

# **THE RIVERLAND FIELD DAYS SAFETY POLICY**

## ***Exhibitors Safety Responsibilities***

- ◆ The Exhibitor at all times shall exercise all necessary precautions for the safety of the public, employee(s) and others appropriate to the nature of the exhibit site/demonstration and the conditions under which the event is conducted. The Exhibitor shall comply with all statutory requirements, including test and tag electrical compliance, and such directions as the Riverland Field Days Site Safety Co-ordinator may give.
- ◆ Notwithstanding any directions or approvals given by the Site Safety Co-ordinator the Exhibitor shall at all times be held responsible for the safety of all persons engaged in the operation of an exhibit site/demonstration.
- ◆ The Exhibitor shall promptly report to the Site Safety Co-ordinator, all accidents involving death, personal injury, and all incidents with the accident potential such as equipment, structure or infrastructure failure and the like. If required, the Site Safety Co-ordinator shall ask for an incident/accident report which must be provided to the Riverland Field Days Site Safety Co-ordinator or the Executive Manager within 48 hours of the accident/incident.
- ◆ The Exhibitor shall implement a Site Specific Safety Management Plan. This plan will demonstrate how the Exhibitor will comply with the Work Health and Safety Act and associated Acts and Regulations.
- ◆ The Riverland Field Days Inc. has compiled a Site Hazard Identification List, which will be forwarded to you following payment of your site fees. This list, or equivalent company safety plan, must be completed and returned to the Executive Manager to finalise your site application requirements. If you do not receive this list, ensure you contact the Executive Manager for a copy.
- ◆ The Site Safety Co-ordinator will be available during the course of the Riverland Field Days to assist with the site setting up, operating and dismantling.
- ◆ The Exhibitor is responsible for ensuring that any marquee or other temporary structure placed on their site is erected correctly and competently in accordance with the manufacturers specifications for safe and secure erection; and in accordance with any Australian Standards; and industry general safe practice.
- ◆ The Exhibitor is responsible for ensuring that there is no movement of any vehicle, under the control of the Exhibitor, on any part of the field days site during the public access hours of the field days.

## ***Exhibitor Safety Management Plan***

Each exhibitor is required to provide a safety management plan by completing a Site Hazard Audit List, which addresses the following:

1. Safety management responsibilities within the Exhibitor organization which details the names and position of persons responsible for the following aspects:
  - 1.1 Maintaining up-to-date Work Health and Safety regulations, codes and practices and the communication of their relevance within the Exhibitors organization.
  - 1.2 The identification of and evaluation of site specific WH&S hazards through the completion of the site hazard audit list.
  - 1.3 Ensuring safe operation of all equipment, plant and materials used on the site.
  - 1.4 Procuring training, enforcement of the use and the monitoring of the condition of all related equipment.
  - 1.5 The management of on site work methods, the warning of hazards and the implementation of accident and emergency procedures.
  - 1.6 The protection of the public on and near to the site.
  - 1.7 The assessment and monitoring of all sub-contractors on site.
  - 1.8 Providing First Aid and the maintenance of First Aid stock.
2. The identification of the site related WH&S hazards, and for each hazard, the preparation of Job Safety Analysis, (JSA). The JSA should include Standard Operating Procedures (SOP) designed to manage the associated hazards.
3. A procedure for reviewing the site related hazards during the life of the Riverland Field Days and if necessary the development of a revised Site Safety Plan.
4. In the development of a Site Safety Plan, consideration should be given, but not limited to, the defining of confined spaces, adequate illumination, traffic control, machinery guards, safe access, working at heights, hazardous substances, use of electrical compliant equipment and appliances.
5. If the Safety Management Plan, in the Site Safety Officer's opinion, does not adequately cover the requirements, then work will not be permitted to commence on site until the Safety Management Plan has been revised to cover the requirements.

# **TERMS & CONDITIONS FOR THE 2018 FIELD DAYS**

1. Payment of all site fees in full must accompany the Application Form.
2. EXHIBITORS MUST HOLD CURRENT LIABILITY INSURANCE FOR THEIR EXHIBIT FOR THE DURATION OF THE EVENT INCLUDING SETTING UP AND REMOVAL.
3. The use of amplifiers and loud speakers is strictly prohibited, except with the permission of the Committee. The Committee reserves the right to confiscate PA / loud speaker equipment for the duration of the Field Days in the event that the Exhibitor fails to comply with Committee direction.
4. The Committee reserves the right to regulate or stop the use of machinery and equipment on static display sites which produce excessive noise or any form of nuisance or inconvenience to other Exhibitors or the public.
5. The Committee of the Field Days shall have the power to enter the site area at any time and remove any exhibits, articles, signage, picture or printed matter which in their opinion may cause injury or damage or may be a cause of offence to the public or the officials of the Committee.
6. Except with the written consent previously obtained of the committee, the Exhibitor shall not assign or sub-let or part with the possession of the whole or any part of the site or purport so to do.
7. The Exhibitor is responsible for the condition of the site covered by this Contract for the duration of the Riverland Field Days and upon completion of the Field Days the Exhibitor shall clean all parts of the area affected by the Exhibitor's presence thereon to the satisfaction of the Committee.
8. The Exhibitor accepts all responsibility for and shall hold the Committee indemnified against any death, injury, damage or loss to any person, persons or property howsoever arising and whether at or in consequence of the Field Days by reason of any act, omission or neglect of the Exhibitor or arising out of the transport, installation, use or demonstration of any machinery, implement, apparatus, static display or stand AND the Exhibitor hereby undertakes to faithfully conform with any regulations, bylaws or ordinances made under such Acts of Parliament or by any Government, Semi Government or Local Government Authority duly authorised to make regulations, by-laws or ordinances in connection herewith.
9. The Committee shall not be liable for any loss of or damage to the Exhibitor's property whilst on the said area. Security of the Exhibitor's property or display shall be the responsibility of Exhibitor. There shall be no access to Exhibitor's sites after 5.30 p.m. Wednesday, Thursday and Friday from which time security patrols arranged by the Committee will operate.
10. If the Committee should find it necessary or expedient to cancel or postpone the Riverland Field Days, this Contract shall cease to operate upon notice to that effect, signed by the Executive Manager served on the Exhibitor by handing it to him personally, by electronic means or by posting it to him in a prepaid envelope or wrapper at the address herein mentioned or at the option of the Committee by handing or offering it to any person who appears or is thought by the Executive Manager to be an employee, agent or partner of the Exhibitor and the Committee shall not be liable to the Exhibitor for any compensation whether on the grounds of loss of profits or otherwise in respect of such cancellation or postponement and the Exhibitor shall not be entitled to any refund or payment of any money paid by the Exhibitor in relation to this application.
11. New equipment only may be displayed for sale. Used equipment of the current model may be brought on the site only for use in demonstration.
12. No holes to be dug without Committee approval.
13. The Exhibitor shall not conduct (or suffer to be conducted) on the Field Days site any competition or game without authority of the Committee.
14. The Committee reserves the right to amend operating conditions as specified.
15. Livestock shall only be permitted on the area by prior arrangement with the Committee.
16. The Committee reserves the right to re-allocate any site which is not occupied by 9 a.m. on the Friday, being the first day of the Field Days.
17. EXHIBITORS PLEASE NOTE: Exhibitors will NOT be permitted to camp on site.
18. A speed limit of 10 kilometres per hour shall apply at all times within the confines of the said Exhibitor area.

(Continued on next page)

**CONDITIONS cont.**

19. Sale of alcoholic drinks within the confines of the said area is prohibited except with the approval of the Committee and the required liquor licence. No Exhibitor shall be permitted to infringe the rights of the Field Day official caterers.
20. The Committee reserves the right to cancel this Contract and to retain any money paid in relation thereto if there is, in the opinion of the Committee, any infringement of any of these conditions and/or if the Exhibitor does not occupy the space at the commencement of and during the full period of the said Riverland Field Days.
21. Exhibitors are NOT to vacate sites before 5 p.m. on the Saturday of the Field Days. Exit procedures will be co-ordinated by Committee. There shall be no movement of any vehicle on any part of the field days site during the public access hours of the field days except with the approval of the Committee.
22. The Committee reserves the right, in its absolute discretion, to cancel or suspend the operation of this Contract if in the opinion of the Committee the Exhibitor has breached any of the conditions of this Contract or the Exhibitor has acted, in the opinion of the Committee, in an illegal or offensive manner towards other Exhibitors or patrons of the Field Days ("the conduct"). In the event of the conduct occurring prior to the commencement of the Field Days the Committee shall give notice of any such cancellation or suspension pursuant to Clause 10 herein. In the event of the conduct occurring during the Field Days the Committee shall give notice of such cancellation or suspension in writing by handing or offering such notice to any person who in the Committee Executive Manager's opinion appears to be an employee, agent, partner or proprietor of the Exhibitor. In the event of cancellation or suspension, the Committee shall not be liable to pay to the Exhibitor any compensation whether on the ground of loss of profit or otherwise or any refund of any payment made by the Exhibitor in relation to this Contract.
23. The Committee will remove (unless negotiated) any structure or part thereof or any plant or equipment which is or has been erected or placed upon the area and remains 7 days after the completion of The Riverland Field Days and the Exhibitor shall pay a storage fee of \$100 per item per week or part thereof. An opening fee of \$200 applies from 7 days after the event. When it is necessary to charge a storage fee, the future attendance by that Exhibitor will be in jeopardy.  
The Committee shall have the right to sell by public auction or private treaty any item remaining after 30 days.
24. If an Exhibitor, having made a site application and paid the site fees, then cancels the site booking or does not appear at the respective field days the Committee is under no obligation to refund all or any part of the site fees paid. The Committee may, in its absolute discretion, grant a refund which will not be made until after the event.
25. Exhibitors are to be responsible for all persons on their stand being aware of the conditions listed herein, additional copies are available from the Executive Manager.
26. NO EXHIBITOR VEHICLE SHALL MOVE ON THE FIELD DAYS SITE AFTER 9AM AND BEFORE 5PM ON BOTH DAYS. The Field Days Committee has a responsibility for the safety of the many pedestrians on the site. Accordingly, Exhibitor's vehicles ARE NOT PERMITTED to enter the site or move within the site for packing up until 5pm on the last day.
27. Pegs and stakes MUST NOT be driven into the services strip (at the rear of all sites). Repair to any damage to services caused by not complying with this condition will be charged to the Exhibitor.
28. The driver of any vehicle within the Field Day site must hold the required drivers licence for the respective vehicle.
29. The Field Days are conducted by Riverland Field Days Inc., a body corporate pursuant to the provisions of the Associations Incorporation Act. All rights and obligations which arise under these conditions or in relation to the Field Days shall be enforceable by or against the Riverland Field Days Inc. and shall function through its Committee.
30. NO PETS ALLOWED ON THE FIELD DAYS GROUNDS DURING THE FIELD DAYS, INCLUDING SETTING UP (exceptions may be made for Personal Assistant Dogs and Working Display Animals).
31. In these conditions unless the contrary appears: "the area" shall mean the area defined by the external boundary fences of the Riverland Field Days Site, Barmera, "the Exhibitor" shall mean the body corporate, person, partnership or voluntary association whose name appears on the application to exhibit and shall include the employees, servants and agents of the Exhibitor, "the Committee" shall mean the Executive Committee of the Riverland Field Days Inc. Words importing the singular number shall include plural and the masculine gender the feminine or neuter and viceversa and words importing persons shall include bodies corporate. Joint Exhibitors shall be jointly and severally bound by these conditions and shall have joint and several liability hereunder. "Site" shall mean the space allocated by the Committee to an Exhibitor.
32. FOOD & DRINKS. No food (other than confectionery or condiments) or drinks to be sold at general sites. All catering and drinks sales are negotiated through the catering coordinator.
33. DRONES. NO drones are permitted to fly within 500 meters of the Field Days site except if approved by the RFD committee.
34. The exhibitor shall comply with all statutory site safety requirements including test and tag electrical compliance.

# GENERAL INFORMATION

## ACCESS TO SITES

Exhibitors may have access to their site as follows: Wednesday, Thursday & Friday - From 7.00am to 5.30pm, Saturday - From 7.00am to 8.30pm, Sunday - From 7.00am to 4.00pm.

## ACCOMMODATION

Camping on the Field Day site is not permitted. Please refer to the accommodation guide on page 20 and the various advertisements for the major accommodation places.

## CAMPING

No camping is permitted on the field days grounds.

## CHAIRS & TRESTLES

Chairs and trestles will be delivered to your site on the Thursday morning before the Field Days.

## CLEANUP

All exhibited items and equipment must be removed promptly at the conclusion of the Field Days and in any case, within 7 days. A penalty applies - see condition 23.

## DRONES

No drones are permitted to fly within 500 meters of the Field Days site except if approved by the RFD committee.

## ELECTRICAL CORDS & APPLIANCES

All electrical cords and appliances used on the Field Day site must carry a current, valid test tag of compliance.

## EXHIBITS

All exhibits must be in place 9.00 a.m. on the Friday morning and must not be removed before 5.00 p.m. on the Saturday afternoon.

## EXHIBITOR PASSES

Exhibitor Passes [arm bands] are issued on a two day basis, comprised of two separately identified passes, one for each day. The correct day pass must be presented on entry. Each Exhibitor will automatically receive the following:- 1-4 sites 2x2 day passes; 5-9 sites 4x2 day passes; 10-14 sites 6x2 day passes; 15-23 sites 8x2 day passes; and 24 or more sites 10x2 day passes. More are available for purchase.

## FOOD & DRINKS

No food (other than confectionery or condiments) or drinks to be sold at general sites. All catering and drinks sales are negotiated through the catering coordinator.

## FORKLIFT

Forklifts are available on Wednesday to Sunday of the Field Days week. Any requirement at other times is by special arrangement - fees may apply.

## HIRE OF MARQUEES AND EQUIPMENT

It is the responsibility of the Exhibitors to make their own arrangements for the hire of marquees, straw, trestles, chairs, etc. Please refer to advertisements in this Prospectus for suppliers of marquees and equipment. Straw, trestles and chairs may be ordered in your site application form and will be delivered to your site.

## INSURANCE

All Exhibitors must have current liability insurance for the entire event including setting up and removal and a copy kept on site.

## INTERNET

The Field Days site has good Telstra mobile phone internet service.

## LOADING RAMP

A loading ramp is available on site near the Exhibitor area.

## LIQUOR LICENCE

Any Exhibitor wishing to have alcoholic beverages on site for tasting or sale MUST obtain a temporary licence from Liquor and Gambling Commission.

## MACHINERY ENTERING SOUTH AUSTRALIA

Machinery that is not brand new must have a Biosecurity SA Machinery Declaration of Cleanliness and be free of soils and plant quarantine material.

## MARQUEE PEGS

All pegs must be covered and within the Exhibitor site. No pegs are allowed in the service strip between the rows of sites. If any pegs are placed in this strip, the Exhibitor will be held liable should any damage be caused to underground services.

## NOISE CONTROL

The Committee reserves the right to control or prohibit the operation of any machinery or equipment which causes undue noise, nuisance or inconvenience to other Exhibitors.

## PETS

No pets allowed on the field days grounds during the field days, including setting up (exceptions may be made for personal assistant dogs and working display animals).

## PHOTOCOPYING

This service is available at the Administration Centre. A small fee applies.

## POWER

Power service is available to most sites and may be booked on your application form. Bring your own test compliant extension cord - up to 30m.

## PUBLIC ADDRESS ADVERTISING

No advertising over the public address system is available. Announcements which may appear to be advertising are to acknowledge Field Day sponsors.

## PUBLIC SERVICES

Babies Feed & Change Room, St John Ambulance, Police.

## SAFETY

Exhibitors demonstrating angle grinders, cut off machines, welders etc. are warned of the danger of flying particles which may cause fire and eye damage. Safety regulations must be complied with and proper guards must be fitted.

## SECURITY

Surveillance within the Field Days security fenced area will be provided for seven nights from 5.00 p.m. to 7.00 a.m. Monday to Monday of the Field Days Week. The Field Day organisers will assist in every way to safeguard equipment. However, the Riverland Field Days Inc. will not accept liability for any damage or loss of Exhibitors equipment or property.

## STRAW

Straw bales can be ordered on your application form, and will be delivered to your site. Any straw left on the site after Sunday midday following the Field Days will become the property of the committee.

## TRUCK AND TRAILER PARKING

Is available in the loading ramp area on the northern side.

## WASTE REMOVAL

The Riverland Field Days Committee has adopted a policy of Zero Waste at the Field Days and aim to recycle as much waste generated during the event as possible.

Receptacles will be placed around the site for various types of waste, and ask that you assist by carefully disposing your waste, eg cardboard, paper etc. appropriately. Cardboard boxes must be collapsed. There will be a cardboard pick up service before and after the event. Cardboard and boxes **must not** be placed in wheelie bins.

## WATER FOR HUMAN CONSUMPTION

There is no water treated for human consumption available at the site.

## WOOD CHIPS/SAND

If wood chips/sand are to be used in the display, a sheet of shade cloth or heavy duty plastic must be placed under them. All wood chips etc. must be removed after the event. If not removed, the Field Days will remove and charge a cost to the Exhibitor.

# SPECIAL SITE PACKAGES

## BOOTH SITE PACKAGES

### PAVILION

**\$1000** (before 14/7)

### MARQUEE

**\$900** (before 14/7)

*Inc. in Both Options...*

- One – 3m x 3m undercover site
- One 10 amp power outlet
- One trestle and two chairs
- Two 150 watt spotlights
- 3m x 3m x 2.4m high Velcro compatible 3-sided erected booth
- Company name on fascia signboard over the front of the booth

## NEW PRESENTATION PAVILION VERANDA SITES

This option provides for smaller 3m x 3m partially under cover sites with power at a very affordable price of \$200.

*Located in the Machinery Section.*



The 'GRAIN LANE' options are also available.

*Contact us for details and location options.*



## The 'WINE & FOOD'

**\$465** (before 14/7)

*Provides a focus on the region's fine wines and specialised gourmet foods.*

- One site – 3m x 3m
- A marquee – 3m x 3m
- One 10 amp power outlet
- One trestle and two chairs
- Listing in the 'Wine & Food' page of the Official Program
- Promotion of the feature in the media

## ELECTRICAL TEST & TAG COMPLIANCE

**EXHIBITORS MUST ENSURE ALL ELECTRICAL APPLIANCES AND EQUIPMENT USED ON THEIR SITE IS COMPLIANT WITH A CURRENT TEST AND TAG CERTIFICATE.**

A Test & Tag service is provided on site on Thursday 20th September and throughout the Field Days. Simply call the service provider below.

## SafePower Test & Tag Systems

SafePower Test & Tag Systems is available to test your appliances on site for the Riverland Field Days

There will be a minimum charge of \$25 plus GST for any testing required at the Field Days (four or less) any testing above four tags will be charged at the rate of \$5.50 per item plus GST.

All items will be visually tested for any faults before being put through a series of tests including Earth Continuity, Insulation Resistance, Earth Leakage and Polarity once the item passes all relevant test it will be tagged appropriately.

## TEST AND TAG PRICING FOR RIVERLAND FIELD DAYS 2018

In the event an item fails SafePower will notify you and either repair or replace where possible.

On completion of testing you will receive a disc containing all of your Test Results, Asset list and a copy of your Invoice which can either be paid on the day with cash or our bank details will be provided if you would like to make payment via internet.

Thank you for using SafePower Test & Tag Systems Riverland and Sunraysia to help make your site safe for your employees and customers.

**WE HOPE YOU HAVE A GREAT FIELD DAYS — Ask Us About Our Safety Services For Your Business**

**PHONE BRENDON ON 0497 569 169 OR CALL 1300 760 636**

## PREMIUM OUTDOOR SITES

Exhibitors now have the opportunity to secure Premium Outdoor sites in Central Boulevard, Pavilion Boulevard and North Boulevard subject to:-

1. Availability, and
2. Meeting the Premium Site criteria.

These sites are identified on the master site plan and will be allocated under this policy.

**Contact the Executive Manager to discuss Premium Site opportunities, options and criteria.**

## BUSINESS PARTNERSHIPS

### *An opportunity to promote your business*

The Business Partnership packages provide promotional activities aimed at attracting additional customers through the door. There is a Business Partnership package to suit all sized businesses.

Partnerships include options for highway signage, website promotion, free sites and passes, media promotions and others.

Please indicate your interest by ticking the box on page 2

*Major Business Partner • Strategic Business Partner • Associate Business Partner • Special Event Business Partner*

**Contact the Executive Manager to discuss a package to suit your business – Ph: 0409 099 122**

## NO DOGS ALLOWED ON SITE

### EXHIBITOR BOOKING CHECK LIST

#### EXHIBITOR SETTING UP TIMES

7.00am to 5.30pm

<b>BOOK</b>	SITE
	POWER
	PASSES
	STRAW
	PROGRAM ADVERTISEMENT
	ACCOMMODATION
<b>ORGANISE</b>	TENT/MARQUEE
	SITE SAFETY PLAN
	TRESTLES ETC
	SITE PERSONNEL SAFETY
	ELECTRICAL TEST & TAG COMPLIANCE

**DEADLINE: Lodgement date to ensure listing in the official program – 14th July**

## CHILDREN'S FIELD DAY SAFARI

The Safari is an educational, interactive trail for children to explore the Field Days with their parents, collecting items along the way.

This is a great opportunity for exhibitors to interact with a wider group of the public And promote your products.

Safari sites are easily identified and well promoted.

**For more information contact**

**Renmark Children's Centre:**

**(08) 8586 6063 or**

**kindy.director@renmarkpre.sa.edu.au**



# GOODS PICK UP SERVICE

## This is a free service

A goods pick up service operates during the two days and is available to any exhibitor. This provides a convenience for the public to purchase goods and then collect them at Gate 7 when they leave.

Exhibitors using this service will be provided with a book of tickets in triplicate - one attached to the item of goods, one deposited in the goods ticket box at the Administration Centre, one kept in the book.

To use the service simply tick the box on the second page of the site application [page 2].

## **NO EXHIBITOR VEHICLE MOVEMENT ON SITE 9.00am to 5.00pm**

The Field Days Committee has a responsibility for the many pedestrians on the site during the field days. Exhibitor Vehicles are not permitted to move within the site between 9.00am and 5.00pm during the event. Gates will be controlled during this time.