



# Tasmanian Craft Fair



**Rotary**  
Club of Deloraine



***General Information for  
Food & Beverage Vendors***

# 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!

We encourage exhibitors to consider listing topical demonstrations at specific times, so you can share your knowledge and wow our audiences - this might include specific tips around gardening. 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. 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".

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

# 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

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.

## 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.

## 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 two days. Food and Beverage vendors **MUST** be at their space by 8.30am every day. Venues will close at 4.00pm on all three day - your site must be cleared by 5pm Sunday.

Food and beverage vendors, 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 further 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.

## Site Pricing

Catering Site (10 square metres or less): \$600  
Catering Site (11 to 20 square metres): \$800  
Catering Site (21 to 30 square metres): \$1000  
Provision of Marquee by Tasmanian Craft Fair Committee (see below)  
Table hire (moulded plastic, approx. 1800 x 750mm): \$15 each  
Extra passes (2 passes are included with the stall fee): \$19 per ticket  
Provision of power outlets – refer to online application form)  
Liquor Licence Levy (required if selling alcoholic beverages): \$25

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

Food vending vans/tents must not exceed a 6 metre frontage. In the case of vans this includes the drawbar.

## Marquee Hire

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: \$335
- 3x6m or 6x3m marquee: \$450
- 3x3m marquee with floor: \$520

## 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)
- Two (2) exhibitor passes. Additional passes need to be purchased – include any requirement for extra passes in your application.
- 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.

## 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

**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. **Exhibitors must supply their own technology in this regard.**

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.

**Other Information for Food Vendors**

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.

**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)