



Fri-Sun 18th, 19th, 20th November 2011

Port Macquarie Racecourse

*We are currently looking for high quality original handcrafted
and home produced products*

All enquiries to: enquiries@craftexpo.org or PO Box 944, Port Macquarie, 2444

Craft Expo contact number: 0457 640 715

Timetable (Applications must be accompanied by full application fees)

- Applications close on 28th October 2011.
- Applications will be assessed for suitability by a selection committee.
- 30th September 2011 is the deadline for cancellation of stall allocation in order to receive a refund. An administration fee of \$25 may be deducted from refunds for cancellations before this date. After this date no refunds will be made.

Application Lodgement

- Download forms at www.craftexpo.org and submit to PO Box 944, Port Macquarie NSW 2444, enclosing a copy of your public liability cover, application form with cheque made payable to Port Macquarie Craft Expo.
- New applicants are required to either send photos/internet images of art & crafts with application to allow event organisers to ensure exhibitors qualify for conditions of entry. We will be looking at products from the viewpoint of quality, workmanship, style and variety. If a local applicant, arrangements will be made to view samples by event organisers.

Check List

Before you send your entry - have you included?

Your email address

Your website

Compulsory Administration Levy in your total

A copy of your Public Liability Insurance

Payment for requested tables/backboards etc.

Cheque or Money Order made payable to Port Macquarie Craft Expo

And for new Applicants – A sample of art or craft or series of photographs.

Conditions of Entry

The event organisers reserve the right to reject any applications and no correspondence will be entered into.

- Each applicant must be the creator and designer of their craft sold at the expo
- No commission sales on behalf of a third party
- No selling manufactured goods

- Exhibitors found to be falsely selling manufactured goods will forfeit their stall and application fees and will be directed to vacate their stall immediately
- All exhibitors must hold their own public liability insurance – or seek to obtain specialist cover
- Exhibitors need to be in attendance at their stalls for the event opening hours over the 3 days
- Fire extinguishers are required by all exhibitors utilising naked flames
- Exhibitors need to keep their displays within the boundary of their allocated floor space
- Emergency exits must be kept clear at all times
- No raffles are permitted at the Expo by exhibitors

Exhibitor Information

A - Sizes & Fees

Cost structure per stall for 2 ½ days – ie Friday afternoon/evening, Saturday and Sunday - in the 3 areas available is as follows:

- 3 x metre square floor space \$100 outside undercover/betting ring area – best for marquees and gazebos
- 3 x metre indoor floor space \$130 Clydesdale Room
- 3 x metre indoor floor space \$150 Ivan Livermore Stand
- Larger stall sizes can be negotiated with event organisers if required
- All exhibitors will be charged an **extra \$25** that will include administration and advertising, website listing and inclusion in the Craft Expo program
- To qualify as a working exhibitor the craft must be demonstrated for at least 3 hours per day.
- Exhibitors approved to demonstrate their craft may receive a rebate on stall fees depending on complexity of demonstration required
- Further advertising on the website or links to your website are available for a fee please discuss with events organiser with application.

B - Provisions

- Exhibitor stalls will include power source if required (please request at time of booking).
- Equipment will need to be provided by exhibitors. Requests for tables 1.8m x 750mm and backboards can be accommodated for a hire fee.
- Exhibitors will be allocated space on floor plan according to stall type and requested area – no marquees or gazebos will be allowed in the inside areas i.e. Ivan Livermore and Clydesdale rooms. Expo organisers will attempt to accommodate all exhibitor needs as much as possible.
- Outer areas will be available for suitable stalls, rates per square metre to be negotiated.

C – General

- Stalls will be available for occupation from 8am on **Friday 18th November** and will need to be set up and ready for opening by 1pm.
- Stalls will need to be dismantled by 7pm on Sunday 20th November
- No responsibility is accepted by the Expo organisers for breakages or theft; however a security guard will be on site after hours on Friday and Saturday nights.
- Should you desire to pre-fabricate displays for your stall, please check with craft expo organisers
- All exhibitors must comply with OH&S requirements and all cords/appliances must be tested and tagged.

Enquiries: enquiries@craftexpo.org

Port Macquarie Craft Expo

ABN 82 808 107 083

EXHIBITOR APPLICATION FORM/TAX INVOICE

APPLICANTS NAME (please print).....

.....

ADDRESS:.....

.....State.....P'code.....

TRADING AS:.....ABN:.....

CONTACT DETAILS

TELEPHONE:.....Private.....Business

MOBILE:.....

EMAIL ADDRESS:.....

WEBSITE: www.....

Description of art/craft for sale	

STALL TYPE & COSTS

- | | | | |
|----|---------------------------------------------------------------------------------------------------------|-------|----------|
| 1. | 3 x 3 metre stall undercover/betting ring area
<i>(suitable for the use of a 3x3 gazebo/marquee)</i> | \$100 | \$..... |
| 2. | 3 x 3 metre space inside Clydesdale Room
<i>(not suitable for gazebo or marquee)</i> | \$130 | \$..... |
| 3. | 3 x 3 metre space inside Ivan Livermore Room
<i>(not suitable for gazebo or marquee)</i> | \$150 | \$..... |
| 4. | Compulsory Administration Levy \$ 25 | | \$ 25.00 |

Special Requirements:

- | | | |
|----|-------------------------------------------------------------------------------|---------|
| 1. | Table/s 1.8m x 750mm @ \$15 each | \$..... |
| 2. | Backboards (various) @ \$15-\$30 each | \$..... |
| 3. | Power (no charge) All appliances and cords must be tested & tagged | |
| 4. | Number of Staff passes required (maximum 4)..... | |

* LESS ANY DEPOSITS PAID \$.....

TOTAL \$.....

Please Note: No application will be accepted unless fees are enclosed. Cheques should be made payable to Port Macquarie CraftExpo and crossed "not negotiable". Please also enclose a copy of your Public Liability insurance cover when submitting application and send to P O Box 944, Port Macquarie NSW 2444.

Declaration: I/We agree to abide by all the conditions set

Applicant's signature:.....Date.....

