



RIVERINA FIELD DAYS 2019 APPLICATION FORM

DATES: Fri 10th & Sat 11th May 2019

Deadline to book a 2019 Site: 26th April 2019

Email Application Form to: info@rfd.net.au | Phone: (02) 6962 1180

t/as Coro Club Ltd

ABN 76 001 071 245

Business Name:ABN:

Business Name for Program Listing:

Address:

Town: State: Post Code:

Contact Name:

Ph: Mobile:

Email:

Website:

2018 Site No: (if known)

NON-POWERED SITES - refer to map for location of non powered sites. Can be found at www.riverinafielddays.com

Size (front x depth)	Site Fee (incl GST)	2 Day Exhibitor Pass included in Site Fee	Site Quantity	Total Price
5m x 10m	\$300	2 passes		
6m x 6m	\$216	2 passes		
10m x 10m	\$600	2 passes		
20m x 10m	\$700	3 passes		
20m x 20m	\$800	4 passes		
Additional 20m x 20m site	\$600	zero		

POWERED SITES - (sites 63-81) refer to map for location of powered sites. Can be found at www.riverinafielddays.com

Size (front x depth)	Site Fee (incl GST)	2 Day Exhibitor Pass included in Site Fee	Site Quantity	Total Price
6m x 6m	\$266	2 passes		

Please tick power requirements? 240V 10amp 240V 15amp All leads must comply with T&C's clause 9.

Note: Minimal power is supplied. Please check with office if requiring more power for more specialised equipment.

Appliances	Amps drawn

FOOD COURT refer to map for sites. Can also be found at www.riverinafielddays.com **Note:** Must supply FSS Certificate

Size (front x depth)	Site Fee (incl GST)	Exhibitor Passes included in Site Fee	Site Quantity	Total Price
6m x 6m	\$330	2 passes		
Kiosk	\$800	4 passes		

Please tick power requirements? 240V 10amp 240V 15amp All leads must comply with T&C's clause 9.

Appliances	Amps drawn

WOODSIDE HALL - refer to map for sites. Can also be found at www.riverinafielddays.com

Size (front x depth)	Site Fee (incl GST)	Exhibitor Passes included in Site Fee	Site Quantity	Price
3m x 3m	\$198	2 passes		
4m x 3m	\$264	2 passes		
4m x 4m	\$352	2 passes		
2m x 3m	\$132	2 passes		

MCWILLIAM PAVILION refer to map for sites. Can also be found at www.riverinafielddays.com

Size (front x depth)	Site Fee (incl GST)	Exhibitor Passes included in Site Fee	Site Quantity	Price
3m x 3m	\$198	2 passes		
4m x 4m	\$352	2 passes		

DAVID DAVIDGE PAVILION

Size (front x depth)	Site Fee (incl GST)	Exhibitor Passes included in Site Fee	Price
1 site only	POA	2 passes	

SITE EXTRA'S AVAILABLE:

Small Hay Bales	\$7.70 each	Qty Required		\$
Extra Exhibitor Passes	\$7 (Discounted)	Qty Required		\$
Trestle Tables	\$16.50	Qty Required		\$

TOTAL AMOUNT PAYABLE \$.....

BUSINESS LISTING :

Please choose **ONE** category best suits your exhibit. This will be included in a printed brochure that will be distributed at the entry gate along with a site map. **Deadline to be included is 26th April 2019.** Beyond this date Exhibitors will be listed online at www.riverinafielddays.com only. Please note changes cannot be made to listings, so please choose carefully.

ADVISORY / CONSULTANCY SERVICES	
AGRICULTURAL MACHINERY	
AGRICULTURAL MERCHANDISE / PRODUCTS	
ANIMAL: HEALTH, PRODUCTS, LIVESTOCK	
ARTS & CRAFTS	
AUTO - SALES, SERVICE & PARTS, MOTORCYCLES, RIDE ONS, FORKLIFTS & MULES, TRAILERS & TRUCKS	
BUILDING & CONSTRUCTION, REAL ESTATE, HOUSE & LAND	
CHILDREN: TOYS, CLOTHING & ACCESSORIES	
CLEANING	
CLOTHING, FOOTWEAR & ACCESSORIES	
COMPUTERS, TELECOMMUNICATIONS & IT	
CONCRETE	
CONFECTIONARY	
CONTRACTING SERVICES	
EDUCATION	
EMERGENCY SERVICES	
EMPLOYMENT	
ENTERTAINMENT	
ENVIRONMENT	
EQUIPMENT HIRE & SALES	
EVENT & DEMONSTRATIONS	
FENCING	
FINANCIAL SERVICES	
FOOD OUTLETS	
FRESH PRODUCE / FLOWERS / HERBS	
FURNITURE	

GENERAL INTEREST	
GIFTWARE	
GRAIN HANDLING EQUIPMENT	
HEALTH & BEAUTY	
HEATING / COOLING / SOLAR	
HORTICULTURE	
HOUSEHOLD PRODUCTS & MANCHESTER	
IRRIGATION	
LEATHER GOODS & SHEEPSKIN PRODUCTS	
MANUFACTURING, WELDING & FABRICATION	
OUTDOOR LESIURE & CAMPING	
PHOTOGRAPHY	
POLITICAL	
POOLS & SPAS	
RELIGIOUS	
SECURITY	
SHEDS, CARPORTS & GARAGES	
SPORTING	
STORAGE	
TOOLS & HARDWARE	
TRANSPORT	
TRAVEL & TOURISM	
WATER	
WEDDING	
WINERIES	
WOOL - PRODUCTS OR BROKERS	
OTHER PLEASE SPECIFY	

PUBLIC LIABILITY INSURANCE:

Insurer: _____

Policy No: _____

Expiry Date: _____

Indemnity: \$ _____

\$10,000,000 minimum cover is required. Certificate of Currency **MUST** be included with this application.

Do not include your invoice, this is not your Certificate of Currency.

FOOD SAFETY SUPERVISOR CERTIFICATE:

Do you have a FSS Certificate? Yes No N/A

All food and Coffee exhibitors **MUST** comply with all Griffith City Council requirements, this includes a FSS Certificate, this will need to be supplied when sending your application form and payment to the RFD Office.

DEMONSTRATIONS:

If you have any demonstrations, please contact us to include in what's on listing.

IMPORTANT INFORMATION:

Sites will only be secured upon receipt of payment. Deadline to book a site for the 2019 Riverina Field Days is **26th April 2019**. Our Exhibitor Listing is updated regularly on our website and you'll be included in our printed brochure if your site is secured before **26th April 2019**. Beyond this date, you'll only be listed on our website. Please refer to our **FAQ's section of the website** for more details about set up and pack up.

EXHIBITOR PASSES

Will be available for collection from the **SITE OFFICE** only on **THURSDAY 9th May 2019** and must be shown upon entry on the Friday & Saturday. If you cannot pick up your passes on the Thursday please advise prior.

AGREEMENT:

I the undersigned, being a duly authorised representative of the Exhibitor, have read, understand and agree to abide by the Terms and Conditions and Rules as set out by the Coro Club Ltd trading as Riverina Field Days. Please ensure you have read, understand and agree to abide by clause 15 & 16 of the Terms and Conditions regarding cancellations.

NAME: _____

POSITION: _____

SIGNATURE: _____ **DATE:** _____

PAYMENT OPTIONS:

- Direct Deposit:**
Bank: ANZ Account Name: Coro Club Ltd
BSB: 012 657 Account: 497 880 049
- Cheque:** to be made out to "Riverina Field Days"
posted to: Coro Club, 20-26 Harward Rd, Griffith, NSW 2680
- Credit Card:** contact the office for payment or complete the authority below.
2.5% surcharge will be applied to each transaction

CREDIT CARD AUTHORITY

2.5% SURCHARGE WILL BE APPLIED TO EACH TRANSACTION

I authorize Riverina Field Days to charge my credit card for the amount as supplied by invoice.

Card Number: _____ - _____ - _____ - _____

Expiry Date: _____ / _____ CCV: _____

Signature: _____ Date: _____

CONTACT INFORMATION:

Roly Zappacosta | info@rfd.net.au | Ph: (02) 6962 1180 | Mob: 0408 432 676 | Fax: (02) 6962 7504

Sue Ruskin | info@rfd.net.au | Ph: (02) 6962 1180 | Fax: (02) 6962 7504

2019 TERMS AND CONDITIONS

In these Terms & Conditions:-

“RFD” means Coro Club Ltd T/as Riverina Field Days and includes their/its directors, employees, contractors or agents ;

“The Exhibitor” means the party accepting these terms and where applicable includes their/its directors, employees, contractors or agents;

“Rules” means the rules annexed to these terms and conditions;

“Site” means all of the land and improvements know as “Riverina Field Days” and occupied by RFD or the Exhibitor pursuant to these terms.

These Terms and Conditions apply to the exclusion of all others including terms and conditions incorporated in any purchase order.

The Exhibitor acknowledges and agrees to be bound by these terms and the Rules as varied from time to time.

1. RFD may in its absolute sole discretion refuse any Site Application.

2. All Site allocations will be at the sole discretion of RFD.

RFD reserves the right to change or re-allocate sites to exhibitors at any time prior to the commencement of the field days.

3. The exhibitor must not offer for sale second-hand plant and machinery of any nature at the Site.

4. The exhibitor must hold:-

(a) public liability insurance for a minimum of \$10,000,000;

(b) current workers compensation insurance for all employees of the exhibitor;

(c) all risks cover for any plant, machinery or other property located of displayed on the Site.

The exhibitor must provide a copy of an insurance certificate of currency to RFD upon request.

5. The exhibitor acknowledges that the Workplace Health & Safety (WHS) Act, associated Acts and Regulations ("the Acts and Regulations") impose obligations on the exhibitor in respect of the creation and maintenance of a safe environment for both their employees and visitors. The exhibitor warrants that any , materials, goods, plant or machinery used, stored, offered for sale or otherwise displayed on the site is fit for use in any work place and must be free of any faults and of a standard necessary to comply with the Acts and Regulations. If required by RFD, the exhibitor must provide RFD with a risk assessment plan for the setting up, operating and dismantling their exhibits and Site.

6. The exhibitor occupies the Site at their own risk. RFD is not liable to the Exhibitor, and the Exhibitor releases RFD, from any breach of contract or duty of care. The exhibitor acknowledges that RFD is not responsible for, and releases and discharges RFD from any direct, indirect or consequential loss or expense suffered by the exhibitor or any third party, howsoever caused from the use and occupation of the Site

(or the inability to use of occupy the Site) including breach of statutory or common law warranties and negligence. The exhibitor agrees to indemnify RFD from and against all liability and losses (including costs on a full indemnity basis) which may be incurred by the exhibitor as a result of the use and occupation of the site any resulting action or court proceedings including any claim made by a third party. Further, the exhibitor shall be responsible for and indemnifies RFD against:-

(a) any pollution or environmental harm caused by the exhibitor to the Site or to RFD's property; and

(b) any costs or orders issued by any authorised statutory body in respect to the investigation, clean up or remediation in relation to the Site or to RFD's property by reason of the exhibitor's use or occupation of the Site or RFD's property including.

7. The exhibitor must not supply food or drink for sale to the public from the site unless you are a food and beverage site holder.

8. The exhibitor may commence set up the Thursday prior to the event from 7am and must complete setting up their exhibit on the site by 6pm. Pack up can commence on the Saturday after 4pm. Under NO

circumstances is pack up permitted prior to this time. Exhibitors must remove all machinery, structures and equipment from the Site (and undertake foundation restoration) whether sold or unsold at their own cost by 17th May 2019. Beyond this date, fee's will be incurred.

9. All electrical extension leads and appliances must have current approval tags. Exhibitors must only use and operate approved portable power boards with residual current device (RCD) earth leakage circuit breaker (ELCB) protection when drawing electricity from the RFD supply grid. It is the exhibitor's responsibility to provide a single length 30 metre heavy duty/industrial lead to be used from the power outlet to the exhibitor's location

10. The exhibitor may use the free services of the cranes and forklifts between 9.00am and 5pm between Thursday 9th May 2019 and Monday 13th May 2019. In the interests of Public Safety use of cranes and forklifts will be at the sole discretion of RFD Management at all times. Use of cranes & forklifts on the actual field day dates will be at the sole discretion of RFD Management. The exhibitor agrees to meet the cost of loading or unloading outside these times and dates at the rate of \$100 per hour (or part thereof) if between 9.00am and 5pm; or at a rate of \$180 per hour (or part thereof) outside working hours. These charges may vary at the sole discretion of RFD.

11. The exhibitor agrees to pay demurrage at the rate of \$110per week for any machinery, equipment, structures or display aids which are left on the site after 17th May 2019, where no formal agreement has been entered into with the RFD.

12. Exhibitors shall not assign, lease, sub-lease, on-sell or part with the possession of the whole or any part of the Site without prior written consent from RFD.

13. The exhibitor acknowledges that they will not be permitted to occupy the Site or utilise any services until payment (including any additional fees) is received by RFD in full in accordance with the site agreement.

The exhibitor acknowledges that passes will not be issued, a site will not be allocated and the exhibitor details will not be included in the official publication until payment has been received by RFD in full in accordance with the site agreement.

14. Cancellation Fees:

Exhibitors must advise of their cancellation in writing to RFD.

Cancellations received 90-61 days prior to the field days will attract a cancellation fee of 25% of the site fee; cancellations received 60-31 days prior to the field days will attract a cancellation fee of 50% of the site fee; cancellations received within the 30 days prior to the field days will attract a cancellation fee of 100% of the site fee.

15. The Exhibitor acknowledges that all site fees are non-refundable. Should the exhibitor fail to occupy the Site by the date referred to in clause 8 herein, RFD reserves the right to terminate the site agreement immediately by written notice.

16. RFD may immediately terminate this agreement in the event of breach by the exhibitor of any condition of this agreement or any of the Rules as varied by RFD from time to time.

In event of termination of this agreement, the exhibitor releases and indemnifies RFD from any claim for compensation or loss of profits or otherwise.

17. The exhibitor hereby grants to RFD a lien and security interest over any goods, machinery, equipment or display aids located on the Site to secure the payment of all site fees, loading and demurrage or other demurrage fees payable by the exhibitor.

18. RFD will not be liable nor deemed to be liable to the exhibitor (and the exhibitor releases RFD in full) due to cancellation, postponement or delay in holding the Riverina Field Days as a result of strikes and/or lockouts (whether of their own employees or those of others and whether or not the party against whom such action is taken could have avoided the same by acceding to the demands of the employees responsible for such action) Acts of God, war, fire, flood, embargo, litigation, acts of government or any agency instrumentality or any political subdivision thereof or any other cause beyond the control of RFD.

19. The standing or parking of unregistered vehicles on the site is permitted, however all vehicles or self propelled mobile equipment, needing to move from or to a static display site must be registered, or carry a relevant permit or trade plate.

20. RFD may enter the Site any time and remove any articles, signs, pictures or printed matter which in their opinion may be a cause of offence to the public or which RFD deems inappropriate.

21. Whilst taking all care and providing security for the duration of the RFD, the Coro Club (as organiser of the Riverina Field Days) SHALL NOT be held responsible for theft, loss or damage to the exhibitors' property whilst at the Riverina Field Days. Security will be in place from the Thursday prior to the Sunday morning

Annexure A - RULES

1. Amplified announcements using microphones are not permitted in the Woodside Hall or McWilliam pavilion.
2. No alcohol may be brought onto the Site or RFD property.
3. All exhibitors are requested to leave their site in a reasonably tidy condition. If there is not a garbage bin close to your site, please leave any rubbish, boxes etc. in a pile on one part of your site. Should your site be left in a condition which the organisers deem unacceptable you may not be invited to attend the following year.
4. NO vehicles permitted on the main roads within the Showground during the event's opening hours. Access will be via the Public Parking areas. Any exhibitor arriving after 9 am will be forced to leave their vehicle in the Public areas. Some exceptions could be made by the gate person contacting the Organiser for extenuating circumstances. A speed limit of 10 kph shall apply at all times within the confines of the field day site.
5. Within your site hire fee includes an allocated number of passes. They can be collected from the site office only on the Thursday prior. You must ensure you collect these when you set up the day before otherwise you will be charged an entry fee without them. No Pass - No Entry. If you cannot pick up your passes on the Thursday please advise prior. If you wish to purchase extra passes, there are discounted tickets available and can be purchased. Please indicate on your application form. 6. Exhibitors shall be responsible for any damage caused to sites and/or water pipes, electricity cables running through the Site.
7. Gas bottles are not to be used within marquees or tents.
8. No display or signage may be permanently fixed to a Site without the prior written consent of RFD
9. The exhibitor must not extend its display over the boundaries of their allocated Site.
10. Hay bales are available for hire, these will be delivered to your site, but please indicate on your application form when booking your site, these will be delivered on the Wednesday. The Hay bales remain the property of the Riverina Field Days.
11. Exhibitors MUST have their own Public Risk Liability insurance cover whilst on site and should complete the necessary section on the Application Form. Failure to supply this information on your form will mean you WILL NOT be able to attend.
12. All exhibitors are requested to leave their site in a reasonably tidy condition. If there is not a garbage bin close to your site, please leave any rubbish, boxes etc. in a pile on one part of your site. Should your site be left in a condition which the organisers deem unacceptable you may not be invited to attend the following year. Garbage will be collected periodically throughout the event.
13. Water is supplied to some sites via pipes and taps for which exhibitors need their own hoses. For the supply of larger amounts of water to fill demonstration displays, the Riverina Field Days will need to organize a water tanker so prior arrangements for this service should be made with the organiser

PRODUCT AND STORAGE TEMPERATURE MONITORING FORM

To ensure food businesses comply with the temperature requirements stipulated by the Food Standards Code¹, monitoring systems shall be put in place and documented. Food businesses shall take all practicable measures to monitor potentially hazardous foods upon receipt and storage within food businesses.

Procedure: To monitor the actual food and storage temperatures, use your temperature measuring device (e.g. thermometer, IR gun) and follow the procedure below:

1. Record the date and description of the food in the first two columns. Then, using a clean and sanitised temperature measuring device, take a temperature reading of the **received product** (testing the centre of the product), once reading has stabilised, record your reading below in the Receiving Product Temperature column;
2. To monitor the **coolroom/fridge temperature**, find the temperature dial or storage thermometer and record your reading below in the appropriate column;
3. Then, randomly select a **product** in the coolroom/fridge, using a clean and sanitised temperature measuring device, take a temperature reading of the product, once reading has stabilised, record your reading below in the appropriate column;
4. If product or storage temperatures are $\leq 5^{\circ}\text{C}$ or $\geq 60^{\circ}\text{C}$, document the corrective action taken as a result of high temperatures and initial your recording.

Date	Product Description	1. Receiving Product Temperature	2. Air Temperature							3. Product Storage Temperature							Comments/Corrective Action (Satisfactory/Reject Product/Discard Product)	Initials	
Food Retail Businesses - Temperature Monitoring Form																Version 2: February, 2012			

