



Community groups & members are invited to book a stall at the
LIVING IN HARMONY CELEBRATIONS
Friday 20 March 2009
2pm – 6pm
At Eskbank House & Museum
Cnr Inch & Bennett Streets, Lithgow

Arts & Craft Stalls

Local community groups and members are invited to display their creative talents for sale as part of the festivities. Goods offered for sale should be covered by one of the following categories: Home Made, Home Grown or Home Baked – This is not a Car Boot Sale.

Participants are encouraged to demonstrate their craft beside their stall.

Community Information Stalls

Community Information Stalls give local community organisations the opportunity to promote their activities and services to the Lithgow community.

Living in Harmony Celebrations – Key Messages

**YOU
ME
AUSTRALIAN**

The celebrations to be held at Eskbank House & Museum on Friday 20 March between 2pm to 6pm will promote community participation, inclusiveness, respect and a sense of belonging for everyone.



The cultural diversity of our nation is part of what makes it great. So let's get together and celebrate.



**LITHGOW
MULTICULTURAL
INTERAGENCY
GROUP**



GUIDELINES

Site set-up will commence at 12.30pm. Stallholders are encouraged to unload vehicles and remove them from the site prior to 1.30pm.

- All stallholders must hold current Public Liability Insurance cover to the value of \$10 million (or higher). The policy must be extended to include goods sold. A copy of your Public Liability Insurance must be attached to your application form. It is the responsibility of all stallholders to arrange Public Liability Insurance to cover any claim arising out of the activities of stallholders.
- Power will not be provided for

commercial or community stalls.

- Generators are NOT permitted.
- There are no guarantees of exclusive trading.
- Charitable, not for profit organisations must provide a letter on letterhead or other documentation of their status in order to receive free stallholder entry.
- In the event that the festivities are cancelled due to inclement weather, notification will be broadcast on the local radio station at 6.30am on the day of the event. Where possible the organisers will endeavour to contact stall holders. Refunds will not be given.
- Participants are subject to the direction of Event Organising Staff and volunteers employed by Lithgow City Council. Anyone not following instructions will be asked to leave immediately.



Temporary Food Premises

All food vendors are to be registered with Lithgow City Council Event Managers/Organisers. Temporary events involving food stalls are also required to notify Council.

All food vendors are to comply with the "Food Handling Guidelines for Temporary Events" (NSW Food Authority 2006) and the requirements of the Food Act 2003. **An inspection fee for commercial food vendors will be applied.** A copy of the guidelines is available from Councils Environmental Health Officer on 02 6354 9999.

Protection of Food

- Disposable eating and drinking utensils should be used. Eating utensils shall be pre-wrapped in paper napkins or cellophane bags prior to distribution to the public. Drinking utensils shall be enclosed in a suitable dispenser, protected from contamination.
- All food stored inside the stall shall be stored 750mm above the ground and covered or in closed containers.
- Food shall not be displayed so as to be openly accessible to public.
- All condiments ie; sauce etc. shall be in squeeze type dispensers or individual sealed packs.
- Beverages shall be dispensed from an enclosed or lidded receptacle.

Washing facilities

- Separate hand washing facilities should be provided within the stall.
- Warm water must be provided through a single outlet.
- Paper hand towels, liquid soap and detergent shall be provided in each stall.

Food Temperature Control

- Foods are required to be kept at the following temperatures;
Cold Foods – less than 5°C (ie; perishable foods such as milk type food products, quiche, uncooked meat).
Hot Foods – greater than 60°C (cooked meat).
- The sale of pre-cooked chicken and rice is not permitted.

Cooking

- The cooking area located within the stall must be kept free of dust borne contamination and droplet infection (ie; sneezing, coughing by the public).



LITHGOW
MULTICULTURAL
INTERAGENCY
GROUP



- A fire extinguisher must be provided by every stall where open flame cooking is used.

Open Food Stall Construction

- A stall shall consist of a roof, 3 sides covered with plastic sheeting or vinyl.
- Where a stall is erected on unsealed ground a suitable imperious material shall be laid over the ground area of the stall.
- Stalls consisting of tables and/or trestles shall only be used for the sale of factory pre-packaged food in heretically sealed containers (ie; canned or bottled soft drink).
- **No perishable foods shall be sold from an open food stall except packaged milk and milk products, pre-wrapped ice cream all of which shall be provided with an approved means of low storage temperature.**
- Screening is required to protect any perishable food from direct sunlight.

FEES & CHARGES

Market Stall	Size	Fee (incl. gst)
Hobbyist Vendor	2.4m ² site with own stall/van/tables	\$11.00
Hobbyist Vendor	2.4m ² powered site with own stall/van/tables – NOT AVAILABLE	\$22.00
Not for profit organisations	2.4m ² site with own stall/van/tables	FOC
Commercial Vendor	2.4m ² site with own stall/van/tables	\$330.00
Commercial Vendor	2.4m ² powered site with own stall/van/tables – NOT AVAILABLE	\$385.00



Belly D
Dance
Troupe &
the Lithgow
Highland
Band



LITHGOW
MULTICULTURAL
INTERAGENCY
GROUP





**Community groups & members are
invited to book a stall at the
LIVING IN HARMONY CELEBRATIONS
Friday 20 March 2009
2pm – 6pm
At Eskbank House & Museum
Cnr Inch & Bennett Streets, Lithgow**

APPLICANT'S DETAILS

Contact Name: _____

Organisation/Trading Name: _____

Postal Address: _____

Town: _____ Postcode: _____

Phone (Home): _____ Mobile: _____

Fax: _____ Email: _____

Brief description of items/foods, including beverages to be sold:

INSURANCE

All applicants must provide proof of their current Public Liability Insurance (\$10 million coverage). Applications without proof of insurance will not be accepted. Please attach a copy.

Tick appropriate stall type	Market Stall	Size	Fee (incl. gst)
	Hobbyist Vendor	2.4m ² site with own stall/van/tables	\$11.00
	Not for profit organisations	2.4m ² site with own stall/van/tables	FOC
	Commercial Vendor	2.4m ² site with own stall/van/tables	\$330.00

CONSENT

APPLICATIONS MUST BE RECEIVED AND PAID IN FULL BY 4.00PM FRIDAY 13 MARCH AT LITHGOW CITY COUNCIL ADMINISTRATION CENTRE

Please ensure you have read the Operating Guidelines attached. I, the undersigned, agree to be bound by the Operating Guidelines of the Lithgow Living In Harmony Celebrations to be held at Eskbank House & Museum.

Sign: _____ Print Name: _____ Date: _____

Office use only

GL1900510RN6130