WHAT IS AGFEST?

The Agfest Field Days are nationally recognised as Tasmania’s Premier Agricultural Field Days. Agfest was started in 1983 when the current Rural Youth members saw a need for an annual, well-organised agricultural field day. The 1st event attracted 90,000 patrons and just over 100 exhibitors. This has now grown to over 60,000 patrons and 700 exhibitors.

Agfest is held in early May (the 1st Thursday always being the 1st day of Agfest) and runs for 3 days, Thursday to Saturday.

Agfest is run by a volunteer committee of 30 Rural Youth members and ex-members, with an average age of 24 years and the sole motivation for these young people is the desire to make a significant contribution to agriculture by staging the best possible event. It is an exhausting commitment, but one which provides immense satisfaction and a sense of pride.

The organising of Agfest not only provides obvious benefits for the agricultural community, but it also provides a unique opportunity for swift personal growth and leadership training for those involved. The Agfest Field Days is gaining more strength and momentum each year and is now recognised as being one of the top field days in Australia.

WHY EXHIBIT AT AGFEST?

Tasmania’s Premier Agricultural Field Days provides companies, businesses and organisations the chance to make strong and viable connections with the public and is a proven successful method of direct marketing. Being part of the Field Days will ensure that your products and services are seen by the largest number of potential buyers in the shortest possible time. It’s direct and personal and it connects industry with customers and clients. It is face to face business that works to grow businesses and expand your customer and client base.

From market research, the estimated overall spend at Agfest 2015 by patrons was $26,090,819.

All Exhibitors must apply every year and each application received is reviewed by the Exhibitor Selection Committee. Our Selection Committee rotate exhibitors to achieve patron movement around the site and long-term exhibitors are not guaranteed a site each year.

Applications from core agricultural companies are given preference. Exhibitors may list a preferred site location within their application however location will not be guaranteed and there is no automatic right to the same site.

The Agfest Organising Committee reserves the right to accept or reject any application and the decision shall be final.

BECOME A SPONSOR

The Rural Youth and Agfest Committee invites you to consider aligning your business with Rural Youth Tasmania and becoming part of the success story. There is a flexible range of sponsorship opportunities available for your business to capitalise on the success of Rural Youth and Agfest and promote the event to patrons. For more information on how your business can get involved as a key partner please contact the administration office.

APPLICATIONS CLOSE 1ST DECEMBER 2016
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**AGFEST LOCATION:** QUERCUS PARK, 415 OAKS ROAD, Carrick TAS 7291  
**RURAL YOUTH AGFEST OFFICE:** 62 York Street, Launceston TAS 7250  
**POSTAL ADDRESS:** PO BOX 322 Launceston TAS 7250

**ONLINE EXHIBITOR CENTRE**

Log in to the Online Exhibitor Centre at agfest.com.au, using your unique log in and password. Here you will be able to submit your application and then successful exhibitor documents if your application is successful.

**CONTACTS**

Website:  www.agfest.com.au  
Phone: 1300 AGFEST (1300 243 378) or (03) 6331 6154  
Email Enquiries: admin@agfest.com.au

**IMPORTANT DATES**

**October 1, 2016**  
Applications submitted online via website:  www.agfest.com.au  
“Exhibitors”, “Exhibitor Application Area”. Anyone who has exhibited for the past two years will receive advice by email that the application is available online with unique login details.

**December 1, 2016**  
Closing date for applications. Applicants will be acknowledged by email as they are received and all applications will be considered by the Selection Committee.

Any applications received after this date will automatically be placed on the waiting list for a cancellation and will incur a 10% late fee.

**January 31, 2017**  
All applicants will be advised by email/post regarding the status of their application. Successful applicants will receive an invoice, the invoice must be paid within 14 days to confirm site. If you do not wish to take up the site offer, please send cancellation in writing to the administration office within the 14 day period to avoid any penalties fees. Unsuccessful applicants, including those received after closing date, will be advised they have been placed on the waiting list.

**March 31, 2017**  
Any cancellations received after this date will not receive a refund unless the site is relet by the administration office, please refer to page 13.

**Early April**  
Tickets and power tags mailed to confirmed exhibitors.

 Applying without online internet access:  
Any exhibitor who does not wish to be apply online and requires paper copies will be subject to an administration and postage levy of $50 payable only if the application is successful. If you would like to submit your application via paper format, please contact the Agfest office and a paper copy can be posted to you. All communication, information and forms will then be posted to you for your convenience.
WHAT YOU WILL NEED TO APPLY

To complete an online application, you will require internet access on your preferred web browser, 4 product photos, brochures or photos of previous field day displays and a PDF copy of Public Liability Insurance. You will also be given the option to upload a company logo.

Previous Exhibitors: If you have been a previous exhibitor or applicant and haven’t received a login or can’t remember your log in details, please contact our administration team to arrange a login. Previous exhibitors with unique login, please proceed to Exhibitor Application Area via the Agfest website.

New Exhibitors: If you have not been an exhibitor previously, please proceed to the Exhibitor Application Area and register a new account. A verification email will be sent once you have registered.

Note: Please keep your login as successful exhibitors will be able to access the exhibiting pack which will be available once site notifications have been completed.

STEPS OF THE ONLINE APPLICATION

STEP 1:
- Log in via the Agfest Website, Exhibitor Application Area
- Update Exhibitor Contact information and upload company logo if available.

STEP 2: The Application

Create New Application: Click ‘Create New Application’. If you have already created an application and wish to make changes to an unlocked application, your open application will be displayed below this option. You can also create multiple applications if applying for other site types.

Each page automatically saves when you click continue, however if you go back and change one variable you will need to click continue through the pages to save them.

Application Type: Regular Site Application or Site Shared Application (information on page 8 when site sharing you will be prompted to enter a site share code this is available from the primary site holder)

Site Selection: See ‘Choosing the Right Site’ on pages 6-9 of this document.

Site Size: Choose the site size required. In some cases multiples can be ordered to achieve larger sites if required. Tables in this document and displayed on screen will give you an indication of what can be applied for. Please provide information re configuration, intention of animals on site, location next to particular exhibitors, preferred location and industry grouping. Questions specific to area applying for will also be prompted if required.

Site Sharing: Select ‘Yes’ if there is another company operating from your site. The sharer must also submit an application and normal approval process applies. If ‘Yes’ is selected you will then be given a sharing code at the completion of your application, which must be provided to the exhibitor wishing to share. The sharer will be asked to enter the unique code when they submit their application.

Power/Phone: Order Power & Telephone/Data Line (information on page 11)

Passes: (information on page 12) Each site application includes one $55.00 compulsory vehicle pass. Please order additional passes in this section. A Vehicle pass including the compulsory vehicle pass allows access for the vehicle and up to four occupants during setup days, days of the field days and site pack up days.
Products:
Provide Information: This area is for Selection Committee and the information provided in this area will determine your application selection.

- Upload product photos and/or brochures. All applicants other than Craft Pavilion exhibitors are to provide at least 2 pamphlet/brochure or photo (Craft Pavilion exhibitors must provide 4 attachments). Unique Taste and Catering exhibitors must include a menu as an attachment in this area and one photo must be a photo of a previous display from previous Agfest, another field day or show/market. If never exhibited before, please upload an additional product photo.
- Program Category: Indicate your preferred category for the program

Additional Information:
- Agfest Features: (information on page 13)
- Vehicles on Display: (information on page 12)
- Event Manager: Please indicate if you have engaged someone to control the setup of your site.
- Media and Search Listing: Please answer questions when prompted. (information on page 10)

Program Product Information & Website Search Information Displayed: This is a short description of the products you intend selling on the exhibiting site and this information may be used in the official program and is linked to the search feature of the Agfest Website.

- Consumable Products: Please indicate if you are selling food, having a hospitality area or giving away consumable products on your site.
- Alcohol: Please answer questions when prompted.
- Hazardous Substances: Please answer questions when prompted.
- Freight Companies: Please specify the name of companies you intend to transport goods via and we will contact them and arrange freight delivery passes for them.
- Food Tours: Please provide the name of the tour.
- Marquee information: Please answer questions when prompted.

Insurance: Each exhibitor (with the exception of Craft) must carry a Public Liability Policy of $5M minimum and we recommend you have a fire & theft policy to cover stock and equipment at Agfest. A copy of the policy must be uploaded as a part of the application process in either PDF, doc or docx format. Certificate must also be available on site at Agfest for inspection upon request. Craft exhibitors are not required to carry separate insurance cover. You will be prompted to enter your Policy Provider, Policy Number and Expiry Date. (If your policy expires between now and the field days, you are required to provide current policy and then an updated copy at renewal).

Estimate: This page will give you an outline of the costs to exhibit at Agfest. Payment is not required until you have been accepted and all successful exhibitors will receive an invoice by 31st January 2017.

Check & Submit: Agreement of Terms & Conditions, then Submit and Lock Application. You will also have the option to Save and Exit and return at a later time.

What Happens Next?
You will receive an email acknowledging the receipt of your application. Your application will now be checked by the Agfest administration team and they will be in contact within 5 working days if we require any further information. You may return at any time to re-visit your exhibitor application, however you will be unable to modify it. Applicants will then be notified re the status of their application by the 31st January 2017. To delete or cancel an application please contact us. We advise not to make any booking for marquees, accommodation, travel arrangements or ordering of stock until allocation notifications take place.

2017 COMMITTEE CONTACTS
Chairman: Kate Birch
chairman@agfest.com.au
Exhibitor Manager: Ethan Williams
exbititors@agfest.com.au
Operations Manager: Ricky Edson
operations@agfest.com.au
CHOOSING THE RIGHT SITE

1. STATIC OUTDOOR SITES
Static Outdoor sites are best suited to Agricultural, Automotive, Construction, Communication, Hardware, Horticulture, Lifestyle, Livestock, Marine, Recreation, Safety and Service Providing industries – please choose size to suit your requirements. **Power is available** (with the exception of 5 x 10 sites), **but must be ordered separately**, marquee, ground covers etc are to be provided by exhibitor. Please also indicate in the power and phone line section if you are applying for a telephone landline as this will affect your positioning.

<table>
<thead>
<tr>
<th>Site Size</th>
<th>Price Each</th>
<th>Power 15 amp Available</th>
<th>Power Three Phase Available</th>
<th>Phone Landlines Available</th>
<th>Multiples Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>5m (frontage) x 10m (depth)</td>
<td>$305.00</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>10m x 10m</td>
<td>$400.00</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>10m (frontage) x 20m (depth)</td>
<td>$590.00</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>10m (frontage) x 40m (depth)</td>
<td>$1,165.00</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

2. BEEF EXPO
A mix of industry related exhibitors and demonstrations showcasing the industry located at the eastern end of Main Street. These are outdoor sites – please choose size to suit your requirements. Marquees, ground cover etc are to be provided by the exhibitor.

<table>
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<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

3. TRADES EXPO
Undercover booths within a single marquee primarily for agricultural services, government departments, and educational facilities. Flooring, display boards (side and back) and lighting provided, power if required is to be ordered separately. A limited number of multiple sites may be available, dependent on the applications received.

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</tr>
</thead>
<tbody>
<tr>
<td>3m x 3m BOOTH</td>
<td>$1,560.00</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>
4. EQUINE EXPO
Situated in the north-east corner of the site, the Equine Expo includes a fenced purpose built arena surrounded on three sides by static sites for industry related exhibitors. The arena is provided to Equine Exhibitors to conduct demonstrations to promote their business, club or breed association to the public and is open to view from all sides, providing an outstanding venue to showcase the potential of you and/or your product. Yarding is provided to exhibitors and demonstrators who wish to have horses on site during the day for the purpose of promoting their products and skills to the public. Please note that horses can stay on site overnight in open yards provided at the exhibitors/demonstrator’s risk, prior approval must be sort from the Agfest Organising Committee.

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</tr>
<tr>
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<td>$590.00</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>15m (front) x 10m (depth)</td>
<td>$595.00</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

5. UNIQUE TASTE FINE FOODS PAVILION
Located within and surrounding a permanent pavilion with allocated dining areas for patrons. Boards dividing each site will be provided, exhibitors must supply their own tables, props and equipment. Coffee vendors are to apply for this site type and some of which will be placed outside the pavilion or with Community Catering organisations. Food vendors are not permitted to sell coffee or have barista areas within their site. More questions will be asked later in the application in you would prefer an outdoor site which are located directly outside the pavilion and divider boards and flooring are not provided in outdoor sites. If you are intending to bring a food van, please apply for enough space for the van to be contained within the site boundary including the tow bar. Please include a description of your business, product photos and a copy of your menu with your application, as successful applicants are chosen from the information provided.

All exhibitors must have their site set up by 12pm Wednesday 3rd May 2017 (no exceptions).

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<tbody>
<tr>
<td>3m x 3m</td>
<td>$625.00</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Unique Taste Fine Food Pavilion applicants will also be asked the following additional questions within their application:
- Are you selling food or hot beverages?
- Would you prefer an outdoor site?
- Do you require refrigeration space and volume?
6. CATERERS
Only ‘Not-for-Profit’ Service Organisations, Community Groups and Industry Promotion Organisations are eligible to apply for Official Catering sites. In most instances and where possible, the Agfest Committee provide an additional site free of charge adjacent to catering sites for the purpose of seating and placement of coffee vendors. All other food and coffee vendors are to apply for space for a Unique Taste site (some of which are outside the pavilion) under the direction of the Unique Taste Coordinator.

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<tr>
<td>10m (frontage) x 20m (depth)</td>
<td>$395.00</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
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</table>

7. DAIRY TAS EXPO
A mix of quality dairy food exhibitors, industry related service providers and industry information. The exhibitors for this feature are chosen by Dairy Tasmania, with final approval by the Agfest Organising Committee. To enable you to apply, you must first contact Maryann Hortle – E: m.hortle@dairytas.net.au or mobile 0407 824 105 to obtain your unique site share code. You will then need to register online: www.agfest.com.au “Exhibitors”, “Exhibitor Application Area”. Passes are to be ordered direct from Agfest and you will be invoiced once allocations have been completed. You will also receive an invoice from Dairy Tas for the space within the marquee and power.

8. CRAFT PAVILIONS
Located within permanent pavilions where general lighting is provided and limited power available upon request. Exhibitors must supply their own heavy duty 15 metre x 15 amp extension lead and power board along with organising the supply of their own trestles/tables and props/dividers. Successful exhibitors are selected from the information provided, so it is important that you include a minimum of 4 photos or samples where appropriate. The Agfest Committee do not accept responsibility for loss or damage of samples. If you require your items to be returned, please enclose a stamped self-addressed envelope for this purpose. Please note: being a past exhibitor at Agfest does not exempt you from providing product information. Public Liability Insurance cover is included in the site fee for this area and separate cover is not required.

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<tbody>
<tr>
<td>3m x 3m</td>
<td>$485.00</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>4.5m (frontage) x 3m (depth)</td>
<td>$710.00</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Craft Pavillion applicants will also be asked the following additional questions within their application;
- Do you have a retail outlet?
- Do you have a working display?
- Is your product handmade?
- Origin of product
- Do you need a Trestle Table $15 each and limit of 1 per exhibitor?

In 2017, we will be trialling a Food Provedore and Men’s Feature within the craft pavilion area. Please note on your application in preferred location if you would like to be included in this area. Places cannot be guaranteed and some exhibitors will be allocated to this area without consultation if your product is deemed to fit in these areas.
SITE SHARING CRAFT
New in 2017, Craft Exhibitors may be able to share their site with one exhibitor providing the proposed site sharer has put in their own application and has entered a unique code provided by the principal site holder. By entering the code provided by the primary site holder, we recognise that the primary holder has given you permission to share the site. The site sharer must then be approved by the Craft Pavilion Coordinator as per the normal approval process and a fee of $97.50 is applicable per sharer. Power must be ordered by the primary site holder. The site sharer will receive listing in the Official program if received by the program closing date and all other exhibitor benefits. The Agfest Committee reserves the right to remove any exhibitor not approved by the Craft Pavilion Coordinator.

9. KIDS AGRICULTURAL AWARENESS PROGRAM MARQUEE
The Kids Agricultural Awareness Program (KAAP) Marquee at Agfest will provide an area for kids to have some fun while learning about the agricultural industry in Tasmania, purely for children - Tasmania’s future leaders! The KAAP Marquee will incorporate kids programs, exhibitors with children’s products and entertainment. If your product falls into this category then we welcome your application. You will also be prompted regarding a choosing space within or outside the marquee. Inside the marquee overhead lighting will be provided and limited power available upon request. Exhibitors must supply their own trestles/tables and props/dividers and if choosing an outside space, you will need to also provide some kind of weather cover.

10. SITE SHARING GENERAL SITE
Exhibitors may be able to share their site with one or more exhibitors providing the proposed site sharer has put in their own application and has entered a unique code provided by the principal site holder. By entering the code provided by the primary site holder, we recognise that the primary holder has given you permission to share the site. The site sharer must then be approved by the Exhibitor Manager as per the normal approval process and a fee of $210 is applicable per sharer. Power must be ordered by the primary site holder. The site sharer will receive listing in the Official program if received by the program closing date and all other exhibitor benefits. The Agfest Committee reserves the right to remove any exhibitor not approved by the Exhibitor Manager.
MEDIA AND PROMOTION

All successful exhibitors receive one free Exhibitor Listing in the Agfest Official Guide and on the exhibitor search function which is mobile device compatible. The search function provides visitors with a quick reference to your products or services and is an essential information guide for visitors both during and after Agfest. By selecting that you give us permission to release your information to our Media Outlets, you are also giving us permission to give your details to visitors using the search feature. Once successful exhibitors are notified we then release exhibitor listing to our official media partners.

Our official print partner is the Tasmanian Country. They produce the pre Agfest lift out and the Official Program which is available at the gates and also in the Tasmanian Country Agfest Special Edition. Exhibitor listing in these publications close on the 1st April 2017.

Our dedicated media and promotion team not only organise the promotion during the event with live social media feeds they are also responsible for liaising with all media outlets for all print, television and radio advertising. Have you followed us on Facebook, Instagram & Twitter?

DO YOU HAVE A NEW EXCITING PRODUCT?

We are asked by our media partners to let them know if there are any exhibitors bringing personalities onto site or any particular stories about a new product. We invite successful exhibitors to send in stories and we will pass them on. There is no cost to you if the story is picked up. General product promotion however would be at your cost through the normal channels as per the Information Booklet available to successful exhibitors on our website. Media are being provided with contact lists for all exhibitors who have given permission to be contacted, but we encourage you to be proactive in your own promotion efforts. If you have a new or interesting products please let us know by emailing media@agfest.com.au or ring Cassie Lee on 0448 344 380 as the media are always looking for stories with a different angle.

SITE AWARDS

The Exhibitor Site Awards are judged by an independent judging panel selected by the Agfest organising committee. The judges will be looking for effort put into the display, appeal, presentation of equipment on display, dress and ease of recognition of staff on the site and safety (ie tent pegs, leads, sharp objects trip hazards etc). It is also important that exhibitor site holders are compliant with Agfest policy and procedures prior to and during the event.

All successful exhibitors will automatically be given the opportunity to win one of the valuable site awards. Judging will take place on the Thursday morning of Agfest and the Chairman will present awards at the Official Opening event on Thursday evening, all exhibitors are encouraged to attend. Winners not only have the prestige of being the best exhibit at Agfest but also will automatically be guaranteed a site at Agfest 2018. Please visit the website in February or the Exhibitor Handbook for more information on award categories.
POWER

Power outlets are 15 amp and a limited number of 3-phase is available. **Power if required, is ordered separately as prices quoted do not include power.** All power outlets are located within 30 metres of each site. It is the exhibitor’s responsibility to provide a single length 30 metre (15 metre for craft exhibitors) heavy duty 15 amp lead to be used from the power outlet to the inside of the exhibitor’s tent. Double adaptors or “piggy backing” of power boards is not permitted. All leads and electrical equipment are required to be tested and tagged in accordance with AS 3760. A tagging and testing company will be on site prior to and during Agfest.

<table>
<thead>
<tr>
<th>Price Each</th>
<th>Multiples Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 Amp</td>
<td>$215.00</td>
</tr>
<tr>
<td>Three Phase</td>
<td>$335.00</td>
</tr>
</tbody>
</table>

Power identification tags will be issued to all exhibitors who have booked and paid for power and these will be posted to you four weeks prior to the event with your entry tickets. Tags must be attached to the lead prior to connecting to the switchboard. Failure to do so will result in power cords being removed and Agfest will not be liable for any damage to your stock and / or equipment as a result.

Exhibitors and their contractors need to be aware of **Clause 25 of the Contract Terms & Conditions – ‘Underground Cables’.** Please check with the committee before digging or driving posts into the ground. Any persons damaging power cables will be liable for the cost of repairs.

The Agfest power grid is connected to public supply and therefore can be affected by outside influences. All exhibitors must supply their own surge protection equipment and regularly save any computer data that may be affected by loss of power.

**Note: Any additional power outlets ordered after your application has been processed will be subject to a $5 administration and handling fee.**

**GENERATORS ARE NOT PERMITTED**

**TELEPHONE/DATA LANDLINE** (Outdoor Static sites only)

Both Telstra and Optus will be providing mobile phone coverage on 3G, 4G and 4GX networks during Agfest. The 2G network will not be available for both carriers. We encourage exhibitors to check with their EFTPOS service provider if their wireless EFTPOS is run on a 2G network, and if so, to seek an alternative EFTPOS or other transaction solution. We are aware of several options exhibitors can explore:

- Paypal card swiping device called a “Paypal Here”
- Contact your bank or EFTPOS service provider and upgrade your mobile EFTPOS device
- There are multiple Apple and Android Apps available that can do mobile transactions. Please check with your credit provider to find out which is the best solution for you.
- Telstra Temporary Landline Connection (details below)

Please indicate in the power and telephone landline section of the application process if you need access to a telephone line/s. This will ensure you are located within a suitable distance to a telephone connection point. A $425 per line booking and cabling fee applies. An application for a Telstra Temporary Connection will be available online for Successful Exhibitors – please fill out and return as directed if you wish to apply for a temporary landline. Telstra will bill you direct for connection and usage of lines.
EXHIBITOR APPLICATION INFORMATION 2017

**PASSES** Please choose carefully as passes are non-refundable.

Exhibitors may not bring vehicles onto the static site at any time without a vehicle pass – therefore one compulsory discounted vehicle pass will automatically be charged. Additional passes may be purchased as required as listed below:

- **3-Day Exhibitor Pass** – for exhibitors and staff only. Users may park in the free public car park, walk through the gate and surrender one section of the ticket each entry. Cost is $30 for 3 days’ entry and can be divided into 3 individual tickets and can be used on any day. Under no circumstances are Exhibitor Passes to be issued to customers/guests, as these give them access to the site prior to public opening times and may pose a security risk to exhibitors’ stock. Any exhibitor found to be purchasing exhibitor passes for members of the public may be immediately removed from the site.

- **Vehicle Pass** (limit 2 per site) Each vehicle pass including the compulsory vehicle pass allows access for the vehicle and *up to four occupants* during setup days, days of the field days and site pack up days. If travelling in a vehicle with a vehicle pass, no personal passes are required as the Exhibitor car park is within the boundary of the static site. Cost is $55 for 1 vehicle pass per site and any additional passes per site cost $80 each with a maximum of 2 per site ordered. All exhibitors must order 1 compulsory vehicle pass and site sharers are limited to 1 only.

Exhibitors are only permitted to park within the designated exhibitor parking zones and any of the three major car parks. Parking in a “No Parking” zone is strictly prohibited and as a result vehicles may be removed/towed/clamped at the discretion of the Agfest Committee. Exhibitors are not permitted to park vehicles on their site unless it is deemed part of their display and have prior approval from the Exhibitor Manager or disclosed at the time of application. Failure to comply may result in the removal of the vehicle.

Vehicle passes are required during setup and pack up. During the setting up and packing up of your exhibit we ask that only 2 vehicles (even if you have multiple sites) be on your site at any one time and must be parked within your boundary. This is to reduce traffic congestion and help with trucks entering and exiting the site. Additional passes for pack up can be obtained (free of charge) from the Site Office after 4.30 pm on the Saturday of Agfest. **Trucks are not permitted to enter the site on Saturday afternoon for pack up, access will only be given to passenger vehicles, this has been introduced for 2017 to reduce road congestion on Saturday evening when exhibitors are leaving the site as it closes at 6pm. Site reopens at 8:30am on Sunday for pack up.**

Vehicle movement is not permitted when the field days are open to the public. Site is closed to all vehicle movement between 8:00am – 5pm.

- **One Day Pass** – for valued customers, pre purchase with your application and cost is $20 each. Daily gate passes purchased at the gate cost $25 per adult and children aged 5-15 are $5 each.

**Note:** Any additional passes ordered after your application has been processed will be subject to a $5 handling fee.

**LATE FEES**
If your application is received after the closing date a late fee of 10% is applicable.

**FINES**
Please read the Contract Terms and Conditions and know what you are agreeing to when clicking/signing the agreement section of the application. Contravening the Contract Terms and Conditions or not adhering to requirements as set out in information provided may result in a fine.
POLICY FOR REFUNDS AND CANCELLATION FEES
All cancellations must be confirmed in writing. If your cancellation is not received in writing within the period your payment is due (14 days), then a 10% administration fee will be applicable if you do cancel. A refund of any monies paid, less 10% administration fee will be applicable for cancellations made prior to 5pm on March 31st, after which time a refund, less 30% of the site fee will be made providing the site is re-let. If the site is not re-let, then no refund will be applicable. Passes and power tags must be returned prior to the field days for a full refund.

CLEANUP FEE
In accordance with Clauses 15 and 25 of the Contract Terms and Conditions and information in the Exhibitor Handbook, a fee will be charged for any groundcover, litter or equipment left on site and for the repair of damaged underground cables. Please make sure you leave your site as you find it.

AGFEST FEATURES

CENTRAL ARENA:
Free advertising for your business! The Central Arena is available to exhibitors to demonstrate their products and services in front of a crowd. Audiences in the past have been very interested in exhibitors showing large and small machinery, animals, safety demonstrations and celebrity appearances. If you would like to book a spot in Central Arena, please indicate your interest in the Site Information, Agfest Features area of the online application.

EQUINE DEMONSTRATION ARENA:
The fenced purpose built 60m x 20m dressage arena is situated in the north-east corner of the site and is available for any exhibitor to use, as long as the product is equine industry related. There is a public announcement system available for use during your demonstration. If you wish to utilise the arena, please indicate in the Site Information, Agfest Features area of the online application. No late entries will be accepted.

PETER BROCK MEMORIAL 4-WHEEL DRIVE TRACK
The four wheel drive track is available for any exhibitor to use, including new car dealers, businesses, truck companies etc. There is a public announcement system available for use during your demonstration, you can provide written spiel or a representative from your company can speak during the demonstration. Whilst we have very experienced drivers available, we encourage you to provide your own driver as they know the abilities of their product as well as being able to use their demonstration time to take potential customers for a test drive (four wheel drive style). If you wish to utilise the four wheel drive track, please indicate in the Site Information, Agfest Features area of the online application. No late entries will be accepted.

KIDS AG AWARENESS PROGRAM (KAAP) starring KAAP the Kelpie!
KAAP the Kelpie is on a mission to promote agriculture to all children throughout Tasmania. KAAP has again joined forces with the University of Tasmania to create the KAAP Learning Trail & Competitions for all school aged patrons. The Agfest Organising Committee and KAAP the Kelpie encourages all exhibitors at Agfest 2017 to become involved in this beneficial program. If you would like to participate in the Learning Trail and have an activity within your marquee focusing on Agriculture then please indicate in the Site Information, Agfest Features area of the online application and the coordinator will contact you.
ESSENTIAL INFORMATION

FOOD SALES AND CATERING: Only registered caterers, exhibitors in the “Unique Taste and KAAP Pavilions”, and exhibitors in the Dairy Pavilion are permitted to sell food and refreshments on site (refer Clause 28 of the Contract Terms & Conditions).

HOSPITALITY AREA: Exhibitors providing hospitality areas for their customers must adhere to the Food Act 2003. We recommend that you utilise one of the Agfest official caterers if possible. The Agfest Committee must be notified (on the application form) that you intend to have a hospitality area and the Meander Valley Council must approve it. (Form available online to successful exhibitors.)

LIQUOR LICENSE: Exhibitors selling liquor on site are responsible to apply for their own liquor license. Standard size drinks may be served and consumed within the designated area. Bottle sales are to be unchilled, unopened and in a sealed bag for take home.

ANIMALS ON SITE: Health regulations require that livestock be kept at specified distances from food outlets. Please indicate in the Site Size, ‘About your Site’ area of the online application if you intend to have livestock in your display. **NO DOGS/PETS EXCEPT DISABILITY DOGS ARE ALLOWED ON SITE.** (Refer Clause 9 of the Contract Terms & Conditions).

SAFETY STANDARDS: The Agfest Organising Committee are constantly reviewing safety standards for the field days. **A Quercus Park Site Safety Induction booklet with sign off will be sent with your tickets in early April.** This must be displayed on your site and Exhibitors and their Contractors will be required to adhere to all safety procedures (refer Clause 20 and 21 of the Contract Terms & Conditions).

DISABILITY ACCESS: The Agfest Organising Committee is committed to making Agfest an accessible environment for all (as per its Disability Access Plan), and will be reviewing all sites according to the Australian Standards 1428. The organising Committee strongly encourages all exhibitors to adhere to these standards in the development of their individual site. (More information will be available online to successful exhibitors.)

PRINTED MATTER: Exhibitors or any member of the general public are prohibited from handing out printed matter at the gates, in the car parks or on the general site. All forms of promotion are to remain within the confines of your allocated site. Failure to comply with this may result in closure of your site.

RAFFLES AND GAMES OF CHANCE: Refer Clause 8 of the Agfest Contract Terms & Conditions.

HOURS OF OPERATION: 8am – 5pm on the first Thursday, Friday and Saturday in May. Exhibitors are NOT to commence packing up before 4.30pm on any day of operation. If you have any special attractions on your site, the hours of operation for that attraction must be clearly signed. (Refer Clause 32 of the Agfest Contract Terms & Conditions).

NIGHT SECURITY & CAMPING ON SITE: Camping or sleeping on site including in car parks is not permitted. Site will be secured at the end of each day. A security firm will be on duty from 7am on the Monday prior to Agfest until 7am on the Tuesday after Agfest. (Refer to ‘Exhibitors Information Handbook’ which will be available online to successful exhibitors)

SMOKE FREE PUBLIC EVENT: Smoking is not permitted on the grounds of Quercus Park.

PLASTIC BAG LEGISLATION: In accordance with the Legislation introduced in Tasmania in 2013, retailers are not permitted to provide non-biodegradable lightweight plastic shopping bags. Please refer enquiries to enquiries@plasticbags.tas.gov.au

PLEASE!! - NO BALLOONS ON SITE
(see Clause 29 of the Contract Terms & Conditions for further information)
AGFEST CONTRACT TERMS & CONDITIONS

In these conditions, "Chairman" means the Chairman of the Agfest Tasmanian Machinery Field Days Committee, or his/her authorised deputy and "Committee" means the Agfest Organising Committee of the Rural Youth Organisation of Tasmania Inc.

1. The Committee reserves the right to refuse any application. Closing date and notification of successful application as listed on the front of application. Payment of invoice or notification that you do not wish to take up the site is required within 14 days of receiving account, failure to do so will result in an administration fee.

   Site allocations will be at the discretion of the committee and can be changed at any time.

2. Exhibitors are not to go into possession of space allocated until Sunday prior to the event (unless by arrangement) and said space to be used only and solely for the purpose specified. Site to be completely vacated of equipment no later than 6.00 pm, on the Tuesday after the termination of Agfest and all ground cover to be removed by the Wednesday after the termination of Agfest.

3. The exhibitor shall not dismantle exhibitions or permit goods and materials to be removed from the static display area during the period of the Field Days without the permission of the Chairman up to 4.30 p.m. Saturday of Agfest.

4. Exhibitor and/or his employees to conduct themselves in an orderly and respectful manner while they are on the grounds.

5. No sub-letting or site sharing will be permitted unless by special written permission of the Chairman.

6. If the Agfest Committee has not received full payment of monies owing to Rural Youth Organisation of Tasmania Inc., with respect to Agfest by the Monday preceding Agfest, then entry to the grounds may be refused.

7. New equipment only may be displayed for sale. Used equipment to be used for demonstration purposes only. With exception to Antiques and Collectables where the dealer hold necessary permits and licences.

8. All games of chance and raffles where tickets are sold, are strictly prohibited, except where the special permission of the Chairman has been granted.

9. No livestock, including dogs, will be permitted on site without the express permission of the Chairman. (Disability dogs accepted).

10. No exhibitor shall -
   a) Allow their exhibit to extend beyond the limits of their allocated site or erect barriers to prevent free and interrupted passage of the public between exhibits.
   b) Erect display signs or fencing in such a manner as to cause inconvenience to other exhibitors.
   c) Paint or mark any of the Committee's property.

11. The Committee reserves the right to regulate the use of equipment on static display sites which produces excessive noise, causing annoyance to other exhibitors and/or the public. No loudspeakers are permitted for use by the exhibitors. Microphones may only be used with a reasonable level of volume, which is acceptable to neighbouring site holders.

12. Selling goods, canvassing, or hawking in any portion of the grounds except on the Exhibitors site, is prohibited under this Contract. In event of the Exhibitor breaking this condition, Rural Youth Organisation of Tasmania Inc., through the officers of the Agfest Organising Committee, shall have the power to cancel this Contract and remove the offending Exhibitor from the premises.

13. The Rural Youth Organisation of Tasmania Inc, accepts no liability for damage to electrical equipment due to power fluctuations or failure.

14. Exhibitors wishing to demonstrate machinery or equipment shall abide by the instructions of the committee regarding the matters of transport and movement to and from demonstration areas, space allocated for demonstrations, conditions of the soil due to demonstrations and all other matters relating to the safe and orderly execution of such demonstrations.

15. Exhibitors are responsible and liable for the condition of the area covered by this Contract from the time they commence the erection of their stand until they have dismantled it and cleared the area to the satisfaction of the Committee. A clean up fee will be imposed on sites not cleared to the satisfaction of the Committee.

16. The Chairman and two members of the Committee shall have power to enter upon the area described at any time and remove any article, sign, pictures, printed matter, or side-show which in their opinion may be a cause of offence to the public or the officials of the Committee.
17. Exhibitors must carry a Minimum $5 Million Public Liability Policy to cover their involvement at Agfest. A copy of the policy must be available at Agfest for inspection upon request.

18. Rural Youth Organisation of Tasmania Inc., shall not, irrespective of the cause, be liable for any loss or damage whatsoever to the exhibitor’s property or property hired by the exhibitor.

19. Exhibitors hereby agree to occupy and use the site at their own risk and shall accept all liability for damage or injury to any persons or property howsoever the same shall occur and hereby release and indemnify Rural Youth Organisation of Tasmania Inc., the Agfest Organising Committee and their servants and agents from all claims and demands of any kind and from all liability which may arise in respect of any accident, damage or injury occurring to any person, persons or property on the site.

20. Exhibitors hereby undertake to faithfully conform with the requirements of any Act of Parliament which may govern the erection of structures, displays and/or demonstration and/or sales of machinery and other products and also to conform with any regulations, by-laws 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 including the requirements of the Pure Foods Act.

21. The Chairman shall have the right to inspect any structure and contents erected on the area covered by this contract and if in the opinion of the Chairman and after consulting the Fire Brigade Authorities, any part of any structure erected on this area or part or whole of any exhibit, goods or chattels displayed thereon, or if the method of displaying them, or if any act of the exhibitor forms a menace from a fire risk point of view, then upon the Chairman’s written notification to any exhibitor or employee thereof on his stand, the risk shall be eliminated immediately by the exhibitor or his employee.

22. If the Committee finds it necessary or expedient to withdraw from the patronage of the public the whole of any part of the grounds not occupied by the Exhibitors, such withdrawal shall not vitiate this Contract or confer upon the Exhibitor any right to recover from the Rural Youth Organisation of Tasmania Inc., compensation on the grounds of loss of profits or otherwise whatsoever.

23. Any refunds of monies due to cancellation by the exhibitor will be at the discretion of the committee.

24. If the Committee finds it necessary or expedient to cancel or postpone the Event, this Contract shall cease to operate upon notice to that effect being served on the exhibitor at the address mentioned in the records of the Committee.

25. Exhibitors will be liable for all costs of repairs resulting from any damage done to any underground services.

26. No persons permitted to stay on-site overnight.

27. The Rural Youth Organisation of Tasmania Inc., reserves the right to cancel this Contract and retain all monies in connection therewith if there is any infringement of the foregoing conditions.

28. No exhibitor (except official caterers & unique taste exhibitors) are permitted to sell food for consumption on site without written permission from the Chairman.

29. No balloons are allowed on site. The Quercus Park Property is used as a working farm other times during the year and left over balloon segments can be ingested by livestock and can result in stock death.

30. The sale of show bags by exhibitors is strictly prohibited. Sample bags are permitted for sale, providing the products contained are core business products.

31. Any exhibitor wishing to have a hospitality area must indicate this on the application form and comply with requirements a set out by the committee.

32. All exhibits must be set up and trade all three (3) days of the Agfest Field Days.

33. Agfest Committee do not supply storage for any exhibitor equipment.

34. Knives cannot be sold to any person under the age of 16. Due to the amendments of the Police Offences Act 1935 all exhibitors selling knives must clarify with the purchaser their intention of use. All knives are classed as a ‘dangerous article’ and can’t be carried in a public place without a lawful reason and the purchased item cannot be carried around the event.