

# 68<sup>th</sup> Annual

# mildura field days



water

agriculture

transport

machinery

resources

**2019 Catering Tender Application**  
68th Mildura Field Days  
Friday 17th May & Saturday 18th May  
Mildura Racecourse, Cowra Avenue, Mildura

# NEW LOCATION

## Invitation to exhibitors

Join us for drinks & nibbles on **Friday night, 5.15pm Day 1**

Venue - Winning Post 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

**Catering Services Application**  
**68th ANNUAL**  
**Mildura Field Days**  
**2019**

**Friday, 17th May**  
9:00am to 5:00pm

&

**Saturday, 18th May**  
9:00am to 4:00pm

[www.mildurafielddays.com.au](http://www.mildurafielddays.com.au)

## Intentionally Blank

# Application for the provision of catering services for the

## 2019 Mildura Field Days

Welcome to the 2019 Mildura Field Days Catering Services Application.

The Mildura Racecourse will host the 2019 Mildura Field Days and the Mildura Field Days Committee couldn't be more thrilled. The 2018 Mildura Field Days was the biggest yet and to our valued exhibitors we give our thanks for being a part of our event's growth and continuing success.

We are excited to be able to expand at our new location and look forward to working with exhibitors to ensure a smooth transition to our new venue.

The Mildura Racecourse is located at 53 Racecourse Road, just a few kilometres from our old site at SuniTAFE. The new site has grassed areas and permanent structures which will be fabulous for exhibitors and patrons alike.

There will be some changes to layout at the new site. We hope exhibitors will be appreciative of the grassed areas and understanding at the need to be flexible with site sizes and a change of location.

Interest is high already for this year's event so we encourage you to put your application in early.

The Mildura Field Days website can be found at [www.mildurafielddays.com.au](http://www.mildurafielddays.com.au) 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 attendance at the event. Your business will be featured on our social media sites, offering you additional exposure from this effective publicity tool.

We thank you for your support and are looking forward to another bumper year in 2019.

### **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](mailto:jo@mildurafielddays.com.au)

#### **Mildura Field Days 2019**

<b>Event</b>	<b>Date</b>
Tenders close	Monday April 1st 2019
Tenderers notified of result	By Tuesday 9 <sup>th</sup> April 2019
Remainder of tender payment due	By COB Wednesday May 1 <sup>st</sup> 2019
Field Day dates	May 17 <sup>th</sup> & 18 <sup>th</sup> 2019

#### **Important:**

- Exhibitors are able to setup their site from 8am Wednesday, 15th May 2019, however security will not be available until 6pm on that day.

#### **Date & Time**

The 68th Annual Mildura Field Days will be held on **Friday, 17th May 2019 - 9:00am to 5:00pm** and **Saturday, 18<sup>th</sup> May 2019 - 9:00am to 4:00pm.**

## Where

**Mildura Racecourse, 53 Racecourse Road, Mildura, 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 **electricity usage is to be included** in the tender price that is submitted, (where applicable). Site fees are not charged separately.

Applications for the provision of catering services, together with a minimum 10% deposit of the total tender fee, must be received by the Coordinator by **Monday April 1st 2019**. Late entries may be accepted at the discretion of the Committee, however if the tender 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:-

- ◆ A minimum cover of \$10 million
- ◆ Must indicate that your insurance covers the preparation and sale of food and/or refreshments.
- ◆ Coverage extends to events such as the Field Days.

If you have coverage for less than \$10 million arrange with your insurer or insurance advisor to extend it to \$10 million.

***Tenders received without a Certificate of Currency will not be accepted.***

**HAVE YOUR CERTIFICATE OF CURRENCY EMAILED to [jo@mildurafielddays.com.au](mailto:jo@mildurafielddays.com.au)**

## Fencing

The site excluding the carpark will be fully fenced- 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 outside the fence to the carpark.

## Exhibitor Passes

All exhibitors will require exhibitor passes.

Successful applicants will be issued with passes upon payment of the accepted tender price. Passes will be allocated according to the total fee paid.

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

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

If additional passes are required, they may be ordered on the tender application form at a cost of \$5.00 per pass

**(Only available pre-purchase on the application form. Passes at the event or at the gate will be charged at \$10 per person).**

## Electricity

Food sites will be primarily located in the "Food Court" where power will be provided via a large generator. Please include the cost of accessing the electricity in your tender price if it is required. 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 ensure you provide the details of your electrical devices –so that we can assess the load and type of load that you will be making on the system to ensure sufficient power is available.

## 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.

## **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.

## **Shared Sites**

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

## **Tents & Marquees.**

We do not provide tents or marquees. 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.

## **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 15th May, however security will not be available until 6pm. All sites are to be cleared by 5pm on **Monday, 20th May 2019 - no exceptions.**

## **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](http://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**

## **Official Program**

One complimentary listing in the official program directory is included for all site holders. Additional listings may be purchased via the order form.

Advertising is available in the Mildura Field Days Program. Your contact details will be given to the organiser of our official program. A sales person will follow up your order to meet your requirements regarding your advertisement

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

Promotional announcements will be made via the public address system and are available for \$40 per 30 second announcement. Please order via the order form

## **Safety**

- ◆ Gas or electricity operated appliances must comply with relevant regulations.
- ◆ Fire extinguishers must be on hand.

EnergySafe 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 Energysafe Victoria Guideline for Electrical Installations & Electrical Equipment at Public Events

### 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

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 **Monday, 1st April 2019**.

### Condition of Tendering

- ◆ Selling price of each commodity must be given with each item tendered for, stating size, type and weight of each item to be sold.
- ◆ The highest or any tender not necessarily accepted.
- ◆ Tenders for multiple tender lines are permitted, but each individual line must show tendered price(s) for each item(s).
- ◆ Tenderers are advised to make themselves conversant with all items for which tenders are called and the conditions under which they are to be sold.

### Separate Tenders Must Be Submitted for Each Item

### Payments

Payments may be made by cheque - payable to: **Mildura Field Days** or 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.

### PLEASE NOTE THE FOLLOWING POINTS

- ◆ Some exhibitors will be permitted to give away food and/or drinks from within their site.
- ◆ Electricity- if required- Please allow for the cost in your tender application
- ◆ All vendors may apply to sell drinks.
- ◆ Vendors may tender to supply more than one category.
- ◆ If applicable the tender 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](http://www.streatrader.health.vic.gov.au)**
- ◆ Names of tenders will be supplied to the Mildura Rural City Council Health Department.

**TEN PERCENT OF THE TOTAL PRICE TENDERED MUST ACCOMPANY TENDER APPLICATION  
BALANCE TO BE PAID BY COB Wednesday May 1st 2019.**

### Important Dates

Event	Date
Tenders close	Monday April 1st 2019
Tenderers notified of result	By Tuesday 9 <sup>th</sup> April 2019
Remainder of tender payment due	By COB Wednesday May 1 <sup>st</sup> 2019
Field Day dates	May 17 <sup>th</sup> & 18th 2019

Tenders will be accepted via email or in writing, please clearly mark "Tender", and addressed to:-

### The Co-ordinator

Mildura Field Days

P.O. Box 1044,

Irymple, Victoria 3498

E: - [jo@mildurafielddays.com.au](mailto:jo@mildurafielddays.com.au)





# CATERING SERVICES APPLICATION FORM

## APPLICATIONS MUST INCLUDE:

	Application Form
	Minimum Payment
	Public Liability Certificate of Currency
	Streatrader Certificate
	Promotional Announcement on PA System (if applicable)

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

### SITE REQUIREMENTS

<b>Please indicate the area required for your site including any vehicle</b>	
Half Site 5m x 10m	
Standard site 10m x 10m	
Other- Please provide details	
<b>ELECTRICITY- Please indicate the number of each required &amp; allow \$110/outlet in your tender price</b>	
Electricity 15 amp outlet	
Electricity- three phase outlet	
Details of Electrical equipment used:	

### OPTIONAL EXTRAS

	Number	Per Unit	
Additional Program Listing		\$10.00	\$
Promotional Announcements		\$40.00	\$
Additional Exhibitors passes (\$10/day at the event)		\$5.00	\$
Table(s) –trestle table		\$25.00	\$
Plastic chairs		\$7.00	\$
<b>GST is not applicable</b>		<b>Sub Total</b>	\$
<b>Please tick your payment method</b>		<b>Total Tender Price</b>	
<input type="checkbox"/> <b>Cheque enclosed (payable to MILDURA FIELD DAYS)</b>		<b>TOTAL</b>	\$
<input type="checkbox"/> <b>EFT Details: BSB 633-000 Account No. 150849818</b>			

I/We agree to the enclosed terms and conditions of the Mildura Field Days Committee (DFA) Inc. 66th annual 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: .....

**NO REFUNDS WILL BE MADE – NO CAMPING ALLOWED ON SITE**

## TENDER FOR THE SUPPLY OF CATERING SERVICES

Company/Business Name: .....

Streatrader No: .....

Any Special Requirements: .....

**I/We wish to tender to supply the following services. Price submitted to include electricity (if required).**

Service Tendered For	Amount Tendered
Barbecue type food – grilled chops, steaks, sausages, hamburgers incl. salad and side dishes	
Toasted bacon and egg sandwiches	
Sandwiches, pies, pasties and sausage rolls	
Baked hot potato	
Deep fried food, including chips, dim sims, potato cakes, chiko rolls & calamari	
Continental type food – pasta, Donor Kebab, Souvlaki etc.	
Roast meat- available in rolls or with salad	
Saveloy and rolls	
Asian style takeaway	
Pizza	
Dessert Foods and/or Ice Cream, including ice cream, doughnuts, pancakes & Strawberries and ice cream	
Coffee	
Drinks, including aerated drinks, fruit juice, cordial, flavoured milk, juice bar	
Other:	
<b>Total amount tendered</b> (combined if applicable)	

Please indicate your power requirements per site. No of 15 Amp outlets  No of 3 phase outlets

**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](http://www.streatrader.health.vic.gov.au)**

**DON'T FORGET YOUR CERTIFICATE OF CURRENCY**

Please forward this Tender Form, Certificate of Currency & Streatrader Certificate by **Monday April 1st 2019**

Email- [jo@mildurafielddays.com.au](mailto: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 \*\***

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

- We highly recommend you photocopy all forms for your records

**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*

**OFFICE USE ONLY**  
**Received:** ...../...../..... **Paid:** ..... **Site No.**.....

# **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 the submitted with your application & payment to the Mildura Field Days Committee prior to the site being permitted to operate. Failure to submit this safety plan will result in your site not being permitted to operate.

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

<b>Mildura Field Days: Exhibitors Site Safety Checklist</b>		
<b>Hazards</b>	<b>Suggested Risk Control Measures</b>	<b>Risk Control Measures in Place (Yes/No/NA (Not Applicable))</b>
<b>1.0 Slips, Trips and Falls</b>	▪ 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	
<b>2.0 Vehicles &amp; Machinery</b>	▪ 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	
<b>3.0 Dangerous Goods &amp; Hazardous Substances</b>	▪ 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	
<b>4. Cuts and Laceration Hazards</b>	▪ 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	
<b>5. Electrical</b> <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	
<b>6. Thermal Hazards</b>	▪ All leads must have current testing tag attached	
	▪ Cables and leads inspected "in situ" to identify risk of crushing/cutting/ or exposure to moisture	
	▪ Public and others separated from hot/cold via barriers	
	▪ Warning signs erected	
<b>7. Fire Hazards</b>	▪ Staff informed and adequately trained with regard to hazards	
	▪ Protective equipment supplied to workers where appropriate	
	▪ Public and others separated from sources of fire by barriers	
	▪ Fuel to be stored securely	
<b>8. Gravitational Hazards</b>	▪ Combustible/flammable material kept to a minimum and segregated from sources of ignition	
	▪ Appropriate fire extinguisher/blanket in exhibiter area	
	▪ Heavy items not to be stored at heights	
	▪ Public and others segregated from areas where items may fall	
<b>8. Gravitational Hazards</b>	▪ 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	

<b>9. Gas Hazards</b>	▪ All equipment hoses and cylinders to be inspected prior to exhibition	
	▪ Gas cylinders secured to prevent falls	
<b>10. First Aid</b>	▪ First – aid is available on site. All staff to be aware of location and safety procedures	
	▪ Emergency telephone numbers displayed	
<b>11. Marquee</b>	▪ 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:	
<b>12. Additional Notes</b>		
<p>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 asked to take extra care.</p> <ul style="list-style-type: none"> <li>▪ Exhibitors are asked to have all vehicles off the venue by <b>8.30am</b> on both days of the event. <b>No vehicular access will be granted for exhibit removal until after 4pm Saturday.</b></li> <li>▪ Additional site-specific hazards not outlined above must be identified, risks assessed and appropriate risk control measures implemented.</li> <li>▪ <b>Exhibitors must not commence dismantling of site before 4pm Saturday.</b></li> </ul>		

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 17th & 18th May 2019.

**Exhibitor Company Name:** .....

**Exhibitor Contact Name:** ..... **Exhibitor Contact No.:** .....

**Signed:** ..... **Date:** .....



# mildura fielddays

## 2019 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 2019 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, 3406  
PH: 0487 021 122

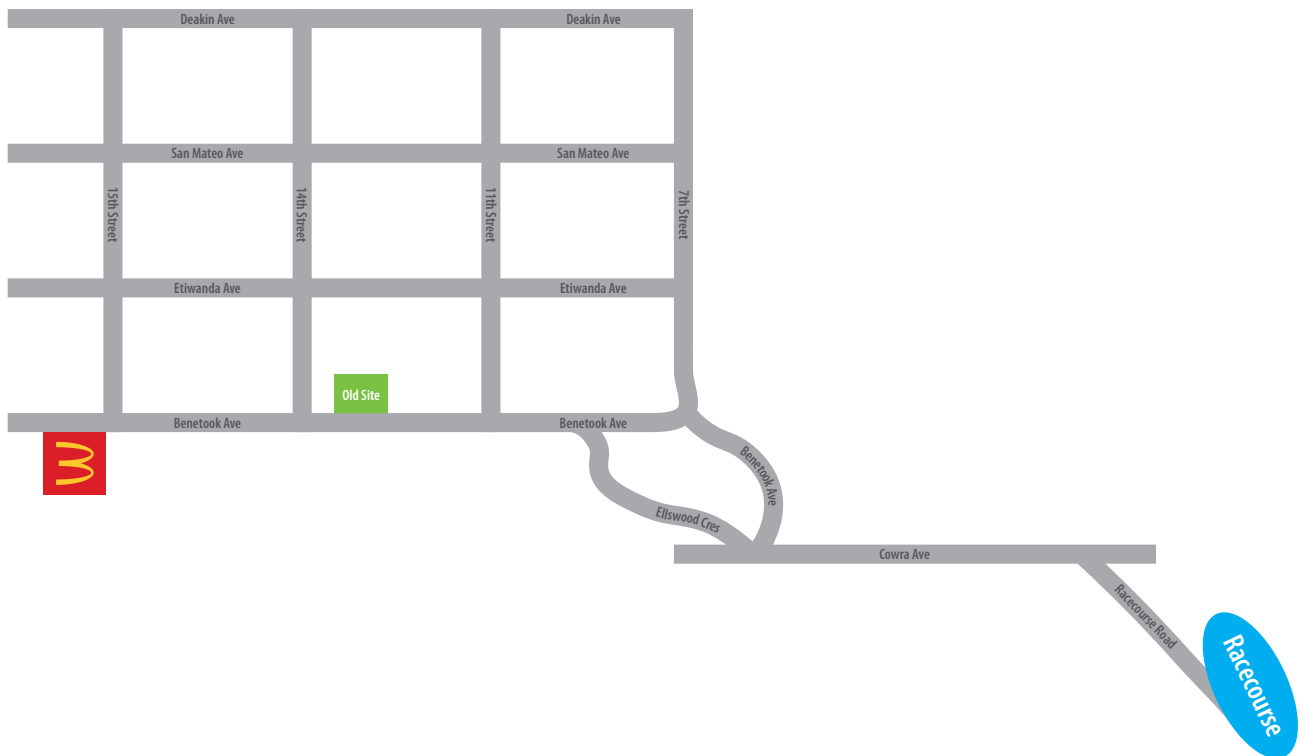


424 SAN MARTEO AVENUE, MILDURA, 3500  
PH: (03) 5021 1777 FAX: (03) 5021 1733

# mildura fielddays

<p>Full Page 290mm x 250mm 290mm x 9 columns <b>\$500 + GST</b></p>	
<p>Quarter Page 145mm x 129.5mm 14.5 x 4 columns <b>\$200 + GST</b></p>	<p>Half Page 145mm x 250mm 14.5 x 9 columns <b>\$350 + GST</b></p>
<p>1/9 96mm x 96mm 96 x 2.6 columns <b>\$100 + GST</b></p>	

# Street Directory





## Conditions

1. In the following 'Field Days' shall mean the Mildura Field Days Organising Committee's 68th Annual Mildura Field Days 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 machinery and/or other 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 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.
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 payment in full shall be in the hand of the Coordinator by **Wednesday, 1st May 2019**. 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 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.
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.

### 2019 Important Dates

<b>Monday, 1st April</b>	Tenders Close
<b>Tuesday, 9<sup>th</sup> April</b>	Tenderers notified of result
<b>Thursday 11th April</b>	Official Program Advertising Booking Deadline
<b>COB Tuesday May 1<sup>st</sup></b>	Remainder of tender payment due
<b>Wednesday 15th May</b>	Site is open to exhibitors for set up from 8am
<b>Wednesday 15th May</b>	Security begins at 6pm
<b>Friday 17th May</b>	<b>Day 1</b> 9am to 5pm
<b>Saturday 18th May</b>	<b>Day 2</b> 9am - 4pm
<b>Sunday 19th May</b>	Pack up Day
<b>Monday 20th May</b>	Site security finishes at 6am Pack up Day Site needs to be cleared by 5pm



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