



**RIVERINA FIELD DAYS**

**2017 APPLICATION FORM & TAX INVOICE**

**FOOD & COFFEE SITES 2017**

Trading Name: .....

ABN: .....

Address: .....

Town: ..... State: ..... Post Code: .....

Ph: ..... Fax: ..... Mobile: .....

Email: .....

Website: .....

Company Contact: .....

Mobile: .....

**Non Powered Sites (sites 1 - 56)**

(front x depth)	Site Fee (incl GST)	Passes included in Site Fee	
10m x 10m	\$660	4	\$ .....

**POWERED SITES - Sites 57 - 75**

6m x 6m	\$290	2	\$ .....
12m x 6m	\$520	2	\$ .....

**WOODSIDE HALL**

Kiosk	\$800	5	\$ .....
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**Food Court**

6m x 6m	\$300	2	\$ .....
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**Sites Extras Available**

Extra Exhibitor passes	\$6.00	Quantity Required _____	\$ .....
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**Total Payable** \$ .....

**POWER BOOKING FORM:**

- All electrical extension leads and appliances must have current approval tags (within 3 months of event) An on-site inspection and tagging service is available at cost. Contact the office for further details, if you require leads to be approved prior to the event.
- 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.
- Please list all appliances that will be used on your site, to ensure correct usage applies

Appliances	Amps drawn

**Food Safety Supervisor Certificate:**

Do you have a FSS Certificate?      Yes       No

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

**EXHIBITORS PASSES:**

(Passes will not be available until full payment has been received)

HOLD       POST (all passes will be held unless you indicated to be posted)

If posting:-

Name: .....

Address: .....

**OVER-NIGHT CAMPING:**

Are there any personnel staying overnight?      Yes       No

**NB:      Overnight camping will be in the Exhibitors car park area only and access to sites after close for security reasons**

**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 no your Certificate of Currency

**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 16 of the Terms and Conditions regarding cancellations.

**NAME: (BLOCK LETTERS)** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PAYMENT:** EXHIBITORS WILL NOT RECEIVE PASSES OR BE INCLUDED IN THE OFFICIAL RURAL PUBLICATION UNTIL PAYMENT IN FULL HAS BEEN RECEIVED BY THE RFD.

**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: \_\_\_\_\_

# 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 or 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 other than as expressly approved in writing by RFD.

8.

The exhibitor must complete setting up their exhibit on the Site by 6pm on Thursday 11th May 2017. This is an essential term of this agreement. No display, large or small, is to be dismantled before 4.00pm on Saturday 13th May 2017.

9.

All electrical extension leads and appliances must have current approval tags. An on-site inspection and tagging service is available, at cost, before and during the field days. Contact the Site Electrician on 0411 489 129. 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 11th May 2017 and Monday 15th May 2017.

**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 12& 13th May 2017 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 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 2017.

12.

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 Wednesday 17th May 2017, where no formal agreement has been entered into with the RFD.

13.

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.

14.

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.

15.

The Exhibitors acknowledges that cancellations must be received in writing by RFD. Cancellations received 90 days prior to the field days will attract a cancellation fee of 25% of the site fee; cancellations received 60 days prior to the field days will attract a cancellation fee of 50%; cancellations received 30 days prior to the field days will attract a cancellation fee of 100%.

16.

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

17.

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.

18.

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.

19.

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.

20.

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.

21.

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.

### Annexure A-RULES

1.

Amplified announcements using microphones are not permitted in the Woodside Hall or McWilliam pavilion.

2.

No exhibitors (other than designated and approved food and drink vendors) are permitted to sell food or drinks to be consumed on site as meals.

3.

Any exhibitor wishing to have a hospitality area must indicate this on the application form and comply with requirements as set out by RFD.

NO MEALS TO BE SUPPLIED TO THE PUBLIC-LIGHT REFRESHMENTS ONLY.

4.

No alcohol may be brought onto the Site or RFD property.

5.

A speed limit of 10 kph shall apply at all times within the confines of the field day site.

6.

Exhibitors agree to abide by the restrictions placed on on-site traffic movements as set out by RFD as outlined in the prospectus. Exhibitors acknowledge that a breach of these restrictions risks removal of their vehicles.

7.

Exhibitor passes must be distributed prior to the field days.

NO PASS = NO ENTRY.

8.

COFFEE MACHINES:

Unless you have applied for a designated Coffee Exhibitor, no use of a coffee machine is allowed on your site.

9.

Exhibitors shall be responsible for any damage caused to sites and/or water pipes, electricity cables running through the Site.

10.

Gas bottles are not to be used within marquees or tents.

11.

No display or hoarding or sign may be permanently fixed to a Site without the prior written consent of RFD

12.

Camping overnight on the Site of RFD property is permitted only with the written consent of RFD. Any tents erected must not be on site, but in the Exhibitors parking area only.

13.

The exhibitor must not extend its display over the boundaries of their allocated Site.

14.

Hay bales are hired and are to be returned after the event unless prior arrangements. Hay Bales are available for hire, please ensure you indicate how many are required on your application.

# PRODUCT AND STORAGE TEMPERATURE MONITORING FORM

To ensure food businesses comply with the temperature requirements stipulated by the Food Standards Code<sup>1</sup>, 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

