

# Exhibitor Information & Application Form 2019

## Important Dates

**31 December 2018**  
Site Applications DUE

Applications received after this date will be subject to a \$50 late fee.

**25 January 2019**  
Official Program Advertising Artwork due

**18 February 2019**  
OUTDOOR Sites available for set up

**25 February 2019**  
INDOOR Sites available for set up.

Please contact WMFD Management if you wish to access the site earlier.

## Access Times 2019

### Before Field Days

Week before: Mon 25 Feb - Fri 1 March 9:00am - 6:00pm  
Weekend before: Sat 2 - Sun 3 March 8:00am - 5:00pm  
Day before final set up day: Mon 4 March 7:00am - 7:00pm

### During Field Days - 5,6,7 March 2019

**DAY 1** Tuesday 5th March 2019 - TWILIGHT DAY  
Open to Exhibitors 7:00am - 8:00pm  
Open to Public 9:30am - 7:00pm 'TWILIGHT DAY'

**DAY 2** Wednesday March 6th 2019  
Open to Exhibitors 7:00am - 6:00pm  
Open to Public 8:30am - 5:00pm

**DAY 3** Thursday March 7th 2019  
Open to Exhibitors 7:00am - 7:00pm  
Open to Public 8:30am - 4:00pm

## Vehicle Access

Exhibitors with correct vehicle passes will be allowed vehicle entry/exit into the Field Days Site outside public opening times (**See vehicle policies page 11**).

When the site is open to the public, exhibitors will NOT be permitted vehicle movement within the site or access into or out of the Field Days site.

### After Field Days

Fri 8 March 7:00am - 6:00pm (Final overnight security)  
Sat 9 March 8:00am - 5:00pm  
Sun 10 March 8:00am - 5:00pm  
Mon 11 March CLOSED (Victorian Public Holiday)  
12 - 31 March 9:30am - 4:30pm (Mon-Fri only)

Equipment remaining after 31 March may be charged \$100 per item /week unless otherwise arranged with Field Days management.

## Field Days Contacts

**Manager** Murray Wilson  
**Office Manager** Vanessa Lenehan  
**Phone** 03 5384 7210  
**Fax** 03 5384 7276

**Email** info@wimmerafielddays.com.au  
**Web** www.wimmerafielddays.com.au

**Postal address**  
PO Box 272, Horsham VIC, 3402

**Management Office & Field Days Site**  
37 Field Days Road Longerenong  
via Horsham 3401

**Office Hours**  
9.30am - 4.30pm Mon-Fri

## Vehicles - Final Day

Exhibitor vehicles, transport trucks and contractors will NOT be able to exit or enter the site until 4.00pm on the final day of the Field Days.

WMFD will strictly enforce the NO VEHICLE MOVEMENT policy inside the site until closing time each day of the Wimmera Machinery Field Days.

## Vehicle access and car parking - full details in Policy and Procedures Attachment

- R** **Required**  
These forms MUST be returned.
- OP** **Optional**  
This form is optional to return.

# Site Fees 2019 Wimmera Machinery Field Days

Categories and row colours are outlined on the Site Map. Please write the site size or location and fee applicable to your requirements onto the Site Application form for submission. Site applications received after 31 December 2018 will incur a \$50 late fee. All Site Fees are GST inclusive.

Site Size frontage x depth	Cost Before 31 December
<b>Outdoor Sites - Premium Blue</b>	
6m x 9m	\$ 525
12m x 9m	\$ 915
18m x 9m	\$ 1,240
6m x 18m	\$ 625
12m x 18m	\$ 965
18m x 18m	\$ 1,275
24m x 18m	\$ 1,580
<b>Outdoor Sites - Orange</b>	
6m x 6m	\$ 465
12m x 6m	\$ 615
18m x 6m	\$ 770
6m x 18m	\$ 455
12m x 18m	\$ 670
18m x 18m	\$ 865
24m x 18m	\$ 1,055
30m x 18m	\$ 1,250
36m x 18m	\$ 1,445
42m x 18m	\$ 1,640
18m x 30m	\$ 1,005
24m x 30m	\$ 1,295
30m x 30m	\$ 1,630
36m x 30m	\$ 1,940
42m x 30m	\$ 2,205
48m x 30m	\$ 2,515
54m x 30m	\$ 2,675
60m x 30m	\$ 2,840
66m x 30m	\$ 3,005
<b>Outdoor Sites - Green</b>	
6m x 18m	\$ 505
12m x 18m	\$ 810
18m x 18m	\$ 1,005
24m x 18m	\$ 1,230
30m x 18m	\$ 1,540
36m x 18m	\$ 1,845
42m x 18m	\$ 2,165
48m x 18m	\$ 2,370
12m x 24m	\$ 810
18m x 24m	\$ 1,055
24m x 24m	\$ 1,335
30m x 24m	\$ 1,845
36m x 24m	\$ 2,155
42m x 24m	\$ 2,370

Site Size frontage x depth	Cost Before 31 December
<b>Outdoor Sites - Purple</b>	
12m x 18m	\$ 830
18m x 18m	\$ 1,015
24m x 18m	\$ 1,325
30m x 18m	\$ 1,425
12m x 30m	\$ 915
18m x 30m	\$ 1,220
24m x 30m	\$ 1,530
30m x 30m	\$ 1,835
36m x 30m	\$ 2,145
42m x 30m	\$ 2,450
48m x 30m	\$ 2,760
54m x 30m	\$ 3,065
<b>Outdoor Sites - Red</b>	
18m x 21m	\$ 915
24m x 21m	\$ 1,120
18m x 36m	\$ 1,120
18m x 42m	\$ 1,180
24m x 36m	\$ 1,335
24m x 42m	\$ 1,395
30m x 36m	\$ 1,590
30m x 42m	\$ 1,650
36m x 36m	\$ 1,960
36m x 42m	\$ 2,020
42m x 36m	\$ 2,245
42m x 42m	\$ 2,310
48m x 36m	\$ 2,450
48m x 42m	\$ 2,515
54m x 36m	\$ 2,760
60m x 36m	\$ 3,065
66m x 36m	\$ 3,365
<b>Outdoor Livestock Block Sites - Brown</b>	
6m x 9m	\$ 420
12m x 9m	\$ 575
18m x 9m	\$ 730
6m x 18m	\$ 455
12m x 18m	\$ 605
18m x 18m	\$ 760
24m x 18m	\$ 915
<b>Undercover Livestock Block Sites</b>	
5m x 5m	\$ 455
10m x 5m	\$ 605

Site Size frontage x depth	Cost Before 31 December
<b>Boating Camping &amp; Caravan Sites - Light Blue</b>	
6m x 6m	\$ 455
12m x 6m	\$ 555
18m x 6m	\$ 670
6m x 18m	\$ 505
12m x 18m	\$ 710
24m x 18m	\$ 915
12m x 30m	\$ 810
18m x 30m	\$ 1,015
24m x 30m	\$ 1,130
<b>Truck &amp; Trailer Territory - Grey</b>	
12m x 18m	\$ 810
18m x 18m	\$ 1,005
24m x 18m	\$ 1,230
30m x 18m	\$ 1,540
36m x 18m	\$ 1,845

Site Size frontage x depth	Cost Before 31 December
<b>PAVILION SITES - INDOOR</b>	
Alan Heard Pavilion (Agribusiness)	
3m x 3m (approx)	\$ 730
Moore Exhibition Centre (General)	
3m x 3m	\$ 730
4m x 3m	\$ 780
<b>COUNTRY LIFESTYLE SITES</b>	
Country Gourmet Pavilion Indoor	
3m x 3m	\$ 450
6m x 3m	\$ 655
9m x 3m	\$ 860
Country Lifestyle Marquee Indoor	
3m x 3m	\$ 450
6m x 3m	\$ 655
9m x 3m	\$ 860
Country Lifestyle Square Outdoor	
3m x 3m	\$ 420
6m x 3m	\$ 505
5m x 5m	\$ 465
6m x 9m	\$ 525

# 2019 Wimmera Machinery Field Days Site Application Form



**DUE 31 DECEMBER 2018**

PLEASE PRINT CLEARLY.

**\$50 late fee applies after due date.**

<b>Exhibitor Information</b>			
Exhibitor Site Name:			
Company Name (for invoicing):			
ABN:			
Field Days Contact Person:		Mobile:	
Field Days Contact Email:			
Business Phone:			
Postal Address:		Postcode:	
Website:			
Accounts Contact Name:			
Accounts Contact Email:			
<b>Site Requirements</b> (refer to site specs on page 12)	<b>Site Size</b> (frontage x depth)	<b>No. Required</b>	<b>Fees</b> (inc. GST)
Outdoor Site - Machinery, Equipment and General	Size Required	Row Colour	\$
Truck & Trailer Territory (Outdoor)	Size Required		\$
Livestock Block (Outdoor or Undercover)	<input type="checkbox"/> Outdoor Size Required <input type="checkbox"/> Undercover Size Required		\$
Boating, Camping & Caravan (4WD & Outdoor Recreation)	Size Required		\$
Alan Heard Pavilion (Agribusiness Indoor)	3m x 3m (approx)		\$
Moore Exhibition Centre (Indoor)	<input type="checkbox"/> 3m x 3m <input type="checkbox"/> 4m x 3m		\$
Country Gourmet Pavilion (Indoor)	<input type="checkbox"/> 3m x 3m <input type="checkbox"/> 6m x 3m <input type="checkbox"/> 9m x 3m		\$
Country Lifestyle Marquee (Indoor)	<input type="checkbox"/> 3m x 3m <input type="checkbox"/> 6m x 3m <input type="checkbox"/> 9m x 3m		\$
Country Lifestyle Square (Outdoor)	<input type="checkbox"/> 3m x 3m <input type="checkbox"/> 6m x 3m <input type="checkbox"/> 5m x 5m <input type="checkbox"/> 6m x 9m		\$
Exhibitor Admission Pass <b>(Discounted 3 day pass)</b>	(3 day pass) @ \$25 each		\$
Single Admission Ticket (1 day pass) @ \$18 each	20% discount for 20 or more		\$
Site Sharing Fee <b>(Complete details on page 4)</b>	\$180 per each additional exhibitor		\$
Straw Bales Purchase	small squares @ \$8 each		\$
<b>Sub Total</b>			<b>\$</b>
<b>Official Program Advertising</b> (see page 7 for sizes)	<b>Full Colour</b>	<b>No. Required</b>	<b>Fees</b> (inc. GST)
Company Logo placed with exhibitor site listing <b>NEW</b>	\$ 90		\$
Logo & site number on centre map gloss page (maximum 1 per company)	\$ 190		\$
Card size	\$ 290		\$
Quarter Page	\$ 490		\$
Half Page Horizontal <b>or</b> Half Page Vertical	\$ 690		\$
50/50 Full Page Editorial/Advert (1/2 page ad and 1/2 page editorial together)	\$ 790		\$
Full Page	\$ 990		\$
Double Page Feature Spread	\$ 1390		\$
<b>Advertising Total</b>			<b>\$</b>
<b>Grand Total</b>			<b>\$</b>

<b>Office use only</b>						
Date received		Invoice No		Receipt No		Database
Advert Booked	Advert Received	ESP	NPR	Site No.	Map	File Ready

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# Payment, Company, Products & Site Share



## Payment Details

**Please tick if you first require a tax invoice to enable payment**  
 Your company purchase order number (if required) \_\_\_\_\_

Direct Debit: **Make to Wimmera Machinery Field Days (Westpac Bank:033-629 980852)**  
 Please use **EXHIBITOR NAME** as reference for direct debit.

Cheque enclosed

Credit Card Please debit my  Mastercard  Visa

1.5% surcharge Credit Card No: \_\_\_\_\_

Expiry Date:     CCV No.    (last three digits on backofcard)

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Company or Product Description


## Product Listing (for inclusion in Official Program)

To assist your customers to locate your exhibit at the Field Days, and to boost your listing in the Official Program, it is highly recommended to list your products on offer.

Select a maximum of six categories that are directly related to your business and products offered at the Field Days. **(see page 8)**

**Write the corresponding numbers in the boxes provided:**       (See page 8)

## Site Sharing Information See Field Days Refunds and Cancellations Policy on page 9.4

Company Name:	Business Phone:
Contact Person for Field Days:	Mobile:
Email:	
Website:	
Company Name:	Business Phone:
Contact Person for Field Days:	Mobile:
Email:	
Website:	
Company Name:	Business Phone:
Contact Person for Field Days:	Mobile:
Email:	
Website:	

### ALL APPLICATIONS MUST BE SIGNED

I/we hereby agree to the terms & conditions as outlined in the General Conditions Policies & information contained within this Prospectus and any decisions made by the Wimmera Machinery Field Days.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Exhibitor Site Safety Plan (page 1 of 2)

This Site Safety Plan must be completed AND A COPY submitted to the Wimmera Machinery Field Days with the Site Application Form. Failure to submit this Site Safety Plan may result in your site not being permitted to operate.

**A COPY OF THIS SITE SAFETY PLAN MUST BE AVAILABLE ON THE SITE AT ALL TIMES DURING THE FIELD DAYS**

**EXHIBITOR / SITE NAME** \_\_\_\_\_

HAZARDS	SUGGESTED RISK CONTROL MEASURES	RISK CONTROL MEASURES IN PLACE YES / NO / NA (Not Applicable)
1. Slips, Trips and Falls	Exhibition designed to minimise hazards and slips, trips or falls	
	Barriers in place to separate people from hazard conditions expected at the site	
	Mats placed over uneven surfaces and cables	
	Signs/flags/ indicators in place to warn of hazard/s	
	Exhibit designed to minimise hazards	
	Surface dried and clean as soon as hazards 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 & machinery	
2. Electrical	All leads and power boards must have a current testing tag attached. If you require your equipment tagged please call Laser Electrical on 03 5382 1375	
	Cables and leads inspected "in situ" to identify risk of crushing/cutting/or exposure to moisture	
3. Plant and Machinery <i>All exhibitors should liaise with field days management regarding safe movement &amp; demonstrations</i>	Experienced and competent operators only to operate	
	Speed limits and load restrictions adhered to	
	Passengers not to be carried	
	Safety in place when backing the machine	
	Not left unattended when running	
	Removal of keys when unattended	
	Booms and tines to be lowered before vacating the machine	
	Experienced and competent handlers	
<b>OUTDOOR SITES ONLY</b>	Segregation of patrons by means of barriers, fences and supervision	
	Machine guarding in place	
	Operating the machinery in the vicinity of overhead or underground power lines, qualified spotters are used	
	<b>Safe work procedures are available and should take into account:</b>	
	• Vicinity of other workers and visitors when:	
	• Starting machinery • Use of machinery on uneven surfaces or inclines	
4. Dangerous Goods & Hazardous Substances <i>(Consider bringing empty clean containers for display purposes)</i>	Material data sheets available at your location	
	All dangerous goods/hazardous substances in suitable containers, labelled and with appropriate warning signs, barriers where applicable and effective supervision	
	Precautions stated on MSDS to be followed	
	Required protective equipment provided to the workers	
	Safe work procedures are available where there is need to open or decant containers. Ensure staff are trained in Safe Working Procedures <b>Note:</b> Occupational Health and Safety (Dangerous Goods Regs 2000 & Hazardous Substances Regulations 1999) apply	
5. Cuts & Laceration Hazards	Eliminate sharp objects and protrusions from your exhibit	
	Place barriers between sharp objects and workers/visitors	
6. Livestock	Livestock fully restrained by appropriate devices at all times	
	<b>OUTDOOR SITES ONLY</b> Barriers placed between public and animals and supervision at all times	
	Attendants adequately trained and aware of possible hazards and have control over animals	

\* **Continue over page to complete and sign.**

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HAZARDS	SUGGESTED RISK CONTROL MEASURES	RISK CONTROL MEASURES IN PLACE YES ✓ NO X NA (Not Applicable)
7. Thermal Hazards	Public & 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. Fire Hazards	Public & 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 vicinity	
9. Gravitational Hazards	Heavy items not to be stored at heights	
	Public & others segregated from areas where items may fall	
	Temporary structures to be secure and checked for stability and strength taking into account possible weather conditions (i.e. wind, rain etc).	
	Aerial objects such as promotional flags and inflatables to be fixed on the site so as not to impact on or over other sites, surrounding objects or structures.	
	All site items should be securely anchored in the event of strong wind.	
10. Pressure Hazards	Gas cylinders secured to prevent falls	
	Public segregated from hazards by barriers	
	Workers informed of hazards and trained in use of equipment	
	Protective clothing and equipment supplied and used	
11. First Aid	First-aid kit on site	
	Emergency telephone numbers displayed	
	Level 2 first-aider (or by arrangement with Wimmera Machinery Field Days Committee/St John Ambulance)	
12. Marquee	If a marquee is larger than 100 sq metres, IT MUST BE ERECTED by a person who has the qualifications to do so. (IMPORTANT: Note when placing pegs and other anchors, Red Line indicates underground power) <b>Name of qualified erector:</b>	
13. Additional Notes	<p>The Wimmera Machinery Field Days has determined that the periods of greatest risk to safety exists in the setting up and dismantling of displays. During this time all exhibitors are required to adhere to but not limited to the following instructions:</p> <ul style="list-style-type: none"> <li>• No vehicles will be permitted to enter or exit the display site area from 8.30am to 5.00pm during the 3 event days.</li> <li>• Additional site-specific hazards not outlined above must be identified, risks assessed and appropriate risk control measures implemented</li> </ul>	

**This statement indicates that I / We, the Exhibitor**

Name of Exhibitor's Site: \_\_\_\_\_

Have implemented the above control measures for our site and activities for the Wimmera Machinery Field Days

Person Responsible: \_\_\_\_\_ Signed: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**A copy of this Site Safety Plan must be returned to the Wimmera Machinery Field Days with your Site Application to be considered for approval.**

## Exhibitor Site Safety Plan Conditions

- The Exhibitor shall at all times exercise all necessary precautions for the safety of the public, employees and others appropriate to the nature of the exhibit site/ demonstration and the conditions under which the event is conducted, and shall comply with all statutory requirements and such directions as the Manager (or nominated person) from the Field Days may give from time to time.
- Notwithstanding any directions or approvals given by the Manager (or nominated person) 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 Manager (or nominated person), all accidents involving death, personal injury, and all incidents with accident potential such as equipment, structural or infrastructure failure and the like. If requested by the Manager (or nominated person), a written report shall be provided in the form directed.
- The Exhibitor shall prepare and implement a site specific Safety Management Plan. This plan will demonstrate how the Exhibitor will comply with the OH&S Act and associated Acts and Regulations. As a minimum the plan will detail:
  - Safety management responsibilities within the Exhibitor's organisation which details the names, positions or persons responsible for the following aspects:
  - Keeping up to date with relevant OH&S Regulations, Codes of Practices, and the communication of their relevance within the Exhibitors organisations, i.e. crane operators, forklift drivers.
  - Identification and evaluation of site specific OH&S hazards.
  - Ensuring the continued operating safety of all equipment, plant and materials used on site.
  - Procuring, training, enforcement of their use and the monitoring of the condition of all related equipment.
  - The management of on site work methods, the warning of hazards and the implementation of accident and emergency procedures.
  - The protection of the public on and near the site.
  - The assessment and monitoring of sub-contractors.
  - The identification of the site related OH&S hazards and for each hazard, the submission of a detailed Job Safety Analysis (JSA) (incorporating operational procedures) designed to manage the associated hazards.

# New Product Release



## New Product Release Form (Since March 2018. Agriculture only)

The Wimmera Machinery Field Days is the perfect opportunity for businesses to launch or promote any new agricultural products that have been released on the market since the previous year's event. Media outlets, regional, state and national, are always interested in ground-breaking or new product stories and using the Field Days will boost the exposure of your latest products. All new product releases are also listed as special feature section in the Field Days' Official Program and business can choose to nominate for a prestigious product award.

YES Nominate for Machine of the Year Award       YES Nominate for Ag Innovation of the Year Award

**Company Name**

**Machine / Product Name**

**Description**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Add additional notes if required.*

**Release Date**

**Specifications**

- The product must have been released onto the market since last years Wimmera Machinery Field Days.
- Products of the same design but different size/model will qualify for entry.
- Information may be utilised for media coverage for the promotion of this years Wimmera Machinery Field Days.  
Please include a photograph of your product. This can be emailed to [info@wimmerafielddays.com.au](mailto:info@wimmerafielddays.com.au) if under 2MB.

## Official Program Advertising Rates and Specifications

**Note: Advertisements required by FRIDAY 25th JANUARY 2019.**

**Specifications**  
 Full (Four) Colour (CMYK)

Format Illustrator EPS (Flattened) or JPEG at 300 DPI or PDF high resolution with fonts embedded

Email: [info@wimmerafielddays.com.au](mailto:info@wimmerafielddays.com.au)  
 Artwork not supplied to specifications or requiring changes will incur a design charge of \$80 for half page and under, and \$160 for full page advertisements.

**Full Page**  
 170mm x 250mm  
**\$990**

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**50/50 Editorial/Advert**  
 170mm x 250mm  
**\$790**

**Half Page**  
 85mm x 250mm  
**\$690**

**Half Page**  
 170mm x 120mm  
**\$690**

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**Quarter**  
 85mm x 120mm  
**\$490**

**Card Size**  
 85mm x 50mm  
**\$290**

**Logo Centre Map**  
 30mm x 30mm or 50mm x 15mm  
**\$190**

**Logo \$90**  
 with Exhibitor Site Listing

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**Double Page Spread**  
 340mm x 250mm  
**\$1390**



# Product Listings & Advertising Information

Product Listings are a key feature in the Official Program and are an effective way to gain recognition at the Field Days. Please write up to 6 numbers in the boxes provided on page TBA relating to the main products or services you will have at the Field Days.

Your Product Listings in the Official Program will give patrons more opportunity to locate your business at the Field Days.

**Circle a maximum of 6 products.**

1. Air-conditioning & Heating
2. Air compressors, Hoses & Fittings
3. Aircraft & Air services
4. Air Purification & Filters
5. Airseeders & Planters
6. Agronomy & farming advice
7. Animal Health
8. Automotive Equipment
9. Banking & Financial Services
10. Batteries & Chargers
11. Bearings Nuts & Bolts
12. Boating, Kayaks, Water sports
13. Broadband & internet service
14. Building & Construction Equipment
15. Caravan & Camping
16. Canvas Products
17. Chainsaws, Woodsplitters & Sawmills
18. Chemicals & Pest Control
19. Climate Change and weather forecasting
20. Clothing, Footwear, Workwear
21. Community & Family Services
22. Compressors & Airtools
23. Computers, Cameras & IT Equipment
24. Communications, Mobile Phones, UHF
25. Concrete Products
26. Contracting Services
27. Cosmetics & Jewellery
28. Earthmoving & Heavy Machinery
29. Employment, Education & Training
30. Electrical & Audio
31. Engineering Supplies
32. Engines - Petrol & Diesel
33. Exhaust Systems
34. Environmental Management & advice
35. Farm Trees, Native Plants
36. Farm supplies & rural merchandise
37. Fencing, Gates & Yards
38. Fertilisers & Suppliers
39. Field Bins, Mother Bins & Chaser Bins
40. Fire Protection Equipment
41. Firearms - Ammunition & Accessories
42. 4WD Equipment
43. Forklifts, Telehandlers, Front End Loaders
44. Fuel Distributors
45. Fuel Tanks
46. Fuels Oils & Lubricants
47. Gardens, Nurseries & Landscaping
48. General Interest Arts & Crafts
49. Generators
50. Gourmet Foods & Wine
51. Government & Business Services
52. GPS Equipment & Precision Farming
53. Grain Handling & Augers
54. Grain Marketers & Traders
55. Hardware & Workshop Equipment
56. Harrows & Discs
57. Harvesting Equipment
58. Hay, Silage & Fodder Equipment
59. Health Products & Welfare Services
60. Home Décor & Furniture
61. Home Renovations
62. Homewares & Equipment
63. Hydraulic Equipment & Fittings
64. Insurance & Crop Protection
65. Laser Equipment
66. Leisure & Outdoor
67. Lighting Equipment
68. Livestock & Equipment
69. LP Gas Supply & Appliances
70. Mobility Scooters & Golf carts
71. Motorcycles & Quad bikes
72. Motor Vehicles & Accessories
73. Mowers, Mulchers & Slashers
74. Natural health products
75. Newspapers, Magazines & Books
76. Organic and sustainable farming
77. Pipes & Fittings
78. Political Party
79. Pools & Spas
80. Pressure Washers
81. Pumps & Irrigation
82. Real Estate & Property
83. Relocatable homes, portable buildings
84. Rippers & Post Hole Diggers
85. Rollers & Press Wheels
86. Safety Equipment & First Aid Supplies
87. Seeds & Additives
88. Shearing Equipment
89. Sheds & Farm Buildings
90. Sheep & Wool
91. Silos & Grain Storage
92. Soil Testing & Additives
93. Solar & Alternative Energy
94. Sprayers & Equipment
95. Spreaders & Feeders
96. Steel, Chains & Sheetmetal
97. Survey & Farm Planning
98. Tillage & Cultivators
99. Tools - Hand & Power
100. Tractors, Parts & Components
101. Trailers & Toolboxes
102. Transmission Equipment
103. Travel, Tourism & Accommodation
104. Trucks & Equipment
105. Tyres & tyre products
106. Water Storage & Treatment Systems
107. Welders & equipment
108. Windmills, Pumps & Troughs
109. Working Dogs
110. Other (specify on Site Application)





# Field Days Policy and Procedure 2019

Before submitting a Site Application form, Exhibitors are requested to carefully read the General Conditions outlined on page 5.

## SITE SECURITY

### OVERNIGHT

Thursday 28 February - Friday 8 March, 6.00pm - 7.00am

The site will be closed to exhibitors and the public during these times.

Outside of these times, security of individual sites is the full responsibility of the Exhibitor.

Overnight camping or after hours presence of exhibitors, contractors or suppliers is strictly prohibited within the Field Days site, adjoining car parks, adjoining paddocks and on all access roads.

## UNLOADING FACILITIES CRANES, FORKLIFTS & TELEHANDLERS - FREE SERVICE

Cranes, telehandlers, fork lifts and a tractor (for towing & unfolding) will be provided by the WMFD committee and approved lifting contractor and will be available for the following periods:

Note: All lifting machinery including the tractor is only to be operated by the WMFD approved lifting contractor.

Crane and forklift services to individual exhibitors that extend past 1 hour may be charged onto the exhibitor.

### Before Field Days

Thursday 28 Feb 8:00am - 6:00pm

Friday 1 March 8:00am - 6:00pm

Sat 2 March 8:00am - 1:00pm

Sun 3 March 9:00am - 1:00pm

Monday 4 March 8:00am - 6:00pm

Note: Monday 4 March (final set up day) Due to increased demand CRANES WILL NOT be available for assembling equipment on the Monday before the Field Days start and time restrictions for usage per exhibitor will apply. There is no service available on the first day of the Field Days

### Final day of Field Days

Thursday 7 March 4.00pm-7.30pm

### After Field Days

Friday 8 March, 8.00am-6.00pm

### Last day of free service

Saturday 9 March, 8.00am-1.00pm

Crane and/or forklifts/tractors or other lifting assistance required outside the dates and times listed above (and within WMFD site opening hours) will need to be arranged by the exhibitor at the exhibitors expense.

### Unloading Ramp

One dual level unloading ramp is available via Gate 4. Refer to the Site Map for location.

- 1. ALLOCATION OF TRADE SITES**  
Previous years' exhibitors have first option on their sites provided they have submitted a Site Booking Request form, Site Application form, Site Safety Plan and full payment by 20 December 2018. Unsuccessful or late applications will be considered if sites become available. To ensure we maintain our high quality and range of exhibits, the Wimmera Machinery Field Days reserves the right to accept or reject any application and the decision shall remain final.
- 2. EXHIBITOR ENTRY PASS**  
All exhibitors, participating staff and representatives are entitled to purchase Exhibitor Passes for daily entry into the Field Days. Exhibitor Passes (three day entry) can be purchased at a discounted price prior to the Field Days only (see Site Application form). Exhibitor Passes cannot be purchased after 5pm on the final day before Field Days. Note: Exhibitor Admission Passes are not included in the Site Fees. Daily admission fee must be paid at entry gates if an Exhibitor Pass cannot be presented. Discounts: For exhibitors wishing to distribute general admission tickets to clients and customers, a discount of 20% on the ticket price will apply to purchases of 20 tickets and over. This is a great way to encourage your clients and customers to attend the field days free of charge courtesy of the host exhibitor. Note: A vehicle pass does not mean automatic entry to the Field Days. An Exhibitor Pass must still be presented as well.
- 3. APPLYING FOR A SITE**  
Site applications with full payment are required by 20 December. Applications will NOT be processed unless they are accompanied with full and correct payment along with a completed and signed Exhibitors Site Safety Plan. Exhibitors will be advised after this date of their acceptance. Application forms are required to be submitted by post or email. Faxed copies are only accepted if legible.
- 4. REFUNDS & CANCELLATION FEES** A full refund, less a 10% administration fee will be made for cancellations made prior to 1 January, after which no refund will be applicable. Cancellations must be confirmed in writing, addressed to the Manager of the Wimmera Machinery Field Days.
- 5. PUBLIC OPENING TIMES**  
The site will be open to the general public from 9.30am to 7.00pm on Tuesday, 8:30am to 5:00pm Wednesday then 8:30am to 4:00pm on Thursday. The Exhibitor Gates will open at 7.00am on these days. Any exhibitor requiring access to the site before 7.00am on the above stated days must make prior arrangements with the Field Days Manager.
- 6. EXHIBITOR SITE SET UP**  
Sites must be set up by 6.00pm on Monday the final day before the Field Days. Gates will be closed and no site access Permitted after 6pm on final set up day Local exhibitors are requested to set up their sites earlier in the week prior to avoid congestion on the final set-up day.
- 7. COUNTRY LIFESTYLE SITES**  
A limited number of Country Lifestyle sites are available in the Country Lifestyle Square and inside the Country Lifestyle Marquee. Restrictions may be applied to exhibitors requesting multiple sites. Locations of Country Lifestyle sites change each year subject to WMFD discretion. On site car parking is very restricted therefore an exclusive internal car park is available to all Country Lifestyle exhibitors.
- 8. COUNTRY GOURMET PAVILION SITES**  
A limited number of sites are available in the Country Gourmet Pavilion Restrictions may be applied to exhibitors requesting multiple sites. Liquor sales - exhibitors selling liquor (unopened) and liquor tastings must obtain a liquor license from Victorian Commission for Gambling & Liquor Regulation. Application details can be found on their website: [www.vcgldr.vic.gov.au](http://www.vcgldr.vic.gov.au). The application should be lodged a minimum 30 days prior to the event. All staff serving liquor are required to have a current Responsible Serving of Alcohol certificate on display and all other required signage. Food permits from Horsham Rural City Council may be required.
- 9. SITE SHARING**  
Exhibiting companies are expected to promote just their own products and business from their site. Where a site holder has one or more companies and products and one or more different company representatives present on their site that are not part of their business or trading independently a site sharing fee of \$180 (GST Inc) must be paid to the WMFD for each company or representative sharing the site. This will:
  - Cover the company under our Public Risk Insurance Policy. (Refer to Public Risk Insurance).
  - List the company in the Official Program, including the product listings and site location
  - List the company on our website.
  - Provide information to the public.
  - Enable Site Share Exhibitors to purchase their own Exhibitor passes.
  - Site share companies do not receive an ON SITE Vehicle parking pass. Failure to comply or disclose site sharing information may result in the site holder being charged a full fee for the other company and/or the site sharing company being asked to leave the Field Days site.

# Field Days Policy and Procedure 2019

## 10. PRODUCT LISTINGS

A listing of exhibitors products and services will be included in the Field Days Official Program. The Product Listing section must be completed to ensure inclusion. Please circle a maximum of six (6) categories and return this form.

## 11. NEW PRODUCT RELEASES

New Product Releases (*agriculture based only*) will be published in the Field Days Official Program and also provided to media outlets in the lead up to the field days, who may use this information to publish feature articles. Exhibitors must complete the New Product Release Form on page 15 and return with the Site Application to be listed. Note: To qualify as a New Product Release, the product must have been released onto the market in the 12 months following the last Wimmera Machinery Field Days.

## 12. EXHIBITOR COURIER SERVICE

(goods pick-up and delivery)  
**INWARDS:** An Exhibitor courier service will operate from opposite Gate 1 from 7.30am-5.00pm daily during the Field Days. This service is available to transport items to exhibitor sites free of charge. Items must be under 50kg. Sites requiring restocking when the Field Days is open to the public are encouraged to use the Exhibitor Courier Service as vehicles are not permitted site entry or exit during these times. **OUTWARDS:** A courier service is provided to transport heavier items sold to patrons from Exhibitor sites during the Field Days to the Courier Pick Up Depot for patrons to collect later in the day. The depot is located on the southern boundary between Gate 2 and 3. Exhibitors wishing to utilize this service must collect Courier Delivery Docket books from the Management Office. Items are required to be under 50kg. Please let patrons know of this service as it may encourage them to make informed purchases.

**13. REMOVAL OF EXHIBITS** Exhibitors are reminded sites **MUST BE** operational until public closing times each day. Exhibits left after March 31 may be charged a storage fee of \$100 per item per week or part thereof, unless otherwise arranged with Field Days management. Please refer to Condition 8 of the General Conditions for further information.

## 14. FIRST AID

Qualified First Aid personnel will be present on site during the final set up day and the three days of the Field Days.

## 15. OCCUPATIONAL HEALTH & SAFETY

All Exhibitors, their employees, contractors, representatives and/or volunteers must abide by the Occupational Health and Safety Act. The site allocated to you is considered an extension of your workplace.

The site holder has responsibility for the safety of staff and visitors to your site.

## 16. SITE SAFETY

A formal Field Days Site and Activity Risk Assessment plan has been established to assist Exhibitors with public safety. Each Exhibitor must complete the Exhibitor Site Safety Plan and return it with the Site Application Form. Safety Plans fully completed and signed must be received before a site application can be accepted. In developing this safety package WMFD has adopted the various codes of practice that apply by law throughout the state. In addition, all your employees, volunteers or sub-contractors assisting you with your stand preparation or your exhibit must be aware that the safety procedures that apply at the Field Days also apply to them. Site Safety representatives will inspect sites during the field days to ensure compliance with all conditions.

## 17. DAMAGE TO SITES

Exhibitors shall be responsible for the repair and/or costs for any damage to the site, water pipes and electricity cables running through their sites along with heavy damage to the surface (*unless deemed as accidental or unmarked by WMFD*). All bark chips, straw or ground matter must also be removed following the Field Days. A clean up fee will apply to exhibitors whose sites have ground surface materials remaining one month after the Field Days.

## 18. GAS SAFETY

The storage and handling of LP Gas, including the use of BBQs in marquees, need to comply with the new code of practice for the safe use of LPG Gas at public events in Victoria. Mobile Catering Vehicles - all mobile catering vehicles (inc trailers) utilising LP Gas need to have an Energy Safe Victoria compliance plate to display ensuring the equipment meets the appropriate gas installation standard. For further information go to [www.esv.vic.gov.au](http://www.esv.vic.gov.au). BBQs and Appliances - all appliances (including BBQs) need to display an approved badge as being certified. Gas cylinders (including balloon gas) must be securely attached to a solid object to prevent the cylinders being knocked over.

## 19. MOVING MACHINERY SAFELY

Moving machinery & heavy vehicles must observe a speed limit of 10km/ hr at all times and hazard lights are to be used at all times. All vehicles moving on the site must display dealer or licence plates.

## 20. PUBLIC LIABILITY INSURANCE

The Wimmera Machinery Field Days Committee has Public Liability insurance cover of \$50,000,000. The policy has been extended to indemnify exhibitors for their legal liability against bodily injury or damage of property by third parties as a result of an

occurrence caused by the negligence of the exhibitor. The cost of this cover has been included in your application fees. The indemnity is limited to the confines of your site, therefore, demonstrations, etc. carried out away from your site would not be indemnified under the Wimmera Machinery Field Days policy. If additional cover is required, it is the responsibility of the exhibitor to arrange the extra cover. Only registered exhibitors will have this cover.

## 21. PRODUCT LIABILITY INSURANCE

Exhibitors must arrange their own product liability insurance.

## 22. DANGEROUS GOODS STORAGE

When quantities of dangerous substances are stored on site it is necessary that a Composite Warning Sign be displayed. Exhibitors should contact the Country Fire Authority to seek the correct signage if they believe they come under the regulations.

## 23. EQUIPMENT HYGIENE / WEEDS

Exhibitors are requested to ensure all machinery and equipment is cleaned before entering the Field Days site to avoid the transference of foreign and noxious weeds. A pressure washer and wash down bay is available near Gate 1 of the Field Days site.

## 24. FIRE DANGER

As the field days are conducted during the fire danger season, there are two permits that exhibitors who are conducting demonstrations which may pose a fire risk must obtain from the CFA:

- Application for a permit to use fire for miscellaneous purposes during the fire danger period and
- Application for a permit under Section 40 to use fire in the open air on a day of total fire ban.

Permits can be obtained by contacting the CFA Region 17 Horsham Office: on 03 5382 6672 (24hrs). Both permits are free of charge. Open fires are not permitted on site unless prior approval is granted by Field Days management.

## 25. SHEDS - TEMPORARY

If Exhibitors wish to erect temporary sheds on site, a permit must be obtained from Horsham Rural City Council (03 5382 9777) who will ensure the requirement of sufficiently strong footings to hold the building. These footings must be removed at the conclusion of the Field Days.

## 26. WASTE COLLECTION

Rubbish bins (240L) are provided at strategic locations around the site and are emptied daily. A number of cardboard recycle cages will be placed around the site for the placement of cardboard and paper packing materials.

# Field Days Policy and Procedure 2019

## 27. SITE BOUNDARY

Signage, banners, sandwich boards, flyers, displays, equipment, tent pegs and permitted vehicles must be confined within the boundaries of the allocated site and nowhere else (this includes car parks). Equipment which is raised into the air must also comply with this ruling, i.e. augers must not hang over roadways. In the interest of public safety and to maintain the aesthetic and professional standard of the event, the WMFD Committee reserves the right to remove or relocate all goods located outside the site boundaries.

## 28. ELECTRICITY/POWER

All indoor and outdoor sites are serviced by 240 volt power and permanent power heads are located along all outdoor sites. Ten amp circuit breakers are installed in each power head. 3ph power is available in some locations both indoors and outdoors. If required, Exhibitors must provide their own extension leads and safety switches. These must be approved and tagged by a qualified person in order to be used legally on site. Note: Exhibitors are reminded that power outlets are not to be used for kettles and urns as this can cause disruptions to the electricity supplies.

## 29. WATER SERVICE - AIR CONDITIONERS

Water deliveries can be provided by Horsham-based company Smaltaire for air-conditioning use only. Exhibitors must request water deliveries directly by contacting Smaltaire Horsham on 03 5382 5688.

## 30. PRINTED MATERIAL & MASCOTS

Exhibitors are not allowed to hand out or place/erect material at the entry gates, car parks or anywhere throughout the site. Exhibitors may only do so from their allocated site. Roaming company or product mascots must be approved by Field Days Management. Please contact the Field Days office to discuss this matter further if required.

## 31. DEMONSTRATIONS

Demonstrations can be carried out at any time within the exhibitor's site boundary. However safety of the general public must be considered at all times.

## 32. TELEPHONE / INTERNET SERVICE

Wireless broadband (using your own portable wireless modem) and digital mobile phone coverage is available throughout the Field Days site. Temporary landlines are available at some indoor and outdoor sites. Please contact the Field Days office if you may require a land line. Exhibitors requiring a temporary phone landline are required (at their cost) to arrange the service directly through Telstra on 1800 816 819, well in advance of the event.

## 33. BANKING SERVICES & EFTPOS

Eftpos and general cash banking services are provided by Westpac Horsham and are available at the Field Days Office from 9.30am-4.00pm during the three days.

## 34. FAX & PHOTOCOPYING SERVICE

Limited fax and photocopying facilities are available at the Field Days Office for a small fee.

## 35. FOOD & REFRESHMENTS

The central Field Days Kiosk and some other outlets will operate for exhibitors on the final set up day. Limited soft drinks are available from the Field Days office outside event times. No food is available on site outside the event times and the final set up day.

## 36. DISTRIBUTION OF FOOD

Only approved service providers and Country Gourmet Pavilion Exhibitors can sell food at the field days. All other exhibitors must not sell food to be consumed during the field days to visitors and clients. Exhibitors wishing to give away food on a complimentary or sample basis must notify the Field Days Management Office and operate within the requirements of the Horsham Rural City Council Health Control Officer.

## 37. ALCOHOL ON EXHIBITOR SITES

Exhibitors must not sell alcohol to be consumed during the Field Days to visitors/clients and patrons. Consumption of free/complimentary alcoholic beverages by staff and associates within your allocated exhibit site area must be completely screened off from the public and not advertised and consumption kept in moderation. Exhibitors in the Country Gourmet Pavilion and boutique wineries can offer sample tastings and sell goods unopened. A temporary liquor licence must be obtained by the exhibitor.

## 38. AIRCRAFT

Horsham Aerodrome is located 6km west of the Field Days site. Refuelling facilities are available each morning. Persons arriving by plane will need to arrange their own transport from the aerodrome to the Field Days Site. Horsham Aerodrome: 0429 857 275 Horsham Taxi Service: 03 5381 1223.

## 39. SERVICE LOCATIONS

Sites that may have underground services will have the locations marked on the ground. RED for electricity and BLUE for water. Generally all underground services at the WMFD are outside the allocated boundary lines ( marked in white). Further information regarding the location of underground services can be obtained from the Field Days Office.

## 40. MARQUEE & HIRE EQUIPMENT

Exhibitors are responsible for their own marquee and hire equipment if required. Preferred suppliers are listed on the web site. Site partitions of varying type are provided in all indoor pavilions. No furniture is provided.

## 41. STRAW / HAY BALES

Small square bales are available to purchase. Orders to be placed with WMFD office by the end of February. Payment of \$5 per bale is required upon delivery.

## 42. ACCOMMODATION & CAMPING NOT ALLOWED ON SITE

Exhibitors are required to arrange their own accommodation as early as possible. Preferred suppliers are listed on the web site. Overnight camping or after hours presence of exhibitors, contractors or suppliers is strictly prohibited within the Field Days site, adjoining car parks, adjoining paddocks and on all access and approaching roads.

## 43. NOISE CONTROL

The WMFD committee reserves the right to monitor and control noise at site exhibits and the operation of machinery which causes undue noise or inconvenience to other exhibitors and/or patrons.

## 44. PUBLIC ADDRESS SYSTEM

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

## 45. DOGS & ANIMALS ON SITE

No dogs except guide dogs and those part of a working exhibit are allowed on site. All other animals and livestock on site must be part of a working/showcase exhibit and not led around the site.

# Parking and Vehicle Access Policies

In the interest of public safety, Risk Management, and Occupational Health and Safety requirements, vehicle access to the site will be kept to an absolute minimum.

## **VEHICLE ACCESS ON SITE**

One (1) 'ON SITE PARKING' Vehicle Pass will be allocated for each outdoor exhibitor where applicable.

The 'ON SITE PARKING' Vehicle Pass will admit one vehicle on to the field days site to restock exhibits between the hours as follows:  
7:00am-9:30am on Tuesday and 7:00am-8:30am Wednesday/Thursday and 7:00-8:00pm on Tuesday, 5:00pm-6:00pm Wednesday and after 4:00pm Thursday. This vehicle can also be parked within the site boundary of the exhibitors site

One (1) 'SITE ACCESS ONLY' Vehicle Pass will be allocated to each indoor exhibitor.

The 'SITE ACCESS ONLY' Vehicle Pass will admit one vehicle on to the field days site to restock exhibits between the hours as follows:  
7:00am-9:30am Tuesday and 7:00am-8:30am Wednesday/Thursday and 7:00-8:00pm Tuesday, 5:00-6:00pm Wednesday and after 4:00pm Thursday. This vehicle must exit the site and remain in external car parks outside these times. It is NOT to remain on the exhibitor site or anywhere on the Field Days site.

The Field Days Exhibitor Courier Service can be utilised to transport goods to and from exhibitor sites between 7.30am-5.00pm.

## **SITE PARKING (OUTDOOR SITES)**

The Exhibitor 'ON SITE PARKING' Vehicle Pass allows ONE VEHICLE ONLY to be parked on the Exhibitor's site (outdoors) during the Field Days. This vehicle must remain stationary between 8.30am-5.00pm, be located within the site boundary, not prominent to patrons and the 'ON SITE PARKING' Vehicle Pass hung correctly on the rear view mirror. For exhibitors whose outdoor site is not large enough to accommodate a vehicle then it must be parked in the car parks external to the Field Days site.

## **DISPLAY/CORPORATE VEHICLE ON SITE**

A second vehicle can be parked on any outdoor site if it forms part of the display (ie corporate vehicle with company decals, advertising wraps, promotional signage etc). This must be indicated with the Site Application form and a 'Display Vehicle Pass' will be provided. The Display Vehicle MUST remain stationary on the exhibitor's site between 8.30am and 5.00pm during the Field Days.

## **PARKING (INDOOR SITES)**

Alan Heard Pavilion (AHP) & Moore Exhibition Centre (MEC) site holders will be required to park their vehicles in the external exhibitor car parks. All site holders in these locations will be issued one SITE ACCESS ONLY pass to restock exhibits in the times specified.

## **PARKING (COUNTRY LIFESTYLE SITES)**

Country Lifestyle and Country Gourmet sites holders will have access to an exclusive Country Lifestyle exhibitor car park on the northern boundary (see map). All site holders in these locations will be issued one SITE ACCESS ONLY pass to restock exhibits in the times specified. Only 6m x 9m outdoor Country Lifestyle Square sites are permitted to have max 1 vehicle parked on the site and not in public view.

## **ENTRY TO SITE**

A vehicle pass to access the site or a vehicle pass to park on the site does NOT mean automatic entry to the field days for drivers or passengers. An exhibitor pass must still be provided at the vehicle gate entrances or payment of a daily admission will be required.

## **GENERAL EXHIBITOR PARKING (OFF SITE)**

Exhibitor Parking will be allocated at the discretion of the WMFD and in most cases according to the location of the exhibitor's site. This will be identified in the information letter sent prior to the Field Days.

For those exhibitors requiring exhibitor parking for special purposes please contact the Wimmera Machinery Field Days Management Office to discuss the matter further.

The WMFD official car park is available to WMFD personnel only, key sponsors and supporters and service providers.

The WMFD Members and Premium Pass holders car park is not available to exhibitors.

## **PENALTIES:**

**Parking and On Site Driving Vehicles** found incorrectly parked within the Field Days site or vehicles parked within the site without the correct passes may be escorted outside to the external car parks. Vehicles found driving around within the Field Days site between 8.30am-5.00pm of the event will be escorted outside to the external car parks. In all cases these vehicles will not be allowed to re-enter until after 5.00pm and may not be able to enter for any remaining days.

## **ACCESS/DEPARTURE FINAL DAY**

Driving within the site to line up at an exit gate prior to 4.00pm is strictly prohibited and in breach of Field Days policy. WMFD will NOT open the vehicle gate before 4.00pm and will strictly enforce and monitor the NO VEHICLE MOVEMENT policy on site until this time.

Exhibitor vehicles, transport trucks and contractors will NOT be able to enter the site until 4.00pm on the final day. If an exhibitor has a vehicle on site and wishes to exit the site early on the final day then they must park their vehicle in the external car park in the morning prior to 8.30am.



# Wimmera Machinery Field Days General Conditions

1. All application fees must accompany a fully completed application form and site safety plan
2. This application and site safety plan completed and properly signed by the Exhibitor, along with full payment shall be received at the office of the WMFD by the advertised due date. Applications received after that date shall incur additional site fee charges and will only be accepted at the discretion of the Manager and WMFD Committee.
3. The Wimmera Machinery Field Days (WMFD) Committee reserves the right to regulate the use of machinery on static display sites which produces excessive noise causing annoyance to other exhibitors and the public.
4. The WMFD Committee and staff shall have the power to enter upon the area described at any time and remove any article, sign, picture or printed matter, which in their opinion may be a cause of offence to the public or the officials of the Committee.
5. Except with the written consent previously obtained of the WMFD Committee, the Exhibitor shall not assign or sub-let or part with the possession of the whole or any part of their allocated space or purport to do so.
6. Exhibitors are responsible for the condition of the area allocated by this contract, at the commencement of the WMFD and upon the completion of such Field Days, Exhibitors shall clean such area to the satisfaction of the WMFD. Sites left unclean risk a fee being charged for cleaning and future acceptance of site applications.
7. Exhibitors hereby accept all responsibility for, and shall hold The WMFD Committee indemnified against any damage or injury to any person, persons or property which may be occasioned by or arise out of the use of any machinery, implement or apparatus of any nature whatsoever used in connection with the stand and/or demonstration.
8. Exhibitors hereby undertake to faithfully conform with the requirements of any Act of Parliament which may govern the erection of structures, displays and/or demonstrations and/or sales of machinery and other products, and also to conform with any regulations, by-laws or ordinances made under such Acts of Parliament or by any Government, Semi-Government or local Government Authority duly authorised to make regulations, by-laws ordinances in connection herewith.
9. The WMFD Committee shall have the right to sell by public auction or private treaty any structure or part thereof or any plant or equipment which is or has been erected or placed on the space or upon the said site and remains after the expiration of thirty days (30) from the completion of the said WMFD. Such equipment will also be charged a storage fee of \$100 per item per week or part thereof.
10. The WMFD Committee shall not be liable for any loss or damage to the Exhibitors property whilst on the said area.
11. If the WMFD Committee should find it necessary or expedient to cancel or postpone the WMFD this contract shall cease to operate upon notice to that effect, signed by the Manager, served on the Exhibitor by handing it to them personally or by posting to them in a prepaid envelope or wrapper at his address here-mentioned or at the option of the WMFD Committee by handing or offering it to any person who appears or is thought by the Manager to be an employee, agent or partner of the Exhibitor. The WMFD Committee shall not be liable to the exhibitor for any compensation whether on the ground or loss of profits or otherwise on 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.
12. New equipment only may be displayed for sale.
13. Livestock are permitted on the field days site only by Arrangement with the WMFD Committee.
14. Flag poles over three (3) metres in height are not permitted to be erected within two (2) metres of any point directly below overhead power lines.
15. The Exhibitor shall not conduct or permit or suffer to be conducted on the space any competition, raffle or game without authority of the WMFD Committee.
16. The WMFD Committee reserves the right to cancel this contract and to retain any money paid in relation thereto if there is in the opinion of the WMFD Committee an 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 Wimmera Machinery Field Days.
17. The WMFD Committee reserves the right if it considers it necessary expedient or desirable to do so to cancel or to suspend the operation of this Contract by notice served on the Exhibitor as provided in Clause 10 in the event of any occurrence or happening which in the opinion of the WMFD Committee justifies it in so doing. Moreover, the committee shall not be liable to pay the Exhibitor for any compensation whether on the ground of loss or profits or otherwise or any refund or payment of any money paid by the Exhibitor in relation to this Contract in respect of such cancellation or suspension.
18. The WMFD Committee reserves the right to amend operating conditions as specified at any time.
19. The Committee reserves the right to reallocate any sites which are not occupied by 6.00pm on the final set up day.



**Privacy** The Wimmera Machinery Field Days Inc (WMFD) collects your personal information in order to administer the Wimmera Machinery Field Days (Field Days) and for related purposes, such as promoting the Field Days, or making claims on any insurance in connection with the Field Days. Your information may be disclosed to service providers and other organisations, including media groups, who help to administer, promote and service the Field Days, indemnity or insurance providers. Your information may also be disclosed if required or authorised by law. You have certain rights to access personal information that we hold about you. If you do not want your information published or disclosed or you do not want us to send you information by post please email [info@wimmerafielddays.com.au](mailto:info@wimmerafielddays.com.au), phone (03) 5384 7210 or write to the Privacy Officer, Wimmera Machinery Field Days Inc, PO Box 272, Horsham, Victoria 3402