



**ROTARY FNQ FIELD DAYS
29, 30 AND 31 MAY 2019 MAY, 2019
MAREEBA RODEO GROUNDS
EXHIBITOR BRIEFING**

Welcome and thank you for being a part of our 2019 Field Days 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.

Public Liability

Have you sent in your Certificate of Currency for Public Liability?
We need to ensure that your policy is current and covers \$20 million. Certificates should be emailed to info@fnqfielddays.org.au. Without the certificate being sighted by us, exhibitors will not be able to set up.

Arrival on Site

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:

Monday	27 May	12noon to 5pm
Tuesday	28 May	7am to 9pm
Wednesday	29 May	7am to 6pm
Thursday	30 May	8am to 6pm
Friday	31 May	8am to 5pm

- If possible, we encourage bigger exhibitors to arrive on Monday and smaller exhibitors 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. The association has 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 Lea Coghlan our Site Coordinator on 0427 998 203.

Check-In

Check in at the 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 booked area.

Each exhibitor will be issued with their entry wrist bands a map of the grounds and 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.

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 be the only access also 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 (presenting their exhibitor wrist band) as the first gate becomes an Exit gate only.
- Stephen Gear is our Field Days Committee representative who is organising all aspects of this section of the Field Days. He can be contacted on 0411 094 788.
- 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 available for sale at the Rotary Site Office, \$16 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.

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 and advise your site number, when you need the forklift and how long for.

Forklifts and cranes are only available on the Monday and Tuesday before to the event and 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.

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 WHS regulations we also ask that exhibitors prepare the following:
 - Gas Bottles “in date” and tested as per manufacturer’s guidelines.



- 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

***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 27 May. Normal gate entrance fees will be \$5 per day.*

Accommodation and Camping on Site for Exhibitors

- There are many forms of accommodation across the Tablelands. The [exhibitor](#) on our website also has a list of Accommodation options available.
- For information on where to stay and what to do, visit [here](#)
- 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 visit [here](#)

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 28 May until 6am on Saturday 1 June.**
- 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 and 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.

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

- Any vehicle which is not part of a display or is not on your site must be **removed before 8:30am** 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.
- 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.

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 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.
- There is also a parcel pickup and 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 (gates close at 5pm) and Thursday, and 9am till 4pm Friday. *The committee has several events planned for Thursday night and, as such, is encouraging you to remain open until 6pm. Free entry will be offered from 4pm on Thursday to encourage townspeople to visit.*



- 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.
- There will be **EFTPOS facilities** for cash available throughout the event. Please ask at the Rotary site office.

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.

Machine of the Field Days Award.

- The Machine of the Field Days Award is new in 2019. 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 2019.
- 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.**

2021 Rotary FNQ Field Days Event

- In 2021, 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 at [here](#)
- 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 go directly back into our Tableland communities.

If you have any specific requirements or requests, please contact Lea Coghlan, Site Coordinator on 0427998203 or email info@fnqfielddays.org.au. We look forward to making this another successful Field Days Event.



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