

# Exhibitor Information

## ADVERTISING

The Field Days Committee will be promoting the two day event in the following ways: major rural papers, most regional papers, television, radio, public notices, farm magazines, DL cards, posters and our Official Programme.

This programme will be the only Official Program produced, if you wish to advertise in the Official Programme please refer to pages 16 & 20. You will find Advert Specifications on page 28 - opposite the Conditions. In addition features previewing the Field Days will be printed in most rural papers and local regional papers. The outstanding multi-page features in these papers have greatly attributed to the success of the Field Days. We encourage you to support these features.

## AIRSTRIP

All weather airstrip, 1,000m, 36° 58.42s, 140° 21.04E. C TAF 126.7. Contact (08) 8766 2002 for details prior to dates or Field Days office on (08) 8766 2075 during field days or 08 8766 7001 beforehand.

## ALLOCATION OF SITES

Sites are allocated as the applications are processed. With exception of some sponsorship agreements, the Committee **DOES NOT** reserve sites from year to year. However, if you apply early enough, the Site Steward will do his best to accommodate any request regarding the position of your site (e.g. if you would like the same site as last year).

## APPLICATIONS

Please note any applications finalised after January 26th, 2012 may not be included in the program.

## CAR PASSES

No cars allowed in without a pass adhered to car windscreen on Friday and Saturday. One free car pass per site will be allocated. Extra passes available from Secretary for \$20 at discretion of Committee. If your vehicle is to be a part of your exhibit, you **MUST** apply for a special pass to allow you to keep your vehicle on site, which must remain within your site boundaries between 7.30am-5.00pm Friday and 7.30am-5.00pm Saturday.

– Exhibitor parking provided. No cars allowed on grounds after 9.00am.

– Exhibitors not complying will be towed away and charged a fee of \$50.

## CATERERS

We urge all caterers to be quality control conscious, as the public is very discerning and the Health Inspector vigilant.

**Caterers are to source, store and chill their own supplies.**

The Committee has an agreement with National Foods Milk Ltd. All milk products, flavoured or plain to be sold at the Field Days must be products of National Foods. These can be purchased from Jeff Gowling 0429 692 474. You must provide your own

rubbish bins. Grey water containers will be supplied. We would appreciate your early booking. If no expression of interest has been received by December 2nd, 2011, your site will be reallocated.

## CHANGE

As there are no banks in Lucindale, only agencies with very limited cash on hand, please ensure that you bring sufficient change with you. There is a BANK SA agency on site to withdraw funds, but they are unable to serve your change requirements.

## CHARGES

*GST has been included in all prices for 2012 Field Days.*

*Refer to Application Forms.*

**All booking of 14 or more outdoor large sites will receive 25 complimentary passes and a full colour advertisement in the Official Program.**

## CLOSE OF ENTRIES

Entries will only be recognised if they are **COMPLETE** and accompanied by a payment covering charges. If you wish to pay by EFT please contact the Secretary for details.

**CLOSING DATE: 02/12/10.** Address for entries: Secretary, Lyn Crosby, RSD 1020, LUCINDALE 5272.

**PLEASE NOTE: A LATE BOOKING FEE WILL BE CHARGED.**

## COMING FIELD DAYS' DATES

2013 - March 15th & 16th

2014 - March 21st & 22nd

## Exhibitor Information continued

### COMPLIMENTARY COURIER SERVICE

Between 12noon-5pm Friday and Saturday. Tickets available at Administration Centre. Site holders to collect tickets upon arrival.

### COMPLIMENTARY FACILITIES FOR EXHIBITORS

- Crane and forklifts for setup
- Courier service
- EFTPOS
- Rubbish removal daily
- Exhibitor car park
- Watered sites
- Water delivery
- Security

### COMPULSORY ADMINISTRATION

All exhibitors must pay this fee of \$25.

### CRANES AND FORKLIFTS

Registered crane and fork lift available on Wednesday 14th and Thursday 15th from 8.00am. Enquiries to Administration Centre. **No cranes or forklifts will be available before this date. Also no machinery etc can be delivered to the field day site before the above date.** Exhibitors who require a forklift or crane on Sunday must make prior arrangements, forklift 08 8766 2045, crane 08 8762 2379.

### DISPLAYS

ALL DISPLAYS MUST BE IN PLACE BY 8.00am FRIDAY, MARCH 16th AND MUST NOT BE REMOVED BEFORE 5.00pm SATURDAY, MARCH 17th. Committee members in attendance

Wednesday 14th and Thursday 15th between 9.00am and 5.00pm. Davey Gate opens 7.00am Friday and Saturday.

**Indoor Exhibitors arrange displays Thursday 15th 9.00am to 6.00pm.**

### EVENING MEALS

Are available on Thursday and Friday at the football clubrooms, next door to the Field Days site from 5.30pm.

### EXHIBITORS PASSES

**NO FREE PASSES.**

2-day passes are available at \$20.00, to be purchased prior to the Field Days. **Normal admission charges will apply if passes not produced. NO REFUNDS.**

### FOOD

Full catering facilities include light lunch and refreshments available on Thursday. On other days: barbecues, sandwiches, cool drinks, tea and coffee and variety of other foods. Publican's booth. Meals available in Football Clubrooms on Thursday, Friday and Saturday nights.

There will be numerous local organisations working together to provide this important service, and they look forward to your continued patronage.

**Breakfast available 7.00am - 9.00am Friday and Saturday at Templeton and Top Spot catering.**

### GENERAL INTEREST SECTION

**Pavilion opening and closing times:**

Thursday 9.00am – 6.00pm setting up  
Friday 7.30am – 5.00pm

Saturday 7.30am – 5.00pm

Exhibitors to be set up and ready for business by 8.00am Friday.

**ENTRIES CLOSE 02/12/10.**

Phone number for enquiries:

Kim Corrigan Phone (08) 8766 2350, fax (08) 8766 2092.

### ICE

Please order ice requirements on application form. If you require more ice, please contact your Pavilion Supervisor or the Secretary.

### NO DOGS ALLOWED

Due to public health and safety issues, no dogs will be allowed on the field day site, with the exception of those dogs involved in Yard Dog Championships. Guide Dogs and Hearing Dogs also allowed.

### PARKING

**NO VEHICLES WILL BE ALLOWED IN THE GROUNDS AFTER 9.00am.** Exhibitors' car parking areas adjacent (see map) to the ground. **Vehicles will be admitted to the grounds from 5.00pm Saturday. Car passes will be enforced.**

### PHOTOGRAPHER

Our Official Photographer will be taking photos during the Field Days. If you don't wish to be photographed or would like a copy of the photo, please let her know.

## Exhibitor Information continued

### POWER

Exhibitors must supply 15 amp extension cords with current test tag. (Testing and tagging can be done by an electrician at the Secretary's Office at a cost of \$10 per tag). Contact the Secretary if you are unsure of the length of cord required.

### PRINTED MATTER

Permission will not be granted for exhibitors to hand out printed matter at the gates, in the car park, or on the grounds. They may do so from their own stands. Aerial dropping of leaflets over the Field Days is prohibited.

No advertising including banners and sandwich boards will be allowed outside site boundaries.

**Banners and sandwich boards found outside the exhibitors site boundaries will be confiscated by the committee and may be retrieved from the secretary's office after 5.00pm on Saturday.**

### PUBLIC ADDRESS SYSTEM

This service is available only for Field Day Committee announcements and for emergency paging.

### PUBLIC ADMISSION

General public will be admitted from 8.00am Friday and Saturday.

### PUBLIC LIABILITY INSURANCE

All exhibitors and site sharers must hold their own Public Liability Insurance with an indemnity of not less than \$5 million covering them against occurrence attributable to their activities or the activities of any person for whom they are directly responsible.

An exhibitor who chooses not to have this insurance will not be allocated a site. Compulsory Insurance is not a decision of the Field Days committee but is a direct request of all insurance companies involved in public events. Please supply policy details on application form.

### PUBLIC SERVICES AVAILABLE

St John Ambulance, Police, EFTPOS. Photocopying 20c per page, colour \$1.00 per page. Fax 20c per page. Laminating \$1.00 per page are available at the secretary's office.

### RAFFLES

No exhibitor shall conduct or permit or suffer to be conducted in the area of the Field Days any raffle, competition or game without prior written consent from Lucindale Lions Club.

### RAMP

Unloading ramp available at grounds.

### REMOVAL OF EXHIBITS

**IN THE INTEREST OF PUBLIC SAFETY, EXHIBITORS ARE NOT TO VACATE SITES BEFORE 5.00PM SATURDAY. SECURITY STAFF WILL ENSURE THAT NO VEHICLES WILL ENTER OR EXIT THE SITE BEFORE THIS TIME.**

All exhibitors must have their displays and stock removed from the field days site within 5 days of the Field Days finishing. The SEFD committee reserves the right to remove any exhibit remaining on the Field Days site after this time and will be charging a \$50 a day storage fee.

Exhibitors are responsible for the condition of the area allotted to them during the duration of the Field Days, and upon the completion of such Field Days exhibitors shall clean such area to the satisfaction of the Committee, this includes the removal of all manure and straw. Non compliance will incur a fee of \$50.

# Conditions applying to SE Field Days, 2012

1. **Site applications and payment** must be in the hands of the Secretary, no later than 2nd December, 2011. Any applications received after this date will attract a \$30 late fee per site. If an application is cancelled after closing date a 10% administration fee will be retained. No refunds if cancelled after 24th February, 2012.
2. All exhibitors shall pay the compulsory administration fee of \$25.
3. **In the interest of public safety, exhibitors are not to vacate sites before 5pm Saturday. Vehicles will not be permitted on grounds before 5.00pm, Saturday. Security Staff will be manning all gates to ensure that no vehicles will enter or exit the site before this time.**
4. South East Field Days reserve the right to refuse any application at their discretion in order to maintain a balanced display of products / services.
5. The use of amplifiers and loud speakers is strictly prohibited unless otherwise arranged with the committee. No amplifiers or loud speakers to be used at indoor sites. The aerial dropping of leaflets over the Field Days is prohibited. Sandwich boards and banners only permitted within site boundaries.
6. The committee of the SE Field Days shall have the power to enter upon the area on which the field days are being conducted at any time and remove any articles, signs, pictures, or printed matter which in their opinion may be a cause of offense to the public or the officials of the committee or which the committee deems inappropriate.
7. Exhibitors are responsible for the condition of the area allotted to them during the duration of the field days and upon the completion of such field days exhibitors shall clean such area to the satisfaction of the committee of the SE Field Days. Non compliance will incur a fee of \$50.
8. The Lucindale Lions Club shall not be liable for any loss of, or damage to the exhibitors property whilst on the said area.
9. Exhibitors shall conform with the requirements of any Act of Parliament which may govern the erection of structures, the display and/or other products or goods of the exhibitors, and the regulation by-laws and ordinances made under such an Act.
10. In the event that it should be found necessary or expedient to cancel or postpone the said field days a notice of such cancellation or postponement will be published at the earliest practicable time subsequent upon such cancellation or postponement and the Lucindale Lions Club shall not be liable to any 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 the said field days.
11. No exhibitor shall conduct or permit or suffer to be conducted in the area of the field days any competition or game without prior written consent from Lucindale Lions Club.
12. The committee of the SE Field Days reserves the right to refuse any entry of any exhibitor or refuse to allot space to any exhibitor if in the opinion of the committee, there is any infringement on 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.
13. If the committee of the SE Field Days refuses any entrant or refuses to allot any space to any exhibitor or having allotted any space to any exhibitor refuses to permit the exhibitor to occupy that space the committee shall not be liable to pay the exhibitor for any compensation on the ground of loss of profits or otherwise in respect of such cancellation or suspension of the said space.
14. The committee of the SE Field Days and / or the land holder on whose property the field days are being held, reserve the right to amend operating conditions as specified at any time and to regulate the use of machinery on static display sites which in their opinion produces excessive noise.
15. **Security.** The SE Field Days will provide security but shall not be held liable for loss or damage to the exhibitor's property whilst on the field days site.
16. **Exhibitors must before digging any holes or driving any objects into the ground, seek permission from the site steward to ensure that there are no underground power cables or water pipes which could be damaged or cause injury to the exhibitor or his staff. All damages caused by exhibitors or their staff will be repaired at full cost to the exhibitor.**
17. **A speed limit of 10 kilometres per hour shall apply at all times within the confines of the field day site.**
18. **Public Liability Insurance details to be supplied with application.**

# Conditions applying to SE Field Days, 2011

---

1. **Site applications and payment** must be in the hands of the Secretary, no later than 2nd December, 2011. Any applications received after this date will attract a \$30 late fee per site. If an application is cancelled after closing date a 10% administration fee will be retained. No refunds if cancelled after 24th February, 2012.
2. All exhibitors shall pay the compulsory administration fee of \$25.
3. **In the interest of public safety, exhibitors are not to vacate sites before 5pm Saturday. Vehicles will not be permitted on grounds before 5.00pm, Saturday. Security Staff will be manning all gates to ensure that no vehicles will enter or exit the site before this time.**
4. South East Field Days reserve the right to refuse any application at their discretion in order to maintain a balanced display of products / services.
5. The use of amplifiers and loud speakers is strictly prohibited unless otherwise arranged with the committee. No amplifiers or loud speakers to be used at indoor sites. The aerial dropping of leaflets over the Field Days is prohibited. Sandwich boards and banners only permitted within site boundaries.
6. The committee of the SE Field Days shall have the power to enter upon the area on which the field days are being conducted at any time and remove any articles, signs, pictures, or printed matter which in their opinion may be a cause of offense to the public or the officials of the committee or which the committee deems inappropriate.
7. Exhibitors are responsible for the condition of the area allotted to them during the duration of the field days and upon the completion of such field days exhibitors shall clean such area to the satisfaction of the committee of the SE Field Days. Non compliance will incur a fee of \$50.
8. The Lucindale Lions Club shall not be liable for any loss of, or damage to the exhibitors property whilst on the said area.
9. Exhibitors shall conform with the requirements of any Act of Parliament which may govern the erection of structures, the display and/or other products or goods of the exhibitors, and the regulation by-laws and ordinances made under such an Act.
10. In the event that it should be found necessary or expedient to cancel or postpone the said field days a notice of such cancellation or postponement will be published at the earliest practicable time subsequent upon such cancellation or postponement and the Lucindale Lions Club shall not be liable to any 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 the said field days.
11. No exhibitor shall conduct or permit or suffer to be conducted in the area of the field days any competition or game without prior written consent from Lucindale Lions Club.
12. The committee of the SE Field Days reserves the right to refuse any entry of any exhibitor or refuse to allot space to any exhibitor if in the opinion of the committee, there is any infringement on 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.
13. If the committee of the SE Field Days refuses any entrant or refuses to allot any space to any exhibitor or having allotted any space to any exhibitor refuses to permit the exhibitor to occupy that space the committee shall not be liable to pay the exhibitor for any compensation on the ground of loss of profits or otherwise in respect of such cancellation or suspension of the said space.
14. The committee of the SE Field Days and / or the land holder on whose property the field days are being held, reserve the right to amend operating conditions as specified at any time and to regulate the use of machinery on static display sites which in their opinion produces excessive noise.
15. **Security.** The SE Field Days will provide security but shall not be held liable for loss or damage to the exhibitor's property whilst on the field days site.
16. **Exhibitors must before digging any holes or driving any objects into the ground, seek permission from the site steward to ensure that there are no underground power cables or water pipes which could be damaged or cause injury to the exhibitor or his staff. All damages caused by exhibitors or their staff will be repaired at full cost to the exhibitor.**
17. **A speed limit of 10 kilometres per hour shall apply at all times within the confines of the field day site.**
18. **Public Liability Insurance details to be supplied with application.**