

Tasmanian Craft Fair 2016

Deloraine 4th to 7th November 2016

Food Vendor's Application Form



The Rotary Club of Deloraine
Trading as the Tasmanian Craft Fair ("the TCF")
ABN 23 129 602 628

FOOD VENDOR INFORMATION AND APPLICATION FORM

Welcome...to the Tasmanian Craft Fair for 2016

The TCF is a unique event that attracts a large number of visitors who stay for many hours – and get hungry and thirsty!

- it has been running successfully for 35 years
- it offers visitors a range of the arts, crafts, food and drink with a choice that suits all tastes and budgets
- it encourages visitors to stay all day as it also provides food and drink experiences combined with entertainment, so that they “linger longer” and make more purchases
- an amazing 89% of visitors in the 2015 survey said they would be coming back – you can build up a loyal following if you have the right product
- undercover areas are provided where visitors can sit down and relax
- the TCF is run by Rotary and other volunteers and all surplus funds are donated to worthy causes.

Applications for a site at the TCF will be assessed on a number of parameters:

1. the quality of food and/or drinks provided
2. uniqueness of food or drink for sale
3. preference will be given to food vendors who grow, make or transform their food or drink
4. attractiveness of their outlet

See also “Conditions” to understand to what you must agree.

Good luck with your application.

Tim Biggs
TCF Director

CONTACT DETAILS

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IMPORTANT DATES IN 2016

March	Application forms are available and can be obtained from the website or the TCF Secretary Last year's food vendors will receive the application form automatically by email.
1 st May	Closing date for applications which will be reviewed by the Selection Committee. Payment of 50% of the site fee must be paid at the same time – non-payment will exclude the application from the selection process. Late applications will be charged a \$50 late fee and put on a waiting list.
15 th June	Applicants will be advised whether they are successful or not.
20 th July	Balance of site fee due. Late payments of the balance will incur a \$50 fee.
1 st September	Deadline for food vendors to cancel their application in writing. An administration levy of \$50 will apply. Cancellations after this date forfeit all fees paid, unless the TCF directs otherwise after receiving a written request.
September	Food vendors notified by email of their allocated site and venue.
October	Food vendors receive their passes and copy of the program by mail.
3 rd November	Site set-up from 9.00am to 5.00pm
4 th – 7 th November	Tasmanian Craft Fair 2016
7 th November	Pack-up commences at 4.00pm

GENERAL INFORMATION

New and Continuing Applicants

With your application you must include the following:

- a detailed menu including prices
- a photograph of your stand/van
- a brief description of your food operation

Note that once approved, you will only be able to add to your menu with the approval of the TCF Director. Any changes must be requested in writing and received by 28th October.

Payments

Payment of 50% of the site fee must be sent with your application (**before 1st May**) as a cheque made payable to the Tasmanian Craft Fair or made as a direct deposit to the TCF bank account – contact the Secretary for account details.

Your application will not be considered if payment has not been received.

Late applications will have an administration levy of \$50 applied.

Refunds

Refunds will be forwarded automatically to unsuccessful applicants.

Should an applicant find it necessary to cancel an allotted site, notification must be forwarded to the TCF Secretary in writing prior to 1st September to be eligible for a refund. NOTE: An Administration Levy of \$50 will be deducted from fees prior to refund on all cancellations.

Selection

The Rotary Club of Deloraine Inc. has the right to refuse any application and further correspondence will not be entered into.

Site Allocation

It is not possible to meet every food vendor's preference. The TCF reserves the right to allocate sites as it determines to be appropriate.

Site Requirements

You need to have your own van, or tent (which **must not** have any guy ropes, due to safety considerations).

In rare circumstances, if you need to hire a tent, contact the TCF Secretary who will endeavour to obtain one from our suppliers, at your cost.

Site Size

Food vending vans/tents must not exceed a 6 metre frontage. This requirement must be adhered to.

What's Provided

Each site has:

- up to two power points, with a maximum of 240 volts and 10 amps. Usage beyond these limits is not permitted
- a TCF program
- up to 4 exhibitor passes – additional passes need to be purchased – include this on your application form
- free exhibitor car parking. During the TCF's opening hours, exhibitor's vehicles must be parked in the locations designated for exhibitors and food venues – do not park outside any of the venues.

What's Not Provided	<ul style="list-style-type: none"> ➤ tables or chairs ➤ lighting ➤ electrical extension cords ➤ storage facilities ➤ lifting facilities
Hours of Operation	<p>Food vending sites must be fully set-up by 5.00 pm on the Thursday preceding the TCF.</p> <p>During the TCF, you MUST be open for business by 8.30 am every day.</p> <p>Venues will close at 5.00 pm on the first three days and 4.00 pm on the Monday. On the Monday, your site must be cleared by 5.00 pm.</p> <p>You, or their staff, MUST be at your site until the official closing time on all days. Food vendors not complying with this requirement will not be considered for further TCFs.</p> <p>A night watch service is provided and all venues are patrolled between 6.00 pm and 8.00 am. The TCF's insurance does not cover theft, loss or damage on behalf of food vendors – you will need to arrange this for yourself if you wish to have it.</p>
Media	<p>Radio and television journalists cover the TCF and may request that you do an interview. Such requests should be honoured as it is a promotion of benefit to all.</p> <p>However, food vendors are not permitted to discuss the operation of the TCF as a whole – this is the sole responsibility of the TCF Director.</p>
Administration	<p>The administration office is located at Venue 5, in the Community Complex.</p> <p>Contact details for the Director and Secretary are shown at the front of this document.</p>
Banking	<p>Limited change is available through the administration office, but cannot be guaranteed. Food vendors are advised to bring sufficient for their own needs.</p> <p>ATMs are available at the ANZ, Commonwealth and Bendigo Banks in Emu Bay Road as well as at the Amcal Pharmacy.</p>
Credit Card, EFTPOS and PayPal Facilities	<p>The TCF does not have or supply credit card facilities.</p> <p>The use of EFTPOS relies on the telephone network, and with a large volume of traffic, there can be delays, especially for networks other than Telstra. PayPal uses the internet and may be more reliable.</p>
Pets	<p>Except for dogs for the disabled, animals are not permitted on site, including in parked cars.</p>

CONDITIONS

These are the conditions by which you are permitted to operate at the TCF. Non-compliance may lead to you being asked to vacate your site, with no refund of any site fees you have paid.

Important Your site must be manned every day of the TCF and throughout the TCF's operating hours

Application Form

1. all questions must be fully answered
2. incomplete applications will not be considered. You must provide your detailed menu including prices
3. either a cheque or a copy of a receipt showing a direct deposit of the appropriate payment **must** accompany this application
4. you must include a copy of the Certificate of Insurance for public liability for a sum of not less than \$10 million with the application. Note that if your insurance policy needs to be renewed between the time you have sent it to us and the start of the TCF, we will need to get a copy of the renewed policy.
5. if you sell any alcoholic beverage you must pay the \$25 levy to be covered under the TCF Liquor Licence
6. you need to be able to provide evidence of any person selling alcohol having undertaken a Responsible Serving of Alcohol course

Exhibitor Passes Food vendors receive four passes per stall, valid for the whole of the TCF. Additional adult staff passes can be purchased at the standard rate. These must be worn at all times.

Under no circumstance are your free passes to be given to anyone else.

Lanyards are to be returned at the conclusion of the TCF.

General The Rotary Club of Deloraine reserves the right to reject any application and no correspondence will be entered into.

The Rotary Club of Deloraine accepts no responsibility for breakage, theft or loss of goods or equipment.

All electrical cords and leads must be tested and tagged.

Your van/tent dimensions **must not exceed** that for which you have applied.

You must conform to all Occupational Health and Safety regulations as required by Law, including the Food Act 2003 and FSANZ Food Standards Code.

You will be required to obtain a Temporary Food Licence from the Meander Valley Council. The TCF Secretary will forward the necessary paperwork to you.

You should endeavour to use fresh ingredients at all times (eg. milk, vegetables, etc...). Preference will be given to food vendors who best comply with this.

Back-of-house areas should be screened appropriately.

Raffles of any kind are not permitted at the TCF.

Disclaimer

Whilst the Rotary Club of Deloraine, trading as the TCF, has made every effort to ensure the information contained herein is true and correct, some information may be incorrect or may have altered since publication.

DECLARATION

I/we agree to all the conditions as detailed in the sections headed “Important Dates In 2016”, “General Information” and “Conditions” herein.

APPLICANT’S SIGNATURE(S):

DATE:

IMPORTANT – please complete the following:

Any special requirements, not already provided:

Have you previously exhibited at the TCF? Yes No

Public Liability Insurance

I/we agree that we will provide our own public liability insurance for the duration of the TCF for a sum of not less than \$10 million. I/we also acknowledge that the Rotary Club of Deloraine Inc. will not be held liable should I/we not maintain satisfactory public liability insurance and we undertake to advise the Rotary Club of Deloraine Inc if any change to our insurance, as detailed in the attached Certificate of Insurance for public liability, occurs.

Signature(s):

Date:

Name(s):

Office Use Only:

Date Application Received:	Application Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No
Payment Received:	Insurance Valid to Date:
Menu Received:	

CHECKLIST

Have you included:

- the 2 pages of the application itself (pages 8 and 9) with your signatures where needed
- your detailed menu
- a cheque or evidence of EFT payment for 50% of stall fees plus any extras (power, passes or liquor licence levy)
- a copy of your Certificate of Insurance for public liability for at least \$10 million
- if serving alcohol, copies of your RSA certificate

REMEMBER:

Return the application form, plus payment, before 1st May to avoid a late fee.

Retain a copy of the tax invoice for your taxation records.