

Exhibitors Information & Rules

PO Box 58 Winton Phone 03 2367200 email sfd@farmside.co.nz www.southernfielddays.co.nz



1. EXHIBITS

While the main attraction of the Field Days is the machinery demonstrations, exhibits pertaining to primary production of other commodities such as services, fencing, veterinary services, chemicals or workshop tools are encouraged.

2. EXHIBITORS

Applications to exhibit must be made on the site contract. Closing date for the return of site contracts is 14th November 2011. Payment must accompany the site contract. A 10% penalty will be charged on late payments. GST invoices will be forwarded to confirm your booking. Sites will be allocated on a first in, first served basis.

3. INSURANCE

All exhibitors must have public liability insurance cover. The committee will not be responsible for any claim.

4. CATALOGUE

Full or half page advertisements are accepted for inclusion in the official catalogue. The catalogue will be printed in 12,000 copies and distributed free to all visitors. Exhibitors are encouraged to take full advantage of this service.

Rates:

Full Page (170 x 100mm)	\$355.00
Half Page (80 x 100mm)	\$250.00
Back Page Cover	\$500.00
Inside Front & Back Covers	\$450.00

Copy for advertising in the catalogue must be into the Secretary by 2 December 2010.

5. SECURITY

Security will patrol the grounds on the nights of 13-20 February 2012. To assist with security those exhibitors who have power on their site are requested to leave a light on in their marquee overnight. Security will cease at 5.00 pm on 20 February 2012. Whilst precautions are taken, the Southern Field Days will not be held responsible for any loss or damage of goods while on site. Security is supplied by Gore Security Services, 027 285 6405, if you would like to have security for you site outside of these hours please arrange with them directly. After this the gates will only be open 9.00 am – 5.00 pm.

6. REFRESHMENTS

There will be a lunch available on site, and a licensed booth will be open for the duration of the Field Days. Lunch will be available on Monday 13 February and Tuesday 14 February for exhibitors who are setting up their sites.

7. NO STAYING ON SITE OVERNIGHT

Exhibitors are advised that staying onsite or in the car park area overnight during the Field Days is prohibited. This will be strictly enforced so as not to compromise the security arrangements we have in force to protect exhibitor's sites and guard against overnight theft.

8. HOURS

Open 9.00 am – 5.00 pm.

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9. **LOADING BANK**

A loading bank and front-end loader will be available on the site.

10. **ADVERTISING**

The Field Days will be extensively advertised throughout the South Island. The media will be seeking both editorial and advertising material from exhibitors. Advertising will be done through press supplements, regional publications, national farming publications, pamphlets to rural box holders, radio and television coverage. Considerable publicity can be obtained for new products that are being presented at the Field Days. Please let us know so we can use in press releases.

11. **POWER**

There will be a limited number of power sites available. These will be allocated by the committee in the order the contracts are received and the committee reserves the right to decline requests once supply is fully allocated. Late power requests may incur additional costs. Power supply is single phase.

Exhibitors requiring 10 amps at a cost of \$320.00 can run:

1 Video or
1 Computer or
1 Heater or
1 Urn

Exhibitors who exceed 10 amps at any one time are required to pay \$440.00 for 20 Anps and over. 3 phase power is available at a cost of \$620.00 Exhibitors will be monitored during the event. Any exhibitor that exceeds their limit will be charged a penalty. Please bring your own power cords, RCD units and multiboxes, as power supplies are located at the back corner of your site. Exhibitors are prohibited from bringing their own generators on site. If you run any more than this at one time you will cause all the site holders around you to lose their power. The organizers have the right to inspect and disconnect any equipment causing overloading. Please make sure you keep within these limits to guarantee a continuous supply.

12. **SPECIAL REQUIREMENTS**

Please discuss any special requirements with the Secretary well in advance.

13. **ACCOMMODATION**

The Friends of Te Tipua School have available, Bed & Breakfast Home Stay Accommodation, central to the Field Days Site.

<u>Costs:</u>	Single/Twin	\$60.00 per person
	Queen	100.00 per couple

For further information contact: Debbie Smith – 03 9731955
Bronwyn Stevenson – 03 2306116 – geobron@slingshot.co.nz

14. **DAY PASSES**

There is a pass allocation included in the site fee for the site holders. Due to many requests, we are trailing this as a 3 day pass, which is transferable between your staff. Additional passes are available at \$7 per person per day, or \$20 for a 3 day pass. You will still require a pass for each person on your site to enter the gates. Passes will be collected or marked at the gate on entry to the Field Days each day.

Passes will be issued with information in January. No refund or replacement for passes lost or mislaid. Entry without a pass is \$10.00 per person per day, as there is no exception please make this clear to all staff on your site. Passes can be obtained from the secretary (03) 236 7200.

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15. **SUB-LETTING**

Site holders who invite other eligible firms or organizations to display on their site must ensure that the firm/organizations concerned complete and sign the sub License Registration form. This must be returned to the Field Days office no later than 25 November 2011. This will enable us to include these companies in the catalogue, site maps and all mail out information. A fee of \$50+GST is payable by either the Sub-License exhibitor or original exhibitor prior to the start of the Field Days. Approval of Sub-Licensee, their product and their positioning within the event is at the discretion of the Southern Field Days committee. Any exhibitor found to have a Sub-License exhibitor on their site and who have not complied with the above conditions will have the Sub-License exhibitor removed or the \$50+GST fee paid immediately, as it is in everyone's interest for us to be aware of the companies displaying on sites and listed for the public to find.

16. **DANGEROUS GOODS**

Exhibitors must comply with all regulations applying to the handling and storage of dangerous goods.

17. **EFTPOS MACHINE**

If you require eftpos machines for your site please contact Active Eftpos 09 3771340 or email glen@activeeftpos.co.nz.

18. **COVERED SITES**

It is advised to cover your exhibit at night, due to night time condensation. The covered sites are a walk through, so the use of microphones within the marquee are prohibited, because of collective noise pollution.

19. **DOGS**

Dogs are not permitted at the Southern Field Days with the exception of guide dogs. Please leave your dogs at home.

20. **FLYERS**

Flyers are **not** to be placed on any vehicles. Due to the workload of the cleanup process after the event, failure to comply will incur a fine of up to \$1000.

21. **ATTENDANCE FIGURES**

Visitors through the gates at the last field days was in excess of 26,000 over the 3 days and exhibitors over 600 sites.

22. **DISCLAIMER OF LIABILITY**

Should the Southern Field Days Committee find it necessary to cancel or postpone the Southern Field Days for any reason, the Field Days Committee shall not be liable to any exhibitor or any other person for any compensation, whether on the grounds of loss of profit or otherwise, in respect of such cancellation or postponement. No refund of any money paid will be made to Exhibitors in the event of the Field Days being cancelled or postponed.

23. **PAYMENT & CANCELLATION**

Payment for your site confirms your agreement to abide by and adhere to the rules and conditions set out by the Southern Field Day Committee. Payment for the site due in full by the invoice date or a 10% penalty charge and site re-allocation may apply. The committee reserves the right to re-allocate the site to another exhibitor if payment in full is not received by the due date.

24. **BANKING FACILITIES**

Eftpos is available at the office, where there will be a 'cash out' service. If you require eftpos or phone lines to your site please contact Active Eftpos on 09 377 1340.

25. **SPONSORSHIP**

If you would like to add exposure to your business please contact us for available Sponsorship options.

26. **EXHIBITORS SOCIAL HOUR**

In appreciation of your support, the committee in conjunction with Southern Rural Life will hold an Exhibitors BBQ at the Booth at 5pm on Tuesday 14th February.