



The Rotary Club of Deloraine
Trading as the Tasmanian Craft Fair
ABN 23 129 602 628
PO Box 253 Deloraine
Tasmania, 7304

Tasmanian Craft Fair 2019

Deloraine

1 to 4 November 2019

GENERAL INFORMATION FOR FOOD AND BEVERAGE VENDORS

EXHIBITOR INFORMATION

Welcome to the Tasmanian Craft Fair for 2019

Take advantage of this great opportunity to be part of Australia's largest working display of arts and crafts.

The Tasmanian Craft Fair is staged over 8 venues and 3 food courts, attracting over 20,000 visitors to Deloraine over 4 days in November 2019.

Free buses for visitors run between venues with all venues being undercover. Gourmet food and entertainment provides an enjoyable event to attract more visitors to this event.

Now running in its 39th year, the Tasmanian Craft Fair offers the opportunity to make strong connections with the public and provide the opportunity to interact with the largest number of potential buyers in the shortest possible time

The Tasmanian Craft Fair is run by the Rotary Club of Deloraine and other volunteers and all surplus proceeds are donated to the community – both local and international.

Applications for a site at the Tasmanian Craft Fair 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 "General Information" below and the "Terms and Conditions".

Good luck with your application

Lesley Dare
Tasmanian Craft Fair Director

CONTACT DETAILS

Tasmanian Craft Fair Office
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Deloraine, Tasmania, 7304
e: info@tascraftfair.com.au
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Tasmanian Craft Fair Director
Lesley Dare
m: 0439 931 990
e: director@tascraftfair.com.au

Tasmanian Craft Fair Secretary
e: secretary@tascraftfair.com.au
Merrilyn Young (after 6.00pm)
m: 0427 469 586

IMPORTANT DATES IN 2018

- Mid February Anyone who has exhibited for the past two years will receive advice by email when applications are open. Applications should be submitted on line at www.tascraftfair.com.au. (Printed application forms can be obtained by contacting the Secretary). **Please include a menu with prices and a photograph of your stand or van.**
- 31 March Closing date for applications. Late applications may be accepted but will be at the discretion of the Exhibitor Selection Committee.
- 30 April Successful applications will receive an acceptance email followed by an invoice requesting 50% deposit. The invoice must be paid within 14 days to confirm your site. If you do not wish to take up the site offer, please inform the Tasmanian Craft Fair Secretary so that the site can be offered to someone else
- 30 June You will be sent an invoice for the balance of stall fees due.
- 1 September Deadline for exhibitors to cancel their application by email/writing. An administration levy of \$50 will apply. After this date you will forfeit all fees paid unless the Tasmanian Craft Fair directs otherwise under exceptional circumstances after receiving a written request.
- 1 September Exhibitors notified by email of their allocated site and venue. Certificate of Insurance requested (to be provided by 30 September).
- 31 October Stall set-up between 9.00am to 5.00pm (only). Tasmanian Craft Fair Program and passes available from Venue Marshalls.
- 1–4 November Tasmanian Craft Fair 2019
- 4 November Stall take-down commences at 4.00pm.

GENERAL INFORMATION

- Applications - 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 or beverage operation

Each application received is reviewed by the Exhibitor Selection Committee. The Rotary Club of Deloraine Inc. has the right to refuse any application and further correspondence will not be entered into.

Please note that if your application is accepted, you will only be able to add to the menu with the approval of the Tasmanian Craft Fair Director. Any changes must be requested in writing and received by 1st October.

- Pricing**
- Catering Site (10 square metres or less): \$580
- Catering Site (11 to 20 square metres): \$885
- Catering Site (21 to 30 square metres): \$1010
- Provision of Marquee by Tasmanian Craft Fair Committee (**see below**)
- Table hire (moulded plastic, approx. 1800 x 750mm): \$12.50 each
- Extra passes (up to 4 passes are included with the stall fee):
\$17 each for single day; \$30 each (**Exhibitors only**) for four day passes.
- Provision of power outlets (Please refer to online application form)
- Liquor Licence Levy (required if selling alcoholic beverages): \$25

- Site Allocation** Exhibitors may indicate a preferred site location on their application, however the choice of location is not guaranteed and there is no automatic right to the same site as previous years. The Tasmanian Craft Fair reserves the right to allocate sites as it determines to be appropriate.

- Site requirements** If you provide your own van or tent there must not be any guy ropes, due to safety considerations.

If you wish the Tasmanian Craft Fair Committee to arrange for the hire of a marquee, please select the required size on the online application form. The **full cost** of the marquee will be at **your expense**. Pricing:

- 3x3m marquee: \$350
- 3x6m marquee: \$470
- 3x3m marquee with floor: \$550

- 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. If you require additional power sources this must be indicated on your on-line application form (additional fee applies)
 - Up to 4 exhibitor passes – additional passes need to be

What's Not Provided

- purchased.
- Free exhibitor car parking. During the Tasmanian Craft Fair's opening hours, exhibitor's vehicles must be parked in the locations designated for exhibitors and food vendors – do not park outside any of the venues.
- Tables (unless requested on the application form and paid in full prior to the Tasmanian Craft Fair. These tables are made of moulded plastic and are 1800mm x 750mm)
- Chairs
- Lighting
- Electrical extension cords
- Storage or refrigeration facilities
- Lifting facilities

Hours of Operation

Food vending sites must be set-up between 9.00am and 5.00pm on the Thursday preceding the Tasmanian Craft Fair.

During the Tasmanian Craft Fair, venues will open for exhibitors at 7.30am on the Friday and 8.00am on the other three days. Food and beverage vendors **MUST** be at their site by 8.30am every day.

Venues close at 5.00pm on the first three days and 4.00pm on the Monday. Your site must be cleared by 5.00pm on the Monday.

Food and beverage vendors, or their staff, **MUST** be at their stall until the official closing time on all days. Any exhibitor not complying with this requirement will not be considered for further Tasmanian Craft Fairs.

All venues are locked and secured by 5.15pm each evening from Thursday to Sunday. A night watch service is provided and all venues are patrolled between 6.00pm and 8.00am. The Tasmanian Craft Fair's insurance does not cover theft, loss or damage on behalf of exhibitors – you will need to arrange this for yourself if you wish to have it.

Media

Print, radio and television journalists cover the Tasmanian Craft Fair and requests to food/beverage vendors for interviews or photos should be honoured, as such promotion is of benefit to all exhibitors.

However, vendors are not permitted to discuss the operation of the Tasmanian Craft Fair as a whole – this is the sole responsibility of the Tasmanian Craft Fair Director.

Administration

The administration office is located on the Mezzanine level at Venue 5. Contact details for the Director and Secretary are shown on Page 2 of this document.

Marshalls

Each Venue has marshalls assigned. They should be your contact for any queries during the Tasmanian Craft Fair.

Venue 3 (Gourmet Pantry & outdoor eating area):

	Paul Hartley	0419 309 436
Venue 7: (Showgrounds):	John Dare	0410 557 598
	Paul Bowman	0418 530 844
Venue 8: (Rotary Park)	Andrew Johnston	0418 131 218

Banking

Exhibitors are advised to bring sufficient cash for their own needs.

ATMs are available outside Venue 4 and Venue 7 and also at the ANZ, Bendigo and Commonwealth Banks in Emu Bay Road.

Credit Card and EFTPOS Facilities

The Tasmanian Craft Fair does not supply credit card facilities.

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.

You should be prepared to connect to the Wi-Fi network in the case of phone network outage.

Animals on Site

Except for assistance dogs, **animals are not permitted on site**, including in parked cars.

Other Information

- 1) Your van/tent dimensions (including the drawbar) **must not exceed** that for which you have applied.
- 2) You must conform to the Tasmanian Work Health and Safety Act 2012, as well as the Food Act 2003 and FSANZ Food Standards Code.
- 3) During the Tasmanian Craft Fair you must be able to provide evidence that any person selling alcohol has undertaken a Responsible Serving of Alcohol course.
- 4) You will be required to obtain a Temporary Food Licence from the Meander Valley Council. The Tasmanian Craft Fair Secretary will forward the necessary paperwork to you.
- 5) 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.
- 6) Back-of-house areas should be screened appropriately.

ROTARY CLUB OF DELORAINE

ORGANISERS OF THE TASMANIAN CRAFT FAIR

The community of Deloraine boasts one of the largest Rotary Clubs in Tasmania, with a very active membership representing a cross-section of the community committed to making positive change in their local region.

In the past 38 years, more than 12 major projects in the region have benefited from Tasmanian Craft Fair funds, in some cases by way of seed capital to commence a project and thereby attract Government and other funding opportunities to complete the project. In other cases the Rotary Club of Deloraine has provided 100 per cent funding for the project.

Projects and groups which have benefited benefit from Tasmanian Craft Fair funding include:

- Community: aged care facilities, SES, Giant Steps school for autistic children, Royal Flying Doctor Service, Chudleigh Show Society, Aussie Helpers, local schools, Deloraine Hospital, Mole Creek On-line Access Centre, beautification of the Meander River bank Deloraine, bridges across the Meander River, and the Deloraine Swimming Pool.
- Youth: running the state-wide Model United Nations Assembly, annual free Learn to Swim program, sponsoring children to attend programs in Tasmania and interstate designed to encourage high achievers and future leaders to realise their potential.
- Vocational: tertiary scholarships, apprentice and trainee awards, and international visits by leading individuals in their field.
- International: Polio eradication, identification and cataloguing of plants in a malnutrition reduction program, support of an eye clinic in Nepal, rebuilding of cyclone affected buildings in Fiji and Days for Girls (provision of sanitary products and training for young girls) in Nepal.

In addition, about 50 per cent of the funds raised goes straight back to other community organisations (e.g. Apex, other Rotary clubs; school, sporting and church and community groups) that supply volunteers to assist in the running of the Fair. In many cases, this is their major fundraising event for the year.

The benefits to the local community reach far beyond the re-investment of funds raised into development, infrastructure and community-building projects. Business owners around the Meander Valley benefit significantly from the influx of 20,000 visitors to the Tasmanian Craft Fair each year.