tocal field days

The Little Yellow Book

Everything you need to know and more

Tocal Field Days
See today's farming on show

ABN 54 135 988 596
www.tocalfielddays.com

(02) 4092 8100
info@tocalfielddays.com
815 Tocal Road, Tocal NSW 2421

✨ Tocal Field Days – Little Yellow Book (2026 Edition)

Everything you need to know — and more.

This guide outlines the policies, procedures and essential information for exhibitors at Tocal Field Days. Please read carefully and **ensure all staff and contractors are briefed before arriving onsite.**

Contents

1. Exhibitor Terms & Conditions
2. Applications
3. Cancellation of Contract
4. Event Cancellation / Postponement
5. Insurance & Security
6. Site Licence
7. Sub-letting
8. Livestock & Dogs
9. Exhibitor Site Rules
10. Site Preparation & Safety (WHS)
11. Vehicles & Parking
12. Forklift Service
13. Accommodation
14. Advertising
15. Announcements
16. ATM
17. Best Exhibit Awards
18. People's Choice Awards
19. Bump-In & Bump-Out
20. Camping
21. Condensation in Marquees
22. Courtesy Buses
23. Electricity
24. Hay & Straw
25. Woodchip
26. Livestock Declarations & Yards

Tocal Field Days
See today's farming on show
ABN 54 135 988 596
www.tocalfielddays.com
(02) 4092 8100
info@tocalfielddays.com
815 Tocal Road, Tocal NSW 2421

27. Photography
28. Address & Contact Details
29. Marquee, Furniture & Equipment Hire
30. Milk Supply
31. Opening Hours
32. Parcel Pickup
33. Passes
34. Security
35. Exhibitor Site Office & Visitor Information Booth
36. Toilets
37. Waste
38. Watering of Plants & Livestock
39. Website
40. Wifi & Networking

1. Exhibitor Terms & Conditions

Risk Management (WHS)

All exhibitors, contractors and demonstrators must ensure they — and all staff under their direction — comply with the NSW Work Health & Safety (WHS) Act and Regulations while participating at Tocal Field Days (TFD). By applying for a site or providing a tender, you acknowledge you are operating as a Person Conducting a Business or Undertaking (PCBU) for the duration of your presence onsite. As a PCBU, you are responsible for the health and safety of all persons impacted by your activities, including staff, contractors, volunteers, visitors and delivery personnel.

More information on obligations:
➞ safework.nsw.gov.au

2. Applications

- Applications received before December 15 will be processed prior to the Christmas period. Applications must be fully completed, including PLI and confirmation you have read and accepted all TFD Terms and Conditions.
- The Association reserves the right to refuse any application at its discretion.
- Site allocation is determined by the Association and may be altered if required.

Tocal Field Days
See today's farming on show
ABN 54 135 988 596
www.tocalfielddays.com
(02) 4092 8100
info@tocalfielddays.com
815 Tocal Road, Tocal NSW 2421

- By signing the application, the exhibitor accepts responsibility to inform all staff and contractors of relevant terms, conditions and safety requirements.

3. Cancellation of Contract

- Cancellations prior to 28 February: 10% administration fee retained; balance refunded.
- Cancellations after 28 February: all fees retained unless the site is rebooked. If rebooked, a 25% administration fee applies and the balance is refunded.
- The Association may cancel your contract if:
  - Breach exhibiting conditions,
  - fail to occupy your site during the event, or
  - have not occupied your site by 5:00 pm the day before opening.
- Deposits: a 40% deposit is due within two weeks of invoice. Failure to pay may result in the site being released.

4. Event Cancellation / Postponement

If the Association cancels or postpones the event, written notice will be provided via personal delivery, email, registered mail, or delivery to an onsite representative. TFD accepts no responsibility for compensation associated with cancellation or postponement. No refunds apply except as outlined in Section 3.

5. Insurance & Security

- Night security patrols operate from the Tuesday prior to the event through to Monday morning following the event.
- The Association accepts no liability for loss, theft or damage to exhibitor property at any time.
- Exhibitors must hold Public Liability Insurance (PLI) of at least $10 million and provide a Certificate of Currency with their application. No exhibitor may set up or trade without current PLI.

6. Site Licence

- A licence to occupy and use your allocated site is granted for the Field Days and the standard set-up and dismantling periods.

- The Association may remove any display item, sign or material deemed inappropriate or offensive.
- You must remain within your site boundaries. Continued encroachment after three warnings may result in eviction.

7. Sub-letting

Sub-letting or site sharing is prohibited unless written approval is obtained from the Association.

8. Livestock & Dogs

- No livestock — including dogs — are permitted without written permission. Approved assistance dogs excepted (with documentation).
- Exhibitors are responsible for welfare, food, water, shade and compliance with animal care standards.
- Demonstration dogs may only move directly between the car park and the demonstration area.

9. Exhibitor Site Rules

- Tocal Field Days is responsible for maintaining the safety of all event roads, laneways and public paths. Exhibitors are responsible for the safety and condition of their own sites, including internal pathways, marquee access, ground surfaces and drainage. Both Tocal Field Days and exhibitors must work collaboratively to ensure safe, unobstructed and hazard-free access and egress for visitors, staff and volunteers.
- Do not extend displays beyond your site boundary or block public walkways.
- Do not create trip hazards. All cables and hoses must be protected with cable trays or equivalent coverings.
- Do not paint, mark or alter TFD property.
- Use of loudspeakers or noisy equipment is restricted and may be limited by the Association.
- Printed materials may only be distributed within your site.
- Do not sell nuisance toys, showbags, or balloons.
- Massages are not permitted.

- Political party promotion is not permitted.
- Refill generators only outside visitor hours; generators must not create excessive noise.
- All commercial drones performing demonstrations during the event must have TFD and CASA approval.

10. Site Preparation & Safety (WHS)

You are responsible for establishing and maintaining a safe working environment for workers and visitors.

- Exhibitors should prepare and follow a site-specific risk assessment covering bump-in and bump-out for best practice.
- Services are marked out prior to bump in, **do not** peg into the ground without checking with a member of TFD staff, any damage caused without prior approval must be covered by the exhibitor. Electrical – Red, Water – Blue, Communication – Yellow.
- All electrical equipment must be tested and tagged within 3 months of the event and kept in good condition.
- All leads running to your site must be protected by cable trays or equivalent to eliminate trip hazards.
- Food sales for on-site consumption require prior written approval from the Association.
- Machinery demonstrations must follow TFD guidelines and be conducted safely under supervision.
- Damage to underground services is the exhibitor's responsibility; consult the Site Office before any surface penetration.
- Sites must be left clean and in pre-occupancy condition with waste placed in allocated bins.
- No overnight stays except for approved livestock exhibitors.
- No dismantling or removal of goods before 4:00 pm Sunday unless approved by the Association.

Tocal Field Days
See today's farming on show
ABN 54 135 988 596
www.tocalfielddays.com
(02) 4092 8100
info@tocalfielddays.com
815 Tocal Road, Tocal NSW 2421

11. Vehicles & Parking

11.1 Vehicles Onsite

No vehicles may enter or move within exhibition areas between 8:30 am and 5:00 pm. Illegally parked vehicles may be removed at the exhibitor's expense.

11.2 Onsite Vehicle Pass

- Onsite vehicle pass fee: $60 (pre-issued only).
- Permits are granted only where the vehicle is necessary to the display and must remain wholly within your site.
- Vehicles must not move during opening hours.
- General vehicle branding alone is not considered "necessary".
- Permits are not available for purchase at the event.
- Illegally parked vehicles will be clamped.
- Penalty for driving on site during open hours: $500.

11.3 Car Parks & Parking

- Visitor Car Park — Free of charge; come and go without restriction.
- Exhibitor Car Park A — Near the main gate (Tocal Rd). Locked 9:00 am–5:00 pm (4:00 pm Sunday). Vehicles cannot be moved during this time. Exhibitor Car Pass required.
- Exhibitor Car Park B — Behind the pool. Open access via exhibitor checkpoint; exit via Visitor Car Park. Exhibitor Car Pass required.
- Livestock Car Park — Behind the stables. Locked 9:00 am–5:00 pm (4:00 pm Sunday). Exhibitor Car Pass required.
- Student Car Park — Opposite the pool; for residential students only. Illegally parked vehicles will be clamped.
- Parking on Site — Only with pre-issued permit and $60 fee (see 11.2). Permits will NOT be issued at the event.

12. Forklift Service

- A free forklift (telehandler) service operates from the Monday prior to Thursday for set-up, and from Sunday 4:00 pm to dark and Monday until dark for pack-up.
- All lifts require a designated spotter/observer at all times. No spotter, no lift.

Tocal Field Days
See today's farming on show
ABN 54 135 988 596
www.tocalfielddays.com
(02) 4092 8100
info@tocalfielddays.com
815 Tocal Road, Tocal NSW 2421

- TFD is not responsible for securing your load.
- Our forklift has a 3.1 tonne capacity and is operated by a licensed driver.
- Private forklifts or lifting equipment must only be operated by appropriately licensed personnel; present qualifications at the Site Office before use.
- Pre-booking is essential (30-minute blocks). This can be done during site application.
- All jobs must be booked through the Site Office. Do not approach the driver directly.
- Compliance Officers will perform random checks.

13. Accommodation

Accommodation options are available near the event site. Book directly using the links on the Tocal Field Days website: https://tocalfielddays.com/exhibitors/resources/

14. Advertising

- TFD's advertising campaign includes radio, digital marketing, the official program and social media.
- The printed program includes your business name, site number and phone number.

15. Announcements

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

16. ATM

Due to rising costs, TFD no longer provides onsite ATMs. Please bring cash if required. Most vendors support card payments.

17. Best Exhibit Awards

- Judged on Friday across five categories: Agricultural, Commercial, Livestock, General Interest, Educational & Informative.
- Winners announced on the main stage in Nash Park on Saturday.
- Winners receive either a $300 discount on site fees for the following year or equivalent free ticket allocations.

Tocal Field Days
See today's farming on show
ABN 54 135 988 596
www.tocalfielddays.com
(02) 4092 8100
info@tocalfielddays.com
815 Tocal Road, Tocal NSW 2421

- All exhibitors are automatically judged; no entry required.

18. People's Choice Awards

The Tocal Field Days People's Choice Awards encourage visitor engagement within the Good Food & Wine Precinct and across the event. Visitors vote using a QR code displayed at participating sites.

How It Works

- Visitors scan the People's Choice QR code (displayed at participating sites and around the precinct).
- They complete a quick form selecting favourites in relevant categories.
- Each vote enters the visitor into the draw for the "Taste of the Precinct" Prize Pack featuring products from participating vendors.

2026 Categories

- Best Overall Exhibit (open to all exhibitors)
- Best Sparkling Wine
- Best White Wine
- Best Red Wine
- Best Fortified Wine
- Best Craft Beer
- Best Spirit or Liqueur

Exhibitor Responsibilities

- Display the official People's Choice QR signage provided in your exhibitor pack.
- Invite visitors to taste your products and encourage on-the-spot voting.
- Mention the voting link during customer interactions (e.g., "If you enjoyed our product, feel free to vote for us in the People's Choice Awards!").

Prizes & Recognition

- Category winners are announced post-event via email, social media and the TFD website.
- Winners receive a certificate of recognition and are featured in event promotions.
- The Best Overall Exhibit receives additional promotional exposure for the 2027 event.

Tocal Field Days
See today's farming on show
ABN 54 135 988 596
www.tocalfielddays.com
(02) 4092 8100
info@tocalfielddays.com
815 Tocal Road, Tocal NSW 2421

Why It Matters

- Drives sampling and meaningful conversations with visitors.
- Increases brand visibility within the precinct.
- Creates a fun, interactive experience that benefits all participants.

19. Bump-In & Bump-Out

- All personnel must complete the TFD Site Induction prior to arriving on-site.
- Set-up begins Monday prior to the event. For earlier access, contact the Office to arrange.
- During set-up, enter during daylight hours via the main college entrance. Large vehicles should use the second entrance 500 m further along Tocal Road.
- From Friday of the event, exhibitors may enter via the Visitor Car Park from 6:00 am and follow Exhibitor signage.
- Gate 1 (main college entrance) opens for departing traffic after 5:00 pm daily (4:00 pm Sunday).
- No dismantling or removal of goods before 4:00 pm Sunday unless approved.

20. Camping

Camping is permitted for livestock exhibitors only (by prior approval). Other camping is not permitted onsite for security reasons. Limited camping is available at Paterson Sportsground — 0409 938 233 (From $15 per night). Pre-booking recommended.

21. Condensation in Marquees

Bring a tarpaulin or suitable cover to protect your display in case conditions cause condensation inside marquees.

22. Courtesy Buses

Free Maitland Shuttle

A courtesy shuttle departs Maitland Railway Station hourly from 9:00 am Friday (collects in Lorn at :15 past the hour). Returns from Gate 5 on the hour from 9:30 am with final pick-up at 4:30 pm (3:30 pm Sunday).

Tocal Field Days
See today's farming on show
ABN 54 135 988 596
www.tocalfielddays.com
(02) 4092 8100
info@tocalfielddays.com
815 Tocal Road, Tocal NSW 2421

23. Electricity

- Power is available to a limited number of sites (see interactive site map).
- Electricity is available from 7:00 am Thursday for caterers only.
- Power to all other areas is available from 1:00 pm Thursday and is turned off after 4:00 pm.
- Supply your own 20 m tagged extension lead.
- All leads/power boards must have an electrician's certification dated within 3 months of the event.
- All exposed leads must be covered with cable trays or equivalent. Non-compliance may result in power being revoked.
- General site security lighting will be in place.

24. Hay & Straw

Kirkwood Produce Company (Rutherford) can supply hay, straw and livestock feed. Phone (02) 4932 8711 to order early and arrange delivery on Wednesday or Thursday prior to the event. No deliveries during event hours. Please remove hay and straw from your site after the event.
https://www.kirkwoodproduce.com.au/

25. Surface Cover Requirements and Recommendations

- **Event Flooring –**
  - 'Pro-floor' is available to be pre-ordered via the TFD Office and must be paid for in full prior to April 17 to ensure its availability (min. quantity 9 sq m). Charged at $14- per square metre laid.
- **Road Base – (Approx. $68- m3)**
  - Can be left on your site after the event has finished.
  - Pre-order and pay via Blue Gum Landscaping.
- **Woodchip – (Approx. $80- m3)**
  - Must be removed from your site after the event ceases.
  - Failure to remove all wood chip will result in a $300 per-site removal fee.
- TFD **does not** provide wood chip during the event.
- Road base or woodchip must be pre-ordered prior to the event.

- This must be ordered directly from Blue Gum Landscaping Centre, Maitland — (02) 4934 1814.
- Deliveries must be to **your site only** and completed before close of business Thursday.
- No deliveries will be authorised during the event.
- https://bluegumlandscaping.com.au/
- Advise TFD of intended deliveries prior to arrival. 26. Livestock Declarations & Yards
- A National Vendor Declaration, NSW Animal Health Statement or a numbered Transport Stock Statement is required for all livestock entering the site, plus the TFD Livestock Movement Declaration.
- Soiled livestock bedding and waste must be removed to the marked collection site in the Livestock area (Manure sign).
- Facilities for loading/unloading machinery and livestock are located on the ring road near the Livestock Exhibitor area.
- A livestock wash-down area is located opposite the Bruce Urquhart Skills Arena.
- Order livestock yards prior to arrival by specifying requirements on your application form. Yards cannot be supplied without pre-ordering.

27. Photography

By entering TFD as an exhibitor or visitor, you consent to filming and sound recording. Images may be used for marketing and promotional purposes across all channels, in perpetuity.

28. Address & Contact Details

Postal: Tocal Field Days, Tocal Agricultural Centre, 815 Tocal Road, Paterson NSW 2421
Email: info@tocalfielddays.com
Website: www.tocalfielddays.com
Phone: 02 4092 8100
Mobile: 0498 489 507

29. Marquee, Furniture & Equipment Hire

Preferred supplier: Festival Hire — 1300 761 799
Email: info@festival.net.au
Website: www.festival.net.au

Alternate supplier: Prestige Wedding & Event Hire – 02 4353 4599
Email: info@prestigepartyhire.com.au
Website: www.prestigeeventhire.com.au/

30. Milk Supply

Caterers can purchase milk and dairy goods from the preferred supplier who will deliver prior to event opening each day. Contact: Friendly Grocer Paterson — 02 4938 5521.

31. Opening Hours

Open to the public from 9:00 am daily. Closing time is 5:00 pm Friday and Saturday, and 4:00 pm Sunday. Exhibitors must ensure safe access and egress at their site during these times.

32. Parcel Pickup

- Free service operating across the three days.
- Items must be liftable by one person to be eligible.
- Process: collect green Parcel Pickup forms from the Site Office.
- Attach the top copy to the goods; provide middle and bottom copies to the customer.
- Customer delivers the middle copy to the Site Office.
- Advise customers to allow 90 minutes for collection before departure.
- After the event closes, visitors may drive onsite to collect goods from exhibitor sites.

33. Passes

- Each site receives 6 Exhibitor One-Day Passes and 1 Exhibitor Car Park Pass.
- Vehicles may drive to sites to unload before 8:30 am; all vehicles must be moved to an exhibitor car park by 8:30 am unless you hold an onsite vehicle permit (see Section 11.2).
- An Exhibitor Car Park Pass is for the vehicle only; each passenger must also have an Exhibitor One-Day Pass.
- Pricing: $15 One-Day Pass; $10 Child; $10 Exhibitor Vehicle (Car Park) Pass.
- No entry without a pass. Club shirts/cards are not valid for entry. NO EXCEPTIONS.

Tocal Field Days
See today's farming on show
ABN 54 135 988 596
www.tocalfielddays.com
(02) 4092 8100
info@tocalfielddays.com
815 Tocal Road, Tocal NSW 2421

- Passes are digital and are emailed to the address on your application prior to the event. Passes can only be re-issued digitally and to the original email address.
- If you forget your passes, a $20 re-issue fee applies.

34. Security

- **Daytime Security Presence**
  - Contracted security personnel are on-site during event hours to support TFD operations. Their role is to provide a visible presence in common areas and assist the TFD team in meeting RSA requirements. They are not responsible for the security of exhibitor sites, equipment or stock, and they will not engage in conflict resolution or act on behalf of exhibitors in business or customer disputes.
- **Overnight Security Patrols**
  - Roving security patrols operate 6:00 pm – 6:00 am from Tuesday prior to the event through to Monday 6:00 am following the event.
  - TFD provides patrols for common areas only and takes no responsibility for security of equipment, stock or displays on your site.
- **Tocal College**
  - Tocal College Duty Officers support student safety before, during and after the event.
- NSW Police (including Mounted Police) undertake regular patrols of the event.
- Security cameras operate throughout the campus, including licence plate recognition cameras.

35. Exhibitor Site Office & Visitor Information Booth

The Site Office is at the front steps of the college entrance. Staff are available during set-up and throughout the event to assist exhibitors and provide visitor information.

36. Toilets

- Portable toilets are onsite from Wednesday prior to the event near Exhibitor Car Park A, the stables and the Skills Arena.
- College toilets are available near the front reception office and at the end of the flats near the demonstration area.

Tocal Field Days
See today's farming on show

ABN 54 135 988 596
www.tocalfielddays.com

(02) 4092 8100
info@tocalfielddays.com
815 Tocal Road, Tocal NSW 2421

37. Waste

- Rubbish is collected at intervals daily by our service team.
- Stack cardboard neatly behind your site for collection at day's end.
- Remove all waste from your site at the end of the event — including woodchip, hay, pallets and general garbage.
- Exhibitors leaving waste will be invoiced a clean-up fee of $85 per hour.
- Do not shift garbage to neighbouring sites.

38. Watering of Plants & Livestock

- A water supplier will water plant stock for plant exhibitors before opening and after closing. Midday watering is the exhibitor's responsibility.
- For livestock exhibitors, water is provided morning and evening. If additional water is needed, have a suitable stand-by container available.
- Water tanks required for weighting will be filled on Thursday prior to the event only.

39. Website

Your free company listing on the TFD website remains live for 12 months and can be upgraded with a direct link to your company at no charge.

40. Wifi & Networking

While TFD is a large outdoor site without site-wide Wi-Fi, Telstra provides a temporary tower for 4G/5G during the event. Ensure your EFTPOS and devices are compatible. Telstra is generally the strongest carrier in our area; other networks may experience reduced performance.

Tocal Field Days
See today's farming on show

ABN 54 135 988 596
www.tocalfielddays.com

(02) 4092 8100

info@tocalfielddays.com

815 Tocal Road, Tocal NSW 2421

This page is intentionally blank