



2023 Prospectus Friday 19th May & Saturday 20th May Mildura Racecourse, 53 Racecourse Road Nichols Point, Victoria

Proud Member www.aafda.com.au



Invitation to exhibitors

Join us for drinks & nibbles on **Friday night, 5.15pm** Venue - Dunne Bar

Mildura Field Days welcomes our media partners





The Organising Committee wishes to acknowledge the following for their support

The Volunteers who tirelessly manage and organise the Mildura Field Days

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 2023 Mildura Field Days Prospectus.

Post COVID challenges, it was fabulous to see everyone at the 2022 Mildura Field Days.

We are excited and very much looking forward to the 2023 event. There have been challenges of a different kind this year with high river levels creating uncertainty around the Mildura Racing Club location for the event. Hence why the prospectus is out a little later than usual. The Racing Club team will have the grounds up & running in time for the 2023 Mildura Field Days, but things may look a little different than previous years. Due to the inundation of the venue, the Site Office will be moving this year, so please keep an eye out for information closer to the event once a new location has been arranged.

Change is part of everyday life and here at Mildura Field Days, we are often required to think out of the box for solutions. Well this year, with the closure of the Mildura Weekly, our Official Program process will be a little different. Please indicate your requirements on the application form and one of our friendly staff will follow up your publication requirements with you.

Parcel pick up & collection service is available, so please grab your "pick up" slips from the Site office.

The stage is available free of charge to host presentations, demonstrations and educational sessions throughout the two days of the event.

Don't forget to follow us on Facebook and tag us in your posts to increase exposure and awareness of your product or service being available at the event.

Our website can be found at www.mildurafielddays.com.au.

Thank you for 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, 17th May 2023, however security will not be available until 6pm on that day.
- 2022 Exhibitors sites will be allocated first, but applications **MUST** be received by **Monday**, **3 April 2023** in order for this to occur.

Important Information at a Glance

Date & Time

The 2023 Mildura Field Days will be held on Friday, 19th May - 9:00am to 5:00pm and Saturday, 20th May - 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, 3rd April 2023**. 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 nor site number allocated.

Site Fees (Please note GST is not payable)

Please Note-Site Fee does not include marquee hire. 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. Email direct to jo@mildurafielddays.com.au

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 \$20 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 \$20 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.

Application Notes

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. Exhibitor Site Safety Checklist
- 4. Current Logo to be used in Facebook Post & Website Listing details, Program Advertisement & Optional extras (if applicable)
- 5. Promotional Announcements on Public Address System Form

The completed forms must be forwarded (email preferred), with your payment and your Certificate of Currency to reach the office by **Monday, 10th April 2023 (or Monday April 3rd 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

Payment is also available via Eftpos/Credit Card. Please note a 2.0% surcharge applies to all card payments

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. 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).**

Marquee Decoration & Hire.

Marquee hire and decoration is available locally, we suggest you contact the following:-

- Mildura Party Hire Phone (03) 5023 4677
- Shape Events and Hire- Phone 0404 998 410

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 1st May 2023.

Straw

We do not provide straw.

Rubbish Removal

All sites are to be cleared of rubbish prior to vacation of exhibit site. Skip bins are available- please use them

Setup and exhibit removal

Exhibitors are able to setup their site from 8am on Wednesday 17th May, however security will not be available until 6pm of that day. All sites are to be cleared by 5pm on Monday, 22 May 2023 - 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
- Best Catering Site (New for 2023)

Fencing

The Race Course facility is fully fenced which ensures security of goods within the site. No camping within the facility is permitted. 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 car park.

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 2023. Please collect parcel slips from the Site Office.

Food / Food products

All exhibitors and or 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 <u>www.streatrader.health.vic.gov.au</u>

Site Options

Shared Sites

Clause 5 of the 'Conditions' specifically **prohibits** the **sub-letting** of any portion of your site without approval, 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

- Once approved, the person or organisation sharing your site must complete an application form and return it and insurance certificate documents to the Coordinator.
- 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.

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. Exhibitors may arrange for display panels at their own cost.

Trestle Tables & Plastic stackable chairs – may be ordered on the application form.

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.

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.

Quarter sites- outdoor site, 5 metre frontage x 5 metres. A maximum of 1 of these applies as 2 is the equivalent of a 'half site'

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.

Standard Sites – Open site, 10 metre frontage x 10 metres deep. Multiples may be ordered to extend frontage to <u>one</u> roadway

Double through – Open site, 10 metre frontage x 20 metres deep. These sites front onto 2 roadways. (Where possible)

Double frontage - Open site, 20 metre frontage x 10 metres deep. These sites front 1 roadway.

Large - Open site, 20 metre frontage x 20 metres deep. These sites front 2 roadways. (Where possible)

Custom- Open site with frontage and depth as negotiated

Electricity –Electricity is available at various locations throughout the site. These will be allocated on first come first served basis. Please read the point 5 in the 'Safety Checklist'. Own generators may be used, but must be quiet and safely secured from public access. Refuelling is not permitted during open times. Electricity is charged at **\$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 **must have been tested & tagged**.

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 NOT PERMITTED unless previous arrangements have been made with and approved by the committee. 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. **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.

Our OFFICIAL Field Days Program will see over 12,000 copies produced and distributed throughout the region in the weeks prior to the event. Advertising in the Program is an excellent way to inform potential and existing customers that your business will be at the 2023 Mildura Field Days.

The Official Program includes a single complimentary listing in the Product/Services section of the publication and inclusion on the Site Map. Front & Back Cover advertising space in the Program will be allocated on a first come first served basis, so please be quick should you wish to secure prime spots. Please indicate your advertising requirements on the application form. (By April 14th 2023).

Advertising material is to be forwarded by email or on usb and may be in Word, .pdf, j.peg or .png format to <u>jo@mildurafielddays.com.au</u> by Friday 21st April 2023. Production of the Program will not wait for material provided late.

Additional Program Listings – are available in the Official Program. A charge of \$10.00 each additional listing applies. Please order via the application form.

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.

A late fee of \$100.00 will apply to applications received after **10th April 2023.**



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: EFT Details: BSB: 633-000 Account Number: 150849818 Account Name: Mildura Field Days Please use your company name as reference



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

MILDURA FIELD DAYS ABN 27 138 339 673 – SITE APPLICATION FORM 2023

Business Name to appear in Official Program:		
Contact Person:	ABN:	
Email Address:		
Website:		
Mobile:	Telephone : ()
Postal Address:	Postcode:	

SITE REQUIREMENTS

			• •	
	er space is available within permanent buildings, in underc lependent on requirements- Please speak to Coordinator	over areas or ma	y be in a gene	ral exhibitor
INDOOR/UNDERCOVE	R/MARQUEE	Number	Per Unit	
3m x 3m stall (Indoor	stalls with limited power inc)		\$475.00	\$
6m x 3m stall (Indoor	stalls with limited power inc)		\$725.00	\$
OUTDOOR SITES		Number	Per Unit	
Makers Site - 3m x 3m	Contact Coordinator before application		\$75.00	\$
	- Contact Coordinator before application		\$100.00	\$
Quarter Site 5m x 5m			\$300.00	\$
Half Site 5m x 10m (lin	nited to 1 only)		\$350.00	\$
Half Site 10m x 5m (lin	nited to 1 only)		\$350.00	\$
Standard site 10m x 10	m		\$450.00	\$
Double through site 10	om x 20m (see notes)		\$600.00	\$
Double frontage site 2	o m x 10 m (see notes)		\$600.00	\$
Large site 20m x 20m	(see notes)		\$1100.00	\$
Custom- as negotiated	I- please discuss with Coordinator		TBC	\$
ELECTRICITY				
Electricity per 10 amp	outlet		\$110.00	\$
Details of Electrical eq	uipment used:			
OPTIONAL EXTRAS (A	Available to all exhibitors)			
		Number	Per Unit	
Use of Stage for Demo	onstration purposes (15 minute slots)		FREE	
Additional Program lis	tings		\$10.00	\$
Promotional Announc	ements		\$40.00	\$
Table(s) –trestle table	(Available to all stall holders)		\$25.00	\$
Plastic chairs (Availab	le to all stall holders)		\$7.00	\$
Additional Exhibitor p	asses (2 per 10 x 10m site or 1 per ¼ & ½ site are inc'd)		\$10.00	\$
PROGRAM ADVERTIS	NG (Available to all exhibitors)			
Front Cover- Inside- Fu	ıll Page Glossy Colour		\$1250.00	
Back Cover- Inside- Fu	ll Page Glossy Colour		\$1250.00	
	ull Page Glossy Colour		\$1500.00	
Centrefold- Full Page	Colour (two sides available- \$1000 each side)		\$1000.00	
Full Page Colour			\$800.00	
Half Page Colour			\$500.00	
Quarter Page Colour			\$350.00	
Business Card Size			\$150.00	
Continued Next Page			Sub Total	\$

LATE FEE - APPLIES TO APPLICATIONS RECEIVED AFTER 10 th April 2023	+ late fee	\$100.00
Applicable to ALL Sites	+ Admin	
	fee	\$50.00
GST is not applicable		
	TOTAL	\$
Please tick your payment method EFT Details:		
Acc Name- Mildura Field Days		
Bank- Bendigo Bank		
BSB- 633-000		
Account No. 150849818		
Eftpos- (please note 2% surcharge applies)		
Credit Card- (please note 2% surcharge applies). Provide details below		
Name on Card Expir	y Date	/
Card Number		
I/We agree to the enclosed terms and conditions of the Mildura Field Days Committee 2023 Mildur	a Field Days.	
I understand that exhibitors are responsible for all employees on their site being aware of the terr herein	ns and conditi	ons enclosed
Signed: Da	ate:	
UNTIL FULL PAYMENT HAS BEEN RECEIVED THIS APPLICATION WILL NOT BE I	PROCESSED	
NO REFUNDS WILL BE MADE – NO CAMPING ALLOWED ON SITE		
Promotional Announcements on Public Address Sy	<u>stem</u>	
 Production of material can be arranged from a CLEARLY written (preferably typed) script. It words to produce a 40 second commercial. Recorded material may be provided electronically or on an usb. The committee reserves the right to edit any promotional material provided. The charges are as follows: 	ems should be	e around 80
words to produce a 40 second commercial.Recorded material may be provided electronically or on an usb.		
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 words to produce a 40 second commercial. Recorded material may be provided electronically or on an usb. The committee reserves the right to edit any promotional material provided. The charges are as follows: ANNOUNCEMENT: \$40.00 - up to 60 second announcement. Announcement will be played 	d at least twic	e each day.
 words to produce a 40 second commercial. Recorded material may be provided electronically or on an usb. The committee reserves the right to edit any promotional material provided. The charges are as follows: ANNOUNCEMENT: \$40.00 - up to 60 second announcement. Announcement will be playe Exhibitor/ Company 	d at least twic	e each day.
 words to produce a 40 second commercial. Recorded material may be provided electronically or on an usb. The committee reserves the right to edit any promotional material provided. The charges are as follows: ANNOUNCEMENT: \$40.00 - up to 60 second announcement. Announcement will be playe Exhibitor / Company Name: Contact 	d at least twic	e each day.

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

Information to Appear in Official Program

The **official Mildura Field Days Program** will be produced in house this year. Please select your requirements on the application form. Advertisements to be forwarded by email or on usb and may be in Word, .pdf, j.peg or .png format to jo@mildurafielddays.com.au by Friday 21st April 2023.

Name to appear in program	
Name of shared site holders for program listing (Refer to Clause 5)	
1	Phone No
2 Your Products/Services- Please give a brief description/list of the type of product/ec your site	
Please select ONE only Products or Services category from the below list for inclusion Complimentary category listing	

Additional Products or Services category listing are available **@** \$10 per listing. Please include the number of selections in the Optional Extras section of the application form

Additional Listings @ \$10 per listing

PRODUCT / SERVICES CATEGORY LIST

Do not add Categories - if you cannot find a suitable category please contact the Coordinator

	Do not add Categories – if you cannot find a suitable category please contact the Coordinator						
101	4WD Vehicles & Accessories	131	Fuels, Oils & Greases				
102	Advisory services & Consultants	132	Gifts & Accessories				
103	Agricultural Machinery & Equipment	133	Government Services				
104	Arts & Crafts	134	Grower Organisations & Industry Representatives				
105	Auto Supplies, Tyres & Accessories	135	Health & Beauty				
106	Banking, Finance & Insurance	136	Home Improvements & Home Equipment				
107	Boating, Marine & Fishing	137	Hydraulic Equipment & Suppliers				
108	Books, Stationery & Office Supplies	138	Irrigation Equipment & Services				
109	Caravans, Camping & Canvas	139	Legal Services				
110	Cars & Utes	140	Leisure & Entertainment/Tourism				
111	Chain Saws & Lawn Mowers	141	Motor Bikes & ATVs				
112	Chemicals, Fertilisers & Agricultural Products	142	Nurseries & Nursery Products				
113	Clothing & Accessories	143	Organic Products				
114	Community services	144	Packaging, Containers & Packaging Equipment				
115	Computers & Office Supplies	145	Packing Houses & Dried Fruit Processing				
116	Concrete Products & Suppliers	146	Pest Control				
117	Contractors	147	Pneumatic Equipment & Tools				
118	Cool Rooms, Refrigeration & Air conditioning	148	Posts & Trellis Materials				
119	Domestic Products, Furniture- indoor & outdoor etc	149	Real Estate				
120	Earthmoving	150	Safety Equipment/Emergency Services				
121	Education & Schools	151	Sheds, Garages , Carports & Other Buildings				
122	Electrical & Home Appliances	152	Sport & Recreation				
123	Employment Services	153	Telecommunication & Internet Service Providers				
124	Energy/Solar Suppliers	154	Tools & Workshop Equipment				
125	Engine Repairs & Services	155	Trailers				
126	Engineers & Manufacturing	156	Trucks & Transport				
127	Environmental Services	157	Waste Management, Recycling & Scrap Metal				
128	Estate Agents & Water Brokers	158	Water Tanks & Water Treatment				
129	Fencing & Fencing Products	159	Welding & Gas Sales				
130	Food Drinks & Refreshments(on-site catering)	160	Wineries & Winery Supplies				
130	Foods and Domestic Products	161	Work Wear, Hats & Boots, Other Clothing				

Mildura Field Days Safety Policy

Exhibitor Site 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 event Safety Officer or 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 an Exhibitor Site Safety Checklist, which must be completed and returned to the Coordinator with your site application form and certificate of currency by Monday, 10th April 2023
- 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 Exhibitor's organisation.
 - 1.2. The identification of and evaluation of site specific OH&S hazards through the completion of the site safety checklist.
 - 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 for 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 opinion of the Event Safety Officer/Committee's/Coordinator, 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.

Hazards	Suggested Risk Control Measures	Risk Control Measures in Place Yes/No/NA
1. Slips, Trips and Falls	 Exhibition designed to minimize trip hazards 	
	 Barriers in place to separate people from hazard conditions expected at this site 	
	 Mats placed over uneven surfaces and cables 	
	 Segregation of pedestrians by means of barriers, fences or wardens 	
	Warning 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 	
	Hand rails and steps to be of solid construction and manufactured in	
	accordance with Australian Standards	
	 Supervision in place to assist and instruct visitors climbing onto plant and machinery 	
2. 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 procedures in place when backing machinery 	
exhibitors should liaise with	 Not left unattended when running 	
appropriate field days staff	 Removal of keys when unattended 	
regarding the safe movement of displays	 Booms and tines to be lowered before vacating the machine (see item 9) 	
movement of displays	 Operating the machinery in the vicinity of overhead or underground 	
	power lines qualified spotters are used	
	Safe work procedures are available and should take into account:	
	 Vicinity of other workers and visitors when starting machinery 	
	Use of machinery on uneven surfaces or inclines	
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. Dangerous Goods &	 Material data sheets (MSDS) available at your exhibit area 	
Hazardous Substances (Consider bringing empty containers)	 All dangerous goods/Hazardous substances in suitable containers, labelled and with appropriate warning signs 	
3.1 Clean containers for	 Precautions stated on MSDS to be followed 	
display purposes	 Required protective equipment to be provided to the workers 	
	 Visitors, especially children, to be kept away from Dangerous Goods/ Hazardous Substances by means of barriers and constant supervision 	
	 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 & 	
· Cuta and I a constitue	Hazardous Substances Regulations 1299) apply	
4. Cuts and Laceration Hazards	Eliminate sharp objects and protrusions from your exhibition	
	Place barriers between sharp objects and workers/visitors	
5. Electrical	All leads must have current testing tag attached	
Note 1: All sites power outlets are protected by RCD	 Cables and leads inspected "in situ" to identify risk of crushing/cutting/ or exposure to moisture 	
Note 2: Red lines on ground		
indicate underground power		

* 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
6. Thermal Hazards	 Public and others separated from hot/cold via barriers 	
	 Warning signs erected 	
	 Staff informed and adequately trained with regard to hazards 	
	 Protective equipment supplied to workers where appropriate 	
7. Fire Hazards	 Public and others separated from sources of fire by barriers 	
	 Combustible/flammable material kept to a minimum and segregated from sources of ignition 	
	 No smoking near flammable material 	
	 Appropriate fire extinguisher/blanket in exhibitor area 	
8. Gravitational Hazards	 Heavy items not to be stored at heights 	
	 Public and others segregated from areas where items may fall 	
	 Temporary structures checked for stability and strength taking into account possible weather conditions (eg. Wind, rain etc.) 	
	 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 	
	 Public segregation from hazards by barriers 	
	 Workers informed of hazards and trained in use of equipment 	
	 Protective clothing and equipment supplied and used 	
	 In the event of a spill the exhibitor will bunt the area, contain the spill and immediately notify the Site Safety Manager. 	
10. First Aid	First – aid kit on site	
	 Emergency telephone numbers displayed 	
	Level 2 First Aider	
11. Marquee	 Is marquee larger than 100square metres? If so, it must be erected by a person who has qualifications to do so Note: Please note when placing pegs and other anchors, Red Line indicates underground power 	
	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 <u>after</u> 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 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 19th & 20th May 2023.

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	Phone nu	umber:	
section that you wish to be publically available over the internet. Please supply a copy of your logo to be displayed with your listing - please email this with your application to: jo@mildurafielddays.com.au			
Children's Field Walk		🗆 Ye	s, my business would like to take part in the
This is a very popular activity which		Ch	ildren's Field Day
children/families following a map ar exhibitors who can provide items of to children.	0	giv	nderstand we need to provide 300 items to reaway on the day and agree to stamp Idren's maps
Exhibitors must agree to supply a m of 300 items to children. This is a gr promotional opportunity and each participating exhibitor will be promo our official program.	eat		nat do you plan to contribute to the ildren's Field Walk?
Information on the Children's Field be provided to exhibitors wishing to part prior to the event.	-		

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 Oth	ier
No of nights- 1	2	3	More 🗌		
Average spend per day on a	ccommodation	/food/fuel etc	Please give a	specific amount	\$
Or use the tick boxes.	Less than \$100	/day	More than \$10	o/day	
\$101-\$150/day 📄 \$150-\$	200/day	More than \$20	oo/day		
Have you visited Mildura before? Yes/No/NA Please circle one					
Are you planning on visiting in future?					
Will the visit be for pleasure or business? Please circle pleasure or business or both (if applicable)					
Your Postcode		Thank you			

Conditions

- 1. In the following 'Field Days' shall mean the Mildura Field Days Organising Committee's 2023 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, 10th April 2023. 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 event space or surrounds.
- 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 place restrictions on products lines and to accept or not accept applications at its discretion without explanation.

Street Directory









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> Sarah 0404 998 410 hello@shapeevents.com.au

W W W . S H A P E E V E N T S . C O M . A U

2023 Important Dates

Monday, 3rd April	Applications due for previous exhibitors wishing to be allocated a preferred site
Monday, 10 th April	Applications Due-
	Applications received after this date will not be
	guaranteed inclusion in the official program
Friday 14th April	Official Program Advertising Booking Deadline
Friday 21 st April	Last day to provide Program Advertising Material
Wednesday 17th May	Site is open to exhibitors for set up from 8am
Wednesday 17th May	Security begins at 6pm
Friday 19th May	Day 1
	9am to 5pm
Saturday 20 th May	Day 2
	9am - 4pm
	No Vehicle Movements Before 4pm
Sunday 21 st May	Pack up Day
Monday 22 nd May	Site security finishes at 6am
	Pack up Day
	Site needs to be cleared by 5pm





2022 Site Award Winners

Best Large Site - Haeusler's Best New Site - Ronco Motors Best Returning Site - Outback Whips & Leathers Best Medium Site - Mallee CMA Best Small Site - Fossey's Distillery

2022 Annual Dried Fruits Awards Congratulations to the Dried Fruits Australia, best fruit of the season award winners for 2022

Best Raisins: Angie Panagiotaris Best Sultanas: Simon and Janice Chivers Best Sunmuscat: Sam Costantino Best Sunglo: Stephen and Jinky Nicholls Best Currants: Terry Hunyadi The top award of Best Fruit of the Season went to Sultana growers, Simon and Janice Chivers from Merbein. Thank you to Dried Fruits Australia for their continued

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 Arbuckel Tasco \$1000 fuel winner - Susan Jones

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





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