





2021 Prospectus Mildura Field Days Friday 21st May & Saturday 22nd 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





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The Organising Committee wishes to acknowledge the following for their support:

SUNRAYSIA

The Volunteers who tirelessly manage and organise the Mildura Field Days.

1467AM

Ongoing and new exhibitors, without whose presence and support the Field Days would not be the great event that it is each year.

Invitation to Exhibit

Welcome to the 2021 Mildura Field Days Prospectus.

2020 certainly was a challenging year for all, but particularly for events such as the Mildura Field Days. Covid restrictions left the committee with little choice but to cancel the 2020 event. In a new Covid normal, we are looking forward to welcoming you all back for the 2021 event.

Great plans were in place for 2020 to capitalise on the benefits of our new home at the Mildura Racing Club, these plans will be refined with Covid restrictions and requirements in mind and carried over to the 2021 event.

One of the biggest changes will be in regards to patron parking with the aim to place patrons closer to the exhibitor space reducing the walking distances experienced in 2019. Patrons will park in the centre of the track adjacent to where exhibitors are located. 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 encourages exhibitors to check out our new website. It can be found at **www.mildurafielddays.com.au**. 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, 19th May 2021, however security will not be available until 6pm on that day.
- 2019 Exhibitors sites will be allocated first, but applications **MUST** be received by **Thursday, 1 April 2021** 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 x 3m up 15 x 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

Drop in to the show room or go online and see what's on offer at Mildura Party Hire, 2 Scott Crescent, Mildura.

Find us on **facebook**.

E: mehire@ncable.com.au www.mildura partyhire.com.au Phone: 5023 4677 Fax: 5023 4877 2 Scott Crescent, Mildura

Date & Time

The 70th Annual Mildura Field Days will be held on Friday, 21st May 2021 - 9:00am to 5:00pm and Saturday, 22nd May 2021 - 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**, 5th **April 2021**. 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 a site number will not be allocated.

Indoor and Undercover space is exhibitor marquee and will be	s available within permanent buildings, in undercover areas or may be in a 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 (limited spaces are available)	\$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

Site Fees (Please note GST is not payable)

A \$50.00 Administration Fee applies to <u>all</u> 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 \$20 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 pre-purchase 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 2021. 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 Certificate of Currency (if not emailed) to reach the office by **Monday**, 5th **April 2021 (or Thursday April 1st for previous exhibitors).** An invoice will be raised for payment prior to the allocation of a site

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 2021.

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 19 May, however security will not be available until 6pm on that day. All sites are to be cleared by 5pm on **Monday, 24 May 2021 - 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

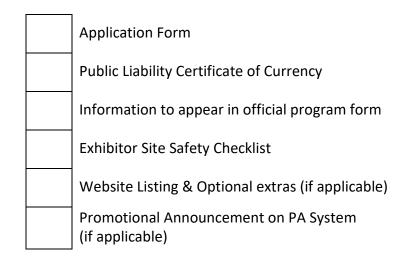
- 1. Name of Site Applicant Your normal business name as it appears on your letter head or cheque etc.
- 2. Name to Appear in Program The name you wish to appear in the program.
- 3. Mailing Address Your normal postal address.
- 4. Address to Appear in Program The address where potential customers will 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 –<u>may be ordered on the application form.</u>
- 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 <u>one</u> 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. 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.
- 19. Additional Program Listings Are available for your organisation. A charge of \$10.00 each additional listing applies.
- 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 **5th April 2021**.

2021 SITE APPLICATION FORMS

The following forms need to be completed to:

Mildura Field Days PO Box 1044 IRYMPLE VIC 3498

APPLICATIONS MUST INCLUDE:



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 – ABN 27 138 339 673 SITE APPLICATION FORM 2021

Name of Site Applicant:			
Contact Person:	ABN:		
Postal Address:		Postcode:	
Telephone : ()	Mobile:		
Email Address:			
Website:			

SITE REQUIREMENTS

Indoor and Undercover space is available within permanent buildings, in undercover Areas or may be in a general exhibitor marquee and will be dependent on requirements- Please speak to Coordinator

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	Number Per U	nit		
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)

	Number	Per Unit		
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 inc'd)		\$10.00	\$	
GST is not applicable		Sub Total	\$	
LATE FEE - APPLIES TO APPLICATIONS RECEIVED AFTER 5 th April 2021 ONLY		+ 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		IOTAL	\$	
I/We agree to the enclosed terms and conditions of the Mildura Field Days Committee 6	9th annual	Field Days.		
I understand that exhibitors are responsible for all employees on their site being aware	of the term	s and conditions	enclosed herein	
Signed: Date:				
UNTIL FULL PAYMENT HAS BEEN RECEIVED THIS APPLICATION WILL NOT BE PROCESSED				
NO REFUNDS WILL BE MADE – NO CAMPING ALLOWED ON SITE				

Information to Appear in Official Program

Mildura Weekly is 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

regai	ding placing an advertisement in the very popular program	n.		
Nam	e to appear in program			
Nam	e of shared site holders for program listing			
1			Phone No	
c			Phone No	
	Products/Services			
	e give a brief description/list of the type of product/equipm	ent that	you will be displaying on your site	
Comp	select ONE only Products or Services category from the be			
Optio	onal Products or Services category listing are available @ \$1 nal Extras section of the application form onal Listings @ \$10 per listing	0 per list	ing. Please include the number of selections in the	
Additi	onal Listings @ \$10 per listing			
	Do not add Categories – if you cannot find a su <u>PRODUCT / SERVI</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	B Home Improvements & Home Equipment	
107	Boating, Marine & Fishing	139		
108			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		Packing Houses & Dried Fruit Processing	
116	116 Concrete Products & Suppliers		Pest Control	
117	117 Contractors		Pneumatic Equipment & Tools	
118	118 Cool Rooms, Refrigeration & Air conditioning		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			54 Sport & Recreation	
123	Employment Services	155		
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	

Mildura Field Days are required to collect data on the type of accommodation utilised by our exhibitors. It would be appreciated if you would answer the following questions.

Type of Accommodation-	Motel	Caravan	Park	Friends 📃	Other
No of nights- 1	2	3	More		
Average spend per day on ac	commodation/	/food/fuel etc-	Please give a spe	ecific amount	\$
Or use the tick boxes.	Less than \$100	0/day	More than \$100)/day	
\$101-\$150/day	\$150-\$200/da	у 🗌	More than \$200)/day	
Have you visited Mildura bef	ore? Yes	No N/A	A 🗌		
Are you planning on visiting i	n future?	Yes 🗌 No 🛛	N/A		
Will the visit be for pleasure	or business?	Pleasure	Business 📃 I	Both 🗌	
Your Postcode		Thank you			

Promotional Announcements on Public Address System

- 1. 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.
- 2. Recorded material may be provided electronically or on a usb.
- 3. The committee reserves the right to edit any promotional material provided.
- 4. The charges are as follows:
 - **ANNOUNCEMENT:** \$40.00 up to 60 second announcement. Material supplied will be played at least twice each day.

Exhibitors Company Name:

Exhibitor Contact Name:	Contact No: ()
Exhibitor Contact Email:	

Voice Options			
Prefer reading to be:	Female Voice	Male Voice	Either

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, 5th April 2021
- 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 <u>AT ALL TIMES</u>*

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

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 	Yes No N/A			
	Warning signs erected	Yes No N/A			
	 Staff informed and adequately trained with regard to hazards 	Yes No N/A			
	 Protective equipment supplied to workers where appropriate 	Yes No N/A			
7. Fire Hazards	 Public and others separated from sources of fire by barriers 	Yes No N/A			
	Fuel to be stored securely	Yes No N/A			
	 Combustible/flammable material kept to a minimum and segregated from sources of ignition 	Yes 🗌 No 🗌 N/A 🛛			
	No smoking near flammable material	Yes No N/A			
	 Appropriate fire extinguisher/blanket in exhibiter area 	Yes No N/A			
8. Gravitational Hazards	 Heavy items not to be stored at heights 	Yes No N/A			
	 Public and others segregated from areas where items may fall 	Yes No N/A			
	 Temporary structures checked for stability and strength taking into account possible weather conditions (eg. Wind, rain etc.) 	Yes No N/A			
	 All silos and tanks should be securely anchored 	Yes No N/A			
	 Potential energy hazards must have fail safe systems 	Yes No N/A			
9. Pressure Hazards	 All equipment hoses and cylinders to be inspected prior to exhibition 	Yes No N/A			
	 Gas cylinders secured to prevent falls 	Yes No N/A			
	 Public segregation from hazards by barriers 	Yes No N/A			
	 Workers informed of hazards and trained in use of equipment 	Yes No N/A			
	 Protective clothing and equipment supplied and used 	Yes No N/A			
	 In the event of a spill the exhibiter will bunt the area, contain the spill and immediately notify the Site Safety Manager. 	Yes No N/A			
10. First Aid	 First – aid is available on site. All staff to be aware of location and safety procedures 	Yes No N/A			
	Emergency telephone numbers displayed	Yes No N/A			
11. Marquee	 Is marquee larger than 100 square metres? If so, it must be erected by a person who has qualifications to do so Note: When placing pegs and other anchors please confirm location of underground power and water pipes 	Yes No N/A			
	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 21st & 22nd May 2021.

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. This is a free service.	Website	address:	
Please ONLY supply details in this section that you wish to be	Phone nu	imber:	
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			es, my business would like to take part in the
This is a very popular activity which involves children/families following a map and visiting exhibitors who can provide items of interest to children.			Children's Field Day understand we need to provide 300 items to giveaway on the day and agree to stamp children's maps
Exhibitors must agree to supply a minimum of 300 items to children. This is a great promotional opportunity and each participating exhibitor will be promoted in our official program.			What do you plan to contribute to the Children's Field Walk?
Information on the Children's Field W be provided to exhibitors wishing to t prior to the event.	-		





2021 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 2021 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.







PO BOX 1044, IRYMPLE, VIC, 3496 PH: 0487 021 122



424 SAN MATEO AVENUE, MILDURA, 3500 PH: (03) 5021 1777



Full Page 290mm x 260mm 290mm x 8 columns **\$500 + GST**

> Half Page 145mm x 260mm 14.5 x 8 columns



Quarter Page 145mm x 129.5mm 14.5 x 4 columns

\$200 + 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 Comittee's 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**, 5th April **2021**. 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

Thursday, 1st April	Applications due for previous exhibitors wishing to be
	allocated a preferred site
Monday, 5 th April 2021	Applications Due-
	Applications received after this date will not be
	guaranteed inclusion in the official program
Thursday 8th April	Official Program Advertising Booking Deadline
Wednesday 19th May	Site is open to exhibitors for set up from 8am
Wednesday 19th May	Security begins at 6pm
Friday 21st May	Day 1
	9am to 5pm
Saturday 22nd May	Day 2
	9am - 4pm
Sunday 23rd May	Pack up Day
Monday 24th May	Site security finishes at 6am
	Pack up Day
	Site needs to be cleared by 5pm

Site Award Winners were not allocated in 2020 due to Covid Restrictions forcing the cancellation of the event.

2020 Site Award Winners

Best Large Site -

Best Medium Site -

Best Small Site -

Best Returning Site -

Best New Site -

The Annual Dried Fruits Awards were not awarded in 2020 due to Covid Restrictions forcing the cancellation of the event.

Best Sultanas -

Best Sunmuscats -

Best Raisins -

Best Currants -

Best Sunglo -

The best fruit overall for the season award was presented to

The Gate prize draw

Major prize of a John Deere Ride-on Mower -

Tasco \$1000 fuel winner -

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



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