



Brought to you by Tableland Rotary Clubs  
of Atherton & Mareeba

**ROTARY FNQ FIELD DAYS  
24<sup>TH</sup>, 25<sup>TH</sup> & 26<sup>TH</sup> MAY, 2017  
MAREEBA RODEO GROUNDS  
EXHIBITOR BRIEFING**

Welcome and thank you for being a part of our 2017 Field Days Event. **Please refer to our website <https://bookings.fnqfielddays.org.au/> for your Site Location.** This briefing aims to address as many items as possible to ensure a smooth and successful event.

**Have you sent in your Certificate of Currency for Public Liability?** We need to ensure that your Policy is current & covers \$10 million. Certificates should be emailed to [info@fnqfielddays.org.au](mailto:info@fnqfielddays.org.au). **THIS IS IMPORTANT.** Without the Certificate being sighted by us, Exhibitors will be unable to set up!

***Arrival at the Field Days Site Office***

This should be your first port of call on arrival to collect your welcome pack with information on your site. The site office is located in the Rotary Building marked "Site Office". Office hours will be:

<b>Monday</b>	<b>22th May</b>	<b>12noon to 5pm</b>
<b>Tuesday</b>	<b>23th May</b>	<b>7am to 9pm</b>
<b>Wednesday</b>	<b>24th May</b>	<b>7am to 6pm</b>
<b>Thursday</b>	<b>25th May</b>	<b>8am to 6pm</b>
<b>Friday</b>	<b>26th May</b>	<b>8am to 5pm</b>

- If possible, we encourage the bigger sites holders to arrive on Monday and the small site holders will set up on Tuesday.
- 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.

**The site office has Eftpos facilities available.**

*Please note, this Event is run by the Atherton and Mareeba Rotary Clubs. We hire the grounds from the Mareeba Rodeo Association and they have no involvement in the staging of the Event. If you have any enquiries or need assistance before, during and immediately after the Event, please contact Bronwyne Snowdon our Site Coordinator on 0427 998 203.*

**Check-in at the Rotary Site Office is compulsory.**

We will be marking your business off our attendance listing. This is to ensure we know you are on-site and that you are setting up your Exhibitor area.

Each Exhibitor will be issued with their Entry wrist bands, a Map of the grounds & a Site Safety Plan for completion.

**Exhibitors must be wearing the wrist bands to gain access into the Field Days.** If not, you will need to pay the daily Gate entrance fees.



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### **Cattle Exhibitors**

- During set up, you will be able to enter via the first gate on the Mareeba - Dimbulah Road (this provides direct access to the cattle yard area).
- **No other exhibitors should enter via this gate.**
- All Cattle Exhibitors must enter at the main gate (presenting their Exhibitor wrist band) as the first gate becomes an Exit gate only.
- Brian McLaren is our Field Days Committee representative who is organising all aspects of this section of the Field Days. He can be contacted on 0417 711 413.

### **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.** If you need a forklift, please email [info@fnqfielddays.org.au](mailto:info@fnqfielddays.org.au) and advise your Site number, when you need the forklift and how long for.
- First in will be given preference for bookings at the times requested, others will have to wait until it is available.

### **Hay**

We have Hay available for sale at the Rotary Site Office, \$17.50 per bale. Note: Each Cattle Site will get a round bale of Hay provided, which is suitable for cattle. **PRE-BOOKING IS ESSENTIAL** for planning purposes - you can book your Hay via our booking form on the web site.

### **Site Safety Plan**

- All Exhibitors are expected to complete a Site Safety Plan. *The Site Safety Plan is Compulsory.*
- This is to assist Exhibitors meet their Workplace Health and Safety guidelines.
- Our Evacuation Areas are clearly marked on the Site Map – please make sure you acquaint yourself with the Evacuation points and in the event of an Emergency please assist Patrons to these areas.
- As well as ALL of the normal W H & Safety regulations we also ask that Exhibitors prepare the following:-
  - Gas Bottles “in date” and tested as per manufacturer’s guidelines.
  - Decant fuel/diesel from 5 litre Jerry Cans. No large storage containers.

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

### **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.*



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### **Electricity/Electrical Fittings and Extension Leads**

- Electricity is available only to site holders who have purchased a powered site.
- No generators in use/operating 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 for all Exhibitors.
- Norsafe will be available at the Field Days to 'test and tag' leads and equipment.
- There will be a charge for this service of a minimum \$33 and/or \$6.05 per item after 5 items. Cash or mobile c/card facilities available. Norsafe will print invoices onsite.
- Please email enquiries and bookings via email to [info@Norsafe.com.au](mailto:info@Norsafe.com.au)

**Electrician on Site.** - We will have an Electrician onsite. Soncin Electrical will be available for any of your electrical needs. Sandro and his team will be on site from Monday 22nd May and are located in the Operations area beside the Rotary Site Office.

### **Food & Drinks**

- For your convenience, the site map on the official Exhibitor Guide will highlight in colour all those sites where Food and Drinks can be purchased.
- We have approx 20 in total covering a wide range of Food selections including *healthy food options*.
- There will be Food and Drinks available from Monday lunchtime onwards.
- Breakfast will be available each morning, from limited outlets, as well as Food & Drinks till late for those Exhibitors staying on during Bar opening hours.

### **Bar**

Our Field Days Bar will be open in the Bronc Bar area as follows:

- **Wednesday** 10am till 10pm (including Entertainment)
- **Thursday** 10 am till 10pm
- **Friday** 10am till 6pm.

- All alcoholic drinks purchased from the Bar must be consumed within the designated area.
- Licensing laws are **strictly enforced**. **No smoking** is allowed in the Food and Bar areas.
- Please ensure that if taking alcohol onto your site that you comply with liquor licensing rules and regulations

### **Exhibitor Only Passes & Compulsory Check-in**

- All Exhibitors will be provided with complimentary Exhibitor Passes as follows:
  - Exhibitors - 4 passes
  - Cattle Stalls - 2 passes
  - Market Stalls - 1 pass



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**Additional entry passes** are available for purchase at the discounted rate of \$5 covering the entire 3 Day Event. These can be paid for at our Rotary Site Office from Monday 22nd May. Normal Gate entrance fees will be \$5.00 per day.

***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. <https://fnqfielddays.org.au/exhibitors>
- For information on where to stay and what to do, visit <http://www.athertontablelands.com.au> or you may 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 go to <http://www.mareebarodeo.com.au/index.php/accommodation>

***Rubbish***

- After set up there is always a mountain of rubbish.
- *Packaging materials should be disposed of in the large skip bins.* These will be located at both the northern and southern ends of the Field Days grounds.
- **Please, take the packaging items and flat pack them in the large skip bins provided.**
- 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.
- 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.

***Safety & Security***

- The Field Days Committee provides 24 hour security from 6pm Tuesday 23rd May until 6am on Saturday 27<sup>th</sup> 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.
- If you are exhibiting alone, ask a neighbour to watch your site if you need to leave it briefly, for any reason.
- Parking Areas for Exhibitors & Patrons are provided free of charge. Parking in these areas is 'at your own risk.'
- Please report any & all incidents that occur either with you, your staff or members of the Public. It is important for even with the smallest trip or fall etc that we complete an Incident Report & the person is attended to if required.

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



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### **Hire Equipment**

- All Exhibitors must provide their own Marquees, tables and chairs etc.
- **T- HIRE Atherton** is our preferred supplier for any hire equipment, Phone Norm on 07-40913722.  
<http://www.thiretablelands.com.au/>

### **Vehicle Access**

- Any vehicle which is not part of a display or is not on your site must be **removed before 8:30 am** on the morning of each Event day.
- The "Exhibitor Only" (western) gate will be open until the Field Days start at 9am each day and will then be an 'exit gate only' after that time (it is not for general public use to enter the Event).
- Exhibitors leaving the Event during opening hours will need to re-enter via the Main Entrance Gate.
- As this is a busy section of the Mareeba-Dimbulah Road, parking is not permitted along the road frontage.
- 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.

*Parking for the general public is within the Field Days Site and will be managed by the Parking Volunteers. Please follow their directions at all times. An overflow area will be provided opposite the Rodeo grounds.*

### **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 & for very large parcels we have ATV's that can 'ferry' people to the front parking areas. Phone the Site Office on 0427998203 for these requests.
- There is also a Parcel Pickup & Bus 'drop down' area clearly marked on the Map to the right of the Innovation tent.
- The Field Days Event will be open to the general public from **9am till 6pm Wednesday and Thursday (gates close 5pm) and 9am till 4pm Friday.**
- Please extend the courtesy to our visitors by being in attendance at your site for those times each day.
- Gate entry is \$5 per day and includes entry into a Daily prize. Remember to collect your Exhibitor Guide for the Daily prize entry form!
- Children 16 and under are free, as are school or college students in organised groups or in uniform.

### **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 toilets will be placed along the western side of the Field Days site.



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### **Machine of the Field Days Award.**

- The Machine of the Field Days Award is new in 2017. Entry forms can be obtained online >go to....  
<https://fnqfielddays.org.au/exhibitors>
- Awards are presented to the most outstanding new piece of Agricultural Machinery exhibited at the Field Days.
- Machines manufactured in Australia will attract additional judging points.
- The winning machine has the potential to go on to become a standard piece of equipment on farms throughout Australia.
- **PRIZE for the Machine of the Field Days Award** - \$500.00 Cash – donated by Rotary FNQ Field Days Inc.

### **Best Site Awards**

- The Best Site Awards are available to all Exhibitors again in 2017. For further details > go to....  
<https://fnqfielddays.org.au/exhibitors>
- These Rotary FNQ Field Days Awards are offered as an incentive to exhibitors to create an attractive, interactive Site.
  - **Award Categories - Best Overall Site and Best Lifestyle Site. Winners Prize.....**
  - **Best Overall Site** - \$500 cash donated by Rotary FNQ Field Days Inc. plus a Winners Plaque for display.
  - **Best Lifestyle Site** – \$500 cash donated by Rotary FNQ Field Days Inc. plus a Winners Plaque for display.

We encourage all Exhibitors to create the best space possible.

### **2019 Rotary FNQ Field Days Event**

- In 2019, the Rotary FNQ Field Days Event will be again held at the Mareeba Rodeo Grounds.
- Please ensure you stay registered with us by subscribing to our newsletter.
- You can register for our newsletter at our website <https://fnqfielddays.org.au/>
- The Event is run by members of the Atherton and Mareeba Rotary Clubs who work as **volunteers to ensure a successful** and profitable event. All proceeds from the Field Days go directly back into our Tableland's Communities.

### **In Summary**

Hopefully, the above will have covered most of the critical issues and will aid in your successful participation. If you have any specific requirements or requests, please contact Bronwyne Snowdon, Site Coordinator on 0427998203. We look forward to making this another successful Field Days Event.

***We wish you all the best for a successful Event.***

**Bronwyne Snowdon**  
**Rotary FNQ Field Days**  
**Site Coordinator**

**Pauline Spackman**  
**Rotary FNQ Field Days**  
**Chairperson**



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