



# Tasmanian Craft Fair



Rotary  
Club of Deloraine



*General Information  
for Exhibitors 2024*

# 3 Days, Bigger Impact

**Be part of one of Australia's largest working displays of quality arts and crafts.**

The Tasmanian Craft Fair is staged over 3 precincts of multiple venues and 3 food courts over 3 days in November, last year recording 15,500 attendances across our venues in Deloraine. We expect these numbers to increase by 20% this year with a wide range of initiatives.

As a volunteer run event by Rotary Club of Deloraine, we've worked hard over the last 43 years to deliver what has become an iconic event. The committee recognises that within a changing world, the needs of our exhibitors and attendees are evolving too. For this reason, the Tasmanian Craft Fair will be making a raft of changes over the next 5 years as we implement a strategic plan designed to ensure it thrives for decades to come while being careful to maintain the heart and soul of what makes it special.

Our new 3 day program continues to offer the opportunity to make strong connections with the public and interact with the largest number of potential buyers in the shortest possible time. Many exhibitors fill their books with orders during the event, meaning they're unable to attend consecutive years!

It is mandatory that any work for sale at the Tasmanian Craft Fair is created by, designed by and/or made by the exhibitor who must be in attendance at their site over the three days. We also encourage exhibitors to consider listing topical demonstrations at specific times, so you can share your knowledge and wow our audiences. This is what makes a working craft fair special. You can also let us know in the comments on the application if you would be interesting in hosting a Masterclass in the Auditorium.

As a not for profit, our funds of previous years have been reinvested in to our local community causes as well as international Rotary initiatives, however over the next 5 years, considerable funds will be reinvested in to the fair itself, ensuring a long and bright future.

Applications for a site at the Tasmanian Craft Fair will be assessed on a number of parameters:

1. Goods for sale **MUST** be designed by and/or made by the exhibitor
2. Preference will be given to exhibitors who demonstrate their art or craft
3. Standard of quality of goods for sale
4. Uniqueness of goods for sale

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

If you're attending from interstate, please remember to utilise the TCF Spirit of Tasmania link for the special allocation and pricing. The link is already live now on the 'travel' page of the website.

Good luck with your application and don't forget to let your artisan friends know too!

**Michael Plunkett**

Tasmanian Craft Fair Director



November 1-3 2024  
Deloraine, Tasmania

# Important Dates

- March 3** Anyone who has exhibited for the past two years will receive advice by email when applications are open. Applications must be submitted on-line at [www.tascraftfair.com.au](http://www.tascraftfair.com.au). Please include photos of all lines of goods you wish to sell if you are a new exhibitor for 2024.
- March 31** Closing date for applications. Late applications may be accepted but will be at the discretion of the Exhibitor Selection Committee.
- April 30** 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.
- June 30** You will be sent an invoice for the balance of stall fees due and surcharge for Venue 1A if applicable.
- July 31** 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 and/or exceptional circumstances after receiving a written request/proof.
- August 31** Exhibitors notified by email of their allocated stall number and venue. Certificate of Insurance requested (to be provided by 30 September).
- October 31** Exhibition space set-up between 9.00am to 5.00pm (only). Tasmanian Craft Fair Program and passes available at your site that day.
- November 1-3** Tasmanian Craft Fair 2024
- November 3** Exhibition site removal/bump out commences at 4.00pm.

# General Information

## Applications - New and Continuing

All new 2024 applications must include photographs of all lines of goods they intend to sell, plus a written description of the input they have with each line, i.e. whether it is created, designed and/or made by you.

If you exhibited in 2023 you do not have to submit photographs. All exhibitors must apply every year and each application received is reviewed by the Exhibitor Selection Committee.

Photos should be of good quality as we would like to have the opportunity to place exhibitor's photos on social media.

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.

## Integrity of Product for Sale

It is mandatory that any work for sale at the Tasmanian Craft Fair is created by, designed by and/or made by the exhibitor, who must be in attendance at their stall over the three days.

Note that if the goods do not match the information provided, the exhibitor will be required to withdraw them immediately, and this will be taken into account if applications are made for future Tasmanian Craft Fairs.

If you have created a new line after putting in your application, you may be able to exhibit it, but you **MUST** first request permission from the Secretary. There will be no refund of stall fees in the case of misrepresentation.

## Pricing

General Site approx. 3 metres width: \$600

General Site approx. 4.5 metres width: \$ 800

General Site approx. 6 metres width: \$1000

Table hire (moulded plastic, approx. 1800 x 750 mm): \$15.00 each

Extra passes (2 passes are included with the stall fee): \$19 per ticket

Liquor Licence Levy (required if selling alcoholic beverages) : \$25

## Site Allocation

It is not possible to meet every exhibitor's preference. By placement of attractions and using promotion as well as free shuttle buses, Tasmanian Craft Fair visitors are encouraged to visit all venues.

# Site Information

## Site Layouts

Stall frames are constructed from square 20mm steel tubing with the frame being 2 metres high.

The type of flooring varies between venues:

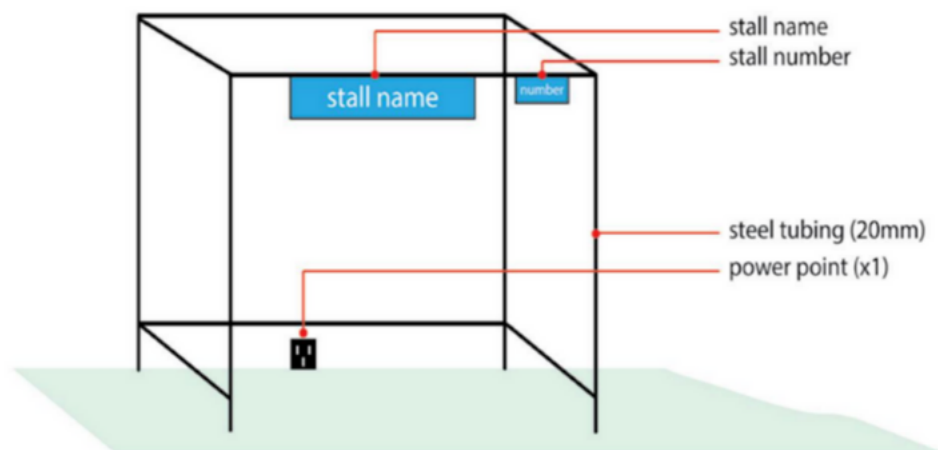
- Venue 1A (Community Complex): Polished floor boards
- Venue 1B (Rotary Function Centre): Carpet
- Venue 1C (Providore Pantry): Grass
- Venues 2A, 2B & 2C (Showground) Concrete
- Venue 3 (Kinetic Pavilion) Concrete
- Garden Nursery & eating areas: Grass

Site widths are 3.0, 4.5 or 6.0 metres (approx). Site depth varies depending on the venue from 2.3 to 3.0 metres.

If you plan on having pre-constructed displays within your stall, you will need to confirm the dimensions from the Secretary as stall sizes are only indicative.

Should you require your stall display to exceed the standard height of 2.0 metres, please contact the Secretary with details for approval.

## General Stall - basic layout and provisions



**What's provided?**

Each site has:

- One standard power point. (Location of powerpoint in diagram is only an indication).
- A Tasmanian Craft Fair program
- Two (2) exhibitor passes. Additional passes need to be purchased –include any requirement for extra passes in your application.
- Printed corflute signs with your trading name, stall number and your State. **These must be clearly visible at all times.** The signs are the property of the Tasmanian Craft Fair and must be left in your vacant site at the end of the Tasmanian Craft Fair. Venue Marshalls will collect all signs.
- Free exhibitor car parking as detailed on the Tasmanian Craft Fair map. During the Tasmanian Craft Fair's opening hours, exhibitor's vehicles must be parked in the nominated locations – **never outside any of the venues.**

**What's not provided?**

- Tables (unless requested in your application form and paid in full prior to the Tasmanian Craft Fair. These tables are made of moulded plastic and are 1800mm x 750mm, with height 720mm).
- Chairs
- Lighting
- Electrical extension cords
- Storage facilities
- Lifting facilities

**It is the exhibitor's responsibility to provide divisions such as curtains or boards between the stalls. If you are employing a Company to erect a speciality fit-out you must let the Secretary know.**

**Lighting**

Lighting is not provided, other than what is installed at the venue. Extra lighting may be provided by the exhibitor but the total load **MUST NOT** exceed 150 watts, as extra loads risk a power failure. For the same reason high current appliances such as kettles, toasters and irons are strictly prohibited. If you have a special need to exceed the 150 watt limit, for a working display, indicate this on your application under 'Special Requirements'.

**Hours of Operation**

**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 two days. Exhibitors **MUST** be at their space by 8.30am every day.

Venues will close at 4.00pm on all three days.  
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Exhibitors, or their staff, **MUST** be at their site until the official closing time on all days. Any exhibitor not complying with this requirement will not be considered for future Tasmanian Craft Fairs.

All venues are locked and secured by 4.15pm each evening from Thursday to Saturday. A night watch service is provided and all venues are patrolled between 5.00pm 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 exhibitors for interviews or photos should be honoured, as such promotion is of benefit to all exhibitors.

However, exhibitors 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 at Venue 1A. Contact details for the Director and Secretary are shown on Page 3 of this document.

**Banking** Exhibitors are advised to bring sufficient cash for their own needs. ATMs are available at the Bendigo and Commonwealth Banks in Emu Bay Road and Art as Mania.

**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.

**Awards Dinner** The Awards Dinner is held on Saturday 2 November. The Award for Excellence, Best Working Exhibit, Best Stand Presentation, First Time Exhibitor and Providores Award are presented on this night. All exhibitors will be invited, cost to be advised closer to the date.

# Contacts

**Tasmanian Craft Fair Office** Rotary Club of Deloraine t/as Tasmanian Craft Fair  
PO Box 85, Deloraine, Tasmania 7304  
e: [info@tascraftfair.com.au](mailto:info@tascraftfair.com.au)  
w. [tascraftfair.com.au](http://tascraftfair.com.au)  
ABN 23 129 602 628

**Tasmanian Craft Fair Director** Michael Plunkett  
e: [director@tascraftfair.com.au](mailto:director@tascraftfair.com.au)  
m: 0418 778 615

**Tasmanian Craft Fair Secretary** Merrilyn Young  
e: [secretary@tascraftfair.com.au](mailto:secretary@tascraftfair.com.au)  
m: 0427 469 586

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

Venue 1A (Community Complex):	Anne Forsyth	0488 651 330
Venue 1B Rotary Function Centre):	Maree Matanle	0402 692 066
Venue 1C (Providore Pantry):	Gayle Plunkett	0418 873 112
Venue 2: (Showgrounds):	Paul Bowman	0418 530 844
	Lyn Wadley	0457 309 160
Venue 3: (Kinetic Pavilion):	Lois Catchlove	0411 118 212
	Annette Viney	0412 437 417
	Andrew Johnston	0418 131 218
	Stephanie Johnston	0417 373 076

**Have info or images to share with the marketing team?** Please send your information via a direct message on either Facebook or Instagram. The crew will answer from there.

Facebook, Instagram, YouTube (and Tik Tok launching soon) [@tascraftfair](https://www.facebook.com/tascraftfair)