

# Exhibitor Information

## ADVERTISING

The Field Days Committee will be promoting the two day event in the following ways: major rural papers, most regional papers, television, radio, public notices, farm magazines and our Official Programme.

This programme will be the only Official Program produced, if you wish to advertise in the Official Programme please refer to pages 16 & 20. You will find Advert Specifications on page 28 - opposite the Conditions. In addition features previewing the Field Days will be printed in most rural papers and local regional papers. The outstanding multi-page features in these papers have greatly attributed to the success of the Field Days. We encourage you to support these features.

## AIRSTRIP

All weather airstrip, 1,000m, 36° 58.42s, 140° 21.04E. C TAF 126.7.

Contact (08) 8766 2002 for details prior to dates or Field Days office on (08) 8766 2075 during field days or 8766 7001 beforehand.

## ALLOCATION OF SITES

Sites are allocated as the applications are processed. With exception of some sponsorship agreements, the Committee DOES NOT reserve sites from year to year. However, if you apply early enough, the Site Steward will do his best to accommodate any request regarding the position of your site (e.g. if you would like the same site as last year).

## APPLICATIONS

Please note any applications finalised after January 29th, 2010 may not be included in the program.

## CAR PASSES

No cars allowed in without a pass adhered to car windscreen on Friday and Saturday. One free car pass per site will be allocated. Extra passes available from Secretary for \$20 at discretion of Committee. If your vehicle is to be a part of your exhibit, you MUST apply for a special pass to allow you to keep your vehicle on site, which must remain within your site boundaries between 7.30am-5.00pm Friday and 7.30am-5.00pm Saturday.

- **Exhibitor parking provided.**

**No cars allowed on grounds after 9.00am.**

- **Exhibitors not complying will be towed away and charged a fee of \$50.**

## CATERERS

We urge all caterers to be quality control conscious, as the public is very discerning and the Health Inspector vigilant. Caterers are to source, store and chill their own. The Committee has an agreement with National Foods Milk Ltd. All milk products, flavoured or plain to be sold at the Field Days must be products of National Foods. These can be purchased from Jeff Gowling 0429 692 474. You

must provide your own rubbish bins and sullage containers. We would appreciate your early booking. If no expression of interest has been received by December 11th, 2009, your site will be reallocated.

## CHANGE

As there are no banks in Lucindale, only agencies with very limited cash on hand, please ensure that you bring sufficient change with you. There is a BANK SA agency on site to withdraw funds, but they are unable to serve your change requirements.

## CHARGES

**GST has been included in all prices for 2010 Field Days.**

**Refer to Application Forms.**

## CLOSE OF ENTRIES

Entries will only be recognised if they are **COMPLETE** and accompanied by a cheque covering charges. If you wish to pay by EFT please contact the Secretary for details.

**CLOSING DATE: 11/12/09.** Address for entries:

Secretary, Lyn Crosby, RSD 1020, LUCINDALE 5272.

**PLEASE NOTE: A LATE BOOKING FEE WILL BE CHARGED.**

## COMING FIELD DAYS' DATES

2011 - March 18th & 19th

2012 - March 16th & 17th

# Exhibitor Information continued

## COMPLIMENTARY COURIER SERVICE

Between 12noon-5pm Friday and Saturday. Tickets available at Administration Centre. Site holders to collect tickets upon arrival.

## COMPLIMENTARY FACILITIES FOR EXHIBITORS

- Crane and forklifts
- Courier service
- EFTPOS
- Rubbish removal daily
- Exhibitor car park
- Watered sites
- Water delivery
- Security

## COMPULSORY ADMINISTRATION

All exhibitors must pay this fee of \$25.

## CRANES AND FORKLIFTS

Registered crane and fork lift available on Wednesday 17th and Thursday 18th from 8.00am. Enquiries at Administration Centre. **No cranes or forklifts will be available before this date. Also no machinery etc can be delivered to the field day site before the above date. Exhibitors who require a forklift a forklift or crane on Sunday must make prior arrangements, forklift 8766 2045, crane 8762 2379.**

## DISPLAYS

ALL DISPLAYS MUST BE IN PLACE BY 8.00am FRIDAY, MARCH 19th AND MUST NOT BE REMOVED BEFORE 5.00pm SATURDAY, MARCH 20th.

Committee members in attendance Wednesday 17th and Thursday 18th between 9.00am and 5.00pm. Davey Gate opens 7.00am Friday and Saturday.

**Indoor Exhibitors arrange displays Thursday 18th 9.00am to 6.00pm.**

## EXHIBITORS PASSES

NO FREE PASSES.

2-day passes are available at \$18.00, to be purchased prior to the Field Days.

**Normal admission charges will apply if passes not produced.**

**NO REFUNDS.**

## FOOD

Full catering facilities include light lunch and refreshments available on Thursday.

On other days: barbecues, sandwiches, cool drinks, tea and coffee and variety of other foods. Publican's booth. Meals available in Football Clubrooms on Thursday, Friday and Saturday nights.

There will be numerous local organisations working together to provide this important service, and they look forward to your continued patronage.

**Breakfast available 7.00am - 9.00am Friday and Saturday at Templeton and Top Spot catering.**

## GENERAL INTEREST SECTION

### Pavilion opening and closing times:

Thursday 9.00am – 6.00pm setting up

Friday 7.30am – 5.30pm

Saturday 7.30am – 5.00pm

Exhibitors to be set up and ready for business by 8.00am Friday.

### ENTRIES CLOSE 11/12/09.

Phone number for enquiries:

Kim Corrigan Phone (08) 8766 2350, fax (08) 8766 2092.

## ICE

Please order ice requirements on application form. If you require more ice, please contact your Pavilion Supervisor or the Secretary.

## NO DOGS ALLOWED

Due to public health and safety issues, no dogs will be allowed on the field day site, with the exception of those dogs involved in Yard Dog Championships. Guide Dogs and Hearing Dogs also allowed.

## PARKING

NO VEHICLES WILL BE ALLOWED IN THE GROUNDS AFTER 9.00am. Exhibitors' car parking areas adjacent (see map) to the ground. **Vehicles will be admitted to the grounds from 5.00pm Saturday. Car passes will be enforced.**

# Exhibitor Information continued

## PHOTOGRAPHER

Our Official Photographer will be taking photos during the Field Days. If you don't wish to be photographed or would like a copy of the photo, please let her know.

## POWER

Exhibitors must supply 15 amp extension cords with current test tag. (Testing and tagging can be done by an electrician at the Secretary's Office at a cost of \$10 per tag). Contact the Secretary if you are unsure of the length of cord required.

## PRINTED MATTER

Permission will not be granted for exhibitors to hand out printed matter at the gates, in the car park, or on the grounds. They may do so from their own stands. Aerial dropping of leaflets over the Field Days is prohibited. No advertising including banners and sandwich boards will be allowed outside site boundaries. **Banners and sandwich boards found outside the exhibitors site boundaries will be confiscated by the committee and may be retrieved from the secretary's office after 5.00pm on Saturday.**

## PUBLIC ADDRESS SYSTEM

The service is available only for Field Day Committee announcements and for emergency paging.

## PUBLIC ADMISSION

General public will be admitted from 8.00am.

## PUBLIC LIABILITY INSURANCE

All exhibitors and site sharers must hold their own Public Liability Insurance with an indemnity of not less than \$5 million covering them against occurrence attributable to their activities or the activities of any person for whom they are directly responsible.

An exhibitor who chooses not to have this insurance will not be allocated a site. Compulsory Insurance is not a decision of the Field Days committee but is a direct request of all insurance companies involved in public events. Please supply policy details on application form.

## PUBLIC SERVICES AVAILABLE

St John Ambulance, Police, EFTPOS.  
Photocopying 20c per page, colour \$1.00 per page. Fax 20c per page.  
Laminating \$1.00 per page.

## RAFFLES

No exhibitor shall conduct or permit or suffer to be conducted in the area of the Field Days any raffle, competition or game without prior written consent from Lucindale Lions Club.

## RAMP

Unloading ramp available at grounds.

## REMOVAL OF EXHIBITS

**IN THE INTEREST OF PUBLIC SAFETY, EXHIBITORS ARE NOT TO VACATE SITES BEFORE 5.00PM SATURDAY. SECURITY STAFF WILL ENSURE THAT NO VEHICLES WILL ENTER OR EXIT THE SITE BEFORE THIS TIME.**

**Yakka Park is booked from Friday March 26th, 2010 so all exhibitors must have their displays and stock removed from the field days site within 5 days of the Field Days finishing. The SEFD committee reserves the right to remove any exhibit remaining on the Field Days site after this time and will be charging a \$50 a day storage fee.**

Exhibitors are responsible for the condition of the area allotted to them during the duration of the Field Days, and upon the completion of such Field Days exhibitors **shall clean such area to the satisfaction of the Committee, this includes the removal of all manure and straw. Non compliance will incur a fee of \$50.**

# Exhibitor Information continued

## RUBBISH REMOVAL

Rubbish will be collected from sites for the duration of the Field Days. All packing cardboard and other rubbish to be placed outside pavilion doors for collection and recycling.

## SECURITY

Security will be provided by a professional licensed security firm, from 7.00pm to 7.00am on Wednesday, Thursday, Friday and Saturday. **All gates will be locked at 7.00pm.** The Lucindale Lions Club and its Field Day Committee shall not be held liable for loss or damage of exhibitors' property while on the Field Days site. All gates will be manned by security until 5.00pm Saturday, all exhibitors to refrain from packing up until 5.00pm Saturday.

## SITES

All exhibitors must report to Administration Centre on arrival for allocation of site. **Red tram lines will indicate underground power cables and pipelines**, no objects to be driven into the ground within one metre of these lines. Exhibitors will be liable for damage incurred on site.

## SITE SITTING

Site Sitting Service is available from the secretaries office while you get lunch etc. Please contact Secretary prior to Field Days if you require this service.

## SITE BOUNDARY

All tent pegs must be covered and be within the perimeter of the site. The exhibitor's display shall not extend over the boundaries of their site, nor may they tout for patronage outside their boundary.

**Exhibitors please note – Exhibitors will not be permitted to stay overnight on site.**

## SUB-LETTING

A \$60 fee for (each) subletting applies. Secretary must be notified or **unauthorised subletters** may be required to leave. Site sharers must supply details of their public liability insurance.

## TELEPHONE, DATA &

### EFTPOS LINES

Telstra Application Form is available from the Secretary. Phone 08 8766 7001. An additional fee of \$125 will be required to deliver a line from the network boundary point to your site. Fee is payable on site application. **Following are Telstra's fees and charges to the exhibitor:**

#### Connection Fees

First service connected - up to \$299.00

Subsequent services connected - up to \$179.00

Provide Rental Handset - \$28.80

#### Rental Charges

Daily line rental - \$2.30

Daily Handset Rental - \$0.20

For an alternative EFTPOS solution please contact your financial institution regarding mobile EFTPOS facilities.

## TENTS

**Tents are not available from the Field Days Committee and need to be pre-ordered. Please ensure that your tents will fit completely within your site boundary. For example: a 6m x 6m tent will not fit on a 5m wide x 10m deep site. The committee has the right to refuse the erection of any tent that does not fit within your site boundary.**

## TRESTLES, BOOTHS AND CHAIRS

**Please note –** trestles, chairs, booths and site accessories are not available from the Field Days committee and need to be **pre-ordered elsewhere**.

## TRANSPORT

Road transport from Adelaide, Melbourne and Mount Gambier. **We Us An Co.** Transport Ph. (08) 8766 2045, Fax (08) 8766 2173.

## WATER TO SITES

Deliveries until midday both days – bore water only. Free. Exhibitors to provide enough water containers to hold one day's water requirements.