



2023 Elmore Field Days

General Interest Pavilion Exhibitors Exhibitor Information

Tuesday 3rd, Wednesday 4th &
Thursday 5th October 2023

(03) 5432 6176 | info@elmorefielddays.com.au | www.elmorefielddays.com.au

Community Bank
Elmore, Lockington
and Rochester

 Bendigo Bank

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NEWS

TRIPLE M

GENERAL INTEREST PAVILION - EXHIBITOR INFORMATION

KEY INFORMATION

Things you need to do:

- Ensure all staff on your site have been given a copy of this exhibitor information.
- Check that you have ordered enough exhibitor passes. Additional passes can be ordered through the office.
- Ensure that all electrical equipment and leads on site are tested and tagged.
- Have a copy of your Site Safety Plan and Certificate of Currency on your site.
- Organise your marquee and any tables, chairs etc. through a hire company of your choice / or supply your own.

Opening Times

3rd, 4th & 5th October 2023

The public entrance gates will be open from 8:30am to 5pm each day.

Exhibitor entrance gates will open at 7am.

Sites must be staffed and operating for the hours of 8:30am – 5pm during the event. Sites must remain intact until 5pm on Thursday 5th October 2023.

Bump In - Set Up

Site Access

- Access to the General Interest Pavilion for bump in is available from Monday 2nd October, from 8am.
- Vehicles are not permitted to enter the pavilion.
- If you are not able to set up your site on the Monday, it must be completed on Tuesday morning by 8:30am.
- The pavilion will be accessible during the event to exhibitors from 7am – 5:30pm.
- A crane and forklift service is available if required, please contact the office for information.
- During the event Exhibitor Entrances will be open at 7am each day (public entrance gates open from 8:30am-5pm).

Site Boundary

- All exhibitors must confine their displays and equipment within the boundaries of their allocated site.
- In the interest of public safety and to maintain the standard of this event, the Committee reserves the right to remove all goods outside the site boundaries.

Unloading

- Vehicles are not permitted to enter the pavilion.
- Beware of overhead power lines and underground services.
- Site maps including location of underground lines can be obtained from the office.

Bump Out - Pack Up

Pack Up

- Your site must not be vacated and equipment must not be removed until after 5pm on Thursday 5th October 2023.
- Exhibitors are required to occupy & 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 Elmore Field Days approval) the Elmore Field Days has the right to decline or not accept an application from that business for future events.

Bump Out

- Following the event all equipment and material must be removed from site by 15th October 2023
- Elmore Field Days staff, committee and volunteers may have to move exhibitors' equipment and materials at the exhibitor's risk if not moved from site by the bump out date of 15th October.

GENERAL INTEREST PAVILION - EXHIBITOR INFORMATION

Contact

Elmore Field Days Office

Hours: Bump in to Bump Out 8am - 5pm weekdays, and 9am - 2pm weekends.

Ph: 03 5432 6176

Email: info@elmorefielddays.com.au

Website: www.elmorefielddays.com.au

Covid-19

The Elmore Field Days Event will operate under the Victorian COVID Guidelines and restrictions in place at the time of the event.

It is the responsibility of the exhibitor to ensure their site and all staff are meeting any current guidelines and restrictions.

Equipment

Elmore Field Days do not provide any equipment for sites. Exhibitors must provide their own tables, chairs, panels, etc.

Indoor Sites: please note the site provided is just a space on concrete. It is up to the site holder to bring equipment required such as tables, chairs, dividers or marquees.

Announcements - Public Address System

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

ATM's

ATMs are available on site during the field days, please see the program for location.

Awards

Exhibitors are automatically entered into the below site award (based on their site location). No entry form is required. Exhibitors sites are judged throughout Tuesday and Wednesday morning.

Annual exhibitor awards are held to reward the high standard of professionalism and quality displays.

Betty Childs Memorial Award - Best Display in General Interest Area sponsored by Peat's Office

Equipment

Judged according to the following;

- Maintaining a tidy, attractive display site that is well managed and appealing to the public
- Adherence to conditions that apply to exhibits, including safety regulations and site boundaries

GENERAL INTEREST PAVILION - EXHIBITOR INFORMATION

Cancellations

Exhibitor site cancellations.

Exhibitors must advise of their cancellation in writing to the Elmore Field Days.

Cancellations received 30 days or more prior to the Elmore Field Days will attract a cancellation fee of 25% of their site fee.

Cancellations received 30-21 days prior to the Elmore Field Days will attract a cancellation fee of 50% of their site fee.

Cancellations received within the 20 days prior to the Elmore Field Days will forfeit of 100% of their site fee.

If an exhibitor cancels their site, they are not guaranteed a site for the next event.

Cash Exchange Services

The cash exchange services window will be operating next to the office from 11am – 2:30pm each day of the Elmore Field Days.

Co Exhibitors

Exhibitors wishing to display other companies on their site must ensure the companies are registered, approved by the Elmore Field Days and pay the applicable fee. The Elmore Field Days may refuse to allow a co exhibitor on site if they are not registered or do not meet the criteria. Co exhibitors can be registered through the registration process or by calling the office.

Please be advised that any business not registered as a co exhibitor on your site will not be covered by the Elmore Field Days public liability insurance.

Dangerous Goods Storage

Exhibitors are reminded to display the necessary warning signs to comply with the 1985 Dangerous Substances (placarding of workplaces) Regulations.

Damage to sites

Exhibitors shall be responsible for the repair and/or costs for any damage to site, water pipes and electricity cables running through their sites along with heavy damage to the surface.

Dogs

Due to Occupational Health and Safety, we have a No Dogs Permitted policy on site. Exceptions may be made for Personal Assistance Dogs, please contact the Elmore Field Days Office.

Emergencies and First Aid

Ambulance, Fire & Police – 000. Elmore Field Days 5432 6176. First Aid is on site during the event.

Internet

Telstra install a communications tower on site during the event. It is up to exhibitors to ensure they have appropriate mobile EFTPOS devices if required.

Inwards Goods Depot

The Elmore Field Days offers exhibitors a service to enable restocking of sites during the Field Days when movement is restricted due to public safety. The Inwards Goods Depot and site delivery service is setup at Gate 5. Goods may be delivered to this depot during the day.

Liquor License

Exhibitors selling liquor on site are responsible to apply for their own liquor license. A copy must be submitted to the office prior to the field days.

GENERAL INTEREST PAVILION - EXHIBITOR INFORMATION

Parcel Pick Up Service

For the benefit of exhibitors and patrons, a Parcel Pick Up (PPU) service is provided by volunteers to convey larger or bulky items off site to buildings located adjacent to the entry/exit gates where they can be collected by visitors for transfer to their vehicles:

- The West Depot is located at the junction of 1st Ave & Corop Drive between Gates 1 & 2
- The East Depot is located at the north end of 10th Ave opposite the General Interest Pavilion
- Both depots are adjacent to the Public Car Parks
- To take advantage of this service, the exhibitor must obtain a PPU Service Delivery Docket Book from the PPU Office (Site No. 417 at the corner of 3rd Ave & Burnewang Drv)
- Parcels are picked up and delivered to the Parcel Pick Up Depot where goods will be stored until the purchaser on presentation of their docket can then take delivery of their good.
- A small fee of \$2 is charged to the user
- This Parcel Pick Up Service will operate between 11.00am and 5.00pm each day
- NOTE: 50 KG is the maximum weight this service will collect (for OH&S reasons this will be strictly enforced)

Passes

Exhibitor Passes

- Exhibitor Passes are online this year.
- No free passes are issued.
- If you require more passes please contact the office to purchase.
- Passes can be purchased at the office during bump in.
- The cost of a three-day exhibitor pass is \$25.
- If you do not have an exhibitor pass for that day normal daily admission charges will apply.
- There will be no refunds.

Exhibitor Car Park

- Exhibitor vehicles are allowed in the static area ONLY before 8:30am and after 5pm of each day of the event (vehicles displaying exhibitors car park passes must be off the static display area by 8:30am)

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Photocopying

Photocopying services are available at the office at a cost.

- A4 Black & White 10c
- A4 Colour 20c
- A3 Black & White 30c
- A3 Colour 50c

Power

All leads and electrical equipment are required to have current test and tag certification. The Elmore Field Days electrician will be available to test and tag leads and equipment (at a cost) prior to the commencement of the field days. Exhibitors and their contractors need to be aware of underground and overhead cables. Please check with the Elmore Field Days office before digging or driving posts into the ground. Power is indicated with red lines on the site, please contact the office for a map. Any persons damaging power cables will be liable for the cost of repairs.

Access to one 15A single phase power outlet is included with your site. All outlets are individually protected and switched by combined residual current device and miniature circuit breaker (safety switch). Additional 15A and 3 phase 32A or 20A outlets are required to be ordered during the online registration. Access is available from your nearest point of supply with extension leads and earth leakage protect portable boxes, the responsibility of the exhibitor.

Please note the following two points:

1. All extension leads brought onto site must be a minimum of 25m in length, heavy duty, sheath and approved and tagged by a qualified electrician in order to be utilised legally on site.
2. All earth leakage protected portable power boxes brought onto site must be approved and tagged by a qualified electrician in order to be utilised legally on site.

Overloading of outlets could mean the disconnection of power to the exhibitor's site.

Public Liability Insurance

All exhibitors must hold their own Public Liability Insurance with an indemnity of no less than \$10 million covering them against an occurrence attributable to their activities or the activities of any person whom they are directly responsible. An exhibitor who chooses not to have this insurance will not be allocated a site.

Raffles & Showbags

All games of chance and raffles where tickets are sold are not permitted without prior application in writing to the Elmore Field Days Committee and approval. The Elmore Field Days may in its absolute sole discretion refuse any application.

The sale of showbags by any exhibitor not permitted without prior application in writing to the Elmore Field Days Committee and approval. The Elmore Field Days may in its absolute sole discretion refuse any application.

Safety

All exhibitors must complete and provide the Elmore Field Days with a site safety plan. Failure to submit may result in your site not being permitted to operate.

Exhibitors must make employees, volunteers and contractors 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.

All exhibitors and their employees/volunteers must abide by the Occupational Health and Safety Act. Your exhibitor site is considered an extension of your workplace. Exhibitors have responsibility for the safety of staff and visitors to your site.

Beware of overhead power lines and underground services. Site maps indicating the location of underground power and services can be obtained from the office. Please request maps before digging. The exhibitor will be responsible for any damage incurred.

Knives are not permitted to be sold to people under the age of 18.

All exhibitors will be required to follow directions by our committee safety and covid officers.

All onsite incidents need to be reported to the office and an incident form needs to be completed.

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Security

The Elmore Field Days will not be held liable for any loss or damage to the exhibitor's property while on the site. However:

- A security firm is employed to guard the site overnight commencing 28th September to 8th October.
- The site area will be cleared of all personnel by 7pm each night. The public are asked to vacate the Static Display Area by 5pm each day of the event. Exhibitors and personnel are required to clear the site by 6:30pm.
- No overnight camping or after-hours presence of exhibitors or the public is permitted.

Police and emergency services are available on site during the event public hours.

Signage & Display

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).

In the interest of public safety and to maintain the aesthetic standard of the event, the Elmore Field Days reserves the right to remove or relocate all goods located outside the site boundaries.

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 within the boundary of their allocated site.

Streattrader

Streattrader is an online database where temporary and mobile food vendors can register/notify their activities with their principal council in Victoria. All exhibitors selling food are required to have approval from Streattrader and provide their Streattrader number.

Terms & Conditions

Terms & Conditions can be found in the prospectus on our website and must be adhered to. Exhibitors agree to the terms and conditions when registering for the Elmore Field Days.

Waste Collection

Rubbish bins are provided and emptied daily. At any time you require additional bins please contact the office. Exhibitors are asked to assist by separating cardboard, plastic or timber where possible. There will be signed areas for these recyclable products.

Water

Non potable water is available at each power outlet. Exhibitors are required to provide their own hose and fittings. Water for tanks and troughs is available and can be ordered during the registration process.

Tank water taps are available and marked at catering sites.