



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

# **Tasmanian Craft Fair**

**Deloraine 2<sup>nd</sup> to 5<sup>th</sup> November 2018**

## **GENERAL INFORMATION FOR FOOD VENDORS (CATERERS AND BEVERAGE VENDORS)**

## EXHIBITOR INFORMATION

### Welcome to the Tasmanian Craft Fair for 2018

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

The TCF is staged over 8 venues and 3 food courts, attracting over 20,000+ visitors to Deloraine over 4 days in November 2018.

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 38<sup>th</sup> year, the TCF 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 TCF started as the "Tasmanian Cottage Industry Exhibition and Craft Fair" with an accent on demonstrating exhibitors' skills. This aspect has been carried throughout the 37 year history and there will be incentives for exhibitors to again do so this year.

The TCF 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 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
5. food vendors must be agreeable to sourcing ingredients for food and beverage offerings prepared by them during the course of the event from the TCF's preferred suppliers list. A list of preferred suppliers and their contact information can be found below.

**See also "General Information" below and the "Terms and Conditions".**

Good luck with your application.

Lesley Dare  
TCF Director

## CONTACT DETAILS

TCF Office  
PO Box 253  
Deloraine, Tasmania, 7304  
**e:** info@tascraftfair.com.au  
**w:** www.tascraftfair.com.au

TCF Director  
Lesley Dare  
**m:** 0439 931 990  
**e:** director@tascraftfair.com.au

TCF Secretary  
**e:** secretary@tascraftfair.com.au  
Merrilyn Young  
**m:** 0427 469 586  
Greg Burgess  
**m:** 0477 120 683

## 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](http://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.**
- 15 April            Closing date for applications.
- 30 April            Successful applications will receive an acceptance email and 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 TCF 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 in writing. An administration levy of \$50 will apply. After this date forfeit all fees paid unless the TCF directs otherwise after receiving a written request.
- 16 September    Exhibitors notified by email of their allocated site and venue.
- 1 November      Stall set-up between 9.00am to 5.00pm (only). TCF Program and passes available from Venue Marshals.
- 2–5 November    Tasmanian Craft Fair 2018.
- 5 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.

Note that if your application is accepted, 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 1st October.

- Pricing**
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| Catering Site (10 square metres or less):                      | \$580  |
| Catering Site (11 to 20 square metres):                        | \$885  |
| Catering Site (21 to 30 square metres):                        | \$1010   |
| Table hire (moulded plastic, approx. 1800 x 900mm):            | \$12.50 each   |
| Extra passes (up to 4 passes are included with the stall fee): |  |
|  | \$17 each for single day; \$30 each for four day passes. |
| Provision of 15A power outlet:                                 | \$50   |
| 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 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 exceptional circumstances, if you need to hire a tent, contact the TCF Secretary who will endeavour to obtain one from our suppliers, at your cost.

- 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 a 15 Amp power source this must be indicated in your application (additional fee applies)
  - Up to 4 exhibitor passes – additional passes need to be purchased – include this in your application.
  - 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**
- Tables (unless requested on the application form and paid in full)

**Provided** prior to the TCF. These tables are made of moulded plastic and are 1800mm x 700mm)

- 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 TCF.**

During the TCF, 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 TCFs.

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 TCF'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.

**Preferred Suppliers** Unless otherwise agreed by the TCF Director, food vendors are required to obtain ingredients for food and beverage from the TCF's preferred suppliers for food and beverages prepared by them during the course of the TCF. A list of these suppliers and their contact information can be found below.

Food vendors who do not comply with this condition may have their authority to operate at the TCF revoked.

**Preferred Supplier List** MILK & CREAM PREFERRED SUPPLIER:  
Beta Milk Cooperative Society Limited  
Launceston Milk Depot, Montague Street, Invermay, ph 03 6334 3933  
Milk & cream will be made available at a discounted event price.

**Media** Print, radio and television journalists cover the TCF and requests to exhibitors 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 TCF as a whole – this is the sole responsibility of the TCF Director.

**Administration** The administration office is located at Venue 5. Contact details for the

Director and Secretary are given on Page 2 of this document.

**Marshals**

Each Venue has marshals assigned. They should be your contact for any queries during the TCF.

**Banking**

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

ATMs are available outside Venue 4, as well as at the ANZ, Bendigo and Commonwealth Banks in Emu Bay Road. An ATM may be available at Venue 7 in 2018 (to be confirmed).

**Credit Card, EFTPOS and PayPal Facilities**

The TCF 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. PayPal uses the internet and may be more reliable.

**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 TCF 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 TCF 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 TCF

The community of Deloraine boasts the third-largest Rotary Club 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 37 years, more than 12 major projects in the region have benefited from TCF 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. More than 200 smaller community projects have been funded through the TCF.

The impact of the TCF funding on communities and individuals ranges further than the Meander Valley community, with support for many other Rotary projects worldwide. Through these international projects the Rotary Club of Deloraine helps instil a sense of pride in the local community – through “their Fair” they can bring about significant change in the lives of disadvantaged people all over the world.

Projects and groups which have benefited benefit from TCF funding include:

- Community: aged care facilities, 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, and rebuilding of cyclone affected buildings in Fiji, Days for Girls (provision of sanitary products and training for young girls) in Nepal.

In addition, about 20 per cent of the funds raised goes straight back to other community organisations (e.g. Apex and Lions; other Rotary clubs; school, sporting and church 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 from the influx of 20,000 visitors to the TCF each year.