

Tasmanian Craft Fair 2017

Deloraine, 3rd to 6th November 2017

Garden Suppliers Application Package



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

GARDEN SUPPLIER'S INFORMATION AND APPLICATION FORM

Welcome...to the Tasmanian Craft Fair for 2017

The TCF is a unique event that attracts a large number of visitors who stay for many hours.

- it has been running successfully for 36 years and last year had 15,000 visitors
- it offers visitors a range of the arts, crafts, garden supplies, 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 a recent survey said they would be coming back – you can build up a loyal following if you have the right product
- 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 your plants
2. uniqueness of your plants
3. attractiveness of your display

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 2017

early February	Application forms are available and can be obtained from the website or the TCF Secretary Last year's garden suppliers will receive the application form automatically by email.
1 st April	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 May	Applicants will be advised whether they are successful or not.
30 th June	Balance of site fee due. Late payments of the balance after this date will incur a \$50 fee.
1 st September	Deadline for garden suppliers 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	Garden suppliers notified by email of their allocated site
October	Garden suppliers receive their passes and copy of the program by mail.
2 nd November	Site set-up from 9.00am to 5.00pm
3 rd – 6 th November	Tasmanian Craft Fair 2017
7 th November	Pack-up commences at 4.00pm

GENERAL INFORMATION

- New and Continuing Applicants** With your application you must include a detailed list of the plant species you will be displaying.
- Note that once approved, you will only be able to add other species with the approval of the TCF Director. Any changes must be requested in writing and received by 1st October.
- Payments** Payment of 50% of the site fee must be sent with your application (**before 1st April**) 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 garden supplier's preference. The TCF reserves the right to allocate sites as it determines to be appropriate.
- What's Provided** Each garden supplier receives:
- a "Hoecker" structure
 - up to 4 exhibitor passes – additional passes need to be purchased – include this on your application form
 - free car parking. During the TCF's opening hours, your vehicles must be parked in the locations designated – do not park outside any of the venues.
- What's Not Provided**
- tables or chairs
 - lighting
 - electrical extension cords
 - storage facilities
 - lifting facilities
- Hours of Operation** Garden sites must be fully set-up by 5.00 pm on the Thursday preceding the TCF.
- During the TCF you **MUST** be open for business by 8.30 am every day.

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.

You, or your staff, **MUST** be at your site until the official closing time on all days. Garden suppliers not complying with this requirement will not be considered for further TCFs.

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 garden suppliers – you will need to arrange this for yourself if you wish to have it.

Media Print, radio and television journalists cover the TCF and requests from them for interviews or photos should be honoured as it is a promotion of benefit to all.

However, garden suppliers 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 shown at the front of this document.

Marshalls Each Venue has marshalls assigned to it. They should be your contact for any queries during the TCF.

Banking You are advised to bring sufficient cash for your own needs.

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

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.

Pets Except for dogs for the disabled, animals are not permitted on site, including in parked cars.

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 a list of the plant species you will be selling
 3. either a cheque or a copy of a receipt showing a direct deposit of the appropriate payment **must** accompany this application. Please include your name or trading name when you transfer funds electronically.
 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.
- Exhibitor Passes** Garden suppliers receive four passes per site, 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**
1. The Rotary Club of Deloraine reserves the right to reject any application and no correspondence will be entered into.
 2. The Rotary Club of Deloraine accepts no responsibility for breakage, theft or loss of goods or equipment.
 3. Any electrical cords and leads you use must be tested and tagged.
 4. Raffles of any kind are not permitted, except by and for the TCF itself.
- 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.

GARDEN SUPPLIER'S APPLICATION FORM AND TAX INVOICE

Title: First Name: Surname:
Trading Name: ABN:
Address:
Suburb: State: Postcode:
Telephone: Mobile: 04 Email:

I AM APPLYING FOR:

	Cost incl GST	Cost incl GST
Garden Site	\$675	\$
Extra four day passes (4 included with site fee)	\$25 each	\$
TOTAL		\$
CHEQUE ENCLOSED (50% of site cost plus passes costs)		\$

IMPORTANT - all garden suppliers must carry their own public liability cover and **applications will not be considered** unless accompanied by a copy of your Certificate of Currency for Public Liability Insurance

The total number of staff passes required:
(if more than 4, additional fees to be added above)

NOTES:

- ✓ All fees listed here include GST
- ✓ You must include with this application a cheque (payable to the Tasmanian Craft Fair), or evidence of EFT payment, for 50% of the site fee plus the cost of any extra passes
- ✓ On acceptance of application, full payment is required by 30th June with a late payment fee of \$50

DECLARATION

I/we agree to all the conditions as detailed in the sections headed "Important Dates In 2017", "General Information" and "Conditions" herein.

APPLICANT'S SIGNATURE(S):

DATE:

IMPORTANT – please complete the following:

Any special requirements:

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:
Species List Received:	

CHECKLIST

Have you included:

- the 2 pages of the application itself (pages 7 and 8) with your signatures where needed
- a list of the plant species you intend to sell
- a cheque or evidence of EFT payment for 50% of site fees plus any extra passes
- a copy of your Certificate of Insurance for public liability for at least \$10 million

REMEMBER:

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

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