

Field Days Policy and Procedure 2025

Before submitting a site application form Exhibitors are requested to carefully read the General Conditions outlined on page 5.

SITE SECURITY OVERNIGHT

Thursday 27 Feb – Friday 7 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 is strictly prohibited within the field days site, adjoining carparks, adjoining paddocks and on all access roads.

UNLOADING FACILITIES CRANES, FORKLIFTS & TELEHANDLERS - FREE SERVICE

Cranes, forklifts, telehandlers 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 are 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 to the exhibitor.

BEFORE FIELD DAYS

Thurs 27 Feb 8:00am-6:00pm

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

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

Sun 2 March 9:00a-00pm

Mon 3 March 8:00am-6:00pm

NOTE: 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

Thurs 6 March 4:30pm-7:00pm

AFTER FIELD DAYS

Friday 7 March 8:00am-6:00pm

Sat 8 March 9:00am-1:00pm

Last day of free service

Sunday 9 March NO SERVICE

Monday 10 March NO SERVICE

Crane and/or forklift, 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 site map for location.

1. ALLOCATION OF TRADE SITES

Previous years exhibitors have first option on their sites provided they have submitted a Site Application Form and full payment by 31 December. 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 (3 day entry) can be purchased at a discounted price prior to the Field Days only. Exhibitor passes are available on the online site application form. Exhibitor passes cannot be purchased after 5pm on the final day before the Field Days. Note; Exhibitor 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 are available online and are required by 20 December. Applications will NOT be processed unless they are fully complete, including the site safety plan. Exhibitors will be invoiced for their site once their site has been allocated. The site is not fully booked and secured until full payment has been received.

4. REFUNDS & CANCELLATIONS

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 8:30am to 5:00pm on Tuesday and Wednesday and 8:30am to 4:00pm on Thursday. The exhibitor gates will open at 7:00 am 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 is permitted after 6:00pm 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 area. Restrictions may be applied to exhibitors requesting multiple sites. Locations of the Country Lifestyle sites change each year subject to WMFD discretion. On site carparking is very restricted, therefore an exclusive internal carpark is available to all Country Lifestyle Exhibitors.

8. PAVILION SITES

Liquor sales – exhibitors selling liquor (unopened) and liquor tastings must obtain a liquor license from Liquor Control Victoria or use the online portal at Victorian Commission for Gambling and Liquor Regulation. Application details can be found on their website www.vcgilvic.gov.au. The application should be lodged a minimum of 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 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 \$200 (inc GST) 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
- List the company in the Official Program, including 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.

10. PRODUCT LISTINGS

A listing of exhibitor products and services will be included in the WMFD Official Program. The Product Listing section must be completed on the application form to ensure inclusion. Please select up to six (6) categories.

11. NEW PRODUCT RELEASES

New Product Release (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 section of the site application form to be listed. To qualify as a New Product Release, the product must have been released onto the market in the 12 months leading up to the Wimmera Machinery Field Days.

12. EXHIBITOR COURIER SERVICE

(goods pick up and delivery)

INWARDS: An Exhibitor courier service will operate from the Courier Depot Shed between Gate 2 and 3 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. Site requiring restocking when the Field Days are open to the public as 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 Gates 2 and 3. Exhibitors wishing to utilise this service must collect Courier Delivery Dockets 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 arrange 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 comply with the Occupational Health & Safety Act 2004 and the Occupational Health and Safety Regulations 2017. Any breaches of the above mentioned could result in heavy penalties. The site allocated to you is considered an extension of your workplace.

16. SITE SAFETY

A formal Field Days Risk assessment plan has been established to assist exhibitors with public safety. Each exhibitor must complete the Site Safety Plan as part of the online application form. This safety plan has been developed in line with the Occupational Health and Safety Regulations 2017, current Australian Standards and Codes of Practice. It is a requirement that you do an exhibit specific safety induction with all employees, volunteers and sub-contractors outlining any potential hazards and safety procedures. You are to ensure that all employees, volunteers and sub-contractors are aware that they must comply with the Occupational Health and Safety Act 2004 and follow the safety plan issued by WMFD. 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 code of practice for the safe use of LPG at public events in Victoria. Mobile Catering Vehicles – all mobile catering vehicles (Inc trailers) utilising LPG 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 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 and heavy vehicles must observe a speed limit of 10km/hr and all hazard lights must be used at all times. It is recommended that machinery is not reversed where possible. If machinery needs to be backed any machinery not fitted with reversing alarms must blow the horn 2 times to alert to the fact. All vehicles moving on site must display dealer or license plates. Machinery is not to be moved during public access times, unless authorised by WMFD Management who will put in place traffic management controls.

20. PUBLIC LIABILITY INSURANCE

The Wimmera Machinery Field Days Committee has public liability insurance cover of \$50m. The policy has been extended to indemnify exhibitors for the 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 extra cover. Only registered exhibitors will have 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 is displayed. Exhibitors should contact the Country Fire Authority to seek the correct signage if they believe they come under 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 are 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.

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, ie 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 Smalldaire for air-conditioning use only. Exhibitors must

request water deliveries directly by contacting Smalldaire 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 Exhibitors site boundary. However, safety of the general public and noise to adjoining sites must be considered at all times.

32. TELEPHONE/ INTERNET SERVICE

Digital mobile phone coverage is available throughout the site and is boosted by Telstra's Cell on Wheels.

33. BANKING SERVICES & EFTPOS

EFTPOS and cash out is available at the Field Days Office from 9:30am-4:00pm during the three days.

34. PHOTOCOPYING SERVICE

Limited 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 Lifestyle/ Local Market Square 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 site area must be completely screened off from the public and not advertised and consumption kept

in moderation. Exhibitors in the Country Lifestyle/ Local Market Square and boutique wineries can offer sample tastings and sell good unopened. A temporary liquor license 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 Filed Days Office.

40. MARQUEE & HIRE EQUIPMENT

Exhibitors are responsible for their own marquee and hire equipment if required. Preferred suppliers are listed on the website. 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 can be made on the site application form or placed with the WMFD office by the end of February. Payment of \$10 per bale is required prior to delivery.

42. ACCOMODATION & CAMPING OUT NOT ALLOWED ON SITE

Exhibitors are required to arrange their own accommodation as early as possible. Preferred suppliers are listed on the website. 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 the 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/ assistance 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.

46. FAILURE TO TRADE, EARLY PACK UP AND SITE EXIT

Exhibitors are required to occupy and attend at their site for the full three days of the Field Days. If an exhibitor packs up (in entirety) their site early, abandons the site and/or ceases to trade prior to the official closing on the final day (without WMFD approval) the WMFD Committee has the right to decline or not accept an application from the business for future events. If this situation happens on either day one or day two of the Field Days WMFD may issue an infringement penalty notice of \$300 and/or a \$300 future event bond for site abandonment and failure to trade.

47. GETTING AROUND THE SITE/ SELF TRANSPORTATION

The use of bicycles, golf carts, segways, quad bikes, motorcycles, electric bikes, customised ride-ons, side by sides etc is prohibited within the Field Days site and exhibition area unless authorised by WMFD.

48. DRONES

The use of flying drones and unmanned aerial vehicles (UAVs) at your exhibit or elsewhere within the Field Days site and exhibition area is not permitted during public opening times unless authorised and approved by WMFD.

49. MOTOR CAR TRADERS ACT

As per section 25 of the Motor Traders Act a copy of the Motor Car Traders License for each individual dealer must be on display during the event.

50. COVID-19

Exhibitors must comply with all Covid-19 control measures set out by WMFD in accordance with DHHS directives.