt does not constitute as tested. We will have electricians on site in the morning to streamline connections.
- Please be careful not to underestimate your power requirements on the application form. Failure to advise of your requirements may result in insufficient power [blackouts] to your stall and that equipment removed.
- Electricity is to be paid on top of your stall fees.

Please refer to the pictures to determine the plugs required to run appliances in your stall. Please note no 30amp power will be allocated.

Do not use double adapters or 3 pin adapters (piggybacks).

Extension cords must be flown at least 2.5 metres above or covered if on the ground unless within 2 metres of the generator or have been deemed safe by management.

Your honesty and accuracy will ensure that electricity runs smoothly for everyone. Faulty electrical equipment will need to be removed if it doesn't adhere to these requirements.

Electricity connections and equipment will be checked prior to LisAmore! starting.

10 AMP PLUG – ALL PINS ARE THE SAME SIZE



15 AMP PLUG – OVERSIZED EARTH PIN



2. FOOD SAFETY

ALL APPLICANTS who wish to sell or handle food at LisAmore! must be registered with LCC and have a Food Safety Supervisor present at all times.

Basic Food Safety Requirements

Temperature control is critical. Potentially hazardous food is food that needs temperature control to minimise the growth of bacteria and toxins (e.g. dairy, meat, salad, cooked rice, pasta, etc). To keep this food safe, hot food must be kept and served at 60°C or above and cold food must be kept at 5°C or below. All potentially hazardous food provided at LisAmore! must be prepared onsite or in a registered commercial kitchen.

Each food stall must have adequate hand washing facilities. This includes soap, a water container (minimum 20 litres) with a tap, and container to catch wastewater. All water used for hand washing must be potable water (either sourced from a Council supply or purchased water from Rous). Disposable paper towel must be used to dry hands.

Under food safety laws, food handlers must take reasonable precautions to protect food from contamination. Food utensils, contact surfaces, and preparation and storage areas must be kept clean and sanitary.

If food stall applicants need any information about food safety requirements, they should call the LCC Public Health Officer on 1300 87 83 87 (weekdays 9:00am - 4:30pm). Under the Work Health and Safety Act 2011, food stall operators **must ensure the safe use of gas cylinders and gas appliances.**

Stallholders must have appropriate flooring covering their entire footprint and walls to keep small children out of stall unless they are located on grass.

All food stalls must have a list of all ingredients used in their stalls. If you are selling pre-packaged, then appropriate labelling is required. **Coeliac disease (gluten intolerant)** is an extremely serious disease. If you are serving gluten free food you need to ensure all the knives, bread board etc are kept aside and are only used for the preparation of gluten free food. This is the same with nuts. Store all your products in separate jars. Thoroughly clean surfaces prior to commencing cooking. For more information [here](#).

3. FIRE EXTINGUISHER AND BLANKETS

Each stall needs to have its own fire extinguisher and fire blanket. The extinguisher needs to be checked every 12 months. Please put them in a suitable place that is easily accessible and ensure all staff and volunteers know where they are located and how to use them. Please demonstrate them to staff prior to trading.

4. GAS

If you have gas appliances they must be for commercial use and not for domestic use i.e. no home barbies or fryers etc and must display a readable data plate and AGA approval on all equipment. We also need to know where your ignition points are to help us organise the safest placement of individual stalls. All gas bottles to be outside the marquee. Please note there is no use of camp stoves with butane canisters.

5. ITALIAN / INDIGENOUS / ENGLISH LANGUAGE SIGNAGE

This year we continue to acknowledge our indigenous first nations by creating trilingual signage to encourage people to use Italian and Bundjalung. We would like to see menus in Italian as well as English plus maybe some signs saying Jinga Wallah which is hello in Bundjalung. We will also send you some signage inviting our guests to ask for food in Italian – might be a good time to brush up on some Italian! If you are having trouble doing this, please ask for help. More information on this will be sent closer to the event.

6. PLACEMENT OF STALLS / DECORATIONS

After a successful 2023 we are staying at the Lismore Turf Club. The layout will almost stay the same with some minor changes the organisers are still working on. Final confirmation of your site location is at the discretion of the organisers. We encourage everyone to dress up their stall in the Italian flag colours and create signage in Italian. Everyone's attention to this will help make this event different to the usual market foodstall.

7. WORK SAFETY or WH&S

Work, Health and Safety is everyone's business!

If any stallholder requires any information about their requirements under Safework NSW you can find details [here](#). **Stall operators have obligations under the Work Safety Act 2011 to manage the health and safety aspects of their stall and staff.** The legislation is available for download here: [WHS Legislation 2011](#)

Please consider your stall layout. Keep all heavy and sharp objects stored properly and ensure any potential slip & trip hazards are removed at all times. If you see a potential hazard fix it straight away or find either Aliison or Robyn on the day to help you. Please look out for other stallholders and the general public too.

No smoking is permitted by stallholders whilst in their stall. Everyone must wear high vis when bumping in and out as well as closed in shoes at all times whilst working.

8. BUMPING IN AND BUMPING OUT

LFFI will inform all stallholders at the Induction where their designated location is and what time they need to bump in. This is to avoid congestion and allow flow in and off the site.

Allocated parking for stallholder vehicles will be specified on the map (behind the stage). Stallholders must take reasonable care to avoid causing injury, loss or damage to themselves or to other persons or property.

All cars to be off site by 9.00am and not to enter site again till 3.30pm. **Please wear hi-vis whilst bumping in and out.**

9. ITALIAN CARS AND BIKES

This year we have 10x Ferrari's coming down from Brisbane to join with local Italian cars and bikes. Please encourage anyone you know who has an Italian car or bike to come along too.

10. SOCIAL MEDIA & MARKETING

The Stallholder consents to LFFI making any images and recordings of the Stallholder and their stall during and after the Festival, for the promotion and reporting of this event and future festivals in any media. We also invite you to like our FB and instagram pages and share any content we post. We will also share with you some images closer to the date that you might like to post and share on your social media.

11. WEATHER / REFUND OF FEES

The LFFI reserves the right to cancel events due to storms, floods, pandemics or dangerous conditions. The LFFI does not accept any liability for inclement weather and will not refund fees if the event is cancelled because of adverse weather conditions within 7 days of LisAmore! If we have to cancel for Coronavirus then fees will be refunded regardless of time frame.

12. CORONAVIRUS

In light of the current spread of coronavirus we can't ignore that it might impact the event and we might have to restrict numbers coming to the event or worst case scenario cancel. All stallholders to have at least two hand sanitizers for both staff and for your patrons clearly visible and in a position that can be readily used. Physical distancing may come into play so please keep this in mind with your staff, layout of stall and how you serve people. Wearing masks may become compulsory. We will send a separate email closer to the date of all requirements. For current news please visit <https://www.nsw.gov.au/covid-19/stay-safe>

13. LISMORE FRIENDSHIP FESTIVAL INCORPORATED

The LFFI is an incorporated body with no GST requirements run by volunteers. All monies raised by the organisation (including your fee) goes towards organising the actual event and ancillary elements of the festival. We would like to keep this a free event for everyone so thank you for your support that enables this to happen.

Please register your interest now and send forms in by May 6. If you don't have a LCC license, please obtain as soon as possible because they take time.

Disclaimer: The Lismore Friendship Festival incorporated, its committee, staff, volunteers or partners make no guarantee as to the crowds attending on festival day or the profit you may make. Full care but no responsibility will be taken to ensure the day is a success for everyone. Did you read all the way to here? If you did – thank you.

Forms in by May 6

Invoices sent by May 20

Invoices paid by May 31

We look forward to working with you at LisAmore! Let's make this year another great one for everyone in our community.

Any questions please contact Festival Manager, Aliison Kelly on 0428 216 079 or aliison@internode.on.net.

