



## **2021 EXHIBITOR BRIEFING**

Welcome and thank you for being a part of our 2021 Field Days Event, we are a Covid safe Event.

Please refer to our [website](#) for your Site location. The following briefing aims to address as many items as possible to ensure a smooth and successful Event. Please don't hesitate to get in contact with us if you need further clarification.

### **COVID 19**

***Under our Covid 19 Safety Framework we are required to ensure that our Exhibitors have a Covid Safe Plan in place and are complicit with the Queensland Chief Health Officers current directions.***

***As part of the plan you will need:***

- ***Statement of Compliance which we will need to sight, (this can be emailed to us prior to the event)***
- ***Signs showing maximum numbers allowed in your exhibit at any one time must be on display. (A copy of the Maximum numbers poster for you to print will be attached to the email).***
- **<https://www.business.qld.gov.au/running-business/covid-19-restrictions/industry-safe-plans>**

### **ON LINE TICKETING SYSTEM**

***Under our Covid 19 Safety Framework we are required to have contract tracing in place.***

***We have contracted LUP on-line ticketing system to ensure we have a process that captures details of everyone on site.***

- You will receive a dedicated promo code to allow you to register prior to the event for free and pre-purchased tickets
- You will need to register your staff who are attending. Please have tickets printed or on your mobile app as scanning will take place before you are admitted to site
- Any further tickets you may require can be booked on our website – follow the link above
- Promo codes will be sent in a separate email with instructions once it is live on the website

### **SCHEDULE OF EVENTS**

**We have been approved on the Schedule of Approved Business Events and published on Austrade's [website](#).**

Your business can apply for a grant in Phase Two of the program to cover up to 50% of the costs of attending our event as delegates or exhibitors.

- The minimum grant amount is \$5,000
- Extending the support for events scheduled through to 31 March 2022

*Applications for the grant will be extended to 30 June 2021*

## Public Liability

*Have you sent in Certificate of Currency for Public Liability?*

We need to ensure that your policy is current and covers \$20 million. Certificates should be uploaded to your Site Booking or emailed to [info@fnqfielddays.org.au](mailto:info@fnqfielddays.org.au). An expiry date after the 28<sup>th</sup> May is required before your set up.

## Arrival on Site

All visitors to site need to be scanned in and out for Contact tracing,

Exhibitor passes will be accessed through our online ticketing process and is located on our website. **Your promo code for free and pre-purchased passes will be sent to you via email with directions on how to complete.** (Once received follow the link to our website noted above)

After being scanned in at the Gate locate your site, which are numbered as per the map on the website. On arrival exhibitors will receive an Official Guide, Site Map and a Site Safety Plan for completion. For further enquiries the Site Office is located in the Rotary Building marked "Site Office".

		Access to Site	Office Hours	Trading Hours
Monday	24 May	8am to 8pm	8am to 8pm	
Tuesday	25 May	8am to 8pm	8am to 8pm	
Wednesday	26 May	5.30am to 6pm	5.30am to 6pm	9am to 6pm
Thursday	27 May	5.30am to 6pm	5.30am to 6pm	9am to 6pm
Friday	28 May	5.30am to 5pm	5.30am to 5pm	9am to 4pm

- Please extend the courtesy to our visitors by being in attendance at your site for those times each day.
- If possible, we encourage bigger Exhibitors to arrive on Monday and set up from lunchtime and smaller Exhibitors Tuesday. ALL must be set-up by 6pm Tuesday ready for opening 9am Wednesday.
- If you have heavy machines to deliver on Monday and Tuesday please enter through the main gates which has ample turning area for access.
- A loading ramp is located on site and is signed appropriately

## Site Safety Plan

- As the Event Organiser, we will assist all Exhibitors and Patrons to follow all COVID Safe guidelines as required by Government regulations. At all times we ask that you assist us in this regard and adhere to your Covid Plan
- All Exhibitors are expected to complete a **Compulsory** Site Safety Plan in accordance with Workplace Health and Safety guidelines
- Our Evacuation areas are clearly marked on the Site Map – please acquaint yourself with the evacuation points and in an Emergency please assist Patrons to these areas.
- Under WHS regulations we require Exhibitors to ensure compliance
  - Gas Bottles "in date" and tested as per manufacturer's guidelines.
  - Decant fuel/diesel only 5 litre jerry cans are to be onsite.

*Our Site Safety Officer will visit your site to ensure all Site Safety recommendations are being followed.*



### Forklift and assistance with setup

- Forklifts will be available to assist with unloading and loading of Exhibits. We have two Forklifts on site available for Exhibitors, 2 tonne and 4.5 tonne capacity, plus a Crane.
- **BOOKING IS ESSENTIAL.** You can book your Forklift via our Web Site prior to arrival. Refer to your original Site Booking to do this.

*Forklifts and Cranes are only available on the Monday and Tuesday before the event and from 4pm Friday until Saturday lunchtime following the Field Days. All other pickups and deliveries will have to be personally arranged and coordinated by Exhibitors. First in will be given preference for bookings at the times requested, others will have to wait until it is available.*

### Tents and Awnings

- All Sites are **uncovered** which means there is no infrastructure on your site.
- You need to provide **your own** marquees, tables and chairs.
- For safety reasons, please ensure tent pegs, ropes, structures and wires are confined **within** your allocated Exhibit space.
- **Service lanes (located between each row) are a 'no-go' zone for Exhibitors, they are also a NO Digging and NO Tent Peg zone.**

*Adherence to this rule is essential due to the location of underground electrical and water lines.*

### Safety & Security

- The Field Days Committee provides **24 hour security from 6pm Monday 24 May until 6am on Saturday 29 May.**
- There will also be flood lighting on Site and this will remain on all night for security purposes.
- For security purposes, only the Main Entrance gates will be open after 6.00pm. All other Gates will be locked.
- Remember, **security rests with the Exhibitor** so ensure that you cover any valuable Exhibits or brochures when the Site is unattended out of normal operating hours.
- Parking areas for Exhibitors and Patrons are provided free of charge. Parking in these areas is 'at your own risk.'
- Please complete an Incident Report for ALL INCIDENTS even the smallest trip or fall etc that occurs either to yourself, staff or members of the Public.

*The Rotary FNQ Field Days Event Organisers are not responsible or liable for any lost, stolen or damaged Exhibits or personal belongings.*

### Cattle Exhibitors

- During set up, you will be able to enter via the first gate on Mareeba-Dimbulah Road (this provides direct access to the cattle yard area. Please note, this gate will also be the only access for travelers i.e. Grey Nomads, so please take care when entering the grounds).
- No other Exhibitors should enter via this gate.
- All Cattle Exhibitors must enter at the main gate from Wednesday onwards as the first gate becomes an Exit gate only.
- Trevor Taylor is our Field Days Committee representative who is organising all aspects of the Cattle section of the Field Days. He can be contacted on 0427 949 518
- For safety reasons, Cattle Exhibitors are to be responsible for the safety and security of their animals while on site for the duration of the Event.

### Hay

- Hay is also available for sale at the Rotary Site Office, \$16 per bale.  
(until stocks last – it is best to Pre-Book well before the Event)
- Note: Each Cattle Site will get a two bales of Hay provided, which is suitable for Cattle.

***PRE-BOOKING IS ESSENTIAL for planning purposes - you can book Hay on the Web Site. Please refer to your original Site Booking to do this.***

### Hire Equipment

- All Exhibitors must provide their own marquees, tables and chairs etc.
- ***T- HIRE Atherton*** is our preferred supplier for any hire equipment. Contact Norm on 0740913722 or visit [here](#)

### Vehicle Access

- The “Exhibitor Only” (western) gate will be open until the Field Days start at 530am each day and will then be an ‘exit gate only’ after 9am
- Any vehicle which is not part of a display must be **removed before 8:30am** on the morning of each Event day and parked in the designated exhibitors parking area
- Exhibitors leaving the Event during opening hours will need to scan in and out and re-enter via the main entrance gate.
- You will also note that the speed limit will be reduced during the period of the event, Police patrols will also be increased during this time.
- *Permission needs to be sought from the Field Days committee for the use of utility vehicles on site (such as ATVs) and that if permission is granted, the operation of the vehicle must be in accordance with the Vehicle Manual and onsite guidelines for use*

- Parking for the general public is within the Field Days Site and is not allocated for Exhibitors.

***Exhibitor Parking areas which will be clearly marked on the Site Map in the Official Guide. Parking will be managed by the parking volunteers. Please follow their directions at all times.***

### Accommodation and Camping on Site for Exhibitors

- There are many forms of accommodation across the Tablelands. The [Exhibitor](#) tab on our website also has a list of Accommodation options available.
- For information on where to stay and what to do, visit [here](#)
- We request that you do not sleep at your Site overnight.
- The Mareeba Rodeo Association is providing a camping area within Kerribee Park and, due to our lease agreement all camper trailers/vans etc must be located in this area.
- For more details and fees associated with this please visit [here](#)

### EMERGENCIES

**For all Emergencies, please contact the Site Coordinator on mobile 0427 998 203 or attend the Site Office.**  
**We also have an Ambulance Officer (located beside the Site Office) and Fire & Police located on the Grounds.**

### Electricity/Electrical Fittings and Extension Leads

- All sites are powered for our 2021 Event. (excluding Cattle)
- No generators are allowed.
- All electrical leads and related fittings must be appropriately 'tested and tagged' for safety reasons.
- This is very important to ensure the safety of all Exhibitors and continuity of supply during the Event.
- Norsafe will be available at the Field Days to 'test and tag' leads and equipment  
Minimum fee of \$33 incl. GST (Includes 5 items) and \$6.05 per item incl. GST after that.  
Cash or Mobile C/Card facilities are available. Report and invoice emailed to you.  
Free service for existing Norsafe Clients!
- All enquiries and bookings via email to [info@Norsafe.com.au](mailto:info@Norsafe.com.au). or book on our Website – refer to your original Site Booking to do this.

***Electrician on Site. - Electrician onsite - Soncin Electrical will be available for any of your electrical needs. Sandro and his team will be on site from Monday 24 May and are located in the operations area beside the Rotary Site Office.***

### Visitor Entrances, Times and Cost

- There will be **one entrance** to the Field Days for members of the general public. This entrance will be clearly marked.
- The Main Entrance has a designated drop off area for the elderly and people with disabilities.
- For Patrons who are less mobile and for large parcels we have **ATVs that can 'ferry' people to the front parking areas.** Phone the Site Office on 0427998203 for these requests.
- Children 16 and under are free, as are School or College students in organised groups or in uniform and their teachers

### Toilets

- The toilet facilities consist of two ablution blocks. One of which is equipped with a unisex toilet for the disabled. These are located on the eastern side of Kerribee Park (refer to the Site map).
- Additional male, female and unisex portable toilets will be placed along the western side of the Field Days site
- Please report any cleaning or maintenance issues to the Site Office 0427998203.

### Rubbish

- After set up there is always a mountain of rubbish.
- *Packaging materials should be **flat packed and disposed of** in the large skip bins.* These will be located at both the northern and southern ends of the Field Day grounds.
- We will be providing green wheelie bins throughout the Site for food scraps and general household rubbish.
- Please don't fill them with discarded packaging or other related materials. The wheelie bins will be emptied regularly during the three days. Please report any issues to the Site Office.
- All Sites must be returned to their original condition following the Field Days Event.  
***A clean-up fee, of \$200, will be applied if your Site is not left in good order.***

