



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

Deloraine

1 to 4 November 2019

GENERAL INFORMATION FOR EXHIBITORS

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

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 four days.

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 stall 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".

Good luck with your application.

Lesley Dare
Tasmanian Craft Fair Director

CONTACT DETAILS

Tasmanian Craft Fair Office
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Tasmanian Craft Fair Director
Lesley Dare
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Tasmanian Craft Fair Secretary
e: secretary@tascraftfair.com.au
Merrilyn Young
m: 0427 469 586 (after 6pm)

IMPORTANT DATES IN 2019

- 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. **Please include photos of all lines of goods you wish to sell if you are a new exhibitor for 2019.**
- 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.
- 15 August 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 stall number 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 Marshals.
- 1–4 November Tasmanian Craft Fair 2019.
- 4 November Stall take-down commences at 4.00pm.

GENERAL INFORMATION

Applications - New and Continuing Applicants - **All new 2019** 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 2018** 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 Facebook.

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.

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.

Type 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 four days.

Pricing

General Stall approx. 3 metres width:	\$ 580
General Stall approx. 4.5 metres width:	\$ 885
General Stall approx. 6 metres width:	\$1010
Table hire (moulded plastic, approx. 1800 x 750 mm):	\$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.	
Liquor Licence Levy (required if selling alcoholic beverages):	\$25

Stall 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.

Stall Layout

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

The type of flooring varies between venues:

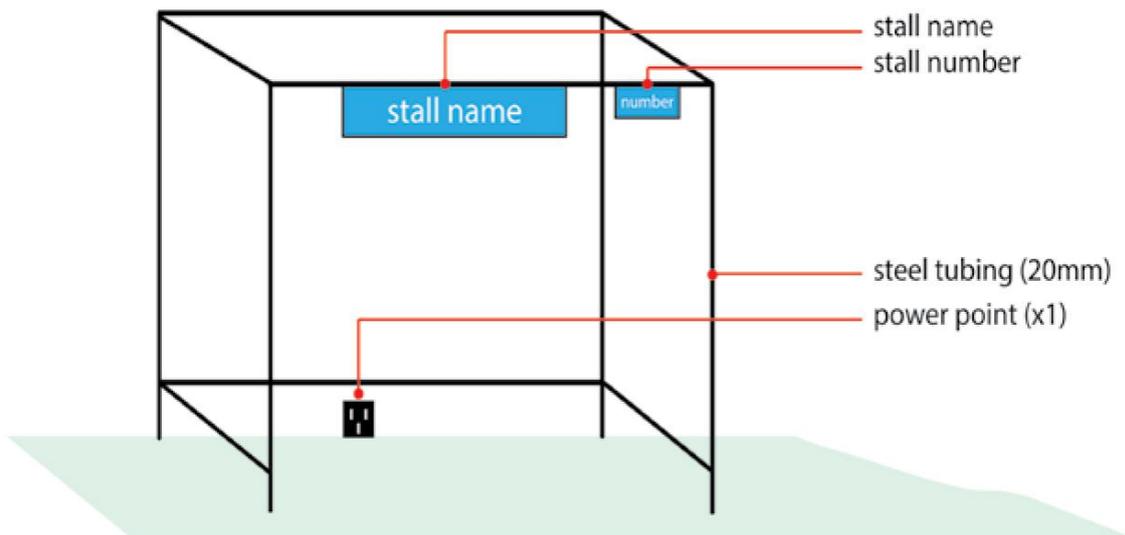
Venues 1, 2 & 5 (Community Complex):	Polished floor boards
Venue 3 (Gourmet Pantry):	Grass
Venue 4 (Rotary Function Centre):	Carpet
Venues 7 & 8 (Showground & Gays)	Concrete
Garden Nursery & eating areas:	Grass

Stall widths are 3.0, 4.5 or 6.0 metres (approx). Stall 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 stall has:

- One standard power point. (Location of powerpoint in diagram is only an indication).
- A Tasmanian Craft Fair program
- Up to 4 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

stall 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.

Power

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

Stalls 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. Exhibitors **MUST** be at their stalls by 8.30am every day.

Venues will close at 5.00pm on the first three days and 4.00pm on the Monday.

Exhibitors, 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 future 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 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 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 have Marshalls assigned. They should be your contact for any queries during the Tasmanian Craft Fair:

Venue 1 (Performing Arts Centre):	Gayle Plunkett	0418 873 112
Venue 2 (Deloraine Bowls Club):	Tony Wadley	0427 622 169
Venue 3 (Gourmet Pantry):	Paul Hartley	0419 309 436
Venue 4:(Rotary Function Centre):	Maree Matanle	0402 692 066
Venue 5 (Community Complex):	Anne Forsyth	0488 651 330
Venue 7: (Showgrounds):	John Dare	0410 557 598
	Paul Bowman	0418 530 844
Venue 8: (Gays Pavilion):	Annette Viney	0412 437 417
	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.

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.