EAST GIPPSLAND FIELD DAYS

2018 EXHIBITOR PROSPECTUS

FRIDAY, APRIL 27 &
SATURDAY, APRIL 28, 2018

BAIRNSDALE AERODROME

Welcome

to the 32nd Annual East Gippsland Field Days

The East Gippsland Field Days Committee would like to extend to you a warm welcome to exhibit at the 32nd East Gippsland Field Days to be held on Friday 27th and Saturday 28th April 2018.

The East Gippsland Field Days provides a quality forum for you to showcase your business to customers from not only the East Gippsland and Wellington regions, but beyond.

We welcome your interest and encourage you to place your applications before the December 15, 2017 as sites will be allocated on a preference basis. We will be favouring previous years' positions for exhibitors and will once again offer ***easy payment options*** to secure your position. We therefore will not hold sites for latecomers or late payers whether previously exhibited or not. Always we will endeavour to cater for your requests but the onus is on you to follow through on deadlines so as you can participate.

We are sending the first round of opportunity to last year's exhibitors by email. This we hope will speed your booking process up and make our job far easier to administer. You will be able to lock in last year's site from our reserved list OR go into the second round to try and change your site to an alternative.

We had incredible weather in 2017 and our patronage was well up on previous years.

As part of the East Gippsland Field Days ongoing commitment to the environment, this prospectus is only accessible online, either from our website or via email by request. This greatly reduces paper wastage and may prove more convenient for you.

For further information please visit our website www.egfielddays.com.au or contact the Field days Office on (03) 5153 1398.

Kind regards,

Sue-Ellen Latham
Event Coordinator
Since July 2014

Ronald Alexander
EGFD Chairman
Since July 2013

Exhibitor information

Why Exhibit?
The East Gippsland Field Days is an agricultural event, which provides a genuine, once a year opportunity for businesses to promote themselves to Gippsland consumers and experience all the latest in agricultural products and services.

The event allows exhibitors to showcase a wide variety of products and services and gives us the opportunity to celebrate the wide range of successful ventures to come out of our region. Customers rely on the event to showcase not only local business and services, but retailer and service providers from as far away as NSW and South Australia, enabling your business local exposure to many new and exciting clients.

Exhibiting at a Field Days brings together existing and potential customers in one place at the one time. Exhibiting enables you to compress the whole of the selling process: attention, persuasion, desire and purchasing into one activity. Moreover, unlike other forms of promotion, exhibiting enables you to appeal to all five senses: sight, hearing, smell, taste and touch.

Field Days Dates & Open Hours
The dates and public open hours for the 2017 East Gippsland Field Days are:

- Friday, April 27, 9.00am - 4.30pm
- Saturday, April 28, 9.00am - 4.00pm

Field Days Site
The Field Days are located at the Bairnsdale Aerodrome. Turn off south from the Princes Hwy (A1) at the Bengworden Rd (C106) (4 km west from the Bairnsdale Hospital) and proceed 3km to the turn off (left) to the Field Days site. The area is well sign posted from the Princes Highway.

Organisers' On Site Office
The Field Days site office at the aerodrome will be operational from Wednesday, April 25.
Phone and Fax numbers for this office are our normal numbers:
Phone: (03) 5153 1398 Fax: (03) 5153 1698

Exhibitor Site Setting Up
Exhibitors may set up their sites on:
- Thursday, April 26, 8.00am-6.00pm
- Friday, April 27, 7.00am-9.00am

Any exhibitors wishing to commence setting up prior to Thursday must contact the organisers to ensure access to the site. All setting up must be completed by 8.30am on Friday, April 27.

Exhibitor information

Security
Overnight security will be on site from 5pm until 8am, Thursday, Friday and Saturday. No one will be permitted onto the site during this time. CCTV cameras may also be in operation in 2018.

All exhibitors must vacate the field days site by 5:30pm unless prior arrangements have been made with the office.

Demonstrations
The committee is ready to discuss your specific needs and help you find the best way to exhibit your particular product.

Car Parking
Exhibitors are reminded that only 1 vehicle per exhibitor can be kept on their site, only if that vehicle is an integral part of their promotion (vehicle traders excluded). All other vehicles must be parked in one of the official exhibitors' car parks. Exhibitor car passes must be shown in the window of the vehicle at all times.

No Dogs
The field days have a strict 'No Dogs' policy. No dogs will be permitted to site except those involved in livestock control or working dog display. Dogs or animals are not to be walked through the event without prior permission from event management.

Website
An exhibitor list will be found on the East Gippsland Field Days website with links to any exhibitor website details provided on your application form. Visit **www.egfielddays.com.au**

Exhibitor information

Advertising

The field days advertising includes an extensive campaign in local and statewide print media (including newspapers and magazines), internet, radio and television.

Official Publication

The official East Gippsland Field Days publication is organised and distributed by East Gippsland Newspapers - The Bairnsdale Advertiser. As the official publication, it includes a schedule of Field Days events, site maps, courtesy bus timetable, Field Days highlights and much more, along with details of businesses that are exhibiting.

Issued to all attendees, it is also inserted into three local newspapers in the week leading up to the event.

If you wish to be a part of this publication, please contact an East Gippsland Newspapers advertising consultant on 5150 2326.

Forklift Services

This year forklift services are available at the Field Days site FREE OF CHARGE at the following times only (forklift services outside the hours below must be arranged and PAID for independently by the exhibitor).

- Thursday, April 26 from 9am - 5:30pm
- Friday, April 27 from 7am - 8.30am
- Saturday, April 28 from 4pm -5:30pm
- Sunday, April 29 from 7am - 12noon

Please book forklift services through the site office.

Accommodation

A free accommodation booking service is available through the Bairnsdale Visitor Centre
Freecall 1800 637 060.

Catering

Basic catering services will be provided on site on Thursday from around lunch time with full services present on Friday and Saturday.

Exhibitor information

Food Handling & Sales
Exhibitors providing any form of food or drink to the public are reminded that they must fulfil all their legal requirements including Food Handling, Council registration and the following of their Food Safety Plan. Council officers will be present at the Field Days.

Marquees & Sundry Hire Items
Marquees and sundry items can be hired through the organisers (please refer to hire form in this prospectus or at www.egfielddays.com.au).

Exhibitors' Passes
All exhibitors are provided with **two** exhibitor passes for their first site, one pass is provided for each additional site booked.

Additional exhibitors' passes are available from the organisers at $18 each prior to or at the Field Days which provide a full two day entry. Exhibitors not possessing passes will be charged admission at visitor prices (Adults $18 per day).

2018 Public Admission Prices
- Adults $18 per day
- Children up to 15 years $5 per day
- Family ticket $36 per day

Undercover sites
A limited number of undercover sites are available for exhibitors of craft, homewares, garden and similar products. A limited number of these sites have access to power at extra cost.

Power to sites
Access to power on powered sites is available from the nearest power box only and few sites actually have power outlets on them. Exhibitors are responsible for supplying their own extension leads at least 20 metres long. Please note that it is a statutory requirement that leads have current testing tags attached and our safety officer will be conducting on site checks to make sure this is the case. Underground power cables are clearly marked by **RED** painted lines on the ground surface. ONLY sites allocated as a power site may have access to supplied power.

Public Liability Insurance
As an exhibitor you are required to possess your own up-to-date Public Liability and Products Liability cover. This may be asked for at any stage throughout the event.

Gas Safety Self-Check List
The Victorian Office of Gas Safety now requires anybody using LPG at a public event to check cylinders and appliances according to a specific check list and keep it on hand for the event's duration. Check lists are available. If you require one please contact us. A gas safety officer will be in attendance at the Field Days.

Exhibitor information

Exhibitor Site Dismantling

Exhibitors may dismantle their sites from 4pm - 6pm Saturday, April 28. Exhibitors are required to be off site by 6.00pm. Sites may also be dismantled on Sunday morning after 7am, although exhibitors are reminded that the official security surveillance ceases at 8.00am on Sunday.

Exhibitors are not permitted to begin dismantling their sites, or packing up stock etc. until 4pm on Saturday, April 28 *(see Item 8 in the Field Days Terms & Conditions & your Site Safety Plan)*.

The organisers ask all exhibitors to strictly adhere to this guideline as exhibitor's early packing up of stock and dismantling of stands is extremely disruptive to the running of the Field Days and is a poor reflection on the standard of the event to the public and to other exhibitors.

Additionally, vehicles driving onto or off the site while the event is still open to the public are placing other persons on the site at direct risk of injury. Those not adhering to this guideline may not be accepted at future East Gippsland Field Days and a notification of the behaviour to other VASA supported events may occur.

Livestock Exhibitors

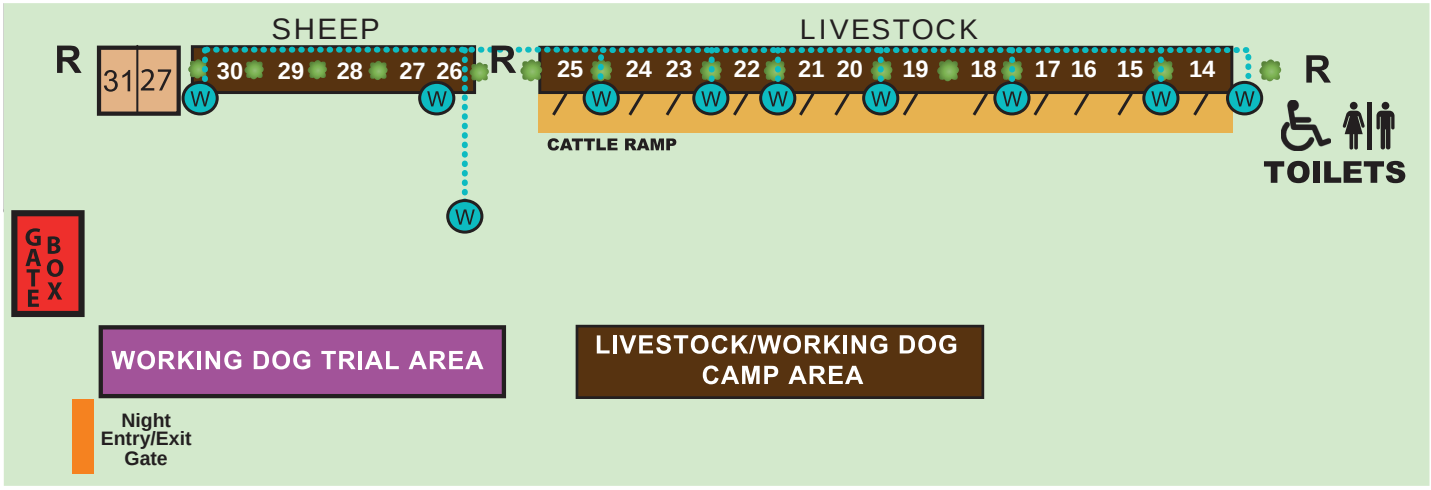
NLIS tag obligations

The Department of Primary Industries has advised that under Victorian NLIS legislation all cattle attending the East Gippsland Field Days must carry an NLIS tag at the time of dispatch from your property.

Please note that DPI staff may scan NLIS tags at our 2018 Field Days.

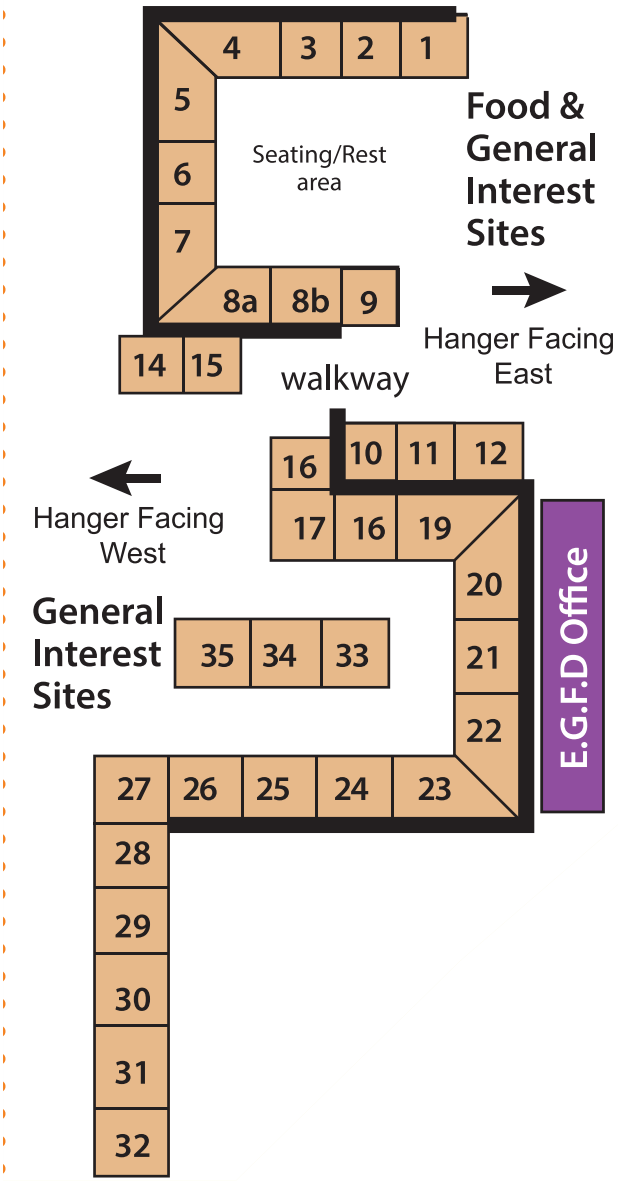
Animal Confinement

The East Gippsland Field Days will provide yards for selected cattle livestock sites. These yards may not be moved or altered in any way and all animals must be confined to yards throughout the event. The yards are approximately 4.8m x 4.8m.



see back page for full map

In 2015 we introduced the Family Entertainment Zone with great success. This area operated in a massive 24x12 metre marquee located near the food court area. The marquee included music over the two days and a host of family based entertainment on the Saturday. This will run again in 2018 and there are opportunities to book a site in close proximity to this area. There is also the opportunity to book small sites inside the marquee on the Friday only to run suitable demonstrations. Contact the event coordinator to discuss options



see back page for full map

Exhibitor Site Safety Plan

Public safety issues are increasingly becoming a very important part of running a public event such as the East Gippsland Field Days. As an exhibitor you have a duty of care and responsibility to ensure that your own site is set up and maintained as a safe working environment. The following plan identifies categories of possible hazards at the event and outlines control measures which exhibitors can take to minimise any hazards relevant to their site. A signed statement will need to be returned to the organisers indicating that exhibitors have read the Site Safety Plan and taken all reasonable steps to ensure that their site is a safe environment for staff and the public.

All Exhibitors and Volunteers must wear Hi Vis safety vests on Move In and Move Out.

What You Need To Do

1. Read this form prior to organising the set up of your site;
2. Fill in the check boxes for each item;
3. Plan to implement any of the suggested risk control measures which are relevant to you. If in doubt contact the Field Days office;
4. Fill in and sign the last page of this Site Safety Plan indicating that you have read the plan and have taken/will take all reasonable measures to ensure your site will be a safe location for the public who may come onto it;
5. Return the signed forms on Page 18 and 19 ONLY to the organisers to the Field Days. This can be done via email: accounts@egfielddays.com.au Your site will not be allocated until these forms have been received;
6. Please have a copy of your Site Safety Plan on your site at the Field Days for your own reference. To comply with state laws the Field Days Safety Officer will inspect exhibitor sites and may be accompanied by a Work Safe Inspector.

If you have any queries please contact the Field Days office on (03) 5153 1398

Possible Exhibitor Site Hazards

EAST GIPPSLAND FIELD DAYS

Naturally, not all suggested Hazards or Risk Control Measures may apply to your site.
Additionally, other control measures not mentioned may be appropriate for your site.

1. Slips, trips and falls

- Design your exhibit to minimise hazards
- Place mats over uneven surfaces & cables etc.
- If hazards exist segregate pedestrians by means of barriers, fences or wardens
- Warn of existing hazards with signs/flags/indicators etc.
- If spillages occur dry and clean surface immediately
- Any handrails and steps to be of solid construction and made in accordance with Australian Standards

RISK CONTROL MEASURES ☐ **I/we will implement** ☐ **Not applicable**
Please mark box with ✓

2. Plant and machinery

- Supervision in place to assist and instruct consumers climbing onto plant and machinery
- Hi Visibility Safety vests to be worn at all times on move in/move out and when operational.
- Experienced and competent operators only to operate machinery
- Speed limits, helmet requirements and load restrictions adhered to. No vehicle movement after 9am or before 4pm on show days
- Passengers not to be carried
- Safety measures in place when backing machinery
- Not left unattended when running
- Removal of keys when unattended
- Booms and tines and hydraulic arms etc. to be lowered before vacating the machine. Where applicable, safety supports to be used to ensure raised or open device safe.
- If operating machinery in vicinity of underground or overhead power lines, qualified spotters to be used
- When starting or operating machinery take the vicinity of workers and consumers into account
- Care must be taken if operating machinery on uneven or inclined surfaces
- All vehicles used, sold or displayed must be compliant with the relevant regulations
- All operators must have the appropriate ticket/licence when operating machinery

RISK CONTROL MEASURES ☐ **I/we will implement** ☐ **Not applicable**
Please mark box with ✓

3. Stationary Machinery hazards

- All operators are experienced and competent and where appropriate licensed
- If hazards exist segregate pedestrians by means of barriers, fences or wardens
- Machinery guarding in place if applicable

RISK CONTROL MEASURES ☐ **I/we will implement** ☐ **Not applicable**
Please mark box with ✓

4. Dangerous goods and hazardous substances

- Material Data Sheets at your site
- All dangerous goods/hazardous substances in suitable containers, labelled with appropriate warning signs. Precautions stated on MSDS to be followed.
- Any required protective equipment is provided to workers
- All dangerous goods/hazardous substances segregated from children by means of barriers and constant supervision
- Safe work procedures followed if containers are opened or decanted. Ensure staff are trained in safe practices
- Note: Dangerous Goods Regs 2000 / Hazardous Substances Regulations 1999 Apply

RISK CONTROL MEASURES ☐ **I/we will implement** ☐ **Not applicable**
Please mark box with ✓

Possible Exhibitor Site Hazards *continued..*

5. Cuts & Lacerations Hazards

- Eliminate sharp objects and protrusions from your exhibit
- Place barriers between sharp objects and workers/consumers

RISK CONTROL MEASURES ☐ **I/we will implement** ☐ **Not applicable**
Please mark box with ✓

6. Electrical Hazards

- All leads must have current testing tag attached (Please Note that this is mandatory)
- Cables and leads inspected insitu to identify risk of cutting crushing/exposure to moisture
- No pegs driven into ground within 1 metre of RED MARKINGS

Note: red lines on ground indicate location of underground power

RISK CONTROL MEASURES ☐ **I/we will implement** ☐ **Not applicable**
Please mark box with ✓

7. Cattle & Livestock Hazards

- Cattle/livestock restrained appropriately
- Barriers placed between animals and the public
- Attendants adequately trained and aware of possible hazards

RISK CONTROL MEASURES ☐ **I/we will implement** ☐ **Not applicable**
Please mark box with ✓

8. Thermal Hazards

- Public separated from hot/cold hazards by barriers
- Staff adequately trained with respect to hazards
- Protective equipment supplied to staff where appropriate

RISK CONTROL MEASURES ☐ **I/we will implement** ☐ **Not applicable**
Please mark box with ✓

9. Fire Hazards

- The public and others separated from fire hazards by barriers
- Combustible/flammable material kept to a minimum and segregated from sources of ignition
- No smoking near flammable material
- Appropriate fire extinguisher/blanket in vicinity if appropriate

RISK CONTROL MEASURES ☐ **I/we will implement** ☐ **Not applicable**
Please mark box with ✓

Possible Exhibitor Site Hazards
continued..

EAST GIPPSLAND FIELD DAYS

10. Gravitational Hazards

- Heavy items not stored at heights
- The public and others segregated from areas where items may fall
- Temporary structures checked for stability and strength
- All silos and tanks to be securely anchored

RISK CONTROL MEASURES ☐ **I/we will implement** ☐ **Not applicable**
Please mark box with ✓

11. Pressure Hazards

- All equipment and hoses to be checked prior to set up of your exhibit
- Gas cylinders checked & within testing expiry date
- The public separated from hazards
- Protective clothing and equipment available to staff. Staff trained in hazard minimisation

RISK CONTROL MEASURES ☐ **I/we will implement** ☐ **Not applicable**
Please mark box with ✓

12. Noise Hazards

- Noise limit regulations for machinery adhered to
- Signage indicating noise hazard displayed if appropriate
- Machinery positioned on site to reduce noise impact
- Noise protection equipment supplied for use by staff and public if appropriate

RISK CONTROL MEASURES ☐ **I/we will implement** ☐ **Not applicable**
Please mark box with ✓

13. Marquees

- Is your marquee larger than 100sq metres? If so then it must be erected by a person licensed to do so and plans submitted to council for approval.
- Do not drive pegs into ground within 1 metre of red line indicating underground power
- All self erected structures must meet the Victorian Work Cover Standard

RISK CONTROL MEASURES ☐ **I/we will implement** ☐ **Not applicable**
Please mark box with ✓

14. First Aid

- First Aid kit on your site
- Emergency phone numbers, including Field Days office, available to you

RISK CONTROL MEASURES ☐ **I/we will implement** ☐ **Not applicable**
Please mark box with ✓

Possible Exhibitor Site Hazards *continued..*

15. LPG

• If you are using LPG apply the Self-Check List provided by the Victorian Office of Gas Safety and keep it on your site during the event

RISK CONTROL MEASURES ☐ **I/we will implement** ☐ **Not applicable**
Please mark box with ✓

16. Food and Drink

• If you provide any form of food or drink to the public ensure:
- Staff have the correct food handling qualifications
- You have registration if required
- You have implemented a Food Safety Plan
- Your products have any appropriate labelling

NOTE: Council officers may make inspections and require you to cease trade if your legal requirements are not met.

All exhibitors serving alcohol will need to obtain a liquor licence from the Liquor Commission and are to abide by the conditions of licence. All exhibitors serving alcohol have a duty of care to patrons.

If you are serving alcohol you must ensure you do not:
- Sell to persons under the age of 18 years
- Sell to cause intoxication or sell to already intoxicated persons
- Sell bottles for consumption on site.

RISK CONTROL MEASURES ☐ **I/we will implement** ☐ **Not applicable**
Please mark box with ✓

17. Vehicle Movement Hazards

• Take great care of pedestrians and vehicles when driving your vehicle to and from your site during set up/dismantling. Hi-visibility vests must be worn at all times on move in/move out periods.
• DO NOT drive your vehicle in the Field Days exhibit area during the hours when the Field Days is open to the public
• DO NOT bring vehicles onto the site, or remove vehicles from the site prior to 4.30 pm on Friday or 4.00 pm on Saturday when the Field Days closes. This activity is potentially highly dangerous and could result in a criminal offence. Whilst the Field Days is open, roads are for pedestrians, not vehicles!

RISK CONTROL MEASURES ☐ **I/we will implement** ☐ **Not applicable**
Please mark box with ✓

18. Public Liability & Products Insurance

• As an exhibitor you are required to possess your own Public Liability and Products Liability insurance to cover you during the Field Days and are required to sign a statement to that effect on page 19.

RISK CONTROL MEASURES ☐ **I/we will implement** ☐ **Not applicable**
Please mark box with ✓

Exhibitor Checklist

What You Need To Do

1. Read Exhibitor Site Hazards - Pages 11 - 14
Ensure you have read the entire document and plan to implement any Risk Control Measures which you think would be appropriate to help make your site a safe environment;

2. Read Term and Conditions - Page 16

3. Site Application Form – Page 18
This site application form does not confirm entry as an exhibitor. We will confirm your acceptance via email. PLEASE contact us if you have not heard a response before 14 March 2018.
You must pay at least 50% of the total site fee once your acceptance is confirmed to secure your site. Full payment must be made by 15 January 2018. Bookings post this date must be paid in FULL once acceptance has been confirmed.

4. Exhibitor Statement – Page 19
We require this form to confirm you have public liability insurance. We will need to confirm certificate of currency when you arrive at the event. You do not need to supply this via fax or mail. Make sure you have a valid certificate of currency for your insurance or we will not be able to allow you to exhibit.

5. Marquee & Sundry Hire Order Form – Page 19
Only send this form if you require to hire items from us such as marquees, tables, chairs, hay bales, etc.

6. Exhibitor Passes - Page 19
If you require more than the two FREE supplied exhibitor passes then also fill out the supplied form to order. Payment can be made by Cheque, Credit Card or Bank Deposit. See Site Application form for payment details.

2018 East Gippsland Field Days
Terms and Conditions

In this agreement the term "exhibitor" shall include the exhibitor, their employees, servants, agents or invitees, the term "committee" refers to the Lions Club of Lindenow Inc. which is the sole entity with whom the exhibitor has contracted.

1. The committee has full discretion to accept or reject any site application.

2. The exhibitor will accept the site nominated to it by the committee.

3. The exhibitor must make payment for its site as and when required by the committee.

4. The exhibitor must not transfer, sub-let, assign or in any other manner or form dispose of its space leased from the committee. The exhibitor must state on the Application Form the names of the products and suppliers it represents and confine its displays to them. The committee reserves the right to remove any product or other material, or to ask any person or company violating this condition to leave the Field Days.

5. All aspects of exhibitors' displays are subject to the approval of the committee. The committee shall have the authority to at any time enter upon any site used by the exhibitor and remove any article, sign, picture, printed material, or product of any nature whatsoever which in its opinion is not in the best interests of the Field Days or which may cause offence.

6. The committee reserves the right to alter the layout plans and positions of the stands if, in its opinion any alteration is desirable for the benefit of the Field Days as a whole.

7. All equipment displayed by the exhibitor must be in 'as new' condition. Used equipment may be used for demonstration purposes only.

8. Exhibitors must set up and man their sites for the full duration of the Field Days. All displays must be fully set up by the opening time of the Field Days. All displays must be left fully and completely intact in every detail until the official closing time of the Field Days.

9. Exhibitors must not dig holes or drive any pegs or objects into the ground unless given permission by the committee. Any damage caused by the exhibitor to underground power cables, water pipes, telephone line or any other service will be repaired entirely at the exhibitor's expense.

10. The exhibitor must at all times conduct their exhibit so as not to interfere with any other exhibitor and any complaints made shall be settled entirely at the discretion of the committee.

11. Without written consent from the committee, the exhibitor shall not use any microphone or sound amplification equipment. Demonstration of noisy machinery on sites must be limited to one at a time unless otherwise agreed to by the committee, and must not offend neighbouring exhibitors.

12. Generators are not permitted to be used on sites without prior consent from the committee.

13. Exhibitors may only conduct sales, demonstrations, canvassing, surveys or advertising within the immediate confines of their site, unless given written consent by the committee.

14. The exhibitor may not conduct lotteries, raffles or competition without the consent of all the appropriate authorities and of the committee.

15. The exhibitor may provide light refreshments, but may not charge for these. Liquor must not be openly displayed and the serving of it is to be discouraged.

16. Each exhibitor is allowed no more than one vehicle on site unless the vehicles are part of the exhibit. All other vehicles must be in the official car parks and cannot be left on the roadways during the Field Days.

17. The exhibitor agrees to at all times keep its site clean and tidy and to leave it in the same condition as when allocated to it. All rubbish including straw must be collected and placed in the appropriate rubbish collection receptacles and areas.

18. Demonstrations of machinery or any other item outside the exhibitor's site may be carried out only with the permission of the committee.

19. The committee will not accept any responsibility for the safety of any article of any kind brought by the exhibitor to the Field Days.

20. All exhibitors are required to complete and return to the organisers a Site Safety Plan. Failure to do so may result in non-acceptance of the exhibitor's site booking. A copy of the Site Safety Plan should be kept by the exhibitor on their site during the course of the Field Days.

21. The committee shall not be responsible for any loss of any nature suffered by the exhibitor from any cause whatever, including monies paid to the committee.

22. The exhibitor indemnifies the committee and holds the committee harmless in respect to all costs, claims, demands and expenses to which the committee may in any way be subjected as a result of any loss or injury arising to any person, company or product, however caused as a result of any act, neglect or default by the exhibitor or by the committee.

23. If the exhibitor is a company the directors guarantee the performance of the company's obligations pursuant to this agreement and will indemnify the organiser in relation to any of the company's obligations thereto.

24. The exhibitor shall ensure that at all times it complies with all regulations, laws and Acts of Parliament which govern the erection of structures, the display and/or sale of machinery, vehicles, or products of any nature, or which pertain to any other aspect whatsoever of their involvement in the Field Days.

25. During fire restrictions all CFA regulations, including having knapsacks on tractors, must be adhered to.

26. The exhibitor agrees that the committee will not be responsible for any error made in any form of advertising or promotion it carries out on behalf of the Field Days including that made in relation to any exhibitor or the products that it displays or sells.

27. The exhibitor acknowledges that it has relied on no representation by the committee as to the numbers of visitors who will be attending the Field Days, or to the nature and quality of the Field Days, or the promotion of the Field Days and the exhibitor acknowledges that it has formed its own independent view as to the worth of the Field Days, its location, timing and format.

28. The exhibitor consents to and authorises the committee to make and use for the promotion or management of the Field Days any photograph, film, video or sound recording of the Field Days including any part of the exhibitor's display or demonstration.

29. The committee reserves the right to refuse admission to any person or company to the Field Days at its absolute discretion.

30. In the event of the Field Days being cancelled or postponed, the committee bears no responsibility for any expenses incurred by the exhibitor in regard to the Field Days.

31. The committee reserves the right to cancel any contract between it and the exhibitor and retain part or all of the monies paid in relation thereto if in the committee's opinion there has been an infringement in any of these terms and conditions.

32. The exhibitor will be strictly liable for any reasonable costs and expenses incurred by the committee as a result of the exhibitor's failure to meet its full obligations as an exhibitor.

33. The exhibitor must have their own Public Liability & Products Liability Insurance for the event.

2018 East Gippsland Field Days
Marquee & Sundry Hire Price List

Sundry Hire Equipment

Framed marquees do not have poles & pegs so allowing maximum usage of your site plus increased visitor comfort.

Tables

Table - White café (90cm Seats 5)	$22
Trestle Table 1.8m	$22
" " 2.4m	$24
" " 3.0m	$27

Chairs

Black Padded Folding Chair	$6
White Stackable Chair	$6

Flooring

2.4m x 1.2m	$65
4.6m x 4.6m	$220
6.0m x 9.0m	$685
Grass Matting 7.3m x 1.8m	$45

Other

Flood Lights on Stands	$46
Hay	$15
White Umbrella & base	$30
Water Urn 18L & 27L	$36
Extension Leads	$23
Dyna Bolts	$3
Display Boards 1.8m x 1.2m	$45
Flag Poles (erected)	$60
Picket Fences 1.8m	$30
Red Carpet Squares 1m x 1m	$9
Smokers Please	$5

Marquee Hire

Prices given are for marquees erected on your site by our contracted hire company.
Most marquees are white with a limited number of coloured & clear walls available.

Please ask if other sizes are required.

Framed Marquees

Framed marquees do not have poles & pegs so allowing maximum usage of your site plus increased visitor comfort

Size (metres)	*Price*
3 x 3	$275
4.6 x 4.6	$395
6 x 3	$590
6 x 6	$770
9 x 6	$875

'Clear span' Frame Structures

Size (metres)	*Price*
6 x 3	$610
9 x 9	$1495
12 x 6	$1090
15 x 6	$1315
18 x 9	$1810

Exhibitor Passes

2 complimentary Exhibitor Passes are supplied to each exhibitor and 1 extra free pass supplied for each and every extra site booked.
Additional Passes are available at $18.00 each (for full 2 Day Entry) prior to the Field Days.
NOTE: Exhibitors not possessing passes will be charged admission at visitor prices ($18 per day).

- *PLEASE COPY AND RETURN THIS PAGE* -

Site Application Form

East Gippsland Field Days
ABN 68 667 684 669

Exhibitor Trading Name ..... **ABN** .....
Postal Address: ..... **State** ..... **Postcode** .....
Phone ..... **Fax** .....
Contact Person ..... **Mobile** .....
Website ..... **Email** .....

BOOKING FORM AND PAYMENT TO BE RETURNED TO: East Gippsland Field Days, PO Box 120, Lindenow, Vic. 3865

TYPE OF SITE		COST	QUANTITY	PRICE
Powered Site - 10m x 10m	1st site	$550		$
	Up to 5 adjoining sites	$440		$
	Each extra site above 6	$235		$
Car Dealership Site (Sites G9-17, H9-17) 10m x 10m (Min. 2 Sites)		$380		$
Unpowered Site - 10m x 10m	1st site	$410		$
	Up to 5 adjoining sites	$305		$
	Each extra site above 6	$230		$
Livestock Site – 4.8m x 4.8m - Yards and water		$445		$
Livestock Site - 10m x 10m - No yards		$385		$
5m x 10m Site - Powered		$435		$
5m x 10m OR 6m x 8m Site - Unpowered		$345		$
3m x 6m OR 6m x 3m Site - Unpowered		$310		$
3m x 3m Site - Outside - Powered		$345		$
3m x 3m Site - Outside - Unpowered		$225		$
3m x 2m Site Market Row - Unpowered **Must be hand made or grown*		$100		$
3m x 3m OR 3m x 6m Diagonal Site - Inside Hangar - Powered		$385		$
3m x 3m OR 3m x 6m Diagonal Site - Inside Hangar - Unpowered		$290		$
	All above prices include GST.	**TOTAL**	**No.**	**$**

PRODUCTS & SERVICES

Please briefly list products & services you will be displaying at the Field Days.
We will use this information for the main program. Please keep it brief but specific.

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PAYMENT OPTIONS

Cheque, Money Order, Credit Card or Bank Deposit are accepted.
All Bank Deposit Payments **MUST** have Exhibitor Trading Name AS ABOVE in description.

Bank Details: Bendigo Bank **Account Name:** Lions Club Of Lindenow **BSB:** 633 000 **Account No:**109 005 330

2 complimentary Exhibitor Passes are supplied to each exhibitor and 1 extra free pass supplied for each and every extra site booked.
Additional Passes are available at $18.00 each (for full 2 Day Entry) prior to the Field Days.

As an exhibitor I/we agree to abide by the Committee's requirements and the Terms & Conditions on page 16 of this document and declare I/we will provide our own Public Liability & Products Liability Insurance for the event and produce a copy on request of the event management.

Signed *(for and on behalf of the exhibitor)* ..... **Date** .....

CONTACT

Availability of Site Questions: Field Days Office Tel: 03 5153 1398 Email: info@egfielddays.com
Accounts contact: accounts@egfielddays.com or Telephone 0408 571 430 Fax: 03 5153 1698

- PLEASE COPY AND RETURN THIS PAGE -

Exhibitor Statement Form

EAST GIPPSLAND FIELD DAYS

Site Safety & Public Liability/Products Liability Insurance

This statement indicates that I/we the exhibitor:

Name of exhibitor .....

(1) Have read and filled in the check boxes in the Exhibitor Site Safety Plan and will take all reasonable steps to ensure our site is a safe environment for the public.

(2) Possess our own Public Liability and Products Liability Insurance to the value of at least $10,000,000 to cover us for the East Gippsland Field Days. In some cases the event must be added to the policy, I have checked this with my Insurance company.

Name .....

Title/Position .....

Signed *(for and on behalf of the exhibitor)* ..... **Date** .....

Marquee & Sundry Hire Form

Only fill our the below form IF you require hire items

1.Marquees

My/Our marquee requirements are as follows (please refer to Hire Price List)

MARQUEE SIZE _____X_____ Please circle: FRAMED / CLEAR SPAN

Please indicate clearly the desired location of your marquee on your site. If you have multiple sites show clearly on an attached sheet (if necessary) which specific site your marquee/s should be on. ***NOTE: If no instructions are given, your marquee will be erected in the centre of your site. Any relocation will incur an extra charge.***

Location Notes: .....

.....

ITEM NAME	QUANTITY	UNIT PRICE	COST
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11. Exhibitor Passes		$18	
12. Marquee Order			
Total enclosed	**Cheque No.**		**$**

Full payment of Marquees, Sundry Items and Exhibitor Passes must be included with Order Form

PLEASE FAX THIS PAGE TO: (03) 5153 1698 OR POST TO: PO BOX 120, LINDENOW, VIC, 3875

2018 EAST GIPPSLAND FIELD DAYS
Official site plan

Friday, April 27 &
Saturday, April 28 2018
Bairnsdale Aerodrome

Ph: (03) 5153 1398
E: info@egfielddays.com.au
www.egfielddays.com.au

- Livestock Site
- Exhibitor Site
- Feature
- Gate
- Main Road
- (W) - Water Point

Proudly supported by TRFM

General Interest Site Plan