

25th Anniversary edition of SteamFest

9-11th March 2019

Spring Street, Sheffield, Tasmania

Stall holders pricing and information

Introduction

Thank you for your interest in SteamFest 2019. As this will be the 25th Anniversary of the SteamFest event we hope that it will be a wonderful event that will be both enjoyable and worth while for you. SteamFest also provides a venue for our younger generation to enjoy seeing steam at work and to witness heritage trades and crafts in action. This community festival continues to be a premier family event in the North West of Tasmania.

This information will provide you with information that is important for you as a stallholder at the 2019 SteamFest. Further information will be sent to you once you have booked your site; including a Safety Document, and a Risk Assessment, which we will ask you to complete and return to us prior to SteamFest.

The Application for the Big Shed and the Outside Stalls is attached with this information. This needs to be completed and returned to the address listed.

Information about Stalls in the Big Shed

PRICING and SIZES

3x3m space single stall \$75

Double space (L shape corner, ie 2 off 3m frontages, plus the additional 3mx3m boxed in the corner)
\$170

Two stall sizes are available in the Big Shed and the larger stalls are for those who require more space than the 3 x 3 stall. To increase variety, the 3 x 3 stalls will be sold only to different stallholders i.e. only the double spaces shown on the plan are available for double stalls

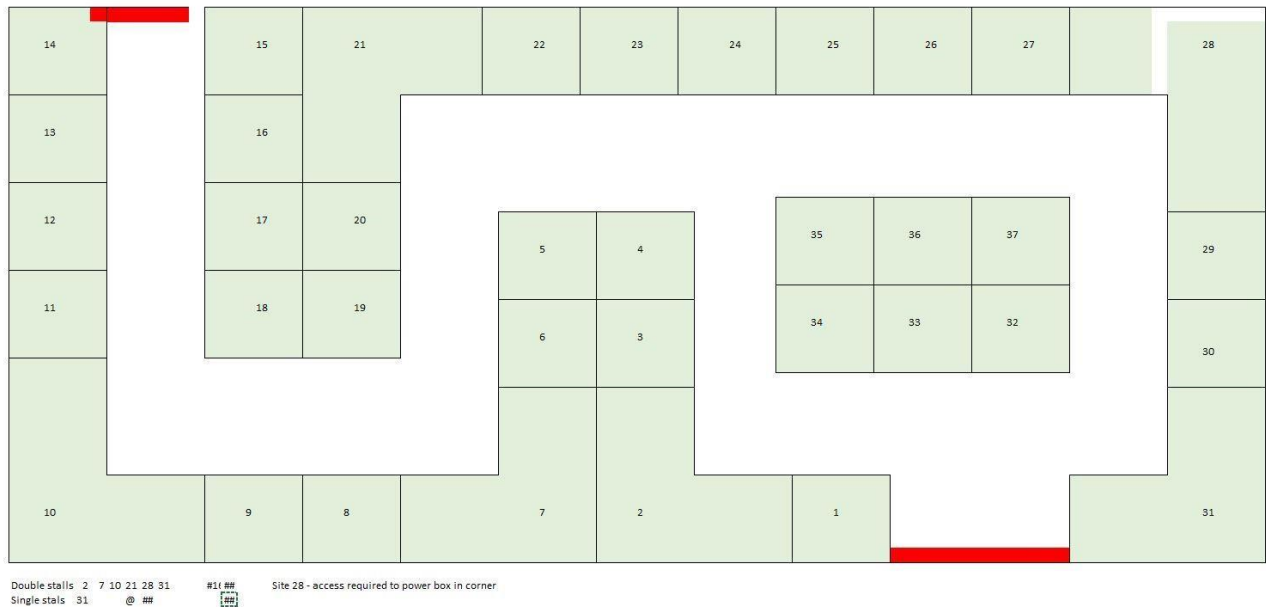
Covered gazebos may only be placed at sites against the walls and not in the central sections of the Big Shed.

SET UP TIMES in the BIG SHED

As last year, if you are in the Big Shed, your arrival time will not be before 5pm on Friday and the Big Shed will be locked at 7.30pm on Friday night and not opened again until 6.30am on Saturday for you to set up your stall.

The Big Shed will be locked 30 minutes after close of trading and opened about an hour before opening time for security purposes. The weather was kind in 2018, but it might be that the condensation in the Big Shed may drip during the night, so please cover your stall at night with plastic sheeting.

BIG SHED PLAN



Information about Outside stall holders

PRICING and SIZES

3x3m space \$60

3x3m space Food outside \$90

FOOD SELLERS: Registered Food Vans need to submit proof of registration and a certificate of currency of their public liability. Food vendors and rides must provide a certificate of currency of their public liability. (Min \$5,000,000)

Food sellers registered in other areas must apply to Kentish Council for a Notification of a Food Business certificate. Unregistered food sellers must register as a temporary food supplier. There is so much additional work involved with a food stall, a surcharge has had to be made. This will include the work involved in collating and supervising all the administrative, legal and council regulations, and help toward the payment of the extra electrical installation required.

SITE INFO

All modules will be 3x3m square and if your trailer is 10m long you will require 4 spaces.

There will be limited space between spaces and if you don't fit into your purchased space, you will need to be placed elsewhere on the site.

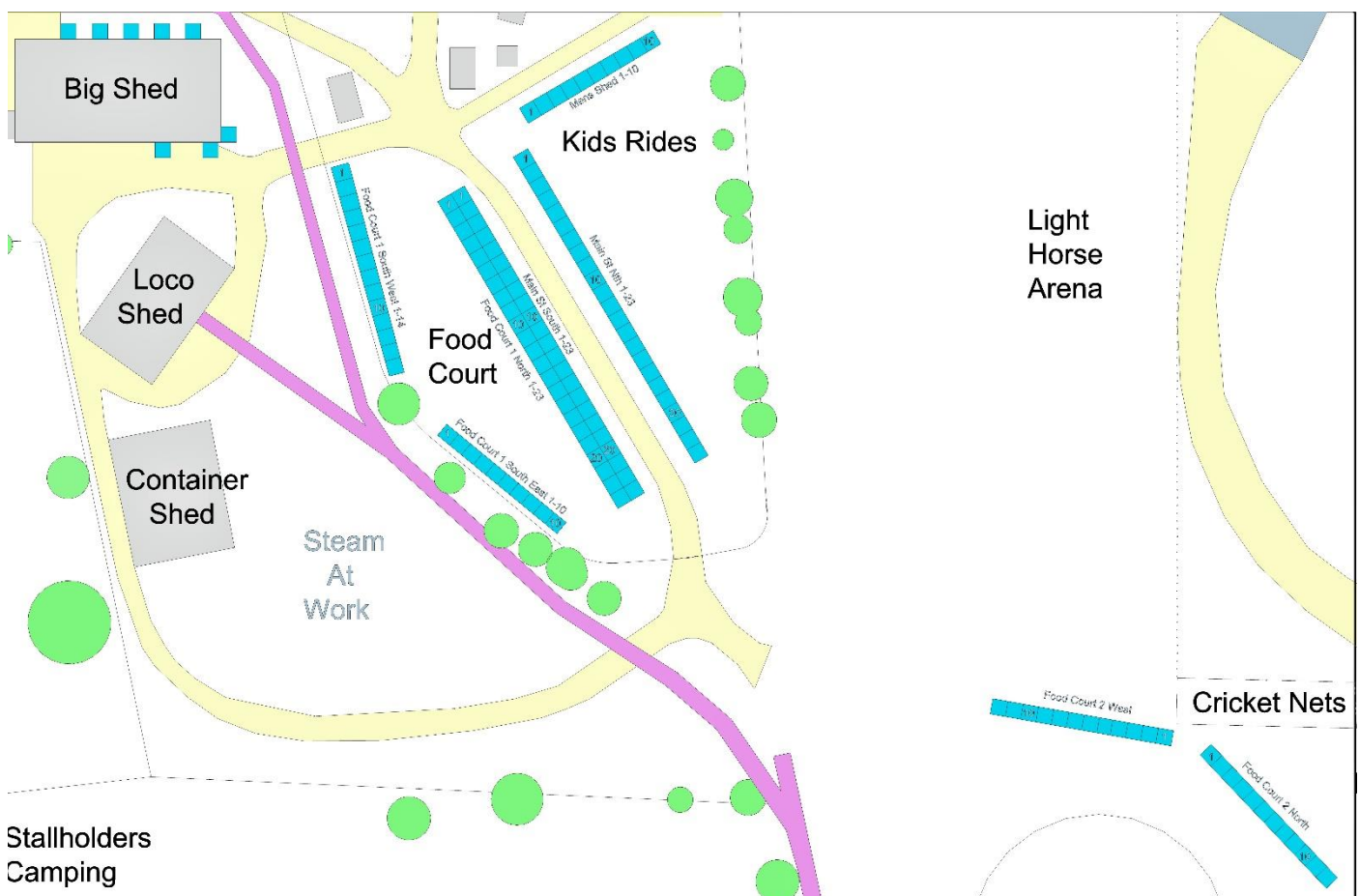
We intend to compress the stalls to make a cosier environment for the public. Small stalls are popular and will be grouped together

The layout of the site has changed, and a revised flow pattern has been developed with suggested "walks" around the site

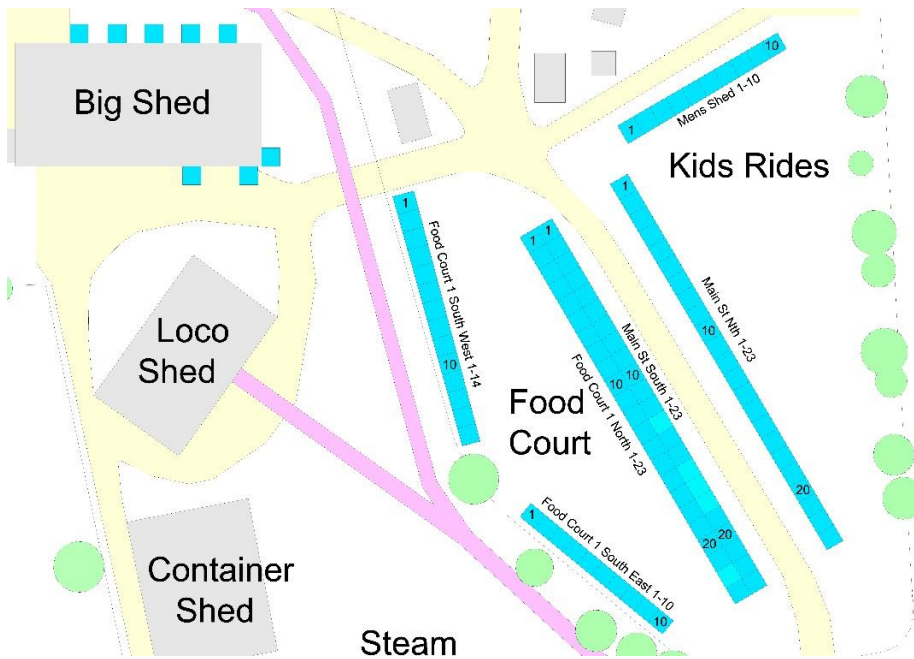
There will be two food courts, as in 2018, and multiple children's areas. Continuous streams of stalls will be interspersed with information type stalls (banking, services, army, etc.) to create variety.

Requests for large contiguous blocks (greater than two spaces) will be positioned on the perimeters of the arrangements

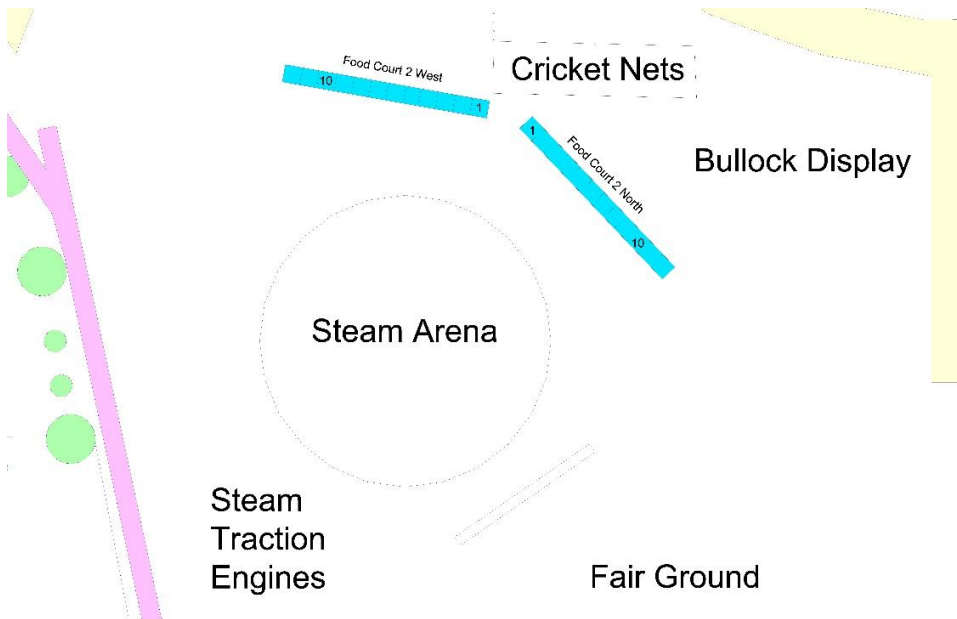
SITE PLAN



Food Court 1



Food Court 2



SITE PREFERENCES

Stallholders will be asked to supply two preferences for their stall location. Placements will be made by the Site Manager using these preferences, however placements are at the discretion of the Site Manager

SET UP TIMES for OUTSIDE STALLS

You will know where your stall will be long before arriving. Set up times are flexible, BUT the gates will be locked overnight, and no entry or exit will be permitted for setting up on Friday night between the hours of 8pm Friday and 6.30am Saturday. The front gates will be locked at 8.00pm Friday and not opened until 6.30am Saturday.

Information for All Stallholders

Because SteamFest runs for three days when you book a stall you are committing to being available for the three days. You will not be able to book or attend for less than the three days.

EARLY BIRDS: Stalls that are booked and paid for before 01.01.2019 will receive two additional 1-day Early Bird Passes.

VEHICLES: are to be only parked in the allocated stall holder and exhibitor parking area between 9:30 AM and 5:00 PM each day.

NO CARS: will be allowed on site, or allowed to move, during the public opening hours. If you need to leave during trading hours, then park your car outside the grounds. The only vehicles allowed on site will be buses for the disabled, dedicated people movers and emergency vehicles. (hopefully that will not occur!)

There are camping areas set aside for stall holders, NO stall holder camping at all will be allowed outside the designated areas.

SECURITY: There will be better site security and you will have to sign in and sign out when you enter or leave the site. Closed Circuit Television Cameras are installed and operational, but they don't cover all the grounds. The gates will be locked overnight, and no entry or exit will be permitted for setting up on Friday night between the hours of 8pm Friday and 6.30am Saturday. The front gates will be locked at 8.00pm Friday and not opened until 6.30am Saturday.

BADGES/ARM BANDS: There will be a maximum of two entry badges/arm bands issued per stall holder. If more are required, then talk to us and we may supply more. Entry badges/arm bands will be issued, and they are to be worn at all times.

There will be security personnel checking peoples' badges/arm bands throughout the festival. Day and Night

PAYMENT DETAILS: Applications may be received at any time, but no sites will be allocated until full payment is received. "First in first served".

Stallholders are asked to pay via one of the following methods:

Bank Transfer: BSB: 633000 A/C: 1598 507 59

Please use your name as the reference

Cheque sent to: Redwater Creek Steam & Heritage Society, PO Box 143 Sheffield TAS 7306.

REFUNDS: Refunds are available for cancellations prior to 28th February. There will be no refunds after this date.

POWER CORDS: You are required to bring your own power leads. All power leads must have current test tags prior to coming onto site. This is your responsibility. Cords will be inspected.

FOOD VANS: All food vans must meet the current events safety standard, this is your responsibility. All Food Vans must provide a certificate of currency.

PRODUCT QUALITY AND RETURNS POLICIES: It is the stallholder's responsibility to ensure that the products they offer to the public are of the quality they promote. The stallholder will be required to display

their returns Policy. Failure to comply with the returns policy or the stallholder's promoted quality standard, may result in future applications being denied or removal from site on the day.

PRODUCTS: Only items included in the applications and approved by the committee are to be sold at the event. We reserve the right to remove items that do not comply. Offensive signs, or materials for sale, as judged by the Stall Coordinator, will result in your exclusion from the site.

CODE OF CONDUCT: SteamFest has a zero-tolerance policy for abusive language and physical violence. Offensive clothing will result in you being asked to change or vacate the site.

CONDITIONS OF ATTENDANCE: Applications will not be processed until full payment is received. SteamFest reserves the right to accept or reject any application at the discretion of the committee without explanation. No correspondence will be entered into. Late applications will be considered, if space is available.

TRAIN RIDE: The Stall holders and Volunteers Steam free train ride was a very successful culmination of a hard day's work and those that participated enjoyed the relaxation and comradeship shown. This was our way of saying thank you for participating in our SteamFest.

In 2019, we may need to run multiple free train rides, as the train only carries 50 passengers at a time. Please specify which day you would like your ride on the Application Form.

To celebrate our 25th SteamFest we will be running a night train ride on Saturday night at 9.00pm

SUNDAY NIGHT DINNER: In 2018, this was a success even though it turned very cold and windy. Thank you for those that supported the event and we hope you enjoyed the opportunity to mingle with the volunteers. We will be asking that some of the food vendors stay open so that you may eat and join us during the evening. We are all volunteers, and none of us get paid!

IN CONCLUSION: We appreciate your attendance and cooperation. Your contribution last year enabled us to complete and pay off the New Container Shed and continuing support will enable us to improve and enhance our facilities on this **special 25th year of SteamFest!**

Big plans are in the pipeline. Let's all pull together and make it happen!

And hope for three more perfect days!

Peter Bramwell

Site Manager

Stall Holders Booking

Please print and enter your preferences onto the Application Form, and scan and email the form to

'treasurer@sheffieldsteam.com'

or post it to PO Box 143 Sheffield TAS 7306

Please select one area and an alternative area from the list below and indicate the number of 3x3m blocks you require

We shall try to prioritise your placement in your primary area.

| | | Qty | @ |
|---|------------------|-----|---------|
| Big Shed single stall, all except those listed as double. | Stall No | 1 | \$75 |
| Big Shed double stall 2,7,10,21,28,31 | Stall No..... | 1 | \$170 |
| Outside Big Shed | Stall No's..... | 1 | \$60/90 |
| Main St North 1-23 | Stall No's | ?? | \$60/90 |
| Main St South 1-23 | Stall No's..... | ?? | \$60/90 |
| Food Court 1 North 1-23 | Stall No's..... | ?? | \$60/90 |
| Food Court 1 South West 1-14 | Stall No's..... | ?? | \$60/90 |
| Food Court 1 South East 1-10 | Stall No's..... | ?? | \$60/90 |
| Food Court 2 North 1-12 | Stall No's..... | ?? | \$60/90 |
| Food Court 2 West 1-12 | Stall No's..... | ?? | \$60/90 |
| Mens Shed 1-10 | Stall No's..... | ?? | \$60/90 |