# 69th Annual









water

agriculture

transport

machinery

resources

# **2020 Prospectus**

69<sup>th</sup> Mildura Field Days
Friday 15<sup>th</sup> May & Saturday 16<sup>th</sup> May
Mildura Racecourse,
53 Racecourse Road,
Nichols Point, Victoria

#### Invitation to exhibitors

Join us for drinks & nibbles on **Friday night, 5.15pm Day 1** Venue - Winning Post Bar



#### **Invitation to Exhibit**

Welcome to the 2020 Mildura Field Days Prospectus.

The move to the Mildura Racecourse in 2019 has opened up a variety of opportunities for exhibitors and for the continued growth of annual Mildura Field Days. We thank exhibitors for their understanding and willingness to work with us during the inevitable teething issue associated with moving to a new site.

We have received a lot of feedback on the new site with the ambience of the food court proving to be very popular with patrons, filling many times over the two days of the event. The grassed area and facilities were a winner with both patrons and exhibitors alike, but expect a few tweaks in the layout for the 2020 event as we make the most of the new location.

In 2020, patrons will be directed to parking in the centre of the track adjacent to where exhibitors are located. This will increase traffic flow through the exhibitor area and reduce walking distances for patrons. Once this area is full, patrons will be directed to park either side of Racecourse Road with a shuttle bus service collecting and dropping patrons off to vehicles during the opening hours of the event.

We will once again be offering our parcel pick up & collection service, so please grab your "pick up" slips from the Site Office.

The stage adjacent to the main food court will once again be available free of charge to host presentations, demonstrations and educational sessions throughout the two days of the event. Please discuss any presentation requirements or ideas you may have and don't forget to fill in the box on the application form.

The Mildura Field Days committee are absolutely thrilled to announce our new website. It can be found at <a href="www.mildurafielddays.com.au">www.mildurafielddays.com.au</a>. Our new website will provide further promotional opportunities for exhibitors over the next few years so keep a watch for updates from us on when they are up and ready to go. And of course don't forget to follow us on Facebook and Twitter and please tag us in your posts to increase exposure and awareness of your product or service being available at the event. In choosing to exhibit at the Mildura Field Days, your business will be featured on our social media sites, offering you additional exposure from this effective publicity tool.

There are number of sponsorship opportunities available throughout the event. Should you wish to be a naming sponsor of a section of the event, please contact Jo Rodda, our coordinator on 0487 021 122 to discuss options.

Thank you your ongoing support. Let's have a field day

Mildura Field Days Committee

#### **Contact Details for further information**

Jo Rodda Field Days Coordinator PO Box 1044

Irymple VIC 3498

Ph: 0487 021 122

Email: jo@mildurafielddays.com.au

#### Important:

- Exhibitors are able to setup their site from 8am Wednesday, 13 May 2020, however security will not be available until 6pm on that day.
- 2019 Exhibitors sites will be allocated first, but applications **MUST** be received by **Wednesday, 1 April 2020** in order for this to occur.



# MARQUEE HIRE • PARTY HIRE • CORPORATE EVENTS AUDIO VISUAL HIRE • STAGING • CATERING EQUIPMENT WEDDINGS

Since 1986, Mildura Party Hire has made good times even better with their extensive range of mobile party equipment. From a small backyard function to a large wedding as well as corporate events, they have you covered.

Their hire inventory includes Marquees, jukeboxes, crockery, cutlery, glassware, lamb roasters, tables and chairs, mobile cool rooms and dance floors.

Digital jukeboxes and karaoke machines with touch screen technology are now available for hire, these jukeboxes are updated every month with the latest top 40 hits and include all the classics.

Rev up the atmosphere at your next party with special effects lighting with disco lights, black lights, lasers and ambient up lights.

Stage and catwalks are also available in various sizes and configurations. They also hire all types of audio visual equipment including Plasma screens, projectors, lecturns and vocal Public address systems to large concert systems including all types of stage and theatrical lighting.

Marquees suitable for outdoor weddings range from  $3 \times 3m$  up  $15 \times 100m$ , larger marquees can be fitted with silk liner and other décor effects. Colonial style windows and entrance marquee with red carpet are also available to add that special touch.

Mildura Party Hire strives for excellence in all aspects of its services with an ever changing inventory and it shows with increase in clientele every year.

#### **WE SUPPLY:**

Marquees and Clearspan Structures
Flooring, Silk lining and grass matting
Audio Visual equipment
Stage lighting, River front lights
Stages and Dance floors
Juke Boxes and Karaoke machines
Range of disco effects
Tables and chairs
Crockery and cutlery
Table Linen and glassware
Catering equipment
BBQs
Heating and cooling
Umbrellas and outdoor furniture



E: mehire@ncable.com.au www.mildura partyhire.com.au

Phone: 5023 4677

Fax: 5023 4877

2 Scott Crescent, Mildura

#### Important Information at a Glance

#### **Date & Time**

The 69th Annual Mildura Field Days will be held on Friday, 15th May 2020 - 9:00am to 5:00pm and Saturday, 16<sup>th</sup> May 2020 - 9:00am to 4:00pm.

#### Where

Mildura Racecourse, 53 Racecourse Road, Nichols point, Victoria (off Cowra Ave)

#### **Entries**

Sites will be allocated to products that are of particular interest to horticultural and agricultural industries and products of interest for the following categories - general interest, food and wine, tourism and holidays, backyard, technology, environmental, women's and children's interest. Applicants who have exhibited previously at the Mildura Field Days being given preference and then on a first in first served basis. The Committee reserves the right to refuse any application for a site.

Applications for sites, together with payment, must be received by the Coordinator by **Monday**, 6<sup>th</sup> **April 2020**. Late entries <u>may</u> be accepted at the discretion of the Committee; however they may not be included in the printed program and will be subject to a late entry fee. Until full payment has been received this application <u>will not</u> be processed and site number allocated.

#### Site Fees (Please note GST is not payable)

Indoor and Undercover space is exhibitor marquee and will be	s available within permanent buildings, in undercover areas or may be in dependent on requirements	a general
Indoor/undercover/marquee	3m x 3m stalls (Includes limited power)	\$475.00
	6m x 3m stalls (Includes limited power)	\$725.00
Outdoor Site Options- Please n	ote, it may be necessary to change depth and width, but area will remain	the same
Makers Site	3m x 3m- Strict conditions apply - see application note 8	\$75.00
Market site	3m x 3m - Strict conditions apply - see application note 9	\$100.00
Site- quarter	5m frontage x 5m deep	\$300.00
Site – half	5m frontage x 10m deep	\$350.00
Site – half double frontage	10m frontage x 5m deep	\$375.00
Site - standard	10m frontage x 10m deep	\$450.00
Site - double through	10m frontage x 20m deep (approx)	\$600.00
Site - double frontage	20m frontage x 10m deep (approx)	\$600.00
Site - large	20m x 20m (approx)	\$1100.00
Site- Custom	As negotiated	TBC

A \$50.00 Administration Fee applies to all applications.

#### Exhibitor demonstrations and educational presentations-

Exhibitors are invited and encouraged to take advantage of the stage located in the food court for presentations and demonstrations of products, services and information. Exhibitors requiring a larger area should contact the Coordinator to make suitable arrangements. Please indicate requirements on the application form.

#### **Public Liability Insurance**

A Certificate of Currency **as provided by your insurer or insurance advisor MUST** accompany your application. Most insurers will email them (for free) and we would prefer this as we then know that we have a current certificate.

Your insurer must be approved by the Australian Prudential Regulatory Authority (APRA) and also subscribe to a credit rating agency such as Standard & Poors or similar. Unauthorized Foreign Insurers (UFI's) are NOT acceptable. Your insurer must be an insurer that we approve of.

The Certificate of Currency to qualify must include the following:-

Must indicate that the cover is provided for the period of the Field Days.

#### A minimum cover of \$10 million

Must describe the nature of the business and the description must match the nature of the activity you will be undertaking at the Field Days.

Must indicate that the premium has been paid.

Coverage extends to events such as the Field Days.

If you have coverage for less than \$10 million arrange with your insurer or insurance advisor to extend it to \$10 million. Applications received without a qualifying Certificate of Currency will not be accepted and will be returned without exception, including applications from government bodies.

#### **Exhibitor Passes**

All exhibitors will require exhibitor passes.

Exhibitors will be issued with wristbands which must be fixed to the arm prior to entry to the site. Wristbands will be issued on 2 passes per standard 10m x 10m site and/or indoor/undercover site or 1 pass per outdoor half, quarter and market site.

Exhibitors holding multiples of standard sites will be issued passes based on the number of sites held up to a maximum of 10 passes. Exhibitors are able to order additional passes with the site application form at the Exhibitor discounted rate of \$10 per two day pass. Additional Exhibitor passes, need to be applied for in the application form at a cost of \$10.00 per pass (Only available prepurchase on the application form. Passes at the event or at the gate will be charged at \$10/day per person).

#### **Electricity**

\$110.00 per 10amp power outlet. The power point will have either a 10amp fuse or circuit breaker. If you require more than one 10 amp outlet this MAY be provided on payment of an additional \$110.00. Limited power is included in the Indoor/undercover sites. Exhibitors may bring a QUIET generator to power sites.

#### **Extension Leads**

It is the exhibitors' responsibility to provide adequate extension leads to reach the nearest power box. No exhibitor requiring power will be more than 30 metres from a power box. Please check that your leads are of adequate current rating and in a sound condition and <u>must have been tested & tagged</u>.

#### **Fencing**

To ensure security of goods inside the site, the site excluding the carpark is fully fenced. Please ensure the site you choose is large enough to fit **ALL** of your requirements, as vehicles that do not fit completely within your site will not be allowed to remain on site and will need to be moved outside the fence to the carpark.

#### **Parcel Drop Off Service**

**As Exhibitors will not be able to access vehicles through the perimeter fence,** a parcel drop off service will be available in 2020. Please collect parcel slips from the Site Office.

#### Food / Food products

All temporary and mobile food businesses must be compliant with the Victoria Health Department's 'Streatrader' registration requirements. Contact Mildura Rural City Council for further information or register online at www.streatrader.health.vic.gov.au

#### Indoor/Undercover/Marquee Package Areas

Stalls will have a limited supply of electricity included in the price for the stall. This will be sufficient to run a computer (but NOT a laser printer) or a small light or adding machine or small TV. A short (5 to 10 metre) extension lead will be needed.

#### **Urns & Other High Consumption Devices**

The use of electric urns (including small domestic urns), electric heaters, other electrical devices rated at 2kw or above and banks of devices (such as 500w quartz halogen flood lights) totalling 2kw or above is **STRICTLY PROHIBITED** unless previous arrangements have been made with and approved by the committee. Any such device found in use and connected to the provided supply will be confiscated and returned at the conclusion of the field days. This prohibition is made in the interest of the majority of exhibitors. Many exhibitors are using computers and/or audio/video equipment as a major part of their display. The loss of electricity to them can cause damage to their equipment and can totally destroy their reason for attending.

#### **Vehicles**

Exhibitors are asked to have all vehicles off the venue by 8:30am on both days of the event.

Vehicular movement is strictly prohibited within the venue whilst the event is open to the public No vehicular access will be granted for exhibit removal until <u>after</u> 4pm Saturday.

#### Security

The venue will be patrolled on Wednesday, Thursday, Friday, Saturday and Sunday nights from 6:00pm to 6:00am by contract security guards. The Field Days Committee will patrol the site after 6:00am. Security finishes at 6am Monday. Please note that exhibitors are to secure their exhibits each night.

#### To Apply For a Site:

The following forms must be completed and returned as a part of your application with payment:

- 1. Application Form
- 2. Public Liability Certificate of Currency
- 3. Products Exhibited Form
- 4. Exhibitor Site Safety Checklist
- 5. Website Listing & Optional extras (if applicable)
- 6. Promotional Announcements on Public Address System Form

The completed forms must be forwarded, with your total payment and your Certificate of Currency (if not emailed) to reach the office by Monday, 6<sup>th</sup> April 2020 (or Wednesday April 1st for previous exhibitors).

#### **Payments**

Payments may be made by Electronic Funds Transfer to: Mildura Field Days, Bendigo Bank, BSB: 633-000 A/C No: 150849818. Please use your company name as a reference or by cheque - payable to: **Mildura Field Days** 

Payment is also available via Eftpos

#### **Shared Sites**

Clause 5 of the 'Conditions' specifically **prohibits** the **sub-letting** of any portion of your site without approval. If you wish to share your site with another person or organisation:-

- The person or organisation sharing your site must obtain an application form from the secretary, complete it, and forward it with details of the sharing arrangements.
- The site fee (& power fee if applicable) will not apply but all other charges (including the administration fee) must be paid. It will be left in your hands to arrange any split of the site and power fees.

#### **Additional Program Listings**

If your organisation wishes to be included in more than one category listing in the Official Program, additional listings are available at the cost of \$10.00 each and are to be ordered on the application form.

#### Tents & Marquees.

We do not provide tents or marquees for the open sites. We suggest you contact the following:-

Mildura Party Hire - Phone (03) 5023 4677 Fax (03) 5023 4877

#### **Floors**

The Racecourse has a mixture of sites available, some grassed where a marquee may be erected and some undercover on concrete or paving sites. In addition there are sites available on minimal pasture grass and on the sand of the training track. Please consider your flooring requirements.

#### **Promotional Announcements on Public Address System**

As in past years promotional material will be played over the public address system. The included form should be completed and forwarded with your application form, please note the closing date for this service is 1 May 2020.

#### Straw

We do not provide straw. We suggest you contact: Nev Smart on 0428 817 745.

#### **Rubbish Removal**

All sites are to be cleared of rubbish prior to vacation of exhibit site.

#### Setup and exhibit removal

Exhibitors are able to setup their site from 8am on Wednesday 13 May, however security will not be available until 6pm Wednesday, 13 May 2020. All sites are to be cleared by 5pm on **Monday, 18 May 2020 - no exceptions**.

#### **Awards**

Awards will be given for sites in the following categories:

- Best Large Site
- Best Medium Site
- Best Small Site
- Best Returning Exhibitor
- Best New Exhibitor



#### **Application Notes**

- 1. Name of Site Applicant Your normal business name as it appears on your letter head or cheque etc.
- 2. Name to Appear in Program The name you wish to appear in the program.
- 3. Mailing Address Your normal postal address.
- 4. Address to Appear in Program The address where potential customers will find you
- 5. Contact Person Name of person to be contacted if WE need to contact you regarding this application
- 6. **Indoor/undercover/marquee Packages**. These will be set up inside a permanent building, in an undercover area or in a specially erected general exhibitor marquee, (dependent on requirements). Indoor sites will have a ceiling and walls along with carpeted flooring. Undercover sites will have a roof structure above and concrete or paved flooring. Marquee sites will have a grassed floor. Stalls in the undercover area may erect a 3m x 3m marquee held down by weights to display goods as there are no walls in this area. Limited power is provided with a 4 way plug board shared by each 3 or 4 stalls. This is only suitable for a computer, small TV, VCR or similar items. This will be sufficient to run a computer (but NOT a laser printer) or a small light or small TV. A short (5 to 10 metre) extension lead will be needed. The stalls may be divided by display panels and can be used for displays.
- 7. Trestle Tables & Plastic stackable chairs -may be ordered on the application form.
- 8. **Maker's site** in order to support local handmade and/or home grown, Mildura Field Days has on offer a limited number of 3m x 3m sites. Please note these sites are only available for handmade and home grown products not commercially available. Please confirm eligibility with the coordinator prior to submitting your application. These sites have no guaranteed site frontage, and may have to share a site and fit in with other exhibitors. Standard costs and regulations including administration fee apply as per all our outdoor sites. No power is available to these sites. Please contact the coordinator to ensure availability before applying to ensure your product fits the criteria.
- 9. **Market sites** The Mildura Field Days has available 'market' sites to support local small business. This is to enable small or home based businesses attend the field days at a reduced cost. These sites have no guaranteed site frontage, and may have to share a site and fit in with other exhibitors. Standard costs and regulations including administration fee apply as per all our outdoor sites. No power is available to these sites. Sites will be allocated on a first in first served basis. Please contact the coordinator to ensure availability before applying to ensure your product fits the criteria.
- 10. Quarter sites- open site, 5 metre frontage x 5 metres. A maximum of 1 of these applies as 2 is the equivalent of a 'half site'
- 11. Half Sites Open site 5 metre frontage x 10 metres deep OR 10 metre frontage a 5 m deep. A maximum of 1 of these applies as 2 is the equivalent of a 'standard' site.
- 12. Standard Sites Open site, 10 metre frontage x 10 metres deep. Multiples may be ordered to extend frontage to one roadway
- 13. Double through Open site, 10 metre frontage x 20 metres deep. These sites front onto 2 roadways. (where possible)
- 14. **Double frontage** Open site, 20 metre frontage x 10 metres deep. These sites front 1 roadway.
- 15. Large Open site, 20 metre frontage x 20 metres deep. These sites front 2 roadways. (where possible)
- 16. Custom- Open site with frontage and depth as negotiated
- 17. **Electricity** –Electricity is available at various locations throughout the site. These will be allocated on first come first served basis. Please read the paragraph on 'Electricity' in the conditions. Own generators may be used, but must be quiet and safely secured from public access. Refuelling is not permitted during open times.
- 18. Additional Program Listings Are available for your organisation. A charge of \$10.00 each additional listing applies.
- 19. **Electrical Devices** please provide enough details so that we can assess the load and type of load that you will be making on the system.
- 20. **Advertising** in Mildura Field Days Program. Your contact details will be given to the Mildura Weekly, who are the OFFICIAL organiser of our program. A sales person will follow up your order to meet your requirements regarding your advertisement.
- 21. A late fee of \$100.00 will apply to applications received after 6<sup>th</sup> April 2020.

#### **2020 SITE APPLICATION FORMS**

The following forms need to be completed and returned with payment to:

Mildura Field Days
PO Box 1044
IRYMPLE VIC 3498

#### **APPLICATIONS MUST INCLUDE:**

Application Form
Payment
Public Liability Certificate of Currency
Information to appear in official program form
Exhibitor Site Safety Checklist
Website Listing & Optional extras (if applicable)
Promotional Announcement on PA System (if applicable)

Exhibitors with food products must be compliant with the

Victoria Health Department's 'Streatrader' registration requirements.

Contact Mildura Rural City Council for further information or register online at www.streatrader.health.vic.gov.au

#### **IMPORTANT:**

- We highly recommend you photocopy all forms for your records
- Exhibitors need to have their completed 'Site Safety Checklist' forms available on site <u>AT ALL</u> <u>TIMES</u>

**PAYMENT DETAILS:** 

Cheques payable to:

Mildura Field Days

**EFT Details:** 

BSB: 633-000

Account Number: 150849818
Account Name: Mildura Field Days
Please use your company name as reference

#### MILDURA FIELD DAYS - SITE APPLICATION FORM 2020

WILDONATIELD DATS - SITE AFF	LICATION TORIVIZ	.020	
Name of Site Applicant:			
Contact Person:	ABN:		
Postal Address:		Postcode:	
Telephone : ( )	Mobile:		
Email Address:			
Website:			
SITE REQUIREM Indoor and Undercover space is available within permanent buildings, marquee and will be dependent on requirements- Please speak to Coo	in undercover Areas or m	nay be in a genera	l exhibitor
INDOOR/UNDERCOVER/MARQUEE	<u>Number</u>	<u>Per Unit</u>	
3m x 3m stall (Indoor stalls with limited power)		\$475.00	\$
6m x 3m stall (Indoor stalls with limited power)		\$725.00	\$
OUTDOOR SITES	<u>Number</u>		
Markers Site - 3m x 3m - Contact Coordinator before application		\$75.00	\$
Market Site - 3m x 3m - Contact Coordinator before application		\$100.00	\$
Quarter Site 5m x 5m		\$300.00	\$
Half Site 5m x 10m (limited to 1 only)		\$350.00	\$
Half Site 10m x 5m (limited to 1 only)		\$350.00	\$
Standard site 10m x 10m		\$450.00	\$
Double through site 10m x 20m (see notes)		\$600.00	\$
Double frontage site 20 m x 10 m (see notes)		\$600.00	\$
Large site 20m x 20m (see notes)		\$1100.00	\$
Custom- as negotiated- please discuss with Coordinator		ТВС	\$
ELECTRICITY			
Electricity per 10 amp outlet		\$110.00	\$
Details of Electrical equipment used:			
OPTIONAL EXTRAS (Available to all exhibitors)			
	<u>Numbe</u>	<u>Per Unit</u>	
Use of Stage for Demonstration purposes (20 minute slots)		FREE	
Additional Program listings		\$10.00	\$
Promotional Announcements		\$40.00	\$
Table(s) –trestle table (Available to all stall holders)		\$25.00	\$
Plastic chairs (Available to all stall holders)		\$7.00	\$
Additional Exhibitor passes (2 per 10 x 10m site or 1 per ¼ & ½ site are in	nc'd)	\$10.00	\$
GST is not applicable		Sub Total	\$
LATE FEE - APPLIES TO APPLICATIONS RECEIVED AFTER 7 <sup>th</sup> April 2020 (	DNLY	+ late fee	\$100.00
Please tick your payment method		+ Admin fee	\$50.00
Cheque enclosed (payable to MILDURA FIELD DAYS)		TOTAL	
EFT Details: BSB 633-000 Account No. 150849818		15: 115	\$
I/We agree to the enclosed terms and conditions of the Mildura Field Da I understand that exhibitors are responsible for all employees on their s	·		enclosed herein
Signed:  UNTIL FULL PAYMENT HAS BEEN RECEIVED THIS APPLICATION WILL NOT BE PROCESSED			
NO REFUNDS WILL BE MADE – NO			
NO REFUNDS WILL BE WADE - NO	CANTILLING ALLOWED ON 3	<u>.</u>	

#### **Information to Appear in Official Program**

Mildura Weekly are our OFFICIAL media partners and will once again be producing our Field Days Program with 25,000 copies produced and distributed throughout the region in the weeks prior to the event. The Program is an excellent way to inform patrons that your business will be at the 2020 Mildura Field Days. A Mildura Weekly advertising consultant will contact you regarding placing an advertisement in the very popular program.

Name to appear in program					
Name of shared site holders for program listing					
1			Phone	No	
2			Phone	No	
Your Products/Services					
Please give a brief description/list of the type of pro	duct/equipme	ent that you w	vill be displaying	g on your site	
Please select <b>ONE only</b> Products or Services category	from the belo	ow list for inclu	usion in the offi	cial program d	lirectory.
Complimentary category listing					
Additional Products or Services category listing are avolutional Extras section of the application form	vailable <b>@ \$10</b>	per listing. F	Please include t	the number of	selections in the
Additional Listings @ \$10 per listing					

#### Do not add Categories – if you cannot find a suitable category please contact the Coordinator <u>PRODUCT / SERVICES CATEGORY LIST</u>

101	4WD Vehicles & Accessories	133	Fuels, Oils & Greases
102	Advisory services & Consultants	134	Gifts & Accessories
103	Agricultural Machinery & Equipment	135	Government Services
104	Arts & Crafts	136	Grower Organisations & Industry Representatives
105	Auto Supplies, Tyres & Accessories	137	Health & Beauty
106	Banking, Finance & Insurance	138	Home Improvements & Home Equipment
107	Boating, Marine & Fishing	139	Hydraulic Equipment & Suppliers
108	Books, Stationery & Office Supplies	140	Irrigation Equipment & Services
109	Caravans, Camping & Canvas	141	Legal Services
110	Cars & Utes	142	Leisure & Entertainment/Tourism
111	Chain Saws & Lawn Mowers	143	Motor Bikes & ATVs
112	Chemicals, Fertilisers & Agricultural Products	144	Nurseries & Nursery Products
113	Clothing & Accessories	145	Organic Products
114	Community services	146	Packaging, Containers & Packaging Equipment
115	Computers & Office Supplies	147	Packing Houses & Dried Fruit Processing
116	Concrete Products & Suppliers	148	Pest Control
117	Contractors	149	Pneumatic Equipment & Tools
118	Cool Rooms, Refrigeration & Air conditioning	150	Posts & Trellis Materials
119	Domestic Products, Furniture- indoor & outdoor etc	151	Real Estate
120	Earthmoving	152	Safety Equipment/Emergency Services
121	Education & Schools	153	Sheds, Garages , Carports & Other Buildings
122	Electrical & Home Appliances	154	Sport & Recreation
123	Employment Services	155	Telecommunication & Internet Service Providers
124	Energy/Solar Suppliers	156	Tools & Workshop Equipment
126	Engine Repairs & Services	157	Trailers
127	Engineers & Manufacturing	158	Trucks & Transport
128	Environmental Services	159	Waste Management, Recycling & Scrap Metal
129	Estate Agents & Water Brokers	160	Water Tanks & Water Treatment
130	Fencing & Fencing Products	161	Welding & Gas Sales
131	Food Drinks & Refreshments(on-site catering)	162	Wineries & Winery Supplies
132	Foods and Domestic Products	164	Work Wear, Hats & Boots, Other Clothing

Exhibito Exhibito	rs Company Name: r Contact Name: r Contact Email:			Cor		
Exhibito Exhibito	day. rs Company Name: r Contact Name:			Cor		
Exhibito Exhibito	day. rs Company Name: r Contact Name:			Cor		
Exhibito Exhibito	day. rs Company Name: r Contact Name:			Cor		
Exhibito Exhibito	day. rs Company Name: r Contact Name:			Cor		
Exhibito	day. rs Company Name:					
	day.					red at least twice each
					supplied will be play	ed at least twice each
<ol> <li>Production of material can be arranged from a CLEARLY written (preferably typed) script. Items should be around 80 words to produce a 40 second commercial.</li> <li>Recorded material may be provided electronically or on a usb.</li> <li>The committee reserves the right to edit any promotional material provided.</li> <li>The charges are as follows:         <ul> <li>ANNOUNCMENT: \$40.00 – up to 60 second announcement. Material supplied will be played at least twice each</li> </ul> </li> </ol>						
Your Pos	tcode		Thank you			
Will the	visit be for pleasure	or business?	Please circle	pleasure or busi	ness or both (if a	pplicable)
Are you	planning on visiting	in future?	Yes/No/NA	Please	circle one	
•	u visited Mildura bef			e circle one		
\$101-\$1	· <u></u>	\$150-\$200/d		More than \$20	00/day	
Or use th	ne tick boxes.	Less than \$10	00/day	More than \$10	00/day	
Average	spend <b>per day</b> on a	ccommodation	/food/fuel etc			\$
ווט טו וווצ	ghts- 1	2	3	More		
No of nic	Accommodation-	Motel	Carava	ın Park	Friends (	Other
	<b>.</b>					
It would Type of	Field Days are requi					our Campitols.

#### Mildura Field Days Safety Policy

#### **Exhibitors Safety Responsibilities**

- The Exhibitor shall at all times exercise all necessary precautions for the safety of the public, employee(s) and others appropriate to the nature
  of the exhibit site/demonstration and the conditions under which the event is conducted. The Exhibitor shall comply with all statutory
  requirements and such directions as the Mildura Field Days Organising Committee may give.
- Notwithstanding any directions or approvals given by the Committee, the exhibitor shall at all times be held responsible for the safety of all persons engaged in the operation of an exhibit site/demonstration.
- The Exhibitor shall promptly report to the Committee, all accidents involving death, personal injury, and all incidents with the accident potential such as equipment, structure or infrastructure failure and the like. If required the Committee shall ask for the generation of an incident/accident report which either the Committee or the Field Day Coordinator must take delivery of within 48 hours of the accident/incident.
- The Exhibitor shall implement a Site Specific Safety Management Plan. This Plan will demonstrate how the Exhibitor will comply with the Occupational Health and Safety Act and associated Acts and Regulations.
- The Committee has compiled a Exhibitor Site Safety Checklist, which must be completed and returned to the Coordinator with your site application form and certificate of currency by **Monday**, 6<sup>th</sup> **April 2020**
- The Coordinator/Committee will be available for the 2 days leading up to the Mildura Field Days to assist with the site set up.

#### **Exhibitor Safety Management Plan**

Each Exhibitor is required to provide a safety management plan by completing an Exhibitor Site Safety Checklist, which addresses the following:

- 1. Safety management responsibilities within the Exhibitor organisation which details the names and position of the persons responsible for the following aspects:
  - 1.1.Maintaining up-to-date Occupational Health & Safety Regulations, codes and practices and communication of their relevance within the Exhibitors organization.
  - 1.2. The identification of and evaluation of site specific OH&S hazards through the completion of the site hazard audit list.
  - 1.3. Ensuring safe operation of the equipment, plant and materials used on the site.
  - 1.4. Procuring training, enforcement of the use and the monitoring of the condition of all related equipment.
  - 1.5. The management of onsite work methods, the warning of hazards and the implementation of accident and emergency procedures.
  - 1.6. The protection of the public on and near the site.
  - 1.7. The assessment and monitoring of all sub-contractors on the site.
- 2. The identification of the site related OH&S hazards, and for each, the preparation of Job Safety Analysis, (JSA). The JSA should include Standard Operating Procedures (SOP) designed to manage the associated hazards.
- 3. A procedure for reviewing the site related hazards during the duration of the Mildura Field Days and if necessary the development of a revised Site Safety Plan.
- 4. In the development of a Site Safety Plan, consideration should be given, but not limited to, the defining of confined spaces, adequate illumination, traffic control, machinery guards, safe access, working at heights, hazardous substances.
- 5. If the Safety Management Plan, in the Committee's/Coordinator's opinion, does not adequately cover the requirements, then work will not be permitted to commence on the site until the Safety Management Plan has been revised to cover the requirements.

#### I have read and understood the above information

Exhibitor Company Name:			
Exhibitor Contact Name:	Exhibitor Contact No.:		
Signed:	Date:		

# **Mildura Field Days Site Safety Checklist**

**IMPORTANT NOTICE:** This site safety plan must be completed and the COPY the submitted with your application & payment to the Mildura Field Days Committee prior to the site being permitted to operate. Failure to submit this safety plan will result in your site not being permitted to operate.

\* THIS SITE SAFETY PLAN MUST BE AVAILABLE ON SITE AT ALL TIMES\*

Hazards	Suggested Risk Control Measures	Risk Control Measures in Place (Yes/No/NA (Not Applicable)
1.0 Slips, Trips and Falls	Exhibition designed to minimize trip hazards	, ,
	<ul> <li>Barriers in place to separate people from hazard conditions expected at this site</li> </ul>	
	Mats placed over uneven surfaces and cables	
	Segregation of pedestrians by means of barriers, fences or wardens	
	Signs/ flags/ indicators in place to warn of hazard/s	
	Exhibition designed to minimise hazards	
	Barriers in place to separate people from hazards	
	Surface dried and cleaned as soon as hazard occurs	
	Warning signs to indicate hazards	
	<ul> <li>Hand rails and steps to be of solid construction and manufactured in accordance with Australian Standards</li> </ul>	
	<ul> <li>Supervision in place to assist and instruct visitors climbing onto plant and machinery</li> </ul>	
2.0 Plant & Machinery	Experienced and competent operators only to operate	
	Speed limits and load restrictions adhered to	
Note 1: All machinery and	Passengers not to be carried	
equipment demonstrations	Safety in place when backing the machine	
exhibitors should liaise with	Not left unattended when running	
appropriate field days staff regarding the safe movement of displays	Removal of keys when unattended	
	Booms and tines to be lowered before vacating the machine (see item 9)	
	<ul> <li>Operating the machinery in the vicinity of overhead or underground power lines qualified spotters are used</li> </ul>	
	Safe work procedures are available and should take into account:	
	<ul> <li>Vicinity of other workers and visitors when starting machinery</li> </ul>	
	<ul> <li>Use of machinery on uneven surfaces or inclines</li> </ul>	
2.1 Stationary Machinery	Operators are experienced and competent	
Hazards	Segregation on pedestrians by means of barriers, fences and supervision	
	Machine guarding in place	
3.0 Dangerous Goods &	Material data sheets available at your exhibit area	
Hazardous Substances (Consider bringing empty	Generators & Machinery to be fuelled outside event open hours	
containers)	<ul> <li>All dangerous goods/Hazardous substances in suitable containers, labelled and with appropriate warning signs</li> </ul>	
3.1 Clean containers for	<ul> <li>Precautions stated on MSDS to be followed</li> </ul>	
display purposes	Required protective equipment to be provided to the workers	
	<ul> <li>Visitors, especially children, to be kept away from Dangerous Goods/ Hazardous Substances by means of barriers and constant supervision</li> </ul>	
	Safe work procedures are available where there is a need to open or decant	
	containers. Ensure staff are trained in Safe Working Procedures.	
	<ul> <li>Note: Occupational Health and Safety (Dangerous Goods Regulations 2000 &amp; Hazardous Substances Regulations 1299) apply</li> </ul>	
4. Cuts and Laceration	Eliminate sharp objects and protrusions from your exhibition	
Hazards	Place barriers between sharp objects and workers/visitors	
	<ul> <li>Cables and leads inspected "in situ" to identify risk of crushing/cutting/ or exposure to moisture</li> </ul>	

#### **Mildura Field Days Site Safety Checklist**

	Mildura Field Days: Exhibitors Site Safety Checklist	
Hazards	Suggested Risk Control Measures	Risk Control Measures in Place (Yes/No/NA (Not Applicable)
6. Thermal Hazards	Public and others separated from hot/cold via barriers	
	<ul> <li>Warning signs erected</li> </ul>	
	Staff informed and adequately trained with regard to hazards	
	<ul> <li>Protective equipment supplied to workers where appropriate</li> </ul>	
7. Fire Hazards	<ul> <li>Public and others separated from sources of fire by barriers</li> </ul>	
	Fuel to be stored securely	
	<ul> <li>Combustible/flammable material kept to a minimum and segregated from sources of ignition</li> </ul>	
	No smoking near flammable material	
	Appropriate fire extinguisher/blanket in exhibiter area	
8. Gravitational Hazards	<ul> <li>Heavy items not to be stored at heights</li> </ul>	
	Public and others segregated from areas where items may fall	
	<ul> <li>Temporary structures checked for stability and strength taking into account possible weather conditions (eg. Wind, rain etc.)</li> </ul>	
	All silos and tanks should be securely anchored	
	Potential energy hazards must have fail safe systems	
9. Pressure Hazards	All equipment hoses and cylinders to be inspected prior to exhibition	
	Gas cylinders secured to prevent falls	
	<ul> <li>Public segregation from hazards by barriers</li> </ul>	
	<ul> <li>Workers informed of hazards and trained in use of equipment</li> </ul>	
	<ul> <li>Protective clothing and equipment supplied and used</li> </ul>	
	In the event of a spill the exhibiter will bunt the area, contain the spill and immediately notify the Site Safety Manager.	
10. First Aid	<ul> <li>First – aid is available on site. All staff to be aware of location and safety procedures</li> </ul>	
	Emergency telephone numbers displayed	
11. Marquee	<ul> <li>Is marquee larger than 100square metres? If so, it must be erected by a person who has qualifications to do so</li> </ul>	
	<ul> <li>Note: When placing pegs and other anchors please confirm location of underground power and water pipes</li> </ul>	
	Name of Qualified erector:	

#### 12. Additional Notes

The Mildura Field Days Committee has determined that the periods of greatest risk to safety exists in setting up and dismantling of displays. During this time all exhibitors are required to adhere to but not limited to the following instructions:

- Exhibitors are asked to have all vehicles off the venue by 8.30am on both days of the event. No vehicular access will be granted for exhibit removal until after 4pm Saturday.
- Forklifts will be available and used by licensed Mildura Field Days Committee Members. To ensure your ease of exhibit removal, bookings are advisable for Wednesday and Thursday.
- Additional site-specific hazards not outlined above must be identified, risks assessed and appropriate risk control
  measures implemented.
- Exhibitors must not commence dismantling of site before 4pm Saturday.

This statement indicates that I/We, the exhibitors, have implemented the above control measures for our site and activities for the Mildura Field Days held on 15th & 16th May 2020.

Exhibitor Company Name:	
Exhibitor Contact Name:	Exhibitor Contact No.:
Signed:	Date:

# Optional extras...

Website Listing	Business	Name:		
The Mildura Field Days will list your				
business on our Facebook Page and				
on our website.	Website a	address:		
This is a free service.			'	
Please ONLY supply details in this	Phone nu	ımber:		
section that you wish to be				1
publically available over the				
internet. We will display your logo with your listing if supplied - please				
email this with your application to:				
jo@mildurafielddays.com.au				
Children's Field Walk			Yes	s, my business would like to take part in the
This is a very popular activity which in	volves			ildren's Field Day
children/families following a map and	•		l ur	nderstand we need to provide 300 items to
exhibitors who can provide items of it	nterest to			veaway on the day and agree to stamp
children.			_	ildren's maps
			Wh	hat do you plan to contribute to the Children's
Exhibitors must agree to supply a min	imum of			eld Walk?
300 items to children. This is a great				
promotional opportunity and each				
participating exhibitor will be promot official program.	ea in our			
omeiai program.				
Information on the Children's Field W	alk will			
be provided to exhibitors wishing to t	-			
prior to the event.	- 1			



# 2020 MILDURA FIELD DAYS OFFICIAL PROGRAM

#### **Program Advertising**

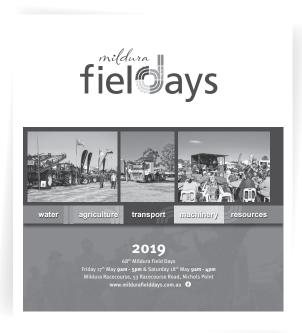
Mildura Field Days have again partnered with the Mildura Weekly to produce an official program that provides detailed information for the 2020 Field Days, promoting the event and exhibitors present.

25,000 Copies will be printed. These will be distributed within the Mildura Weekly with copies also available at the gate during the field days.

There is a wide range of advertising options available within the program at pricing that represents excellent value for money.

Please see the following page with advertising options and pricing.

We will be in contact with you in the near future to discuss your participation in the Field Days program.









Full Page 290mm x 260mm 290mm x 8 columns

\$500 + GST

Quarter Page 145mm x 129.5mm 14.5 x 4 columns

\$200 + GST

Half Page 145mm x 260mm 14.5 x 8 columns

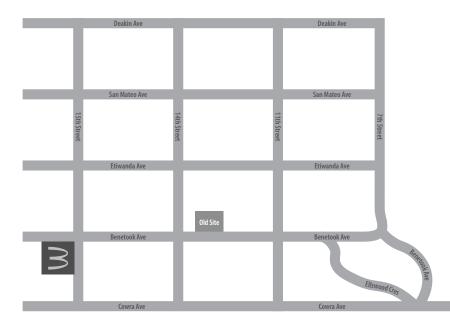
\$350 + GST

1/9 96mm x 86mm 96 x 2.6 columns

\$100 + GST

## **Street Directory**





#### **Conditions**

- 1. In the following 'Field Days' shall mean the Mildura Field Days Organising Committee's 69th Annual Mildura Field Days and the M.F.D.C. shall mean the Mildura Field Days Committee.
- 2. Entry fees as detailed on the Application forms must accompany the Application forms.
- 3. Entry fees are as set out therein and must be paid by the Exhibitor in full prior to acceptance of the Application.
- 4. The Exhibitor shall not cause any noise or perform any other act which is or maybe a nuisance to other exhibitors. The use by the Exhibitor of amplifiers or loud speakers is strictly prohibited unless by prior agreement with the Committee.
- 5. Except with the written consent previously obtained from the Coordinator, the exhibitors shall not assign or sub-let or part with the possession of the whole or any part of the site or purport to do so.
- 6. The Exhibitor is responsible for the condition of the site covered by this Agreement during the currency of the Field Days and on completion of such field days the Exhibitor shall clean any part of the area affected by the Exhibitor's presence thereon to the state it was in prior to the field days or to the satisfaction of the Committee.
- 7. The Exhibitor shall conform with the requirements of any act of Government which may govern the erection of structures for the display and/or sale of machinery and/or other products or goods of the Exhibitor's and the regulations, by-laws and ordinances made under such acts.
- 8. The committee shall have the right to sell by public auction or private treaty any structure or part there-of which has been erected on the space and still remains on such space or upon the said area after the expiration of thirteen days from the completion of the said Field Days and may retain for its own use the proceeds of any such sale.
- 9. The Committee shall not be liable for any loss of or damage to the Exhibitor's property whilst on the said area. Security of the Exhibitor's property or display shall be the responsibility of the Exhibitor. There shall be no access to Exhibitor's sites by the Exhibitor after 6.00pm or prior to 6.00am, unless by prior arrangement with the Committee, from which time security patrols arranged by the Committee will operate.
- 10. If the Committee should find it necessary or expedient to cancel or postpone the Field Days, this agreement shall cease to operate upon notice to that effect, signed by the Secretariat served on the Exhibitor by handing it to him personally or by posting it to him in a pre-paid envelope or wrapper at the address here mentioned or at the option of the Committee by handing or offering it to any person who appears or is thought by the Secretariat to be an employee, agent or partner of the Exhibitor and the Committee shall not be liable to the Exhibitor for any compensation whether on the ground of loss of profits or otherwise in respect of such cancellation or postponement and the Exhibitor shall not be entitled to any refund or payment of any money paid by the Exhibitor in relation to this application.
- 11. The Application properly signed by the Exhibitor and including payment in full shall be in the hand of the Coordinator by **Monday, 6<sup>th</sup> April 2020**. Applications received after that date are only accepted at the discretion of the Committee.
- 12. The Exhibitor shall not conduct or permit or suffer to be conducted on the space any competition, game or sale by auction without authority of the Committee.
- 13. The Exhibitor shall not fuel tractors and machines within the sale area.
- 14. The Committee reserves the right to cancel this agreement and to retain any monies paid in relation thereto if there is in the opinion of the Coordinator any infringement of any of the foregoing conditions and/or if the Exhibitor does not occupy the space at the commencement of and during the full period of the said Field Days. Exhibitors are NOT to vacate sites before 5:00pm on the 1st day and 4:00pm on the 2nd day.
- 15. The Committee shall not be held liable for damage caused to any property on which practical demonstration may be held. Furthermore the committee reserves the right to forbid the use of any machine in practical demonstrations which in view of its nature and/or of the weather conditions prevailing at the time may be liable in the Committee's opinion to cause damage to the area or the persons or property therein.
- 16. The Committee reserves the right if it considers it necessary, expedient or desirable to cancel or suspend the operation of this Agreement by notice served on the Exhibitor as provided in Clause 9 in the event of any occurrence or happening which in the opinion of the Committee justified it in so doing. Moreover, the Committee shall not be liable to pay the Exhibitor for any compensation whether on the ground of loss of profits or otherwise or any refund of payment of any money paid by the Exhibitor in relation to this Agreement in respect of such cancellation or suspension.
- 17. The Mildura Field Days is conducted by the M.F.D.C., a body corporate pursuant to the provisions of the Associations Incorporation Act. All rights and obligations which arise under these conditions or in relation to the Mildura Field Days shall be enforceable by or against M. F.D.C. which shall function through the Committee.
- 18. In these conditions unless the contrary appears:- "the area" shall mean the area defined by the external boundary fences of the Mildura Racecourse, Racecourse Road, Mildura, "the Exhibitor" shall mean the body corporate, person, partnership or voluntary association whose name appears on the application to exhibit and shall include the employees, servants and agents of the exhibitor, "the Committee" shall mean the elected Committee of the M.F.D.C. and those persons engaged by them to function on their behalf, "the Secretariat" shall mean that person or persons engaged by the M.F.D.C. to act as the 'Organising Coordinator'. Words importing the singular number shall include plural and the masculine gender the feminine or neuter and vice versa and those importing persons shall include bodies corporate. Joint Exhibitors shall be jointly and severally bound by these conditions and shall have joint and several liabilities hereunder. "Site" shall mean the space allocated by the Committee to an Exhibitor and shall include the immediate surrounds of such space.
- 19. The M.F.D.C. reserves the right to restrict the number of exhibitors and to accept or not accept Applications at its discretion.

## **Important Dates**

Wednesday, 1st April	Applications due for previous exhibitors wishing to be allocated a preferred site
Monday, 6 <sup>th</sup> April 2019	Applications Due-
	Applications received after this date will not be
	guaranteed inclusion in the official program
Thursday 9th April	Official Program Advertising Booking Deadline
Wednesday 13th May	Site is open to exhibitors for set up from 8am
Wednesday 13th May	Security begins at 6pm
Friday 15th May	Day 1
	9am to 5pm
Saturday 16th May	Day 2
,	9am - 4pm
Sunday 17th May	Pack up Day
Monday 18th May	Site security finishes at 6am
	Pack up Day
	Site needs to be cleared by 5pm



#### **2019 Site Award Winners**

Best Large Site - Haeusler's Group

Best Medium Site - Agriculture Victoria

Best Small Site - Crop Logic

Best Returning Site - Stihl Shop Mildura

Best New Site - Mulcahy & Co

#### **The Annual Dried Fruits Awards**

Best Sultanas - Len & Sandra, Red Cliffs (APDF)

Best Sunmuscats - Frank & Lina Mammone, Irymple (APDF)

Best Raisins - Stephen & Jinky Nicholls, Coomealla (Sunbeam)

Best Currants - John & Maria Paradiso, Sunnycliffs (Sunbeam)

Best Sunglo - Peter & Irene Chamberlain, Cabarita (Sunbeam)

The best fruit overall for the season award was presented to Red Cliffs growers **Len and Sandra Burton** for their sultanas.

Thank you to Dried Fruits Australia for their continued support of our event

#### The Gate prize draw

Major prize of a John Deere Ride-on Mower - Nikita Arbuckle

Tasco \$1000 fuel winner - Candice Nolan

Thank you to Tasco & Haeusler's for their continued support of our event





# NEXT GENERATION BUSINESS SOLUTIONS.

Printing, Publishing, Signage, Promotion, Packaging, Design, Mailing & Distribution.