

# EXHIBITOR'S INFORMATION

## Airstrip

Cleve airstrip is situated 3kms east of the site – all weather. A courtesy vehicle available to and from the airport and town. Please advise the office of your requirements.

## Catering

**During the Field Days exhibitors may only provide coffee/tea and biscuits and/or light refreshments.** Full meals are not permitted.

Exhibitors providing light refreshments must adhere to health regulations covering food – note Section 62(3)(b) of the Health Act. **STRICTLY NO URNS OR COFFEE MACHINES – JUGS ONLY.** Exhibitors not complying within these requirements may have their site approval revoked under terms and conditions **Clause 25.** We recommend that you utilise one of the official on site caterers. There will be on site catering for exhibitors from Monday August 13<sup>th</sup>.

The Eyre Peninsula Field Day committee must be notified (on the application form) that you intend to have light refreshments on your site and **the Cleve District Council must approve it.** Liquor Licences are the responsibility of the site holder, and must be approved prior to the event.

## Closing Date for Applications

All applications and payments must be received by **June 1<sup>st</sup>, 2018 or an \$80.00 late fee applies.** The Eyre Peninsula Field Days will be offering an early bird discount of 10%, for all applications received prior to the 31<sup>st</sup> March 2018.

## Communications

There is NO Telstra GSM mobile service at the site this year only 3G/4G is available through Optus and 3G/4G. All good signal. EFTPOS systems will only work on these networks appropriately configured.

Fixed line services are available, **REQUEST MUST BE MADE** on the site application form. This provides dialup service to analogue EFTPOS systems.

There are several WiFi hotspots, these are not suitable for EFTPOS systems because of security issues

## Courier

A courier service will be available for goods weighing more than 5 kg or awkward to carry. To include your company in this free service, this must be indicated on your application form.

## Danger

**Under no circumstances** is digging of holes or driving in of pegs allowed on your site before **checking** with power and communications officers through the Secretary's office to ensure there are no power cables, PA cables or water pipes in the vicinity. All services will be marked with a red line.

## Displays

All displays must be in place by 5.00pm on Monday, 13<sup>th</sup> August and **must not be removed before 4.30pm on Thursday, 16<sup>th</sup> August.** No access to site after 6pm. Particularly large displays need to be set up as early as possible to ensure easy access to the site.

## EFTPOS

EFTPOS cash out facility available next to main Admin office, D Road.

## Emergency Services

St Johns, Police, Country Fire Service and State Emergency Services will all be in attendance.

Contact the office should you require any of these services.

## Exhibitor Passes

All exhibitors attending the Eyre Peninsula Field Days will require a three day pass at \$20.00 each. Please indicate the number of passes you require on the application form. **(Please note that no passes are included in site fees).** Exhibitor passes can be collected from the office until 6pm Monday 13<sup>th</sup> Aug. If you do not have a pass by this time it is your responsibility to organise with your site manager to have a pass left at the exhibitor gate to be collected upon your arrival.

## Fax and Photocopying

Fax and photocopying facilities are available at the Field Days Office. A fee applies

## Gate Times

Gates will be open for exhibitors at 7.00am and closed at 6.00pm. There will be no camping on site or adjacent car parks by exhibitors. Public gate times are from 8.00am and closed at 5.30pm. In the interest of public safety, **NO VEHICLES WILL BE PERMITTED TO ENTER OR EXIT THE DISPLAY AREAS PRIOR TO 4.30PM ON THURSDAY AUGUST 16<sup>TH</sup>.**

## Gas

**Site holders must abide by the WH&S STANDARDS** for the use of gas bottles inside marquees. Exhibitors must apply for permission from the committee.

## New Releases

Please indicate on application form any new releases by your company to be eligible for New Release Awards. (Awards apply to agricultural releases only)

## Livestock

Livestock are permitted on site only with express permission from the committee. Refer to the application should you require sheep for demonstration or water for your livestock.

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## Work Health & Safety

All Exhibitors and their employees must abide by the Occupational Health and Safety Act, as applies in SA. Refer to Terms and Conditions on pages 12 for specific additional information. The site allocated is considered an extension of the exhibitors' workplace. You and the Eyre Peninsula Field Days have responsibility for the safety of staff and visitors to your site. A material safety data sheet must accompany any chemicals brought onto the site.

## Parking

Parking areas for exhibitors are provided north-west

and south of the site (refer to maps on pages 7 & 8).

Exhibitors will be provided with vehicle display stickers to access these parking areas. **DUE TO SAFETY CONCERNS REGARDING VEHICLES ON SITE, ACCESS WILL BE RESTRICTED**

Application for one site pass can be arranged on collection of information pack at main site office.

**Vehicles will be allowed access to the site each morning and must be returned to the exhibitor parking area before 9.00am – unless the vehicle is part of your display.**

## Payment of Fees

All prices listed on the application form are GST inclusive. Payment will be accepted via Direct Deposit, Cheque, Visa, and MasterCard. Your application WILL NOT be accepted if the total amount including GST is not paid. Please keep a copy of your site application/tax invoice for taxation purposes.

## Power

**ALL ELECTRIC URNS, COFFEE MACHINES AND SPACE HEATERS ARE BANNED,** due to overloading problems. Small electric kettles and microwaves are permitted. It is **ESSENTIAL** to indicate power requirements on the application form. All power outlets have 10amp breakers fitted. Exhibitors are to provide their own onsite extension cords (max 15m). All cords and appliances **MUST** meet appropriate safety standards, **WITH CURRENT TEST TAGS ATTACHED.**

## Public Liability Insurance

## Premium Site Surcharge

Corner sites on inside rows in pavilions are regarded as "premium sites" due to increased passing foot traffic and attract a 20% surcharge above the normal site fee.

## Public Address Advertising

Advertising over our public address system is available for the duration of the Field Days. Two (2) x 30 second advertisements per day per exhibitor will be allowed. Further details and costing are on the application form. Free advertisements are available to announce on-site demonstrations.

Public Liability is incorporated within the site fees.

## Ramp

A public loading ramp is available 24/7. Please refer to the map on page 8 for the location.

## Safety Watch

All personnel and vehicles must be off site each night by 6pm. Safety Watch will then commence until 7am each morning, starting Monday 13<sup>th</sup> Aug, to Friday morning 17<sup>th</sup> Aug. Exhibitors are responsible for their site security from 7am to 6pm daily.

## Services

The following services can be arranged at the Field Days office. Advance bookings are required.

- NO CHARGE - Machinery Washing Facilities  
- Rubbish Collections  
- Water  
- Cranes  
- Forklifts  
- Post Hole Digging

## Site Sharing

It is essential to list other exhibitors on your site on the application form. This assists us with exhibitor listings and advertising, contacts, etc, and reduces enquiries at our office during Field Days. Exhibitors who have other firms on their site must ensure that the firm concerned is entered on the Site Application Form. A site sharing fee of \$70.00 (GST inclusive) per additional exhibitor applies and payment must be made to the Eyre Peninsula Field Days Inc. as requested via Tax Invoice.