

EXHIBITOR INFORMATION

2018 Mudgee Small Farm Field Days

Set-up Days: Weds 11th & Thurs 12th July 2018

Event Days: Fri 13th & Sat 14th July 2018

Please ensure you have also read and agree to the terms and conditions for participation at the Mudgee Small Farm Field Days. Terms and conditions are contained in the application forms or are available from the office upon request. Submission of an application form will deem that you agree to the terms and conditions.

RETURNING EXHIBITORS

DID YOU EXHIBIT IN 2017? Information will be forwarded to you in late 2017 for 2018 bookings.

Returning exhibitors do NOT need to submit the application form, we can simply re-order a site for you.

The deadline for applications from exhibitors who attended in 2017, and wish to be allocated the same site again, is 28 February 2018. You must advise MSFFD of your intention to participate in the 2018 event by this date. If no application has been received by this date, the site you occupied in 2017 may not be available.

NEW EXHIBITORS

If you did not exhibit at the 2017 MSFFD, you will need to submit an application. Online bookings are preferred, go to www.mudgeefielddays.com.au/book to apply.

Allocations of sites for new exhibitors will be made in chronological order from the application date and will not commence until after 1st March 2018.

Payment from ALL exhibitors must be received in full by 31st May 2018. If your application is accepted after this date your account must be settled by the due date as per the trading terms on your initial invoice.

10% "EARLY BIRD" DISCOUNT is applied to all site fees paid by 28th February 2018.

Site allocations will be at the sole discretion of MSFFD and can be changed at any time. MSFFD will endeavour to accommodate the needs of all exhibitors.

COMMERCIAL FOOD & COFFEE VENDORS

All coffee vendors and commercial food vendors are required to tender for site positions. Information and application forms for coffee and catering are different to general exhibitors. Please see the appropriate section for more details. Exhibitors are not permitted to sell food or coffee from their sites without MSFFD authorisation.

ESSENTIAL INFORMATION FOR EXHIBITORS (Alphabetical order)

ALLOCATION OF SITES

Sites are held for previous site holders up until 28 February 2018. Following that date, vacant sites are available for booking by any exhibitor at the discretion of the organisers of MSFFD. Allocations from new exhibitors will not commence until after 1st March 2018.

MSFFD has the right to allocate sites as it determines and we will do our best to accommodate the needs of all exhibitors. Application for a site does not guarantee your acceptance. MSFFD reserves the right to accept or refuse any application. Every effort is made to mark out sites accurately, but if there is confusion regarding the size or location of your site contact the office prior to setting up. Please ensure that the site size you have selected will accommodate your exhibit. Eg: DO NOT select a site with a 6 metre front and expect to erect a tent with a 7 metre front. You will be asked to alter/move your exhibit to fit within your site boundaries.

CANCELLATION FEES

The Exhibitor agrees that 75% refunds are given for cancellations made in writing more than 6 weeks prior to the first day of the event (until 31st May 2018), 50% refunds are given for cancellations made in writing more than 3 weeks but less than 6 weeks prior to the first day of the event (from 1st June until 21st June 2018), and that no refund is payable for cancellations made less than 3 weeks prior to the event (from 22nd June 2018).

CAR PARKING

There are TWO exhibitor car parks. Entry via **GATE 1** gives you closer access to the south-eastern side of the exhibition area. **NOTE:** Access to this car park closes at 12pm. No exit on to Ulan Road after 12pm either. Exit from this car park will be via Henry Lawson Drive. If you wish to re-enter a car park after 12pm, we advise you to park in the GATE 3 car park.

GATE 3 car park gives closer access to the north-western sites and is accessible throughout the entire day. If you wish to enter and exit at various times, we advise you to use this car park.

There is also plenty of public car parking in the Henry Lawson and Ulan Rd car parks.

CAR PASSES & ACCESS

There are TWO types of car passes – RED or GREEN. Red pass allows access to exhibitor car parks as well as entry to the exhibition area before 8am and after 5pm. Green passes allow access to exhibitor car parks only – no access to exhibition area. Only ONE red pass allocated to each site, no additional can be purchased. Extra green passes can be purchased.

Car passes must be displayed face up on your dashboard AT ALL TIMES. A car pass does not mean automatic entry to the field days – exhibitor passes must still be presented and redeemed at the gate.

Vehicles are NOT permitted to drive on site from 8am-5pm on event days.

The site will be open to exhibitors at 6am Friday morning and 6:30am Saturday morning. Any vehicles taken onto the exhibition area must be placed ENTIRELY on the exhibitors site or removed to the car park prior to 8am. Vehicles will be allowed back on site from 5pm Friday and Saturday. The site will close at 6pm Friday and 7pm Saturday.

The entry gates to vehicles will be locked at 8am in the interest of safety and will not reopen until 5pm. Any cars that do not fit within your site, or that you may wish to move prior to 5pm, need to be parked in a car park. Cars are not to be parked ANYWHERE else in the exhibition area.

The speed limit on site is 10 kilometres per hour. MSFFD reserves the right to remove vehicles for advertising, safety or other purposes, without official authority, from anywhere on the site.

Failure to comply with these conditions may result in your vehicle pass being forfeited and you risk not being invited back to future events. Please ensure all staff are advised of these restrictions.

ELECTRICITY

Electricity is NOT included in the site price. If you wish to use electricity, you must book and pay for it. Electricity can be used for TV's, computers, EFTPOS etc, but NOT for electric heating implements (eg jugs and heaters) as they may overload the system. Electricity usage will be monitored at the event.

There are 15amp power outlets available to most sites. Most power outlets are located within 30 metres of most sites. It is the exhibitor's responsibility to provide a single length heavy duty/industrial lead to be used from the power outlet to the exhibitor's location.

All leads and electrical equipment are required to have current "test and tag" certification. Exhibitors must only use and operate approved portable power boards with residual current device (RCD) earth leakage circuit breaker (ELCB) protection when drawing electricity from the MSFFD supply grid.

In the interests of public safety, MSFFD reserves the right to remove any electrical equipment or electrical leads that do not meet "Test & Tag" requirements. MSFFD will not be liable for any damage to your stock/equipment as a result of electrical equipment and leads not meeting "test and tag" requirements.

Placement of some exhibits may be governed by power requirements. If you are not sure of your requirements, please contact your electrician. **If your power requirements are not detailed on your application and they exceed those provided, you may incur extra charges for electricity supply or be asked to remove that connection.**

EXHIBITOR PASSES

Exhibitor (personnel) pass allocations are according to site type and size, as per the application form. If you require extra passes, they are available for exhibitors to purchase at a discount rate prior to the event via the MSFFD office or through nomination in your application form.

Passes should be collected from the office when you arrive on the set up days, prior to proceeding to your site. If you do not collect your passes by 6pm Thursday, you will need to enter via GATE 1 before 8am on Friday morning to collect your passes.

Please have your passes ready to hand in at the gate. If you do not have your passes ready it causes a queue of vehicles on the road and causes delays for everybody to get on site.

OPENING TIMES

The site is open to the public from 8:30am-5pm on Friday 13th and Saturday 14th July 2018.

Your site must be staffed and operating for the hours of 8.30am to 5pm on both event days. Sites are to be in operation until 5pm on Saturday and exhibitors who pack up earlier than this may not be invited back.

PUBLIC LIABILITY INSURANCE

All exhibitors and site holders must hold their own public liability insurance with an indemnity of not less than \$10 million. An exhibitor who chooses not to have this insurance will not be allocated a site.

Please supply your policy details on the application form. We require a Certificate of Currency for Public Liability insurance that covers the event days. If your current certificate covers the event days, please include it with your application. If it expires prior to the event, we appreciate if you can provide it to us at your earliest convenience once renewed. You will NOT be able to set up if we have not received it.

SAFETY

The safety of exhibitors, volunteers and visitors must be of utmost consideration at all times and anyone conducting themselves in a manner dangerous to any of these groups will be asked to leave immediately.

Please be aware of the safety of others when demonstrating, moving or using machines or implements on site. Your exhibit area is an extension of your workplace. When setting up look for trip hazards with your tents and other objects on your site. Take care with any sharp hooks, wire, metal or other parts of your

displays that may cause a safety issue. Your power leads should be tested and in a safe condition. Don't forget that children and older people make up part of the audience, and your site safety considerations should reflect this.

SECURITY

A security firm is employed to guard the site before, during and after the event. Exhibitors are encouraged to take sensible precautions with their stock when leaving their site unattended.

SETTING UP AND DISMANTLING SITES

The site is available for set-up from 8am-6pm Wednesday & Thursday, July 11th & 12th, 2018. Free unloading facilities and equipment are available on the set-up days and Sunday 15th July for dismantling.

Fork lifts cannot be guaranteed and costs may apply outside of these dates. Loading of items outside of these dates can only take place with prior arrangement and at MSFFD's discretion. All items must be dismantled and removed from sites by 27 July 2018.

ADDITIONAL INFORMATION FOR EXHIBITORS (Alphabetical order)

ADVERTISING

The official program will be published by The Land. This is distributed prior to the field days through The Land newspaper and at the gate during the field days. The program also features the site map and includes an alphabetical and categorical listing of all exhibitors registered at the time of deadline.

If you receive any invitations via mail, email or fax for non-endorsed official guides or event programs please let us know and, if they are requesting money, report them to the Department of Fair Trading.

AIRSTRIP

Due to the airstrip being directly adjacent to the site, no aerial exhibits such as drones are permitted. Please also be mindful of any other materials that may pose a threat to the airport.

ANNOUNCEMENTS

MSFFD do not offer paid announcements made over the PA system during the field days. Announcements are primarily used for important notices, demonstration times and sponsors.

BANKING & EFTPOS

There will be ATM's on site in locations to be advised closer to the event.

EFTPOS is available on the general admission gates only. We encourage exhibitors to have personal EFTPOS terminals available for the public to use.

BARK CHIP

MSFFD do not allow bark chip to be used on sites as it harms the grass. AREC is used for many other activities throughout the year and the grassed areas are to be preserved for these.

CAMPING

On site camping is NOT permitted for site holders.

DEMONSTRATIONS

MSFFD encourage demonstrations on your site as it engages the visiting public.

Please be aware of issues with dust, noise and safety during these demonstrations and be courteous to nearby site holders. MSFFD has the right to refuse any demonstration and some aerial or high-risk demonstrations will not be permitted.

Please let us know in your booking if you will be conducting any educational demonstrations (not solely promoting a product). If we feel this is relevant, we will add it to the demonstrations listing in the event program.

DIGGING & UNDERGROUND SERVICES

Our site has extensive underground power and water. Exhibitors and their contractors need to be aware of this. Please check with MSFFD management before digging or driving posts or large tent pegs into the ground. Most underground cables will be marked on the ground, however, please check prior to any works being undertaken. Any persons damaging power cables will be liable for the cost of repairs.

DISPLAY MATERIAL AND EXHIBITS

Exhibitors are encouraged to make their sites look appealing and enticing, however, exhibitors are responsible for making sure all materials are secured correctly and safely and do not disturb the movement of traffic.

Display material is only to be displayed on the exhibitors site, not anywhere else on the exhibition area. MSFFD management reserves the right to remove any exhibit or item they feel may bring MSFFD into disrepute or is not located wholly within your site.

DOGS/PETS

NO dogs/pets are allowed on site, except for working dogs who are competing in the yard dog trials and guide or medical aid dogs. This applies to exhibitors as well as visitors. MSFFD reserves the right to ask you to leave the grounds if you have a dog in your possession.

EMERGENCIES

In the event of an emergency please contact 000 first, then the MSFFD office on 02 6372 3899.

St John's Ambulance Service operates on site during the opening hours of the event, at a location shown on the site map.

EQUIPMENT HIRE

Tents, marquees and fittings such as tables, chairs and partitions must be ordered through hire companies prior to the field days. We recommend Festival Hire. Call 1300 761 799.

No sites have tables, chairs, partitions etc included in their site fees. There is NO "shell system" included with the indoor sites.

FIRES

The lighting of fires is permitted on sites ONLY with prior consent from MSFFD. Fires must be contained within a fire bucket and must not scorch the grass or leave any remnants behind. A clean up fee will be charged if damage does occur.

In the case of an uncontrolled fire please contact 000 and the MSFFD office.

FOOD

There is a range of food available at community run and commercial outlets during the event days. On the set-up days, food and coffee are available at some of the outlets. Details will be provided to you prior to the event.

Exhibitors are not permitted to sell food from their sites without MSFFD authorisation. Exhibitors are not permitted to issue meals to the public or have a coffee machine on their site. Light refreshments only may be provided to the public (eg bottled water or food samples).

All food sites must meet food handling and safety requirements and need to register with Food Standards Australia as a temporary food event. This can be done at www.foodnotify.nsw.gov.au.

KEY WORDS

As well as the exhibitor and product directory in the event guide, exhibitors are encouraged to take advantage of the search function available on the MSFFD website. You are encouraged to list as many key words or phrases (not long sentences) as you wish, separated by a comma, that visitors can then use to search for your products at the event.

You'll be asked for key words on your booking form.

NOISE

Please be aware of neighbouring sites when carrying out demonstrations or using microphones or loud speakers on your site. Microphones are not permitted in the Founders Pavilion. MSFFD has the authority to demand the removal of any equipment that negatively affects other exhibitors or the general public.

PARCEL PICK-UP

Community groups operate a FREE parcel pick-up service, which collects purchased goods from your site and delivers them to a depot at either the Henry Lawson or Ulan Rd car park for pick up by the customer prior to leaving the site.

More information will be provided to you about this service prior to the event. The clearer the information you provide to the public and the parcel delivery team, the easier the collection process.

PERMANENT STRUCTURES

Written permission from MSFFD must be obtained before any permanent structure, including permanent signs or cement footings, can be erected.

RAFFLES

Raffles are limited at the event and only permitted on sites with the consent of MSFFD. All exhibitors wishing to conduct raffles or other promotions must seek approval prior to the event. The raffle must be operated legally and within the confines of the allocated site.

RAMPS

There are 3 machinery loading ramps available on site. Please see the site map or ask the office for more information. There is also a portable loading ramp available for livestock exhibitors.

RUBBISH

Rubbish removal occurs regularly and all rubbish must be placed in or at the bins for collection. We encourage exhibitors to recycle where possible. Cardboard boxes and packaging materials should be folded flat and placed in the cardboard collection bays for collection.

If you have any hazardous materials for disposal, this is your responsibility and will incur a disposal fee if not disposed of correctly.

STRAW BALES

Small square straw bales for display purposes on your site are available. They can be ordered with your booking and you will be invoiced accordingly. They will be placed on your site on Thursday 12th July, and remain your responsibility after this. If you don't want to take them at the end of the field days, please leave them stacked near the front of your site for collection.

SUB-LETTING OF SITES

Exhibitors shall not assign, lease, sub-lease, on-sell or part with the possession of the whole or part of the site without prior written application to MSFFD management.

Only displays which have a genuine company link with an exhibitor can be shown on their stand. This means that unless an exhibitor owns, sells or distributes a particular line of product (or service) on a normal, continuing yearlong basis from the principal business house, it cannot be displayed.

TELEPHONE/INTERNET/WI-FI

Mobile phone coverage is available throughout the field days site. Wi-Fi is currently not available. If you require a temporary telephone line, please complete the form on our website.

WATER

Town water is available at various locations on site. This water is for general use only. A wash bay is available for washing down vehicles. No vehicles are to be washed on your site.

WEATHER

MSFFD is staged regardless of the weather (excepting extreme weather events such as flooding). In wet weather, we make every effort to ensure site access, with extra straw and improved drainage.

We ask you to make sure your site is secure and unsecured items are placed inside tents or sheds at the end of each day in the case of bad weather overnight.