

## EXHIBITING INFORMATION

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 20 October 2009. 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 10,000 copies and distributed free to all visitors. Exhibitors are encouraged to take full advantage of this service.

Rates:

Full Page (170 x 100mm)	\$352.00
Half Page (80 x 100mm)	\$242.00
Back Page Cover	\$550.00
Inside Front & Back Covers	\$435.00

Copy for advertising in the catalogue must be into the Secretary by 30 November 2009.

5. **SECURITY**

Security will patrol the grounds on the nights of 8-15 February 2010. 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 15 February 2010. 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 8 February and Tuesday 9 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 exhibitors sites and guard against overnight theft.

8. **HOURS**

Open 9.00 am – 5.00 pm.

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 \$300.00 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 \$420.00 3 phase power is available at a cost of \$600.00 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 bring their own generators on site

12. **SPECIAL REQUIREMENTS**

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

13. **ACCOMMODATION**

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

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

For further information contact Debbie Smith  
Phone 03 208 4591

14. **DAY PASSES**

Day passes will be available for exhibitors guests at \$7 from the Secretary, or at the office on site.

15. **SUB-LETTING**

No sub-letting is permitted at the Southern Field Days, where a number of distributors/agents are represented on participants stand, these distributors/agents should exhibit only those products/services they sell or distribute on behalf of the participant and not other products they might handle for non exhibitors. Final decisions will be made by the committee.

The organizers will check displays and where breaches in this rule occur the organizers have the right to charge the participant a full fee for each sub-letting. Only the official site holder can display signage outside the marquee.