

## Murrumbateman Field Days 2009

### TERMS, CONDITIONS AND GROUND RULES

The conduct of this annual event has required the development of some basic procedures and rules. They are as follows :

#### 1. Site Allocation

- 1.1. Site allocation for all exhibitors will be at the discretion of the Field Days Management. Site fees will be refunded to unsuccessful applicants
- 1.2. Last year's site holders will be sent an email link to our website for the prospectus and application forms in March/April. In order to obtain priority for their previous site, they should return the completed application form and full site fee (deposits will not be accepted) before June 15. After this date, the site will become available to other exhibitors. No exceptions.
- 1.3. As the area used for the Field Days is limited, products relating to rural and environmental issues will be given first priority.
- 1.4. Allocation commences in July for new site holders. We recommended applications be sent to this office as early as possible to enhance prospects of occupying preferred sites.

#### 2. Insurance Requirements

- 2.1. All exhibitors accept all liability arising from their operations and equipment during the Field Days event.
- 2.2. Exhibitors are required to provide a certificate of currency as evidence of such insurance with their booking application.
- 2.3. Insurance against loss or damage, regardless of cause, is the responsibility of individual exhibitors. Field Days management accepts no liability for any such loss or damage.

#### 3. Accommodation

- 3.1. No person is permitted to stay on site overnight. We recommend you book your accommodation as early as possible. For further information please contact: Yass Valley Visitor Information Centre, on 1300 886 014, [www.yass.nsw.gov.au](http://www.yass.nsw.gov.au) or Canberra Tourism on 1300 733 228, [www.visitcanberra.act.gov.au](http://www.visitcanberra.act.gov.au)

#### 4. Free sites

- 4.1. Any free sites (i.e. no site fee payable) allocated shall be at the discretion of the Manager. Occupiers of these free sites are for information ONLY and are not permitted to carry out any commercial activity.

#### 5. Sub-Letting

- 5.1. Exhibitors are NOT permitted to sub-let any part of their sites without prior approval of the Field Days management. All exhibitors found site sharing will be asked to leave the grounds and forfeit their site fee.

#### 6. Exhibitor Site Access, Set Up and Vehicle Use

- 6.1. All exhibitors must use the main entrance off Murrumbateman Road at all times.

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- 6.2. All exhibitors must set up their sites between the hours of 7.00am and 9.00pm on Friday. Exhibitors are required to have their exhibits/displays operational before 8.00am on the Saturday.
- 6.3. On arrival, all exhibitors must be displaying their car entry pass. Additional exhibitor passes can be purchased @ \$10.00 per pass prior to the event or at the main office on the day.
- 6.4. Access to the Field Days Ground will be available from:  
**Friday** – 7am -9pm. Site lock down 10.00pm  
**Saturday** – 6.00am -7.00pm. Site lock down 7.00pm (pass required)  
**Sunday** – 7.00am -7.00pm. Site lock down 7.00pm (pass required)
- 6.5. Outside of these hours, the site will be locked down and no person shall be permitted on the site whilst it is locked down.
- 6.6. Only vehicles that form an integral part of the exhibit are permitted to remain on the site. All other vehicles are to be removed to the designated exhibitor parking areas before 7.45am each day.
- 6.7. IMPORTANT: We have an obligation to keep the site safe and free of unnecessary vehicles and to restrict vehicle movements. During the times the site is open to the visiting public there is to be NO VEHICLE ACCESS OR MOVEMENT (emergency and service vehicles exempt)

### 7. Loading Ramp

- 7.1. The loading ramps are available until 7.00am Saturday. Exhibitors requiring use of the ramp after this time are to make the necessary arrangements through the Administration Office.

### 8. Powered sites

- 8.1. All exhibitors occupying sites specified as “powered” must pay the scheduled rate for powered sites regardless of whether the power is used or not. **Electrical power is to be used ONLY by the exhibitors who have booked powered sites.**
- 8.2. **Exhibitors must supply their own tagged power extension leads which must meet the Australian Standards requirements. A safety inspection will be carried out during the Field Days to ensure tags are current.**
- 8.3. Please identify your power extension lead with your name and site number. If you intend to operate equipment that is sensitive to fluctuations in the electrical power supply, you are advised strongly to use power-conditioning equipment.
- 8.4. All enquiries concerning electrical power are to be directed to the Administration Office.