


TERMS AND CONDITIONS FOR STALLHOLDERS - 2025 LisAmore!

Sunday 6 July - 10-3pm

If interested in applying for a stall at this year's LisAmore! 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 **16 May** preferably with all paperwork attached in one email.

1. Preference will be given to Northern Rivers residents.
2. Stall size needs to include all additional infrastructure including your car or cold-room.
3. Fee includes hire of a site. It does not include a marquee, flooring, tables or chairs unless otherwise organised.
4. All marquees to be commercial grade and securely tied down with appropriate weights recommended by the supplier. Most of you will be on grass so you can also peg them down.
5. Leave site clean with rubbish **sorted** into appropriate bins by 5.00pm.
6. Use environmentally friendly containers – absolutely no plastic bags or straws!
7. Please ensure your volunteers and staff also adhere to this to make the festival as **GREEN** and as **environmentally friendly** as possible.
8. Decorate stalls and staff to dress in Italian colours of green, white and red. 
9. All stalls to have current Public Liability insurance.
10. All stalls to abide by all WH&S regulations as defined by Lismore City Council (LCC) and LFFI staff.
11. All stalls to operate between 10-3pm – please ensure you have enough food to trade the whole day.
12. 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. All stallholders and staff to park in the designated stallholder car parking area.
13. All electrical leads and equipment are to be tested and tagged within the last 12 months.
14. Each stall must send at least one representative to the Stallholders on site induction on **Saturday 31 May** (unless otherwise agreed on by FM) this will help us work out bump in times, finalise the map and ensure you know where to go.

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

1. Work with the Festival Manager (FM) to implement a reusable system of crockery and cups.
2. Only use wooden or bamboo cutlery – absolutely no plastic.
3. Be registered with LCC and provide your Food Permit Number.
4. Forward a copy of your NSW Food Safety Supervisor Certificate for your level of food handling.
5. You must provide flooring in line with LCC stallholders' regulations & 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.
6. 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 water. Tank or river water under no circumstance is to be used. **Oil** must be removed off site at the end of the day. There will be no IBC.
7. Hand Sanitiser to be available to all patrons and staff.
8. All food and beverages need to be healthy & attractively displayed – preference given to authentic Italian food.
9. All staff must wear gloves when serving food and adhere to best practices in food handling and workplace safety.
10. 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.
11. LCC staff will be on site on the day and will be checking you adhere to all regulations.
12. You will provide a table at the front to help with distancing and accessibility for people who can't reach up to your van.
13. Food Stallholders to have main representative attend the online WH&S meeting on Friday 20 June at 5.30pm.

Stall Fee Information

Once your stall is accepted, an invoice will be emailed to you upon receipt of your application form and appropriate paperwork. Prompt payment prior to **June 23** 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.

Stall fees have risen this year and are now determined based on the size of your stall. This is a fairer system for the littler stalls. Stall sizes may vary to what we have listed below. Please contact the FM if you need to discuss further. Please note if your stall doesn't adhere to the size you allocate and pay for, a further invoice will be sent after the event. This means if you suddenly want to grow your site after the initial payment, we can rectify this later so don't worry if you forget something – your best guess is a great start. Please include caravan annexes or window opening considerations plus cold room and cars into your sizes, in other words - what size do you need for your entire set up?

STALL FEES (sizes may vary and organisers will work with you to find the relative size)

- General Stall – merchandise - Italian themed arts and crafts
 - 3x3 stall site \$120.00
 - 6x3 stall site \$170.00
- Food Vendor – olives, cheese non cooked goods, single good
 - 3x3 stall site \$150.00
 - 4x4 stall site \$190.00
 - 5x5 stall site \$230.00
- Food Vendor – Italian themed food
 - 3x3 stall site \$350.00
 - 4x4 stall site \$370.00
 - 5x5 stall site \$400.00
 - 10x5 stall site \$450.00

Electricity Fee per lead 10amp \$25 / 15 amp \$30.00 per lead

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.

10 AMP PLUG – ALL PINS ARE THE SAME SIZE



15 AMP PLUG – OVERSIZED EARTH PIN



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

Extension cords must be flown at least 2.5 metres above using plastic hooks 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.

2. FOOD SAFETY

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

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 visit [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 the last two successful events 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. Your attention to this will help make this event different to the usual market food stall. No stall changes on the day.

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 (in the same spot as 2024 – south of accessible parking). 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 and closed in shoes whilst bumping in and out.**

9. ITALIAN CARS AND BIKES

The Ferrari's are joining us again 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 taking any images and recordings of the Stallholder and their stall and staff 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. INFECTIOUS DISEASES

Coronavirus and influenza continue to have outbreaks in the community. We can't ignore that it might impact the event and we suddenly 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 if NSW Health issues us with a warning. For current news please visit <https://www.nsw.gov.au/covid-19/stay-safe>

13. WASTE

LFFi takes its waste very seriously. In 2025 we are exploring the use of reusables with Lismore City Council and Northeast Waste. The committee and festival manager are working through this idea at present and more information will be sent shortly once they have finalised arrangements.

14. 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 16. If you don't have a LCC license, please obtain as soon as possible because they take time.

Disclaimer: Lismore Friendship Festival Inc., including its committee, staff, volunteers, and partners, does not guarantee crowd numbers or financial outcomes for participants on the day of the event. While every effort will be made to ensure a well-organised, enjoyable, and successful festival, responsibility for individual results rests with each participant.



Still reading? Grazie mille – we appreciate your attention to detail!

Forms in - May 16

Induction on site for all stallholders - May 31

Invoices paid - June 23

WHS Induction for food stallholders online – June 20

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 lisamore2480@gmail.com.