



EXHIBITOR INFORMATION 18-19 OCTOBER 2025

Welcome to the 47th Murrumbateman Field Days

IMPORTANT DATES

BUMP IN/OUT

Saturday 1 March 2025	Applications open. Earlybird pricing starts 50% payment deposit required on booking	Wednesday 15 October 2025	Security gates in place, exhibitors must be off site by 7pm, Gates will be locked at this time
Wednesday 30 April 2025	Earlybird pricing ends.	Thursday 16 October 2025	Bump In from 7am Security personnel onsite from 8pm Earlier bump-in permitted, no security before this date
From 1 May 2025	Site allocations start	Friday 17 October 2025	Security gates open for exhibitors at 6am ALL sites to be set up by 8.30pm
Monday 2 June 2025	2nd Payment due (25%)	Saturday 18 October 2025	Security gates open for exhibitors 6am Visitor Gates open 8am, closing 5pm NO vehicle movements during this time
Friday 1 August 2025	General Public tickets on sale	Sunday 19 October 2025	Security gates open for exhibitors 6am Gates open 8.30am, closing 4pm NO vehicle movements during this time
Monday 1 September 2025	Deadline for advertising in the event program Final payment (25%) due	Monday 20 October 2025	Gates open and on site security ceases 6am

CONTACTS

Murrumbateman Field Days Manager: Tom White

Promotions Manager: Sam Sainsbury

Bookings and Administration: Kylie Cvitanovic



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Address: 19 East St, Murrumbateman, NSW 2582

Website: www.mfdays.com



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The Booking Process

Applications are completed online. Once your booking has been received, it will be reviewed and if approved, 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 (for the 18th and 19th October as well as coverage for bump in and out) public and products liability to exhibit at Murrumbateman Field Days, and a Certificate of Currency will need to be submitted either with your application or via email to 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

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

During the Field Days, the management team will be identifiable in royal blue-coloured shirts with the Murrumbateman Field Day logo, volunteers will be in hi-vis 'VOLUNTEER' vests. We are all here to make sure you have a successful and enjoyable weekend. Please always remain respectful and calm to our staff and volunteers. Aggressive behaviour, yelling, threatening, or general rudeness will not be tolerated. Our staff and volunteers have been given these instructions also.

Marquee Hire

All sites are outdoors, and we recommend placing a shelter to protect you and your staff from the weather. Barlens Event Hire in Canberra are used by many exhibitors at Murrumbateman Field Days and offer a discount of 10% for bookings placed before September. Contact Frank at frankbatticciotto@barlens.com.au for more information.



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Wi-Fi Connection – Exhibitors

YLess4U delivered on their promise to provide a network capable of handling the demands of all exhibitors in 2024, and we have engaged them again for this year's event. We are grateful to have a team so dedicated to ensuring our exhibitors are connected and serviced by this network. A team from YLess4U are onsite during the weekend at site B51-52

A reminder that this is a network exclusively for exhibitor use and it is therefore important that your EFTPOS and POS equipment has the functionality to connect to it via wifi. Devices that only rely on cell signal with a sim card and don't have wifi capability, will not be able to connect to our network, and you will need to rely on your providers signal in the area (Telstra/Optus etc.) If you are unsure whether your EFTPOS machine has wifi capability, please ask your bank, or see the user manual for your device. Log-in information for the network will be available closer to our event.

We now have fibre connected for the Telstra Cell-On-Wheels and will provide this service again in 2025.

We will also have one or two ATM2Go machines set up to provide cash.

Exhibitor / Vehicle Passes

You can choose to have your tickets available for collection from the Field Days Office at bump-in by ticking the '**collect printed ticket**' option on the application. Otherwise, your tickets and passes will be emailed to you with your site allocation. Forgotten/lost tickets will cost **\$15** to re-print at the office during bump-in so remember to check your email and print your tickets. They can also be scanned at the gate directly from your phone/device.

If you drive onto site on Saturday or Sunday, you **MUST** have your vehicle pass displayed and visible on your dashboard, and exhibitor passes for everyone in the car ready to be scanned.

NO PASS = NO ENTRY

Site Set-Up

Bump in dates and times are in the table on page 1. These times must be adhered to.

There is a very small window for set-up to occur on Saturday morning, (small sites only) however this will need to be arranged with management well beforehand and must be completed by 7.30am Saturday 18th October. Re-stocking can occur at this time as well. After 7.30am there is no opportunity to set up, and site fees will be forfeited.

The Field Days site will be locked down at 7pm on Saturday and 9pm Sunday nights and all exhibitors must leave the site before these times.

Your site must remain open for trading for the entire time that we are open to the public. **8am-5pm Saturday and 8am-4pm Sunday.** Any exhibitor found starting late or finishing early will not be invited to return in the future.

The Murrumbateman Tennis Club will be offering food and drinks for sale on Friday 17th October from 9am – 2pm.

Marketing Opportunities

- Exhibiting at Murrumbateman Field Days gives you access to the 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. The online Directory is live from 30 May and will stay online until March 2026. Your username is the contact email listed in the application.
- The Murrumbateman Field Days printed program is distributed throughout the Yass Valley and the ACT in the lead up to the event, and at the gates on the weekend. There are advertising/article opportunities, please let us know in the application if you would like to receive information regarding the program.
- Consider including Murrumbateman Field Days information and your site no. on outgoing correspondence and on social media.

Murrumbateman Field Days provides the space for you to demonstrate/sell/promote your products and services, and our staff put on a lot of effort to ensure a large and diverse range of visitors for you to engage with. How you interact with these visitors is up to you. We strongly suggest you develop a plan for the weekend to ensure the most successful outcome for your business. There is a list useful tips listed below

Tips for a Successful Show

- Set goals and objectives. Communicate this thoroughly, well in advance, with your staff.
- Prepare for success and contingencies, anticipate questions and your responses.
- Practice any demonstrations beforehand.
- Be friendly, approachable, and enthusiastic about your business to create a positive experience for visitors.
- Communicate clearly through your site design, ensure visitors can identify in a few seconds your company name and the products, services, and solutions you offer.
- Create an engaging display. Design a visually appealing layout that will encourage visitors to come in and get to know your business.
- Coordinate your staff to be immediately identifiable and stand out as employees.
- Use bold, concise graphics to answer the following questions “Who are you? What are you selling? Why should customers buy from you?”
- Provide interactive elements. Games, demonstrations, or hands-on activities to engage with visitors will make your site memorable.
- Offer branded promotional items or samples through giveaways or a competition.
- Enjoy yourself.

Livestock

If you are displaying livestock, please make sure your they are properly contained and have adequate shelter, food, and water for the duration of the Field Days. For the health and wellbeing of your livestock, other exhibitors and the public, waste and contaminated bedding must be cleaned up in a timely manner.

We, again, have Matt Baker providing water to our livestock sites. There will be a water drum at your site, please contact the office **BEFORE** you run out of water.

Electrical leads/boards

If you have a powered site, you must supply your own power lead, minimum 20m in length. Please note that the 1m wide strip at the back of your site **MUST REMAIN CLEAR**. This area is for exhibitors to run their power leads to the distribution box, and it does not form part of your site. All electrical leads used on your site must have current test & tag stickers and be appropriately used. There will be an electrician on site on Friday to conduct test-and-tag, for a fee. OH&S officers constantly patrol the event to ensure compliance is met.



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Forklift Service

A forklift is available to help with the set-up and pack-up of heavy items. The forklift has a safe lift capacity of 3t. If you have something heavier, you will need to organise alternative crange. Our operators will only lift within safe limits, do not ask them to breach this. Please contact the office [on your arrival](#) and you will be placed in the queue for unloading. Please be patient with our forklift crew, with three (3) in operation and sometimes upwards of fifty exhibitors requiring assistance, there may be a bit of a wait.

For Sunday afternoon pack down, our forklift drivers have a list of exhibitors who require their assistance. The list is generated through our booking software and is in no particular order.

Rubbish and Recycling

All exhibitors are responsible for the cleaning up of their sites. You will be given TWO large garbage bags for use during the Field Days. If you require more, please ask at the office. Cardboard boxes are to be flattened and piled next to the garbage bags at the front of your site. These will be picked up by the Rural Fire Service (RFS) – once in the morning and once in the evening.

Excess rubbish can be dropped at the Waste Transfer area opposite VG2. For a \$50 tax deductible donation to the RFS, we can arrange an additional rubbish pick-up from your site during the weekend until 3pm on Sunday. To arrange this service, call the office. If you require a receipt, please speak to the RFS officer collecting your rubbish.

There are penalties for leaving rubbish behind on your site.

Parcel Pick up Service

The Sutton Primary School P&C will be offering a delivery service again this year. This service is organized by YOU for your customers. The phone number is **0490 907 381**. Please remember to update this number in your contacts. It will be the contact number for the foreseeable future.



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Site Minding Service

Proving successful in previous years, we will continue to offer the site minding service. This is for those exhibitors who find it difficult to duck away for a toilet or snack break due to employee numbers. Sessions will be limited to approx. 15 minutes, and with limited volunteers available, pre-booking will not only be appreciated but may be a necessity. If you think this is a service you might want to use, please give the office a call at your earliest convenience.

Onsite Free Camping

There is a free camping area set up near VG6 for those exhibitors wanting to camp. Facilities are limited, a portable toilet, and no power. We will provide access to the showers in the Amenities building at the NE corner of the oval from 6am – 7.45am Saturday and Sunday. The camping area is outside the Field Days security fencing and with no access to sites out of hours. There is strictly no camping within the fenced Venue.

A 20-minute drive will get you to the Yass Showground where they have powered sites, toilets, and shower facilities for \$25 per night. <https://www.yassshow.org.au/camping>

Murrumbateman Country Inn

Just across the road from the Murrumbateman Field Days is our wonderful local pub, The Murrumbateman Country Inn. Family friendly, with great food, an open fire and live music on both Friday and Saturday nights. They offer a courtesy bus back to the Camping Area and are open late.