

RIVERINA FIELD DAYS 2023 APPLICATION FORM
FRIDAY 12th & SATURDAY 13th May 2023

t/as Coro Club Ltd. ABN 76 001 071 245

Email Application Form to: info@rfd.net.au

All enquiries: Phone (02) 6962 1180



<p>Date:</p> <p>Business Name – <u>exactly</u> as you would like it to appear in Exhibitor Listing:</p> <p>.....</p> <p>Address:</p> <p>Town: State: Post Code:</p> <p>Contact Name:</p> <p>Ph: Mobile:</p> <p>Email:</p>	<div style="border: 1px solid black; padding: 5px; width: 100%;"> <p>OFFICE USE ONLY</p> <p>SITE NUMBER</p> </div>
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Existing Exhibitor: YES Last year's site number if known _____ **New** Exhibitor: YES Preferred Site Number _____

Upon receiving your application, your site will be allocated and we will advise your site number as the event draws closer. An invoice will be sent for payment and must be paid within 7 days. For returning Exhibitors, we will endeavour to allocate your same site if secured by 28th February 2023. For new exhibitors, we will try our best to accommodate your preferred site, however this cannot be guaranteed. Should there be any issues with your allocated site, please contact our office IMMEDIATELY. Please note: adjusting and re-allocating of site numbers is common and is subject to change. If you choose a NON powered site and require power, it is the responsibility of the Exhibitor to supply their own generator

OFFICE USE ONLY

Entered Public Liability Invoiced Paid ___/___/___ Total # of Passes

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	\$365	2 passes		
6m x 6m	\$270	2 passes		
10m x 10m	\$730	2 passes		
20m x 10m	\$850	3 passes		
20m x 20m	\$970	4 passes		
Additional 20m x 20m site	\$730	2 passes		

If you require power for a NON powered site, please supply your own generator.

POWERED SITES - 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	\$330	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	\$400	2 passes		
Kiosk (1 only available)	\$880	8 passes		
Mobile Van	\$400	2 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 2m (site 34 only)	\$250	2 passes		
3m x 3m	\$250	2 passes		
4m x 3m	\$330	2 passes		
4m x 4m	\$450	2 passes		
2m x 3m	\$190	2 passes		

Woodside Hall are all powered sites except sites 47-50.

Please supply long extension lead and powerboard to reach your site from the main power source.

SITE EXTRA'S AVAILABLE:

Small Hay Bales (must be pre-ordered)	\$11 each	Qty Required		\$
Extra Exhibitor Passes	\$7 (Discounted)	Qty Required		\$

ADVERTISING IN ENTRY BROCHURE

Limited spaces. We will contact you to confirm your placement. Adverts must be supplied press ready in black and white by 21st April 2023 to amanda@msolutions.net.au | 0412 644 629.

1 x Full Page Advert Dimensions 148mm w x 210mm h 10 Available	\$275	Qty Required		\$
1 x Half Page Advert 148mm w x 105mm h	\$200	Qty Required		\$

TOTAL AMOUNT PAYABLE \$.....

**Note: The Coro Club will email an invoice with payment required within 7 days.
Sites will be only be confirmed once payment is received.**

HIRE: Hiring of marquee's, trestle tables and chairs are at the exhibitors responsibility.
Please liaise directly with your hire company to advise them of your site number and delivery instructions.

POWER: If you choose a NON powered site and require power, it is the responsibility of the Exhibitor to supply their own generator.

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 21st April 2023 12pm.** Beyond this date Exhibitors will be listed online at www.riverinafielddays.com only. Please note: Changes cannot be made to listings under any circumstances, please choose carefully.

ADVISORY / CONSULTANCY SERVICES	
AGRICULTURAL MACHINERY & PRODUCTS	
ANIMAL: HEALTH, PRODUCTS, LIVESTOCK	
ARTS & CRAFTS & GIFTWARE	
AUTOMOTIVE	
BUILDING & CONSTRUCTION, REAL ESTATE	
CHILDREN: TOYS, CLOTHING & ACCESSORIES	
CLEANING / HOME MAINTENANCE & PRODUCTS	
CLOTHING, FOOTWEAR & ACCESSORIES	
COMPUTERS, TELECOMMUNICATIONS & IT	
CONFECTIONARY	
EDUCATION, TRAINING & EMPLOYMENT	
ENTERTAINMENT & ATTRACTIONS	
ENVIRONMENT	
EQUIPMENT HIRE	
FENCING / GATES/ PUMPS	
FINANCIAL & INSURANCE SERVICES	

FOOD & BEVERAGE	
FURNITURE	
GARDENING	
GRAIN HANDLING EQUIPMENT	
HEALTH & BEAUTY	
HEATING / COOLING / SOLAR	
HORTICULTURE	
IRRIGATION / WATER / WASTE MANAGEMENT	
LEATHER GOODS & SHEEPSKIN PRODUCTS	
MANUFACTURING, WELDING & FABRICATION	
OUTDOOR LESIURE & CAMPING	
POLICTICAL	
RELIGIOUS	
SHEDS, CARPORTS, GARAGES & STORAGE	
TOOLS & HARDWARE	
TRAVEL & TOURISM	
OTHER	

PUBLIC LIABILITY INSURANCE: Please include your Certificate of Currency

Insurer: _____

Policy No: _____

Expiry Date: _____

Indemnity: \$ _____

\$20,000,000 minimum cover is required. Certificate of Currency **MUST be included with this application. Do not include your invoice please, this is not your Certificate of Currency.**

AGREEMENT:

I am the authorised representative of the Exhibitor and have read, understood and agree to abide by the Terms and Conditions, Rules and Important Information as set out by the Coro Club Ltd trading as Riverina Field Days.

NAME: _____

POSITION: _____

SIGNATURE: _____ **DATE:** _____

FAQ's & SUMMARY OF IMPORTANT INFORMATION

Please refer to the full terms and conditions for more details. Please also check our website for any **UPDATED** information or changes about set up and pack up closer to the date of event and any wet weather plans. www.riverinafielddays.com

Request for Specific Sites

Upon receiving your application, your site will be allocated and we will advise your site number as the event draws closer. An invoice will be sent for payment. Please note: adjusting and re-allocating of site numbers is common can be subject to change. For returning Exhibitors, we will endeavour to allocate your same site if application form is received before 28th February 2023 and try our best to accommodate new exhibitors of your preferred site, however this cannot be guaranteed. Should there be any issues with your allocated site, please contact our office IMMEDIATELY. If you choose a NON powered site and require power, it is the responsibility of the Exhibitor to supply their own generator.

Collection of Passes & Exhibitor Packs

Our site office will be open from Thursday 11th May 2023 from 10am-2pm for collection of Exhibitor Passes & Exhibitor Info Packs.

Set up / Pack up & wet weather conditions

Set up can occur from;
Monday 8th May – Thursday 11th May from 7am – 4pm each day.
Friday 12th May from 6.30am – 9am
Saturday 13th May - gates open from 7am

After hours delivery is available by appointment only. Please contact our office during business hours.

In anticipation of another wet weather event, all exhibitors are encouraged to set up as early as possible and in the days leading up to the event - to avoid traffic congestion on the day. Please be advised that muddy ground conditions may cause closure of some gates.

For those exhibitors travelling from out of town those who are arriving and setting up on the day of the event, you **MUST** check in with the Site Office prior to setting up. Here you will receive your Exhibitor Passes & Exhibitor Info Pack. Please set up before 9am as access via vehicle will be limited, so please allow enough time.

Please be advised there are no vehicles permitted after 9am within the arena or driveaways when gates open to the public. All vehicles must leave the arena before gates open to the public. Pack up can commence on Saturday **AFTER 4pm**. Under NO circumstances is pack up permitted prior to this time.

Gates for Exhibitors – NEW INFORMATION

Depending on where your site is located, please refer to our **COLOUR CODED EXHIBITOR MAP** for entry and exit. **This is to avoid traffic congestion. It is imperative you use the gates allocated to ensure a smooth flow. Please ensure you use the correct gate as traffic control will re-direct you upon entry, if you enter via the wrong gate.**

Where possible if you are located on the outer arena, please set up from outside the fence and avoid driving on the driving on the arena.

Vehicle access to site

NO vehicles are permitted within the arena during the event's opening hours. Any exhibitor arriving after the opening times will be forced to leave their vehicle in the Public Car Park areas. Some exceptions could be made by contacting the site office for extenuating circumstances. A speed limit of 10 kph shall apply at all times within the confines of the field day site.

Woodside Hall

No Exhibitors are permitted to hang or stick posters/signage onto the walls of the Woodside Hall at the direction of the Showground Trust. All exhibitors, along with any products, stock, tables, rubbish, chairs etc must vacate the hall after Saturday 4pm. Woodside Hall Exhibitors must provide their own extension leads and power boards to reach the power.

Extra Exhibitor Passes

Within your site hire fee includes an allocated number of passes. If you wish to purchase extra passes, you can indicate on your application form or they can be purchased when you check in with the site office before setting up.

Marquee's, Tables and Chairs

If you're looking for marquee hire, or tables/chairs, visit our Hire Companies [page](#) for recommendations. Please liaise directly with your hire company and advise of your site number. Please remind hire companies to check in with the site office prior to setting up on your behalf.

Exhibitor Listing

Our Exhibitor Listing is updated regularly on our website and exhibitors will be included in the printed entry brochure if your site is secured before our deadline listed on the application form. Beyond this date, you'll only be listed on our website.

Demonstrations

If you have any demonstrations or something exciting to showcase throughout the 2 days, please visit our site office when setting up to advise.

Social Media Promotion

Our advertising aim is for visitors to view our website to check out what's on and actively promote exhibitors via social media throughout the 2 days. Be sure to tag the Riverina Field Days @riverinafielddays

Hay Bales

Hay bales must be pre-ordered. They are available to purchase and will be delivered to your site.

Forklifts

The use of forklifts to set up and pack up will be available to Exhibitors from Thursday - Saturday only. Use of forklifts will be at the sole discretion of RFD Management at all times and only operated by those with a licence. Use of forklifts is on a first in first served basis. Please indicate when checking in at the site office when setting up if you require this service.

ATM / EFT Facilities

There will be an ATM available at the site office, however we do encourage each exhibitor to have their own EFT facilities available.

Security

Security will be in place Thursday night, Friday night, Saturday night from 8pm-6am. In the event of heavy rain and the need to set up and pack outside of these days, we will arrange additional security.

Theft, loss and/or damage

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.

Public liability

Exhibitors **MUST** have their own Public Liability insurance \$20,000,000 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.

Powered Sites & Electricity

Please ensure you are aware if your site is powered or non powered prior to setting up. If you have chosen a non powered site, you must provide your own generator. Woodside Hall Exhibitors must provide extension leads and power boards. 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 generators, power boards and extension leads.

Parcel Pick up

We'll pick up your customers goods and deliver to the nearest gate. Simply ask your customers to visit the Site Office to fill out a form and we'll take care of the rest.

Cleaning your site

All exhibitors are requested to leave their site in a 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 collection

Garbage will be collected periodically throughout the event.

Cancellation fees

Exhibitors must advise of their cancellation in writing to RFD via info@rfd.net.au. 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.

Please discuss your individual circumstances with us.

2023 TERMS AND CONDITIONS

In these Terms & Conditions:-

“RFD” refers to Coro Club Ltd T/as Riverina Field Days and includes their/its directors, employees, contractors or contractors ;
“The Exhibitor” refers to the party accepting these terms and where applicable includes their/its directors, employees, contractors or contractors;
“Rules” refers the rules annexed to these terms and conditions;
“Site” means all of the land and improvements known 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. There is no exclusivity.
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 \$20,000,000;
 - (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. Failure to supply this information will mean you will not be able to attend.

5. The exhibitor acknowledges that the Workplace Health & Safety (WH/S) 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 5pm. 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 2023. 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 use of forklifts to set up and pack up will be available to Exhibitors from Thursday - Saturday only. Use of forklifts will be at the sole discretion of RFD Management at all times and only operated by those with a licence. Use of forklifts is on a first in first served basis. Please indicate when checking in at the site office if you require this service. The exhibitor agrees to meet the cost of loading or unloading outside these days 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 2023, 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 only to RFD via info@rfd.net.au. 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.
22. Security will be in place from Thursday, Friday, Saturday night from 6pm-6am.
23. Food & beverage exhibitors must comply with local council regulations and any licences association with operating a mobile food & beverage van or site. Exhibitors must possess a Food Safety Supervisor (FSS) certificate.

Annexure B - COVID

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. Garbage will be collected periodically throughout the event.
4. NO vehicles are permitted within the arena during the event's opening hours. Any exhibitor arriving after the opening times will be forced to leave their vehicle in the Public Car Park 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. If you wish to purchase extra passes, you can indicate on your application form or they can be purchased when you check in with the site office before setting up. Can be collected from the site office at the Griffith Showgrounds on Thursday prior to the event. Please ensure they are collected or you will be charged an entry fee without them.
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 and will be delivered to your site, but please indicate on your application form when booking your site.
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. 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
13. No Exhibitors are permitted to hang or stick posters/signage onto the walls of the Woodside Hall at the direction of the Showground Trust. All exhibitors, along with any products, stock, tables, chairs etc must vacate the hall after Saturday 4pm.
14. Please ensure you are aware if your site is powered or non powered prior to setting up. If you have chosen a non powered site, you must provide your own generator. Woodside Hall Exhibitors must provide extension leads and power boards.

1. Riverina Field Days will monitor the COVID landscape and react accordingly following the advice of NSW Health and State Authorities. Riverina Field Days will implement a COVID SAFE event by adhering to any guidelines and/or restrictions in place at the time. These COVID guidelines are subject to change depending on the current restrictions leading up to and at the time of the event.
2. Should The Riverina Field Days event be cancelled due to COVID, all exhibitors will be entitled to a full refund. Note: Fee's will not be transferred to the following year.
3. Should any exhibitor have the need to cancel due to COVID restrictions or have tested positive and unable to attend, will be entitled to a full refund upon written proof.