

total
field days

celebrating
40
years
'84 - '24

***Everything
you need
to know
and more...***

CONTENTS

Page

Exhibitors Terms & Conditions	3
Address & Contact Details.....	8
Accommodation	9
Advertising	9
Announcements	9
ATM.....	10
Best Exhibit Awards.....	10
Bump in/bump out.....	10
Camping	10
Car parks & Parking	10
Condensation in Marquees	11
Courtesy Bus	11
Dogs	12
Electricity	12
Forklift Service	12
Hay & Straw	13
Livestock Declarations & Yards	13
Marquee & Hire equipment	14
Milk.....	14
Opening Hours	14
Parcel Pickup	14
Passes	15
Security	15
Site Office & Information Booth	16
Subletting.....	16
Toilets.....	16
Waste	16
Watering of Plants and Livestock	17
Website.....	17
Wifi/Networking.....	17
Woodchips.....	17

TERMS & CONDITIONS

RISK MANAGEMENT

All exhibitors, service providers and demonstrators must; Ensure that you and all your staff understand the requirements of the NSW Work, Health & Safety (WHS) laws of NSW and as they relate to your business and with regard to your participation in the TFD and that you will meet the requirements of the WHS laws. By providing a tender or application you accept that under the WHS guidelines you are the 'Person Controlling a Business or Organisation or Undertaking' (PCBU) for the conduct of your business at the TFD and as such you are responsible for the Health and Safety of all persons that may be impacted by your provision of buildings at the TFD. More information on your obligations and current act and regulations are available from www.workcover.nsw.gov.au

1. APPLICATIONS

- 1.1 Applications received by the Tocal Field Days office by December will be assessed and processed before the Christmas break. Applications must be properly completed. **This includes reviewing and agreeing to the TFD Terms and Conditions.**
- 1.2 The Association reserves the right to refuse in its discretion any application.
- 1.3 Site allocations and the right to alter them will be at the absolute discretion of the Association.
- 1.4 By signing the application form, the Exhibitor accepts all policies and conditions affecting its participation and the **responsibility to inform all persons involved** in the operation of its exhibit, of these conditions.

2. CANCELLATION OF CONTRACT

- 2.1 If an exhibitor should cancel the contract or terminate a site booking:
 - a) Prior to 28 February, the Association will retain an administration fee of 10% of the total site fee cost and refund any additional monies
 - b) For cancellations received after 28 February, the Association will retain all monies received unless we are able to rebook the site in which case an administration fee of 25% of the total site fee will be retained and all other monies returned.
- 2.2 The Association reserves the right to cancel this contract and to retain any monies paid in relation to this contract, and/or decline future applications if the Exhibitor:
 - a) infringes any of the Exhibiting conditions, and/or

- b) does not occupy the site during the full period of the Field Days to which this contract applies, and/or,
 - c) does not occupy the site by 5 pm on the day preceding opening day.
- 2.3 Exhibitors have two weeks after the invoice has been sent to pay the 30% deposit. After this time if the payment has not been received, the site requested will again be deemed vacant and can be booked by another exhibitor.

3. CANCELLATION/POSTPONEMENT OF Tocal FIELD DAYS

- 3.1 If the Association finds it necessary or expedient to cancel or postpone the event, this contract will cease to operate upon notice to that effect, signed by the Chair, being served on the Exhibitor in any of the following ways:
- a) Handing it to him/her in an envelope
 - b) By registered mail to her/his address as it appears in the contract
 - c) By handing or offering it to any person who appears, or is thought by the Chair to be, an employee or agent of the Exhibitor.
 - d) By emailing to the address provided on your application
- 3.2 The Association shall not be liable to the Exhibitor for any compensation whatsoever as a result of the cancellation or postponement of Field Days (refer to Tocal Field Day Cancellation Policy on www.tocalfielddays.com).
- 3.3 No refund of any monies paid will be made to Exhibitors in the event of Field Days being cancelled or postponed.
- 3.4 No refund of any monies paid will be made to Exhibitors cancelling the contract except as outlined on 2.1

4. INSURANCE AND SECURITY

- 4.1 The Association arranges night security starting Monday prior to the event, during the event and 1 day after the event, but shall not be liable for **loss, theft or damage** to the property or person of the exhibitor, or any person when visiting the exhibitor site, and is indemnified from liability for any such loss or damage, however caused.
- 4.2 Exhibitors shall have their **own public risk liability insurance** cover while onsite to the value of a minimum \$10 million and provide a copy of the Certificate of Currency with their application. Should the policy lapse prior to the start of the Tocal Field Days event, a new copy should be provided to the association as soon as it is renewed. NO exhibitor will be permitted to exhibit without current PLI.

5. SITE LICENCE

- 5.1. The Association grants and the Exhibitor accepts, a licence to enter and **use the nominated site** for the duration of the field days including a one week set-up and removal period either side.
- 5.2 The association has the power to enter upon the site at any time and remove any article, sign, picture or printed matter which in their opinion is either not eligible for display or may be the cause of offence.
- 5.3 The association has the power to require any exhibitor or any employee or agent of an exhibitor to return to their site and not encroach on other exhibitor's sites or on common areas. If this or the terms of 5.2 are not complied with after three warnings the eviction of the exhibitor can be enforced.

6. SITE SUB-LETTING

- 6.1 Site sub-letting or sharing is not permitted unless by written permission of the Association.

7. NO LIVESTOCK OR DOGS

- 7.1 **No livestock including dogs** are allowed on site without the express permission of the Association. Guide dogs and Assistance dogs (with documented proof) excepted.

Even with written permission, you are responsible to ensure that all livestock including dogs in your care, must have adequate, food, water and protection in accordance with recognized Animal Care standards.

8. EXHIBITORS CANNOT:

- 8.1 **Extend the exhibit beyond the limits** of the allocated space or erect barriers to prevent free and uninterrupted passage of the public between exhibits.
- 8.2 Erect display signs or fencing in such a manner as to **cause inconvenience** to other exhibitors or on anywhere outside their own site. Create "trip" type hazards by running any leads, pipes, hoses, and the like across the ground without adequate coverings to prevent accidental trips.
- 8.3 **Paint or mark** any of the Association's property.
- 8.4 Use equipment producing **excessive noise** such as loudspeakers or microphones. Noisy machines must be demonstrated on sites one at a time only, and such demonstrations must not offend neighbouring exhibitors. The Association may limit times of use for noisy machines.
- 8.5 **Distribute printed matter** or other advertising material at the gates, car parks or anywhere except within the boundaries of their allocated site.
- 8.6 Display, giveaway and/ or sell toy and/ or legitimate weapons.
- 8.7 Sell show bags or nuisance toys

- 8.8 Sell or give away balloons
- 8.9 Promote any political party
- 8.10 Filling of generators must be outside of the visitor hours. Generators cannot make excessive noise.

9. SITE PREPARATION AND SAFETY

- 9.1 By accepting a site at Total Field Days you agree that you and/or your organisation know and understand the requirements of the NSW Work, Health & Safety (WHS) laws as they relate to your business or undertaking with regards to your participation in the TFD and that you will meet the requirements of the WHS laws. You accept that under the WHS guidelines you are the 'Person Controlling a Business or Undertaking' (PCBU) for the conduct of your business at the TFD and as such you are responsible for the Health and Safety of all persons that may be impacted by your Site or business at the TFD, this includes any delivery, loading, unloading and associated movement of materials and supervision of the activities to and from your site. More information on your obligations and current act and regulations are available from www.safework.nsw.gov.au
- 9.2 To comply with the Workplace Health and Safety Act (WHS), the Exhibitor is responsible for the creation and **maintenance of a safe environment** for both their workers and visitors, including the use of only **safe, appropriately tagged and suitable extension leads** and power boards.
- 9.3 Sales of **food for consumption on site** are not allowed without prior written permission from the Association.
- 9.4 Exhibitors wishing to **demonstrate machinery or equipment** shall abide by the Association's instructions regarding movement to and from the demonstration areas, allocated space, soil conditions and a safe and orderly execution of such demonstrations
- 10.5 Exhibitors are **responsible for all costs of repairs** resulting from any damage done to any underground services by the exhibitor, their contractors or employees. Please consult the TFD site office prior to any surface penetration.
- 9.6 Sites are to be maintained and **left in a clean, pre-occupancy condition**, and **waste taken to the allocated bins for recyclable or mixed waste.**
- 9.7 No persons are permitted to **stay on-site overnight, except exhibitors caring for livestock which will only be granted prior permission from the association.**
- 9.8 The exhibition should not be **dismantled or goods removed** from the site during the field days until 4pm Sunday, unless approved by the Association
- 9.9 It is the responsibility of each exhibitor to develop a risk assessment for their site. This should encompass bump in and bump out procedures.

10 VEHICLES

- 10.1 No vehicles other than those authorised by the Association are permitted on exhibition sites during the event opening hours (8:30am to 5:00pm). Cars and vehicles parked on roadways between this time will be removed at the exhibitor's risk and expense.

10.2 ONSITE VEHICLE PASS

If you wish to have a vehicle onsite it must be part of your display only and you must pay a fee of \$50.

- a) The vehicle is wholly contained within the boundary of your own site.
- b) Your vehicle does not move **ANYWHERE** until after the event has closed.
- c) You must provide a vehicle registration number to the TFD Association.
- d) Keeping your vehicle at your site is necessary to the display the products you are selling.
- e) Your vehicle must be part of your display; for example: A ute being used to display a on roof camper is necessary to the exhibition. **A vehicle with business sign writing or logo is not necessary** and should be parked in exhibitor car park.
- f) Onsite marshals will request removal of any exhibitors vehicle deemed necessary or who have not paid the compulsory fee of \$50 to have a vehicle onsite.
- g) You can only pre-purchase an onsite vehicle pass. You cannot purchase a pass at the event.
- h) Illegally parked vehicles will be clamped
- i) Onsite vehicle requests will be reviewed and the exhibitor will be notified if the application is successful.

IMPORTANT REMINDER



Absolutely **NO DRIVING ON SITE**
when the event is open to
the public.
\$500 fine for breaching this rule

10.3 FORKLIFT SERVICE

A free forklift service is available for setting up from the Monday prior, to Thursday, and for pack up on Sunday from 4 pm to dark and on Monday until dark.

Please note the following;

- a) We provide a forklift (tele handler) with a 3.0 tonne capacity, and a licensed operator. **Exhibitors must provide their own lookout person** to be onsite during their scheduled lift regardless of who is operating the forklift. Failure to do so may result in forfeiting your lift time. It is the exhibitors' responsibility to inform contractors of this requirement and ensure the terms and conditions are adhered to.
- b) You are welcome to bring your own forklift or other equipment. A lookout person must be present to ensure the safety of those around you, but you must present a copy of your qualification to the site office before using any device on TFD site. NO lifts or movement of forklifts, machinery, equipment etc is to be undertaken by untrained or persons without the appropriate certification or licence/s.
- c) If you need to book our forklift you must complete the forklift section of the application form. Please ensure you complete both load and unload times you need the forklift.
- d) Please ensure you indicate an estimate of the time you will need the forklift for so we can allocate sufficient time in the roster. Booking are limited to 30 minutes. If you need the forklift for longer than 30 minutes a second booking will need to be made.

11. PHOTOGRAPHY

Attendees to Tocal Field Days consent to their filming and sound recording as visitors to the site during the dates of the event. By entering this event as an exhibitor or visitor you agree to being filmed or photographed which may be used for marketing or promotional purposes in perpetuity across all channels.

ADDRESS & CONTACT DETAILS

Postal: Tocal Field Days
Tocal Agricultural Centre
815 Tocal Road
PATERSON NSW 2421

[Email: fielddays@tocal.com](mailto:fielddays@tocal.com)

Website Address: www.tocalfielddays.com

Phone: 02 4939 8820 or 02 4939 8827

ACCOMMODATION

Accommodation is available by contacting

- ❖ Total Accommodation 1800 025 520
<https://www.tocal.nsw.edu.au/accommodation/paterson>
- ❖ The Barracks, Tocal 02 4939 8901
<https://tocal.com.au/accommodation/>
- ❖ Maitland Visitor Information Centre 02 4931 2800
<https://www.mymaitland.com.au/experience-maitland/>

Other Visitor Information is available from:

- ❖ Dungog Visitor Information 02 4992 2212
- ❖ Newcastle Visitor Information 02 4974 2999
- ❖ Kurri Kurri Visitor Information 02 4936 1909

ADVERTISING

The Tocal Field Days' advertising campaign will engage

- ❖ Radio
- ❖ Digital Marketing
- ❖ Tocal Field Days Program
- ❖ Social Media

The program includes the business name, site number and phone number.

ANNOUNCEMENTS

No onsite announcements will be made for exhibitors. Announcements are limited to the features in the official demonstrations and talks program and sponsors.

ATM

There is one ATM on site. This is located at the Tocal Field Days site office. Cost \$2.50 per transaction.

BEST EXHIBIT AWARDS

Best Exhibit Awards are judged on Friday. There are 5 categories

- ❖ Agricultural Section
- ❖ Commercial Section
- ❖ Livestock Section
- ❖ General Interest
- ❖ Educational & Informative

Winners are announced on the main stage in Nash Park on Saturday.

BUMP IN /OUT

You can start setting up your site from Monday. If you wish to set up prior to this please contact our office so we can make the necessary arrangements.

- ❖ During set up you can enter the site during daylight hours through the main college entrance. The main entrance is narrow and we recommend large vehicles enter via the second entrance which is 500m further along Tocal Road.
- ❖ From Friday of the event enter through the visitor car park from 6 am and follow the exhibitor signs.
- ❖ Gate 1 (the main college entrance) is open for departing traffic after 5:00 pm each day (4 pm Sunday).

CAMPING

Camping is permitted for livestock exhibitors ONLY. For security reasons, camping is not permitted for others on site. Camping, with limited facilities is available at Maitland Showground. www.maitlandshowground.com.au/camping/

CAR PARKS & PARKING

There are 5 car parks:

Visitor Car Park: parking is free of charge. You can come and go as you please without restriction.

Exhibitor Car Park A - is located near the main gate to Tocal on Tocal Rd. This car park is locked at 9.00 am each day and not unlocked until 5 pm (4 pm on Sunday). If you park in Exhibitor Car Park A you cannot leave during the day - your car will be locked in until the event closes. You must have an Exhibitor Car Pass to park here.

Exhibitor Car Park B - is located behind the pool. If you park in this car park you can come and go through the day. The car park is not locked. You cannot drive up through the site but can go out through the exhibitor check point and leave via the visitor car park. You must have an Exhibitor Car Pass to park here.

Livestock Car Park— is located behind the stables. This car park is locked at 9.00 am each day and not unlocked until 5 pm (4 pm on Sunday). If you park in Livestock Car Park you cannot leave during the day—your car will be locked in until the event closes. You must have an Exhibitor Car Pass to park here.

Student Car Park - this is located opposite the pool and is strictly for residential students of Tocal. Cars parked illegally in the student car park will be clamped.

Parking on Site - Exhibitors that can demonstrate a genuine need (not a want) to park on their site with a vehicle will be permitted to do so as long as they have a pre-issued permit and pay a \$50 fee. Permits will NOT be issued at the event. If any vehicle is moved when the event is open to the public the permit will be immediately and permanently revoked

Homestead—There is no public parking at the homestead. Visitor access is through entering the event and catching the free shuttle. This leaves on the hour and returns on the half hour.

CONDENSATION INSIDE MARQUEES

BYO tarpaulin or cover in case conditions cause condensation which may affect your display.

COURTESY BUSES

FREE Maitland Shuttle. A courtesy shuttle bus leaves Maitland Railway Station every hour on the hour from 9 am Friday and collects in Lorn at quarter past the hour. The bus returns from the site (collecting from Gate 5, the main Visitor Entrance) to Maitland on the hour starting at 9.30 am with a final pick up at 4.30 pm (3.30 pm on Sunday)

Homestead Shuttle

Courtesy buses collect visitors from inside the event at Thunderbolts Corner and take them to and from the Homestead to see the features and attractions there. There is also a shuttle to the fishing clinic. This shuttle leaves on the hour and returns on the half hour.

DOGS

Are not allowed. Guide dogs & Assistance dogs (with documented proof excepted). Demonstration dogs must only go from the car park to the demonstration site and not be walked or wandering amongst sites.

ELECTRICITY

Power is available to a limited number of sites as shown on the detail on the Total Field Days interactive map.

Please note the following details;

- ❖ Electricity will be available from 7 am Thursday for caterers only
- ❖ Power to all other areas is available from 1 pm Thursday and will be turned off after 4pm.
- ❖ You must supply your own 20m tagged extension lead and all leads running to your site must have cable trays or adequate coverings to prevent trip hazards. Any exhibitor not complying with these conditions may have access to power revoked.

All leads/power boards must have an electrician's certification dated within 3 months of our event.

General Security lighting of the site will be in place.

FORKLIFT SERVICE

A free forklift service is available for setting up from the Monday prior, to Thursday, and for pack up on Sunday from 4 pm to dark and on Monday until dark. Please note the following;

- ❖ All exhibitors using a forklift, whether it be their own machine or the free service provided by TFDA MUST provide an observer at all times whilst lifts are being performed.
- ❖ We provide a forklift (tele handler) with a 3.1 tonne capacity and a licensed operator. Exhibitors must provide a look out person to be available for the duration of their scheduled lift/s.
- ❖ You are welcome to bring your own forklift or other equipment and a lookout person to ensure the safety of those around you, but you must present a copy of your qualification to the site office before using any device on TFD site.
- ❖ If you need to book our forklift you must complete the forklift section of the application form. Please ensure you complete both load and unload times you need the forklift.
- ❖ Please ensure you indicate an estimate of the time you will need the forklift for so we can allocate sufficient time in the

roster. Bookings are limited to 30 minutes. If you need the forklift for longer than 30 minutes a second booking will need to be made.

- ❖ There is a roster in the site office so you can enter in your details should you wish to book in during set up.



All jobs must be booked through the office, please do not approach the driver.

Safety guidelines for the operation of any forklift, pallet trolleys or mechanised lifting device on site remain the same regardless of who owns or is operating the device, only persons with the current qualification for the device must be allowed to operate it.

HAY AND STRAW

Kirkwood's Produce Company, Rutherford can supply hay, straw and all livestock feed requirements. Phone (02) 4932 8711 to order early and arrange for delivery on Wednesday or Thursday prior to the event

LIVESTOCK DECLARATIONS AND YARDS

A National Vendor Declaration, NSW Animal Health Statement or an individually numbered Transport Stock Statement is required for all livestock entering the site. The TFD Livestock Movement Declaration form must also be completed for all livestock.

- ❖ Soiled livestock bedding and waste must be removed to collection site (clearly marked with a 'Manure Sign,' in the Livestock area) & will be disposed of at the end of the Field Days.
- ❖ Facilities for loading and unloading machinery and livestock are located on the ring road near the Livestock Exhibitor area.
- ❖ A livestock wash-down area is also located opposite the Bruce Urquhart Skills Arena.
- ❖ Livestock yards need to be ordered for erection prior to your arrival and this must be specified on your application form. We are not able to supply yards that have not been pre ordered.

MARQUEE, FURNITURE & EQUIPMENT HIRE

Our preferred supplier of temporary structures and furniture is

- ❖ Festival Hire
 - 1300 761 799
 - info@festival.net.au
 - www.festival.net.au

MILK

Caterers can buy milk and dairy goods from our preferred supplier who will be doing regular deliveries throughout the weekend. Contact Ben

Finucane 02 4934 2863.

OPENING HOURS

The event is opened to the public from 9am each day. Closing time is 5pm on Friday and Saturday and 4pm on Sunday.

Exhibitors are reminded that the WHS Law requires you to take care of the safety of all visitors to your site this includes access and egress.

PARCEL PICKUP

A Parcel Pick up Service is available over the 3 days. This service is free of charge. **Items that cannot be lifted by one person cannot be collected with the Parcel Pick up Service.** After the event is closed visitors can drive on the site and collect goods from the exhibitors site. Exhibitors who may use this service should collect a green Parcel Pick up form from the site office.

- ❖ The top copy is attached to the goods by the exhibitor
- ❖ The exhibitor gives the middle and bottom copies to the customer
- ❖ The customer delivers the middle copy to the site office

Please advise your customers to deliver the ticket to our site office early to ensure their goods are at the collection point by the time they leave. **They must allow 90 minutes.**

PASSES

Exhibitors are allocated **6** One Day Passes and **1** x Exhibitor Car Park Pass with each site. The vehicle pass allows exhibitors to drive to their site and unpack but all vehicles must be moved to the exhibitor carpark by 8.30am.

An Exhibitor Car Park pass is only for the vehicle — each passenger must also have an Exhibitor One Day Pass.

\$10 One Day Pass

\$5 Children

\$10 Exhibitor Vehicle Pass

No Entry without a pass

No Entry with club shirt or card. **NO EXCEPTIONS**

Passes are emailed prior to the event to the email address shown on the application form.

Passes cannot be collected at the event.

If you forget your passes there is a \$20 re-issue fee.

SECURITY

Security guards are on duty from 6 pm — 6 am from Tuesday prior to the event to Sunday ending Monday morning at 6 am. Tocal College Duty Officers are on site to ensure the safety and wellbeing of students before, during and after the event. Whilst TFD supply Security Patrols to "common areas" of the site, TFD take NO responsibility for the security of equipment, stock or displays on *your site*.

NSW Police as well as NSW Mounted Police undertake regular patrols of the event.

Security cameras are in operation throughout the campus including licence plate recognition cameras.

EXHIBITOR SITE OFFICE & VISITOR INFORMATION BOOTH

The Site Office is located at the front steps of the college entrance and our staff will be available during set-up and throughout the event to assist with any queries you may have.

The Information Booth is located opposite Nash Park and will be staffed throughout the event to cater for the needs of our visitors.

SUBLETTING

Site sub-letting or sharing is not permitted unless by written permission of the Association.

TOILETS

Portable 'portaloo' toilets are on site from Wednesday prior to the event. These are located near Exhibitor Car Park A, near the stables and near the Farm and Fence area.

College toilets are also available near the front reception office and on one end of the flats (near the demonstration area).

WASTE

Rubbish collections are made at intervals on each day by our service team. Exhibitors must stack cardboard behind their site for collection at the end of each day. All exhibitors must remove all waste from their site at the end of the event. This includes woodchip, hay, pallets and general garbage. Exhibitors who leave garbage on their site will be invoiced a clean up fee of \$70 per hour. Exhibitors are not to 'shift' garbage to neighboring sites

WATERING OF PLANTS AND LIVESTOCK

For exhibitors selling plants the Paterson Fire Brigade will water your plant stock in the morning before the event opens and in the evening after the event closes. If plants need to be watered through the day this is the responsibility of the exhibitor. For exhibitors with livestock the Paterson Fire Brigade will provide water in the morning before the event opens, and in the evening after the event closes. If your livestock requirements will exceed this please have a suitable stand-by container so it can be filled and used when needed.

Water tanks needing water to 'weight' them will only be filled on Thursday prior to the event.

WEBSITE

The Total Field Days website's free company listing lasts for 12 months and can be upgraded with a direct link to the company at no charge.

WIFI/NETWORKING

As TFD is located such a large, outdoor site, we do not have site wide wifi available. However, Telstra do provide a temporary tower to the event with 4G and 5G capability. Please ensure your EFTPOS and other machines have this capability. Talk to your financial institution about upgrading if not. PLEASE NOTE: Telstra is the strongest carrier in our rural area and this tower may not provide satisfactory solutions for customers on other networks.

WOODCHIPS

Can be delivered to your site by phoning Parkers Landscaping Supplies, Maitland, on (02) 4934 1814. These must be removed by the exhibitor at the cessation of the event

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