



southern **FIELD DAYS**

waimumu - gore

12-13-14 FEBRUARY 2020



www.southernfielddays.co.nz

INFORMATION HANDBOOK FOR EXHIBITORS



**WANTING SIGNS FOR
THE FIELD DAYS?
WE CAN HELP**

4 Irwell Street Gore Email: signadd@esi.co.nz

Ph 03 208 6645

INFORMATION HANDBOOK FOR EXHIBITORS

We aim to have our event
run as smoothly as possible
for our exhibitors.

To assist you with your set
up we have put together
this directory listing of local
people that may be able to
assist you.

We have the answers
to some frequently asked
questions.



southern
**FIELD
DAYS**

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ACCOMMODATION

If you are unable to find a bed, try Te Tipua School who run a bed and breakfast booking service. These are locals who have offered accommodation. You will also be supporting a local school.

→ Kirsty Sprenger:
027 698 2928 / tetipuaapfta@gmail.com

ADVERTISING IN THE PROGRAMME

A letter will be sent to those of you who have booked advertisements. These adverts must be in and paid for no later than the 1 November 2019. Advertisements received after this date will not go in the programme. Advertising is limited – early application is advised.

- **Colour Full Page** (148 x 210mm + 3mm bleed on all sides) \$650.00
- **Colour Half page** (148 x 105mm + 3mm bleed on all sides) \$450.00

- **Colour Back Page Cover** (148 x 210mm + 3mm bleed on all sides) \$3000 First in basis

ALCOHOL

If you wish to have alcohol on your site and give it away to your clients – friends etc then you must fill out the Alcohol form on the website. This is not a great onerous task but it needs to be done. All alcohol must be contained on your site.

If you don't adhere to this, you will not be permitted to serve alcohol at the next Field Days and/or risk a total alcohol ban for your site.

AGRICENTRE

- It is in your best interests to cover your site to keep everything looking sharp for the next day.
- Peek Exhibition design and display fit out the building and will be in touch with each exhibitor prior to the event.

- The floor must be left as you found it.
- No banners to be hung from the roof.
- No banners to be hung on internal or exterior walls
- Microphones are prohibited

AGRICENTRE WALLING / PANELS

Below are the recommendations from Peek Exhibition who we have hired these from. Please respect them.

- These panels are Velcro Receptive.
- When attaching posters/display items to the walls please use hook strips or dots. Attach the hook Velcro firmly to the back of your poster/display item. The hook side will then attach securely to the panel wall.

To ensure the quality of our panels for you and future exhibitors, we ask that you respect the following requests:



Southern Fieldays - Waimumu

↑ NZ's largest supplier for your total event solutions for Southern Fieldays 2020

Contact our Continental team on 03 311 8194
Or email Dave - dave.laugesen@continentaleventhire.co.nz

Continental Event Hire is New Zealand's largest supplier of high quality marquees. As such we offer a wide range of marquee styles and sizes, but our service doesn't stop there. We also provide all your event essentials like generators, tables and chairs, lighting, sound gear, and even catering equipment.



Ph 0800 252 555 | www.continentaleventhire.co.nz

Auckland Fielding Nelson Blenheim Rangiora Christchurch Queenstown Dunedin

→ Please do not stick labels, tape, blue tack or anything with a sticky surface onto the panels

→ Please do not write, draw or paint on the panels

→ If using staples, please remove them carefully after use

→ Please refrain from using nails or screws on the panels. If absolutely necessary, then please use twin fast screws less than 30mm in length.

BEST SITE AWARD

The Gallagher Group Best Site award and Bowmar Trophy for Best Machinery Site will be awarded to sites that attract a large number of genuine enquiries, are active stands with demonstrations likely to attract attention, are tidy, are staffed efficiently and have fulfilled all their obligations. The award winners of both sections will receive \$500 off their next SFD site fees.

DATA

Data can be purchased from the Field Days office - please check the data map on our website to see if your site falls into that category.

Vodafone does not supply data.

DELIVERIES

→ Address is 575 Waimumu Road Gore.

→ Courier Deliveries to access the office via Gore Carpark down to Gate 2.

→ You must put your site number, local contact person and a contact number.

→ Your deliveries can be collected from the PA Modcom adjacent the office.

DOGS

The only dogs permitted on the Southern Field Days site are guide dogs and police dogs.

EFTPOS

During the Field Days Westpac, will operate an EFTPOS machine.

ELECTRICITY

There is a tool on our website to help you plan more precisely your power. If you want power, you must fill in the form and forward it to office@southernfielddays.co.nz

If you wish to run more items than initially planned, please contact us to purchase more.

Exhibitors who exceed 10 amps at any one time are required to pay \$550.00 for 20 Amps and over. 3-phase power is available at a cost of \$675.00. 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 multi boxes, as power supplies are located nearest to SFD Power Supply. All power cords must have up to date certification.

Peek Exhibition

design & display since 1927

Custom Design & Build • Hire Furniture • Signage & Graphics • Exhibition Walls
Queenstown 03 441 3552 • Christchurch 03 339 8361 • Auckland 09 377 0154

www.peek.co.nz

Exhibitors are prohibited from bringing their own generators on site. If you run any more than your allocation 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 and keep your neighbours happy.

Call outs will be charged to repeat offenders who overload.

Reusable waterproof boxes to keep your connections safe can be purchased from our office.

FENCING / LANDSCAPING

→ Heaps Landscaping 027 4443465

→ Fuller Fencing 021 376805.

→ Lawn Mowing Chris Kubala 0272080286

FLYERS ON VEHICLES

Flyers may be handed out in person during the Field Days but no flyers/pamphlets/booklets etc are to be left unattended anywhere other than your own site. Flyers are prohibited in the Field Days car park. Failure to comply will incur a fine of up to \$1000.

FOOD AND REFRESHMENTS

There will be lunch available on site and a licensed booth will be open for the duration of the Field Days. Lunch will be available on Monday 10 February and Tuesday 11 February for exhibitors who are setting up their sites.

Permission to supply food on these days is limited to non-profit organisations. If you wish to have food delivered or supplies for your BBQ please place an order with one of our suppliers in this directory.

FOOD REGULATIONS FOR SITE HOLDERS

Please use the below website for your information

→ If in any doubt, contact the Gore District Council on 03 2090330
<https://www.mpi.govt.nz/food-safety/>

FRIDAY DEPARTURE

You can leave from the car park at any time you like—However if you wish to pack up your site or bring a vehicle on site to pack up before 5pm then NO. Due to Health and Safety Regulations this is going to be strongly enforced. You will be advised when the site is safe for pack up.

GATE PASSES AND ENTRY TO SITE

→ These can be purchased from the secretary's office either one day passes or 3-day wrist bands. Additional passes are available at \$10 per person per day or \$25 for a 3-days.

DON'T MISS THE SOUTHERN FIELD DAYS TABLOID

Published on the 29th of January 2020

Booking Deadline: Wednesday December 11, 2019

Contact your advertising team further information:

Southland: Carla McDermott: 027 529 7177

Otago: Phillipa Standish: 027 4557 357

Sales Manager: Katherine McLennan 027 523 7075

Email srl@alliedpress.co.nz

Southern
Rural Life

Maximise
your marketing
budget!
Book your ad
today!



- All wristbands must be worn on the wrist and fitted firmly to the wrist before entering the Field Days
- One wrist band per person. (If you wish to have different people different days then we suggest you change your wrist band for daily passes)
- Replacement bands for broken bands can be purchased at the office.
- There is a pass allocation included in your site fee. Additional passes are available at \$10 per person per day, or \$25 for 3 days.
- You will still require a pass for each person on your site to enter the gates.
- Daily passes will be collected on entry to the Field Days.
- Passes will be issued in November. No refund or replacement for passes lost or mislaid.

- Entry without a pass is \$20.00 per person per day, as there are no exceptions please make this clear to all staff on your site.
- Passes can be obtained from the secretary:
e-mail: office@southernfielddays.co.nz
phone: (03) 207 2801 cell 027 236 7200.
- No tickets or wristbands will be posted or couriered after 10 January 2020
- Courier charges apply to all additional tickets.
- If wrists bands have been stapled or cellotaped they are then rendered null and void.
- Anybody falsifying gate passes or obtain entry illegally will be banned from the Field Days and incur a \$5000 fine.

GENERATORS

No private unauthorized generators on site.

HAY AND STRAW

You can hire this on site and it will be delivered. You will need to talk to the appropriate person.

→ Straw: Mark Dillon 027 221 0080

→ Hay: Grant Dickson txt or phone your requirements 027 222 3619 stating company name and site number.

HEALTH AND SAFETY

All Health and Safety Site Plans for stall or site holders must be returned to HS@southernfielddays.co.nz or posted to SFD Health and Safety P.O. Box 13 Gore by the 1st February 2020. You must also have a copy posted on your site in case of emergencies. These can be found on the website. All tent pegs must be within your site boundary.

GAS BOTTLE AND OTHER DANGEROUS GOODS

Make sure these are marked on your health and safety plan and you must comply with

Prestige

MARQUEES

MARQUEE HIRE FOR WEDDINGS & EVENTS
HEATING | TABLES & SEATING | LIGHTING
CENTRAL LAKES & OTAGO

Find us at all A&P Shows
south of and including Christchurch

03 442 2700 | Steve 021 733 605 | Jasper 027 615 0530
info@prestigemarques.co.nz | www.prestigemarques.co.nz

SPRINGTOP

3m x 3m

3m x 6m

5m x 5m

5m x 10m

These are the most common sizes

All can be extended

Other marquees we have available are
6m and 10m Clipframe - can be extended

Prices include GST, installation and delivery

We can also supply furniture

all regulations applying to the handling and storage of dangerous goods.

FIRE EXTINGUISHERS

It is compulsory to have a fire extinguisher on your site regardless if you are on a covered or uncovered site.

INNOVATIONS

- Entry forms are on the website.
- Judging is Wednesday morning of the Field Days.
- Judges will come to your site to speak about your innovation.
- Innovations are being showcased on the Eastern Side of the Agri Centre alongside the Southern Rural Life Tent. It is in your best interest to have your innovation here for maximum exposure.
- Enquires to:
innovations@southernfielddays.co.nz

INSURANCE

All exhibitors must have public liability insurance - a minimum of \$2 million. The Southern Field Days will not be held responsible for any claim.

LARGE STRUCTURES FORM

This year exhibitors wishing to have a temporary building or structure on their site are required to complete the new form developed especially for these structures. Forms are found on the website. Consultation with GDC may be required along with an inspection during construction and prior to the event starting.

Structures could include any large tank, freestanding grain silo, platform, tower or scaffold (used to display a sign or banner) plus the usual array of temporary buildings.

LOADERS

Please call at the office to arrange a loader.

\$50 per half hour or \$100 per hour. Maximum lift for us 3500kgs.

- **Tulloch McNab** will have a Hiab onsite. Maximum lift weight for this is 6 tonne. The charge for this is \$125 per hour. Their contact number is 03 203 8118

MICROPHONES ON YOUR SITE

In fairness to all those that surround you the use of microphones is prohibited—if you have an event you can have this announced over the P.A.

MOTORHOME / RV PARK

Southern Field Days Committee have developed a self-contained Motorhome Park directly adjacent to the gate into the Gore Carpark. A fee will apply and bookings will be required.

- Contact Kirsty Sprenger:
027 698 2928 / tetipuapfta@gmail.com



- Site mowing
- Plant Hire

- Bark Chip supply, layout and edging
- Site preparation & dismantling

- Bannerpoles
- Fencing

Heaps Landscaping Ltd

Contact Craig Heaps 0274 443 465
info@heapslandscaping.co.nz
www.heapslandscaping.co.nz

- No camping on the Field Days site or in the car parks during the Field Days.

MOBILE COVERAGE

Both Spark and Vodafone towers will be onsite.

Vodafone do not supply data.

OPENING HOURS

- The gates are open to the Exhibitors from 7am until 6pm
- You or a representative of your company are required to be available to the public for all three days from 9am until 5pm.

PARKING ONSITE

You may park your vehicle on site if it can be contained within the boundaries of your site, it must not be moved between the hours of 8am -5pm or when the Chairman deems safe. When making this decision, we encourage

you to consider how your site will look and if this will affect the flow of visitors on and off your site. If your vehicle is not contained within your allocated site then you will be required to remove it from the grounds immediately.

PARKING - OVERNIGHT

SFD holds no responsibility for vehicles left onsite over night.

PAYMENT AND CANCELLATION

General bookings from April onwards will require full payment within 10 days to confirm the booking.

Prebooked sites will be invoice in October for November payment.

If an Exhibitor should cancel the contract or terminate a site booking prior to 60 days then any refund shall be at the organisers discretion, notwithstanding that a portion may be retained to defray expenses/costs.

On or after 60 days prior to the SFD the organiser shall retain all monies received and reserves the right to pursue any further payments at the organisers discretion.

PROMOTION OF SOUTHERN FIELD DAYS

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, social media, radio and television coverage.

- E-mail publicity@southernfielddays.co.nz with any new product releases.
- Refer to us as Southern Field Days in all advertising.

SECURITY

Security will patrol the grounds at night from Friday 9th February 2020 finishing at 6am

Happyhire.co.nz

Best prices Marquee & Event Hire - Nationwide!



Marquees from \$299 incl. GST, delivery, set up and removal



Tables
from \$12 incl.



Chairs
from \$2.50 incl.



Bar leaner
from \$20 incl.



Flooring
from \$8 incl. per m2

Ask about our multi show discounts and other products

info@happyhire.co.nz | 0800 30 90 90

We will beat any competitors written quote.



**GET THE PROFESSIONALS
TO COME TO YOU**

Whether you are hosting a group at the Ascot Park Hotel or on site at Waimumu, the Ascot Park Hotel Catering Team can meet all your catering needs during the week of Field Days

***For more information
please contact our friendly Functions Office Team***

Phone: 0800 272 687 | **Email:** Functions@ascot.ilt.co.nz

Web: ascotparkhotel.co.nz

Corner Racecourse Road and Tay Street, Invercargill

Monday 19 February 2020. 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 2020. 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 your site outside of these hours please arrange with them directly. After this, the gates will only be open 9.00am – 5.00pm.

SET UP AND DISMANTLING

We are open for setting up from Monday 10 February 2020 7am until 7pm. Please allow yourself plenty of time to set up as for security reasons we will be closing the gates at 7pm. You cannot dismantle your site before 5pm on Friday 14 February 2020, and you have until 26 February 2020 to have your site cleared and returned to its original state.

SHEEP

These can be booked through the office and will be delivered daily.

SUBLETTING—THE REGULATIONS

Site holders who invite other eligible firms or organisations to display on their site must ensure that the firm/organisation concerned complete and sign the sub license registration form. This must be returned to the Field Days office no later than 1 November 2019. This will enable us to include those companies in the program, site maps and all mail out information. A fee of \$85 incl GST is payable by the sub licensee, their product and their position within the event is at the discretion of the Southern Field Days committee.

Any exhibitor found to have a sublicense exhibitor on their site and who have not complied with the above conditions will have the sub license exhibitor removed or the \$85 incl GST 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 them.

UNLOADING OF HEAVY EQUIPMENT

If you require one of our loaders, please contact the office and book it in when you are onsite.

Per half hour \$50 and \$100 per hour to be invoiced. There is also a loading bank available on site.

→ **Tulloch McNab** will have a Hiab onsite. Maximum lift weight for this is 6 tonne. The charge for this is \$125 per hour. Their contact number is 03 203 8118

WATER FOR A TANK OR POOL

Water will be delivered for large users. If you would like a large quantity of water, then it is necessary to book this. Contact the office to book. This is being donated by Cleanflo.

Water onsite has been tested and passed for human consumption.

The Country and Hokonui

reach 100,000 engaged listeners
around the country over lunch.

THE COUNTRY **hokonui**

Listen on Newstalk ZB, Radio Sport & Hokonui.

SOURCE: GfK Radio Audience Measurement, Commercial Radio Stations, Total excl Newstalk ZB
Auckland+Wellington 1/2016, AP 10+, Mon-Fri 12-1pm, Cumulative Audience 000's

LISTEN ON



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