



PO Box 504,
St Helens TAS 7216

market.bofwaf@gmail.com
www.bayoffireswinterartsfestival.com.au

Sunday 9th June 2019 10am - 3pm

Eastern end of Quail Street, St Helens

FOOD &/or COFFEE EXHIBITOR

1. YOUR DETAILS, DOCUMENTS NEEDED and SIGNATURE:

Business Name (If applicable):

Contact Name/s:

Address:

..... Post Code:

Phone: Mobile:

Email:

The following documents MUST be provided and MUST be valid for the date of the event.

- a) Completed Exhibitor Application Form
- b) The signed Rules & Regulations Form
- c) A copy of your "Certificate of Currency" for Public &/or Product Liability carrying minimum \$10 million. *(ALL exhibitors must provide a copy of the Certificate of Currency only. A Tax Invoice is not sufficient evidence that insurance is in place.)*

d) A Copy of your current Food Licence. **To apply for a Temporary Food Licence apply to:**

Break O' Day Council, Environmental Health Officer, PO Box 21, St Helens 7216

Phone: 03 6376 7900.

You must either confirm that your current licence details are valid for this municipality,
OR apply for a temporary food licence for the Break O' Day area.

It is your responsibility to ensure you have the correct food licence in place.

In making application to the Bay Of Fires Arts Market you acknowledge, agree & declare the following:-

- I/we, the applicant, hereby acknowledge that Bay of Fires Arts Market and its governing association committee take no responsibility for any damage done to my vehicle/s and/or equipment whilst at the event.
- I/we agree to indemnify Bay of Fires Arts Market to the extent that any claim made against it is caused by my negligence, breach of contract, or breach of statutory duty.
- I have read, understood, and by signing this form declare I/We will abide by the Rules and Regulations as stated and provided to me with this application.

Signed:..... Print your Name:.....

Date:

2. TELL US ABOUT YOUR GOODS & SELECT THE SITE DETAILS:

Business Name/Site Name:

What are the goods/services proposed to be provided at your exhibit, a menu outline or detailed description of foods to be served is important: (enclose a copy or provide details).....

3. SITE COSTS **Tick Appropriate category and provide details where indicated:**

ALL sites are OUTSIDE on bitumen/hard surfaces and sufficient weights will be needed for marquees.

Please apply for pricing. Site fees are from \$80 to \$140 depending on size required.

To assess the fee we will need the following information:-

- a) Type of Structure (*Marquee/Van*) Site size required: (EG: LxWxH 4 x 3 x 2m)
- b) Dimensions of Structure (*Include the tow bar &/or awnings*) (EG: LxWxH 4 x 3 x 2m)
- c) What side does your van serve from? Imagine it is hooked to your car or as it faces forward is it:
 RHS: Right Hand Side **LHS: Left Hand Side**
- d) Will you use generators? If so, how many and what size are they in KVA:
- e) Power costs are \$15 per outlet. Specify the amount of power you need in AMP’s. (EG: 1 x 10Amp).
(The cost of power depends on how many outlets you request, however, we may not be able to provide an unlimited amount. We will call you if we have any issues. Provide as much information as possible regarding power needs, for example the appliances you will be using.).....

4. SELECTION PROCESS:

ALL EXHIBITORS: Complete an application form. Admission to previous events is no guarantee of acceptance this year. All exhibitors must apply and/or reapply each year.

- 1. Complete, sign & submit ALL of the following:
 - a. Application Form
 - b. Rules and Regulations Form
 - c. Three (3) current photos of your work/exhibit set up. (Photos sent via hard copy won’t be returned).
- 2. Closing date for applications is **30th April, 2019**. **PLEASE DO NOT** send payment yet! You may still apply for a site space after the closing deadline, but it will be subject to availability, and to meeting the selection criteria.
- 3. Applicants will be advised via email by **10th May, 2019** whether they are successful or not and will receive payment instructions with that acceptance email.
- 4. Payment **MUST** then be paid by **17th May, 2019** to secure your booking, once you have been accepted.
- 5. Exhibitors will also receive a “Welcome Pack” by email in May with more information about Bump-In.
- 6. Our cancellation policy details are outlined in the “Exhibitor Guidelines & Requirements” below.

IMPORTANT NOTES:

- PLEASE TAKE NOTE OF ALL THE DATES AND DEADLINES
 - Approved sites not paid for by **17th May, 2019** will mean no inclusion in publications and/or loss of booking.
- If you have any queries please don’t hesitate to contact us.



The Fine Print... Exhibitor Guidelines & Requirements

- 1) An application to exhibit must be by a person/s who have attained the age of eighteen (18) years.
- 2) No secondhand goods are to be sold.
- 3) All goods are to be handmade, homemade or homegrown. People requesting sites to sell imported goods will not be granted a space.
- 4) Your application form will be deemed a formal agreement. It will clearly define the site space, period of tenure, agreed product lines, and fees.
- 5) All site fees to be paid in advance. If cheques are disonoured a fee, equivalent to the amount enforced by the bank, will be charged and the site booking/s will be cancelled.
- 6) Cancellations: If a written cancellation notice is provided at least 30 days prior to the event Exhibitors may have their fee returned less a \$10 administration fee. If there is no notification of cancellation prior to 30 days Exhibitors will forfeit all their fees. Fees cannot be held over for a future event or transferred to another exhibitor.
- 7) Weather: The event is an ALL weather event. There will be no refunds issued for Exhibitors who do not attend due to inclement weather.
- 8) The Committee reserves the right to refuse or cancel any applicant or application.
- 9) Approval from The Committee is required if an Exhibitor wishes to change the primary form of their art and craft works. This to ensure the event maintains its selection criteria standards. Approval will not be unreasonably withheld.
- 10) Packing up exhibition space prior to event finish time (3pm) is not permitted unless at the direction of The Market Supervisor. Exhibitors must expect to remain trading until 3pm.
- 11) It is the Exhibitor's responsibility to obtain any licence and/or permits required by Government, or Statutory Authorities, to be held in respect of the conduct of the Exhibitor's business in the event area. Copies to be provided to The Committee as requested.
- 12) Exhibitors are required to obey the lawful directions of the Market Supervisor at all times.
- 13) All Exhibitors are responsible for the removal of all rubbish from their site. The Site and area surrounding the site is to be left in a clean manner. Failure to adequately clean up at the end of the event may result in a cancellation of your space for the next event, or refusal for attendance at any future events. Under NO circumstances is any solid or liquid waste to be deposited or, cause to be deposited, on any ground or in any drain at the venue site.
- 14) The event carries a strict NO ANIMALS ALLOWED policy.
- 15) All Exhibitors must use weighted devices to secure tented structures, clothes-racks or other lightweight infrastructure.

Product and Public Liability Insurance. All Exhibitors must submit a certificate of currency with their application.

We/I confirm we have read and agree to the Exhibitors Rules & Guidelines and accept any and all decisions made by The Committee.

SIGNED:.....DATE:.....

NAME:.....



Application Selection Criteria

To ensure the high standard of the *Bay of Fires Arts Market* is maintained, applications received will be considered based on the following criteria. You are welcome to send a photo of your work along with your application or, of course, a link to your website. The selection criteria are:

Tasmanian Content

Where either the raw material and/or the maker is Tasmanian

Designer, Maker or Grower

Designed, made or grown by the Exhibitor themselves or their immediate family. Special consideration will be given to homemade, handmade and homegrown.

Quality

Distinguishing characteristics or attributes
(All goods must be Australian made or grown.)

Innovation

Consideration will be given to the need for variety at the Exhibition and the niche market the product fits into.

All or none of these criteria may be used in The Committee's selection process. The decision to offer a site to an Applicant will be at the complete discretion of The Committee.