



# STEAMFEST 2020

7th, 8th & 9th March 2020

14 Spring Street, Sheffield, Tasmania

## STALLHOLDER INFORMATION

Thank you for your interest in SteamFest 2020. The Stallholder Application for the Big Shed and the Outside Stalls needs to be completed and returned as soon as possible with payment to secure your booking. 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. 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.

**FESTIVAL OPENING HOURS** - Sat & Sun 9:30am - 5pm, Mon 9:30am - 4pm

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

**VEHICLES** must be parked in the allocated stallholder and exhibitor parking area between 9:30 am and 5:00 pm each day. No cars will be allowed to move in, out or around the site during public opening hours. The only vehicles allowed to move on site will be buses for the disabled, dedicated people movers and emergency vehicles.

**CAMPING** - There are camping areas set aside for stallholders, no stallholder camping at all will be allowed outside the designated areas.

**SECURITY** - Site security has been increased 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 each night and no entry or exit will be permitted between 8pm Friday and 6.30am on Saturday/7.30am on Sunday and Monday.

**BADGES/ARM BANDS** - Two entry badges/arm bands will be issued per stallholder - these need to be worn at all times. There will be security personnel checking stallholders' badges/arm bands throughout the festival.

**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 Stallholder Application and approved by the committee are to be sold at the event. We reserve the right to remove offensive signs, materials or items that do not comply, as judged by the Stall Coordinator.

**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** - Stallholder 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, with the exception of food stalls and food vans, if space is available.

**TRAIN RIDE** - The Stallholders 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 SteamFest. The last train ride of the day will be a free ride for volunteers and stallholders.

# BIG SHED STALLS

**STALL SIZES available:** Small 3x3m single stalls x 26 \$ 75

Large corner stalls x 6 only \$170

To increase variety, the small 3 x 3 stalls will only be sold to different stallholders i.e. only the corner sites on the plan are available for larger stalls. Please show your preferences on the Application Form.

**Covered gazebos** may only be placed on sites against the walls and not in the central sections.

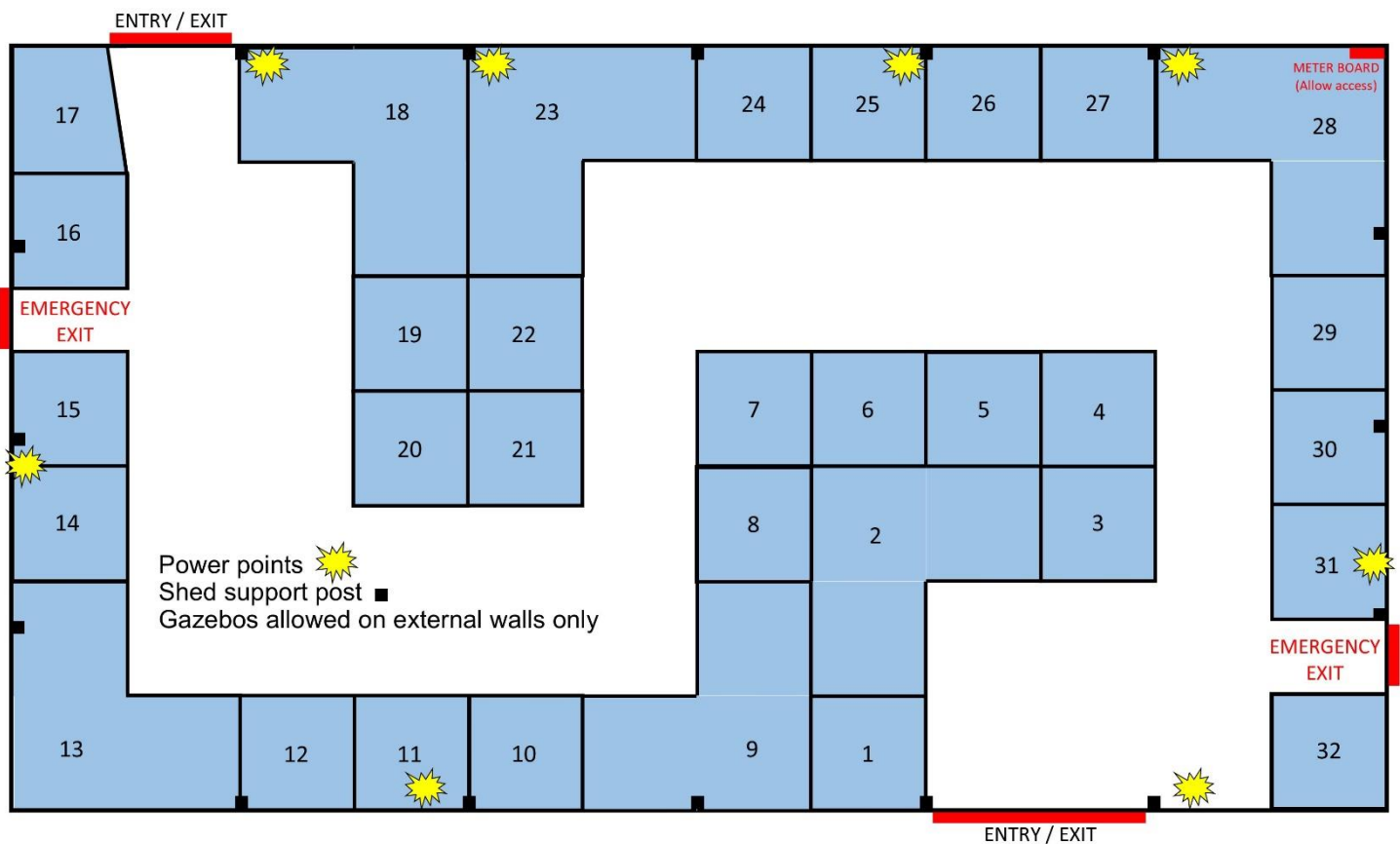
**Power** is available only to sites along the edges of the shed. See Application Form for additional cost.

**SET UP TIMES:** Between 5pm & 8pm on Friday, between 6.30am & 9.30am on Saturday.  
Access to stalls is available from 7.30 am on Sunday and Monday

**LOCK UP TIMES:** 8pm on Friday, 5.30 pm on Saturday, Sunday, and Monday

Please cover your stall at night with plastic sheeting in case the condensation results in water drips overnight.

## BIG SHED PLAN:



# OUTSIDE STALLS

<b>STALL SIZES available:</b>	Small 3x3m single general stall	\$60
	Small 3x3m food stall & food van space	\$90

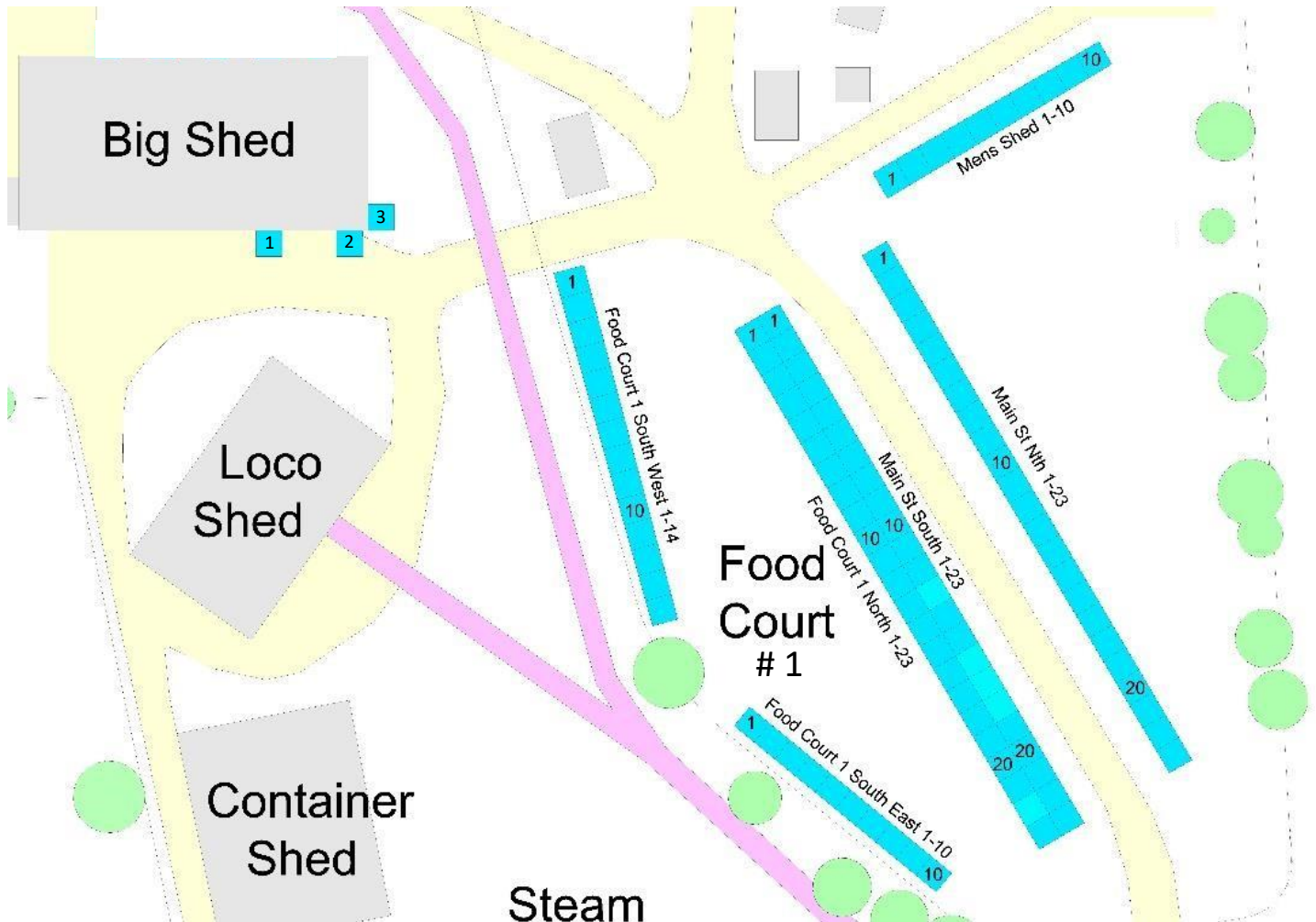
Requests for large continuous blocks (greater than two spaces) will be positioned on the perimeters of the arrangements.

**SET UP TIMES** - Set up times are flexible BUT, the gates will be locked overnight – no entry or exit between Friday at 8pm and Saturday at 6.30am. The front gates will be locked overnight.

**OUTSIDE STALLS** – Mark your 1<sup>st</sup> & 2<sup>nd</sup> preferences on the front page of the Stallholder Application Form. Please be very clear in noting the area (from list below & on maps) and the number of the stall/s preferred.

Main St North 1-23	Main St South 1-23
Food Court 1 North 1-23	
Food Court 1 South East 1-10	Food Court 1 South West 1-14
Food Court 2 West 1-12	Food Court 2 North 1-12
Mens Shed 1-10	Outside of Big Shed 1-3

## FOOD COURT #1



**FOOD COURT #2**

