

mildura fieldays

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2023 Catering Services Application

Friday 19th May & Saturday 20th May

Mildura Racecourse, 53 Racecourse Road,
Nichols Point, Victoria

Proud Member
www.aafda.com.au



AAFDA
Association of Agricultural Field Days of Australasia

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

Mildura Field Days 2023 Catering Application

Welcome to the 2023 Mildura Field Days Prospectus.

It was fabulous to see everyone at last year's Mildura Field Days, post the challenges of COVID.

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 Catering Application 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.

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

Mildura Field Days 2023

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.

Date & Time

The 2023 Mildura Field Days will be held on Friday, 19th May 2023 - 9:00am to 5:00pm and Saturday, 20th May 2023 - 9:00am to 4:00pm.

Where

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

Applications

Applications for the provision of catering from previous providers will be afforded a preference; the Committee however reserves the right to refuse any application. Please be advised that a single 15 amp **electricity point is included** in the site fee. Extra electricity requirements are to be ordered separately and will be invoiced accordingly.

Applications for the provision of catering services, together with a minimum 10% deposit of the total fee, must be received by the Coordinator by **Friday April 14th 2023**. Late entries may be accepted at the discretion of the Committee, however if the application is accepted, full payment is required prior to the event.

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.

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.

Applications received without a Certificate of Currency will not be accepted.

HAVE YOUR CERTIFICATE OF CURRENCY EMAILED to jo@mildurafielddays.com.au

Electricity

Food sites will be primarily located in the “Food Court” which will be powered via a large generator and through the existing available power points. Please be advised that a single 15 amp **electricity point is included** in the site fee. Extra electricity requirements are to be ordered separately and will be invoiced accordingly.

Individual site holders may generate their own electricity, provided their generator meets the appropriate compliance regulations, has been tested and tagged and is VERY quiet. The use of gas is also permitted.

Please provide the details of your electrical devices –and ensure you have ordered additional power as required so that sufficient power is available. If you place stress on the power systems due to your failure to order sufficient power, you will be unplugged to maintain continuity of supply to those who have correctly ordered power.

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**.

Safety

Safety

- ◆ Gas or electricity operated appliances must comply with relevant regulations. (Gas users to complete Gas Safety Checklist as provided with the application form)
- ◆ Fire extinguishers must be on hand and correctly maintained.

Energy Safe and Worksafe Victoria will attend the Mildura Field Days to inspect gas, electrical and general safety. All activities and facilities that are detected for non-compliance with the legislative requirements may be shut down.

Please refer to the Code of Practice for information on the Gas & Electrical safety Requirements

For further information please refer to Energy Safe Victoria Guideline for Electrical Installations & Electrical Equipment at Public Events

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

We are required to provide the details of all food suppliers to the Mildura Rural City Council Health Department

Exhibitor Passes

All exhibitors will require exhibitor passes.

Successful applicants will be issued with passes upon payment of the total site fee. Passes will be allocated according to the total fee paid, **(not including additional electricity)**.

- ◆ Exhibitor passes will be provided for two people where a site fee is up to and including \$500
- ◆ Exhibitor passes will be provided for four people where the site fee is from \$500 to \$1000
- ◆ Exhibitor passes will be provided for six people where the site fee is from \$1000 and \$2000

Note where the one organisation applies and is successful for multiple items on the Caterers list, the total site price will be taken to calculate the number of Exhibitor passes allocated.

If additional passes are required, they may be ordered on the application form at a cost of \$10.00 per pass **(Only available pre-purchase on the application form. Passes at the gate will be charged at \$10 per person per day)**.

Fencing

The site is fully fenced- so please ensure the site size is large enough to fit all your required equipment.

Vehicles that do not fit completely within your site will not be permitted to remain on site and will need to be moved to the carpark.

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 after 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.

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

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.

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 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)

Shared Sites

The sub-letting or sharing of any portion of your site is strictly prohibited.

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.

Official Program

Our Official 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 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 jo@mildurafielddays.com.au 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 each additional listing applies. Please order via the application form.

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.

Burrells **Mildura** 
Party 
HIRE

For All Your Party Hire Needs

**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.

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

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



Find us on
facebook

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

**Phone: 5023 4677
Fax: 5023 4877
2 Scott Crescent, Mildura**

SHAPE

EVENTS AND HIRE

SHAPING YOUR EVENT - BRINGING IT TO LIFE

WEDDINGS SPECIAL OCCASIONS CORPORATE EVENTS



We're locals with excellent knowledge of Sunraysia, it's spaces, places and offerings.
Think of us as your team on the ground – taking care of the details so
you can focus on what's important to you.

Shape Events and Hire will provide you with professional service and delivery to
ensure your needs are met and outcomes are achieved.

Marquees + Structure - Custom prop design + creation

Unique furniture + decor hire - Lighting - Tables + Chairs - Partitions

Outdoor furniture + umbrellas - Table linen - Crockery, cutlery + glassware

Sarah 0404 998 410
hello@shapeevents.com.au

WWW.SHAPEEVENTS.COM.AU

APPLICATIONS MUST INCLUDE:

	Application Form
	Minimum Payment
	Public Liability Certificate of Currency
	Streatrader Certificate
	Gas Safety Checklist (if Applicable)
	Promotional Announcement on PA System (if applicable)
	Company Logo

Please forward this Application Form, Certificate of Currency, Streatrader Certificate & Gas Safety Checklist by Friday April 14th 2023
Email- jo@mildurafielddays.com.au
Post- Mildura Field Days, P.O. Box 1044, Irymple, VIC 3498

**** A Tax Invoice will be forwarded as confirmation of acceptance of your application ****

- We highly recommend you photocopy all forms for your records

PAYMENT DETAILS:

Mildura Field Days

EFT Details:

BSB: 633-000

Account Number: 150849818

Account Name: Mildura Field Days

Please use your company name as reference

OFFICE USE ONLY

Received:/...../.....

Paid:

Site No.....

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 Details
4. Streatrader registration certificate
5. Gas Safety Gas Checklist (if applicable)

The completed forms must be forwarded, with a minimum payment of 10% of the total tender price and your Certificate of Currency to reach the office by **Friday, April 14th 2023**.

Application Conditions

- ◆ Selling price of each commodity must be given with each item applied for, stating size, type and weight of each item to be sold.
- ◆ All applications not necessarily accepted.
- ◆ Applications for multiple food lines are permitted, but each individual line must include price(s) for each item(s).
- ◆ Applicants are advised to make themselves conversant with all items for which are available for application and the conditions under which they are to be sold.

If applying for multiple food lines- ensure each service line is completed. You will not be permitted to sell items that have not been included in the application

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**

PLEASE NOTE THE FOLLOWING POINTS

- ◆ Some exhibitors will be permitted to give away food and/or drinks from within their site.
- ◆ **One Electricity outlet is included in site fee. Additional outlets to be ordered in your application**
- ◆ All vendors may apply to sell drinks.
- ◆ Vendors may apply to supply more than one category.
- ◆ If applicable the application must give complete details of what will be sold including price, size & weight (if applicable). Attach a separate sheet with this information.
- ◆ **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**
- ◆ Names of caterers will be supplied to the Mildura Rural City Council Health Department.

TEN PERCENT OF THE TOTAL FEE MUST ACCOMPANY THE APPLICATION

BALANCE TO BE PAID BY COB Monday May 1st 2023.

Important Dates

Event	Date
Applications close	Friday April 14 th 2023
Successful Applicants notified of result	By Friday 21 st April 2023
Remainder of payment due	By COB Monday May 1 st 2023
Field Day dates	19 th & 20 th May 2023

Applications will be accepted via email or in writing, please clearly mark "Catering Application", and addressed to:-

The Co-ordinator

E: - jo@mildurafielddays.com.au or

Mildura Field Days
P.O. Box 1044,
Irymple, Victoria 3498

2023 MILDURA FIELD DAYS APPLICATION FOR THE SUPPLY OF CATERING SERVICES

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

SITE REQUIREMENTS

Please indicate the area required for your site including any vehicle			
Half Site 5m x 10m			
Standard site 10m x 10m			
Other- Please provide details			
ELECTRICITY- One (1) 15 Amp outlet included in the site fee. Please order extra any extra outlets required			
Electricity 15 amp outlet		\$110 each	
Electricity- three phase outlet		\$110 each	
Details of Electrical equipment used:			
Details of Gas Equipment used: (Gas Users please complete the Gas Safety Checklist)			
Service Applied For			Amount
Barbecue type food – grilled chops, steaks, sausages, hamburgers incl. salad and side dishes		\$350	
Toasted bacon and egg sandwiches		\$250	
Sandwiches, pies, pasties and sausage rolls		\$200	
Baked hot potato		\$600	
Deep fried food, including chips, dim sims, potato cakes, chiko rolls & calamari		\$600	
Continental type food – pasta, Donor Kebab, Souvlaki etc.		\$600	
Roast meat- available in rolls or with salad		\$600	
Saveloy and rolls		\$200	
Asian style takeaway		\$600	
Pizza		\$600	
Dessert Foods and/or Ice Cream, including ice cream, doughnuts, pancakes & Strawberries and ice cream		\$500	
Coffee		\$400	
Drinks, including aerated drinks, fruit juice, cordial, flavoured milk, juice bar (per item)		\$150	
Other: to be discussed with Coordinator			
Total amount (combined if applicable)			

OPTIONAL EXTRAS (Available to all exhibitors)	Number	Per Unit	
Additional Program Listing		\$10.00	\$
Promotional Announcements		\$40.00	\$
Additional Exhibitors two day passes (\$10/day at the event)		\$10.00	\$
Table(s) –trestle table		\$25.00	\$
Plastic chairs		\$7.00	\$
Continued Next Page		Sub Total	\$

PROGRAM ADVERTISING (Available to all exhibitors)			
Front Cover- Inside- Full Page Glossy Colour		\$1250.00	
Back Cover- Inside- Full Page Glossy Colour		\$1250.00	
Back Cover- Outside- Full 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	\$
		Sub Total Carried Forward	\$
Applicable to ALL Sites- Admin Fee		+ 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 Expiry Date/..... CVV			
Card Number <div style="display: flex; justify-content: space-around;"> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> </div>			
I/We agree to the enclosed terms and conditions of the Mildura Field Days Committee Inc for the 2023 Mildura Field Days. I understand that exhibitors are responsible for all employees on their site being aware of the terms and conditions enclosed herein			
Signed:		Date:	
FULL PAYMENT IS REQUIRED BY THE DUE DATE			
NO REFUNDS WILL BE MADE – NO CAMPING ALLOWED ON SITE			

Company/Business Name:

Stretrader No:

Any Special Requirements:

Signature:

Date:/...../.....

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

Phone No.

Your Products/Services- Please give a brief description/list of the type of product that you will be displaying on your site

.....
.....

One Complimentary Products or Services category directory listing will be included in the official program with catering providers listed in the On Site Catering section. Further listings are available at \$10 each. Order on the application form.

Promotional Announcements on Public Address System

1. Production of material can be arranged from a CLEARLY written (preferably typed) script. Items should be around 60 words to produce a 30 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 40 second announcement. Material supplied will be played at least twice each day.

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Exhibitors Company

Name:

Exhibitor Contact Name:

Contact No:

Exhibitor Contact Email:

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.....
.....
.....
.....
.....

Voice Options			
Prefer reading to be:	Female Voice	Male Voice	Either
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 (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 prior to the event
- 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 a 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 organisation.
 - 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, machinery guards, safe access and 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 submitted with your application & payment to the Mildura Field Days Committee prior to the site being permitted to operate. Failure to submit this safety plan will result in your site not being permitted to operate.

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

Mildura Field Days: Exhibitors Site Safety Checklist		
Hazards	Suggested Risk Control Measures	Risk Control Measures in Place (Yes/No/NA (Not Applicable))
1.0 Slips, Trips and Falls	▪ Site 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	
	▪ Signs/ flags/ indicators in place to warn of hazard/s	
	▪ Site designed to minimise hazards	
	▪ Barriers in place to separate people from hazards	
	▪ Surface dried and cleaned as soon as hazard occurs	
	▪ Warning signs to indicate hazards	
2.0 Vehicles & Machinery	▪ Hand rails and steps to be of solid construction and manufactured in accordance with Australian Standards	
	▪ Experienced and competent operators only to operate	
	▪ Not left unattended when running	
	▪ Removal of keys when unattended	
3.0 Dangerous Goods & Hazardous Substances	▪ Safe work procedures are available and followed	
	▪ Material data sheets available at your exhibit area	
	▪ Generators to be fuelled outside event open hours	
	▪ All dangerous goods/Hazardous substances in suitable containers, labelled and with appropriate warning signs	
	▪ Precautions stated on MSDS to be followed	
4. Cuts and Laceration Hazards	▪ 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	
5. Electrical <i>Note 1: All sites power outlets are protected by RCD</i>	▪ Eliminate sharp objects and protrusions from your exhibit	
	▪ Place barriers between sharp objects and workers/visitors	
6. Thermal Hazards	▪ All leads must have current testing tag attached	
	▪ Cables and leads inspected "in situ" to identify risk of crushing/cutting/ or exposure to moisture	
7. Fire 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	
8. Gravitational Hazards	▪ Public and others separated from sources of fire by barriers	
	▪ Fuel to be stored securely	
	▪ Combustible/flammable material kept to a minimum and segregated from sources of ignition	
	▪ Appropriate fire extinguisher/blanket in exhibitor area	
	▪ 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.)	
	▪ Potential energy hazards must have fail safe systems	

9. Gas Hazards	▪ All equipment hoses and cylinders to be inspected prior to exhibition	
	▪ Gas cylinders secured to prevent falls	
10. First Aid	▪ First – aid is available on site. All staff to be aware of location and safety procedures	
	▪ Emergency telephone numbers displayed	
11. Marquee	▪ Is marquee larger than 100square metres? If so, it must be erected by a person who has qualifications to do so ▪ <i>Note: When placing pegs and other anchors please confirm location of underground power and water pipes</i>	
	▪ 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: <ul style="list-style-type: none"> ▪ 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. ▪ 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:

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 accommodation/food/fuel etc- Please Tick the boxes.

Less than \$100/day ☐ More than \$100/day ☐ \$101-\$150/day ☐ \$150-\$200/day ☐

More than \$200/day ☐

Have you visited Mildura before? Yes ☐ No ☐ NA

Are you planning on visiting in future? Yes No NA Please circle one

Will the visit be for pleasure or business or both (if applicable)? Pleasure ☐ Business ☐

Your Postcode

Thank you, we appreciate your time

Conditions

1. In the following 'Field Days' shall mean the Mildura Field Days Organising Committee's and the M.F.D.C. shall mean the Mildura Field Days Committee.
2. 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.
3. 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.
4. 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.
5. 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 products or goods of the Exhibitor's and the regulations, by-laws and ordinances made under such acts.
6. The committee shall have the right to sell by public auction or private treaty any structure or part thereof 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.
7. 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.
8. 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.
9. The Application properly signed including not less than a 10% deposit shall be in the hand of the Coordinator by **Friday, 14th April 2023**. Applications received after that date are only accepted at the discretion of the Committee.
10. 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.
11. 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.**
12. The Committee shall not be held liable for damage caused to any property. Furthermore the committee reserves the right to forbid the use of any machinery and/or equipment 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.
13. 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 8 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.
14. 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.
15. 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.
16. The M.F.D.C. reserves the right to restrict the number of exhibitors and to accept or not accept Applications at its discretion.

2023 Important Dates

Friday, 14th April	Catering Applications Close
Friday, 14th April	Official Program Advertising Booking Deadline
Friday, 21st April	Successful Applicants notified of result
Friday 14th April	Official Program Advertising Booking Deadline
Friday 21st April	Last day to provide Program Advertising Material
COB Monday May 1st	Balance of payment due
Wednesday 17th May	Site is open to exhibitors for set up from 8am - Please note, power access is not guaranteed if a generator is required
Wednesday 17th May	Security begins at 6pm
Friday 19th May	Day 1 9am to 5pm
Saturday 20th May	Day 2 9am - 4pm No Vehicle Movements Before 4pm
Sunday 21st May	Pack up Day
Monday 22nd May	Site security finishes at 6am Pack up Day Site needs to be cleared by 5pm

Street Directory



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
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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#mildurafielddays



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