



southern
**FIELD
DAYS**

waimumu - gore

14-15-16 February 2024



Information Handbook For Exhibitors

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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.



Accommodation

If you are unable to find a bed, Te Tipua School run a homestay booking service - please click here

[Te Tipua School Homestays](#)

Advertising in the Programme

A letter will be sent out to the exhibitors that have booked advertisements when sites were booked. These advertisements must sent in and paid for no later than 1st November 2024. This is the final cut off date so advertisements received after this date will not be in the programme. Advertising is limited - early application is advised.

- Colour Full Page (210 x 275mm +4mm bleed on all sides) **\$650.00**
- Colour Half Page (189 x 125mm) **\$450.00**
- Colour Back Page Cover (210 x 275mm + 4mm bleed on all sides) **\$2,500.00** - 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 (please click here - [Alcohol Form](#)). All alcohol must be contained on your site. If you do not adhere to these rules, you will not be permitted to serve at the next Field Days and/or risk a total alcohol ban for your site.

Agricentre

- It is in your best interest to cover your site to keep everything looking smart for the following day.
- Peek Exhibition design and display fit out the Agricentre and will be in contact 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

Here 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:
 - 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 Southern 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 include your site number,

local contact person and a contact phone number.

- Your deliveries can be collected from the PA portacom adjacent to the Southern Field Days Office.

Dogs

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

Eftpos

During the Southern Field Days, Westpac will operate an Eftpos Machine for cash out at the northern end of the Agricentre Building.

Electricity

There is a form on our website to help you plan more precisely your power requirements.

Please click here:

https://www.southernfielddays.co.nz/wp-content/uploads/2019/11/Power_Calculator.pdf

If you require power, you must fill this in 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 20amps 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 fee.

Please bring your own power cords, RCD units and multi boxes as power supplies are located nearest to Southern Field Days Power Supply.

All power cords must have up to date certification.

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.

Flyers on Vehicles

Flyers may be handed out in person during the Southern Field Days but **No** flyers / pamphlets / booklets etc are to be left unattended anywhere other than your own site. Flyers are prohibited in the Southern Field Days Carpark. Failure to comply will incur a fine of up to \$1,000.

Food and Refreshments

There will be lunch available on site and a licensed booth will be open for the duration of the Southern Field Days. Lunch will be available for purchase on Monday 12th February and Tuesday 13th 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 this website for your information - <https://www.mpi.govt.nz/food-business/>
or contact the Gore District Council
03 209 03302

Friday Departure

You can leave from the carpark 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, you cannot. Due to Health and Safety Regulations this is going to be strongly enforced. You will be advised when the site is safe for pickup.

Gate Passes and Entry to Site

These can be purchased from the Secretary's Office. You can purchase either one day passes or 3-day wristbands. Additional passes are available at \$10 per person per day or \$25 for a 3 day pass. Passes can be couriered to you at your expense.

- All wristbands must be worn on the wrist and fitted firmly to the wrist before entering the Southern Field Days site.
- One wristband per person. If you wish to have different people on different days then we suggest you exchange your wristbands for daily passes.

- Replacement bands for ones that have broken, 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 otherwise you will be asked to pay to get in.
- Daily passes will be collected at the entry gates to the Southern Field Days.
- Passes will be available for collection during set up days from the PA Portacom beside the Southern Field Days Office. If you would like your passes couriered to you, courier charges will apply.
- Entry without a pass is \$20 per person per day. There are no exceptions, please make your staff aware.
- Passes can be ordered by emailing the secretary office@southernfielddays.co.nz

- No tickets or wristbands will be couriered after the 10th January 2024.
- If wristbands have been stapled or cellotaped, they are then rendered null and void and a new wristband will need to be purchased.
- Anybody falsifying gate passes or obtain entry illegally will be banned from the Southern Field Days and will incur a \$5,000 fine.

Generators

- No private unauthorised generators allowed on the Southern Field Days Site.

Hay, Straw & Sheep

- You can hire hay/straw / sheep
- [Click here to order](#)

Health & Safety

All Health and Safety Site plans for stall or site holders must be completed - [Health and Safety Form - click here](#) by the **1st of December 2023**.

- You must also have a copy visible on your site in case of emergencies.
- All tent pegs must be within your site boundary.
- Make sure that **Gas Bottles and other Dangerous Goods** are marked on your Health and Safety form and you must comply will all regulations applying to the handling and storage of dangerous goods.
- It is **compulsory** to have a **Fire Extinguisher** on your site regardless if you are on a covered or uncovered site.

Innovations

- Entry forms available on the website <https://www.southernfielddays.co.nz/exhibitors-info/>

- Judging is Wednesday morning of the Southern Field Days.
- Judges will come to your site to speak about your innovation.
- Innovations are being showcased on the Eastern side of the Agricentre alongside the Southern Rural Life Tent. It is in your best interest to have your innovation here for maximum exposure.

Enquiries 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

Exhibitors wishing to have a temporary

building or structure on their site are required to complete the form developed especially for these structures. Please find the forms here:

<https://www.southernfielddays.co.nz/exhibitors-info/>

Consultation with GDC may be required along with an inspection during construction and prior to the event commencing.

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 Southern Field Days' office to arrange a loader.

\$50.00 per half hour /\$100 per hour

Maximum lift for us 3,500kgs

This will be invoiced to your company

A Loading bank is available on site.

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, please visit the P.A portacom beside the Southern Field Days office.

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.

[Motorhome Booking](#)

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

Mobile Coverage

- Both Spark and One towers will be on site.
- Vodafone do not supply data

Opening Hours

- The gates are open to the Exhibitors from 7:00am to 6:00pm
- You or a representative of your company are required to be available to the public for all three days from 9:00am until 5:00pm.

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 the 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

Southern Field Days holds no responsibility for vehicles left onsite overnight.

Payment and Cancellation

- The administration fee to secure the site after the cancellation of 2022 is was not a prebooking fee and was non refundable. This enabled exhibitors to hold their current sites for 2024.
- 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.
- On or after 60 days prior to the Southern Field Days, the organiser shall retain all monies received and reserves the right to pursue any further payments as the organisers discretion.

Promotion of Southern Field Days

- The Southern 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 completed through press supplements, regional publications, national farming publications, social media, radio and television coverage.

Please email publicity@southernfielddays.co.nz with any new product releases. Please refer to us as Southern Field Days in all your advertising.

Security

Security will patrol the grounds at night from Friday 9th February 2024 finishing at 6:00am Sunday 18th February 2024. To assist with security, those exhibitors who have power on their site are requested to leave a light on in their marquee overnight. Whilst precautions are taken, the Southern Field Days will not be held responsible for any loss or damage of goods while onsite.

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 between 9:00am - 5:00pm.

Setup and Dismantling

We are open for setting up from Monday 12th February 2024 from 7am to 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 16th February 2024 and you have until the 29th February 2024 to have your site cleared and returned to its original state.

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 Southern Field Days office no later than 1st October 2023. This will enable us to include those companies in the programme, site maps and included with all other information. A fee of \$85 including 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. Subletters must purchase Entry Passes.

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 \$85 including 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.

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 in. Contact office@southernfielddays.co.nz

The water onsite has been tested and passed for human consumption.



On behalf of Southern Field Days, we would like to thank you once again for your support. We could not run a professional event like this without you, our valued exhibitors. We look forward to welcoming you to the 2024 Southern Field Days.

Other Forms Requiring Completed

Health and Safety Form

(All Exhibitors to complete, submit and have a copy on your site at all times)

[Health and Safety Form - Click Here](#)

Alcohol Form

(if you are supplying alcohol on your site)

[Alcohol Form - Click Here](#)

Homestay Accommodation

[Accommodation Homestay - Click Here](#)

Erecting a Marquee over 100m²

[If your Marquee exceeds 100m² - Click Here](#)

Building a Temporary Building and/or Structure

[Click Here](#)

Hire Hay / Straw / Sheep

[Click Here](#)

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Southern Field Days 2024.

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Heaps Landscaping Ltd

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



Do you require
hay / straw bales or sheep
for your site at the
Southern Field Days 2024?

[Order Here](#)

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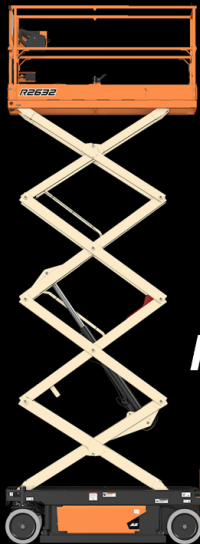
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Do you need fencing around your site?

Contact Simon to book in for Southern Field

Days 2024



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