



**MFD**

**MURRUMBATEMAN FIELD DAYS  
21 – 22 OCTOBER 2023**

**EXHIBITOR INFORMATION**

**[MFDAYS.COM.AU](http://MFDAYS.COM.AU)**

## IMPORTANT DATES

<b>Wed. 1 March 2023</b>	<b>Applications open. Early bird pricing starts. Go to <a href="http://mfdays.com">mfdays.com</a></b>
<b>Fri. 31 April 2023</b>	<b>Earlybird pricing finishes.</b>
<b>30 May 2023</b>	<b>New and relocated applications allocated. Allocation email and exhibitor passes sent via email.</b>
<b>Tues. 1 August 2023</b>	<b>General Public admission tickets on sale</b>
<b>Wed. 18 October 2023</b>	<b>MFD open for set up with security onsite from 7.30pm Permission required for earlier set up, no security available before this date.</b>
<b>Fri. 20 October 2023</b>	<b>All sites to be completely set up by 8.00pm. Saturday morning set up is not permitted. For extenuating circumstances, you may seek permission from MFD Management to set up on Saturday. Set up must be completed by 7.30am.</b>
<b>Sat. 21 October 2023</b>	<b>MFD opens 8am, closing 5pm. NO vehicle movements.</b>
<b>Sun. 22 October 2023</b>	<b>MFD opens 8.00am, closing 4pm. NO vehicle movements</b>

## CONTACTS



Website: [www.mfdays.com](http://www.mfdays.com)  
 Email: [admin@mfdays.com](mailto:admin@mfdays.com)  
 Phone: **02 6227 5895**  
 Address: **19 East St, Murrumbateman. NSW 2582**

## **The Booking Process**

Applications are completed online, preferably after you have read this booklet. Once your booking has been received, an invoice will be issued. Once payment is received, your site will be allocated based on

- Previous year's attendance – if received during earlybird
- Type of business
- Site requested
- Availability of sites

Please answer all questions in the application and check the agreement to Terms and Conditions on the last page. Failure to do so will mean an incomplete application. The application will time out if left idle for an amount of time. If this happens, you will receive an email to complete it. There is no need to start again.

You must have current public and products liability (minimum \$10,000,000) to exhibit at Murrumbateman Field Days, and a current copy of your Certificate of Currency will need to be submitted either with your application or via email to [admin@mfdays.com](mailto:admin@mfdays.com)

A site safety plan must also be submitted. This can be downloaded from the exhibitor page on our website, and can also be uploaded with your application or sent via email to [admin@mfdays.com](mailto:admin@mfdays.com)

You will not be granted access to your site if these documents are not submitted.

## **Terms and Conditions**

Our **T's and C's** are available on the exhibitor page of our website. We strongly recommend you read through these BEFORE you complete your application. This will give you time to fully understand what you are agreeing to when you hit the 'submit' button. Below is a list of some crucial points in the terms and conditions, and some general, helpful information.

- Cancelled bookings will receive an invoice with a cancellation fee of \$150 which must be paid. Refunds are not guaranteed, so please do not book if you are unsure whether you can attend.
- All sites are outdoors and include a marked site only. You must supply all shelter and furniture if required, and ensure it appropriately protects your stock/products from any weather and overnight.
- Whilst we have an amazing ground crew, they are often busy before, during and after the event and may not have time to help you, so please make sure you are able to set your site up on your own/with your staff.
- Vehicles MUST be removed from your site unless they form part of your exhibit. This includes vehicles used for storing stock unless they are branded with your business details, and they must fit entirely within your site boundary.
- Stock/products and displays must also fit entirely within the marked boundary of your site.
- If you have booked a powered site, please make sure you have a minimum 20m extension lead and that it has a current/valid test tag.
- There is no cash kept onsite by Murrumbateman Field Days. We are unable to help with change for your float, please have this organised before the event.
- Pets are not allowed on the site at any time during the Murrumbateman Field Days.
- Due to safety concerns with our helicopter flights, we no longer permit balloons as decorations/give aways.

## **Site Set-Up**

Exhibitors are required to have their sites set up by 8.00pm on Friday night and all exhibitors must leave the site before 8.30pm. The site will then be locked down for the night. Security will be onsite from 7.30pm Thursday 19<sup>th</sup> October 2023. There is a very small window for set-up to occur on Saturday morning for 3m x 3m sites only, however

this will need to be arranged with management well beforehand and must be completed by 7.30am on Saturday. After this time there is no opportunity to set up, and site fees will be forfeited.

The Field Days site will be locked down at 7pm on the Saturday and Sunday nights and all exhibitors must leave the site before these times.

The Murrumbateman Tennis Club will be offering food and drinks for sale on Friday 20<sup>th</sup> October in front of the Recreation Hall from 9am – 2pm.

### **Services**

- Forklift service
- Water delivery
- Rubbish Collection
- Parcel Pick Up (fee applies)
- Site Minding Service
- Online exhibitor Directory – see below
- Free Camping – primitive and weather dependent

### **Online Exhibitor Directory**

Exhibiting at Murrumbateman Field Days gives you access to our Online Exhibitor Directory where you can showcase your business products and services. It comes with basic contact information for your business and will require some input from you to make your listing as informative and appealing as you wish. Once your application is completed with payment, you will receive information on how to access your site.

### **Onsite Free Camping**

Weather depending, we will have an area set up for free camping. Please let the office know if you intend on using this area. Facilities are limited, a toilet, no showers, and no power. The area is outside the Field Days security fencing and with no access to sites out of hours. If we have received substantial rain, the area becomes boggy and unusable. For more certainty, yass showground has sites available for a \$20 per night flat rate and includes use of showers, power and water. For more information <https://www.yassshow.org.au/camping>

### **Internet Connection**

Connection in Murrumbateman is patchy at best. During the Field Days we invest significantly in additional networks and the Telstra COW. After the complete failure of the network in 2022, we have been working closely with YLess4U to develop a system that can meet the demands of each of our exhibitors to ensure you can stay connected throughout the entire weekend. We have a solution, a plan and the means to complete this ready for the event in 2023. We are also in consultation with Telstra, to try and improve the coverage in Murrumbateman as a town, as well as, and especially, during the Field Days.

It is highly recommended that your payment gateway can work on various networks, and ideally can be logged into a private network that we will have set up solely for exhibitors. Your bank should be able to provide you with information on how to best achieve this.





# MURRUMBATEMAN FIELD DAYS

We thank you for your continued support!

