AGFEST 2019
TASMANIA'S PREMIER FIELD DAYS
2-4 MAY QUERCUS PARK CARRICK
GROWING RURAL TASMANIA
EXHIBITOR APPLICATION INFORMATION
APPLICATIONS CLOSE DECEMBER 1, 2018
AGFEST.COM.AU
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 9,000 patrons and just over 100 exhibitors. This has now grown to over 60,000 attendees 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 best achieve attendee 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

Rural Youth Tasmania and the 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.
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, 2018
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, 2018
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, 2019
All applicants will be advised by email regarding the status of their application. Successful applicants will receive two documents – an acceptance letter, and 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.

Early April
Tickets and power tags mailed to confirmed exhibitors.

Applying without online internet access:
Any exhibitor who does not wish to apply online and requires paper copies will be subject to an administration and postage levy of $50 payable on application. 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 need 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.

***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 5 – 8 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 apply 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***: Order Power (information on page 10)

***Passes***: (information on page 11) 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, 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. (Craft Pavilion exhibitors must provide 4 attachments). Unique Taste and Catering exhibitors must include a menu as an attachment in this area and
- Product Category: Indicate your preferred category.

Additional Information:
- Agfest Features: (information on page 12)
- Vehicles on Display: (information on page 11)
- 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 9)
  Website Search Information Displayed: This is a brief description of the products you intend selling on the exhibiting site and this information is linked to and displayed in 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.
- Marquee information: Please answer questions when prompted.

Insurance: Each exhibitor (except for 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 2019.

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

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 2019. 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.
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** (except for 5 x 10 sites), **but must be ordered separately**, marquee, ground covers etc are to be provided by exhibitor.

<table>
<thead>
<tr>
<th>Site Size</th>
<th>Price Each</th>
<th>Power 15 amps Available</th>
<th>Power Three Phase Available</th>
<th>Multiples Allowed</th>
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<tbody>
<tr>
<td>5m (frontage) x 10m (depth)</td>
<td>$305.00</td>
<td>No</td>
<td>No</td>
<td>No</td>
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<tr>
<td>10m x 10m</td>
<td>$400.00</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>10m (frontage) x 20m (depth)</td>
<td>$590.00</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>10m (frontage) x 40m (depth)</td>
<td>$1,165.00</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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2. BEEF EXPO
A mix of industry related exhibitors and demonstrations showcasing the industry located in Fifth Avenue near Central Arena. These are outdoor sites – please choose size to suit your requirements. Marquees, ground cover etc are to be provided by the exhibitor. **Power is available** (except for 5 x 10 sites), but must be ordered separately, marquee, ground covers etc are to be provided by the exhibitor.

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<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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3. BUSINESS & LIFESTYLE EXPO
Business wishing to showcase agricultural services, health, government departments, educational facilities and other lifestyle products should apply for these undercover 3m x 3m booths within the large 10m x 40m marquee. With central walkway running between First Avenue and Second Avenue the marquee allows patrons to access the expo with ease in this sought after location. Within the marquee we provide flooring, display boards (side and back) and overhead lighting. **Power is available** for computers and televisions if required but must be ordered separately. **A limited number of multiple sites may be available, dependent on the applications received.**

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<tr>
<td>3m x 3m BOOTH</td>
<td>$1,660.00</td>
<td>Yes</td>
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<td>Yes</td>
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4. EQUINE EXPO
Situated in the north-east corner of the site, with new road leading directly into the area from the East Car Park. 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 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, however prior approval must be sort from the Agfest Organising Committee.

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<td>Yes</td>
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<td>Yes</td>
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<tr>
<td>10m (front) x 15m (depth)</td>
<td>$590.00</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>15m (front) x 10m (depth)</td>
<td>$595.00</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
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5. UNIQUE TASTE FINE FOODS PAVILION
South Street at the end of Fourth and Fifth Avenues, the pavilion features gourmet fine food and boutique beverages. The permanent pavilion has allocated dining areas for patrons both within and outside the pavilion. All applicants who wish to sell food at the event must apply for this area with exception of Community Catering providers and Coffee Vendors who wish to be considered for a general outdoor site not within the Unique Taste pavilion precinct. Coffee vendors who wish to be considered for General Site or with a Community Caterer must apply for a Quercus Coffee Vendor site. Food vendors are not permitted to sell coffee or have barista areas within their site.

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

All applicants must provide a description of your business, product photos and a copy of your menu and price guide with your application, as successful applicants are chosen from the information provided.

Sites within the pavilion are provided with boards dividing each site, exhibitors must supply their own tables, props and equipment. Food Vans are not permitted within pavilion and applicants with vans must apply for outside sites.

Outdoor sites are located directly outside the pavilion front, picnic area or within our Food Truck Park. Overhead cover, divider boards and flooring are not provided for 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.

We are investigating the introduction of a Beer, Wines, Cider & Spirits Expo to be situated next to the Picnic area on the western side of the pavilion. Please indicate if you wish to be considered as an exhibitor in this area.

All exhibitors must have their site set up by 12pm Wednesday 1st May 2019 (no exceptions).
6. COMMUNITY 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 seating and placement of coffee vendors. All other food and coffee vendors are to apply for a Unique Taste or Quercus Coffee Vendor site.

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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>
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</table>

7. QUERCUS COFFEE VENDORS

Coffee vendors are to apply for this site type if they wish to be placed outside with Community Catering organisations or in other locations around the general site. If you are intending to bring a mobile coffee van, please apply for enough space for the van to be contained within the site boundary including the tow bar.

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<td>$625.00</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
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8. CRAFT PAVILIONS

This area is for Arts, Crafts and Lifestyle products with preference given to handmade, Tasmanian, high quality and non-commercial. These exhibiting sites are located in the North East corner of the event 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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<tr>
<td>3m x 3m</td>
<td>$485.00</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>4.5m (frontage) x 3m (depth)</td>
<td>$710.00</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
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Craft Pavilion 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? (limit of 1 per exhibitor)
SITE SHARING CRAFT
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 share. 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 kid’s 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 choosing a space within or outside the marquee. Inside the marquee overhead lighting will be provided and limited power is 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 weather cover.

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<th>Power Available (15 amp)</th>
<th>Three Phase</th>
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<tr>
<td>3m x 3m</td>
<td>$500.00</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>4.5m (frontage) x 3m (depth)</td>
<td>$725.00</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
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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 share. 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.

11. 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 Linda Hansen – E: linda.hansen@dairyaustralia.com.au or mobile 0419 159 837 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.
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 Tasmanian Country. They produce the pre Agfest lift out and the printing of the Official Guide which is available at the gates and in the Tasmanian Country Agfest Special Edition. Exhibitor listing in these publications close on the 31st March 2019.

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?

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 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 some new or interesting product, please let us know by emailing media@agfest.com.au or ring 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 (i.e. tent pegs, leads, sharp objects, trip hazards etc.). It is also important that exhibitors are compliant with Agfest Exhibitor Terms and Conditions prior to and during the event (non compliance from a site award winner could result in award cancellation).

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 Awards & Networking 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 2020 and receive a 15% discount off their site fees for 2020. Please visit the website in February or the Exhibitor Handbook for more information on award categories.
POWER
Power outlets are 15 amps 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 rated (conductor size of 1.2mm2) 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.

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<th>Price Each</th>
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<tr>
<td>15 Amp</td>
<td>$215.00</td>
<td>Yes</td>
</tr>
<tr>
<td>Three Phase</td>
<td>$335.00</td>
<td>No</td>
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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 **clauses within section 12 of the Agfest Exhibitor Contract Terms & Conditions – ‘Power & Underground Asset protection’**. 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.

Exhibitors who connect to the Agfest power grid and do not have authorisation to do so by displaying the appropriate tag will be issued with an onsite infringement notice and be automatically invoiced for the full cost of the connection, plus an additional fee of $25.

**GENERATORS ARE NOT PERMITTED**

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

**FINES**
Please read the Agfest Exhibitor Contract Terms and Conditions as these have been updated since the last event. Contravening the Exhibitor Contract Terms and Conditions or not adhering to requirements as set out in information provided may result in a penalty.

**CLEANUP FEE**
In accordance with the clauses listed under section 18 of the Agfest Exhibitors 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.
PASSES
One compulsory discounted vehicle pass of $55 will automatically be charged with your site application.

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. Exhibitors may not bring vehicles onto the static site at any time without a vehicle pass.

Please choose carefully as passes are non-refundable. Please refer to section 19 in the Exhibitor Contract Terms and Conditions.

• 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 vehicle 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 was introduced in 2017 to reduce road congestion on Saturday evening when exhibitors are leaving the site as it closes at 6:30pm. 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.

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

PUBLIC ENTRY PASSES ARE AVAILABLE ONLINE VIA OUR WEBSITE FROM 1ST FEBRUARY. THESE ARE AT SPECIAL EARLY BIRD RATES AND INCLUDE FAMILY, THREE DAY, ADULT, SENIOR/AGED PENSION AND CHILDREN PASSES.
POLICY FOR REFUNDS AND CANCELLATION FEES
As per section 4 of the Exhibitors Contract Terms and Conditions. All cancellations must be received in writing. Acceptance of cancellation will be via email, advising that cancellation has been received by the Committee. On receipt of a written notification that the exhibitor does not wish to take up their allocated site within 14 calendar days from invoice date, no cancellation fee will apply. If a cancellation is received after the 15th calendar day from date of invoice, then a 15% cancellation fee will apply. If a cancellation is received after the 30th calendar day from date of invoice, then a 30% cancellation fee will apply. If a cancellation is received after the 60th calendar day from date of invoice, then a 60% cancellation fee will apply, and remaining funds paid will only be refunded if the organising committee is able to resell the site(s). No refunds will be issued for cancellations received after 5pm 31st March. Passes and power tags must be returned prior to the field days for a full refund.

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 a 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 2019 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 community caterers, exhibitors in the Unique Taste Pavilion, and exhibitors in the Dairy Pavilion are permitted to sell food and refreshments on site. (refer Clauses listed under section 13 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 ASSISTANCE DOGS ARE ALLOWED ON SITE. (Refer Clause 15.5 of the Agfest Exhibitors 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 to section 10 of the Agfest Exhibitors 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 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. (Refer Clause 6.2 of the Agfest Exhibitors Contract Terms & Conditions).

RAFFLES AND GAMES OF CHANCE: Refer Clause 6.9 of the Agfest Exhibitors 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 section 8 of the Agfest Exhibitors 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 Sunday 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 6.13 of the Contract Terms & Conditions for further information)
FREQUENTLY ASKED QUESTIONS

WHEN IS THE EVENT? The event is open to the public on the first Thursday, Friday and Saturday of May. In 2019 dates are 2nd 3rd & 4th May.

WHO RUNS AGFEST? Agfest has been proudly organised by Rural Youth Tasmania since 1983. Rural Youth Tasmania, a non-profit organisation whose members are aged between 15 and 30 years of age. The Agfest Committee is made up of volunteer positions, filled with approximately 60 Rural Youth Members and are supported by a team of 6 staff.

WHERE IS THE EVENT HELD? The event is held at Quercus Park, 415 Oaks Road, Carrick, Tasmania. Quercus Park is owned by Rural Youth Tasmania and can be hired for other events throughout the year such as weddings, product launches, machinery and equipment training, equestrian events just to name a few. More information can be found at www.ruralyouth.com.au.

HOW MANY EXHIBITORS AND PATRONS ATTENDED? In 2018, Agfest showcased over 700 exhibitors and attracted over 60,000 attendees.

WHY EXHIBIT AT AGFEST? Agfest offers the opportunity for businesses to showcase their quality products and services, build rapport with consumers and gain brand exposure.

HOW DO I BECOME AN EXHIBITOR? Exhibitor applications are open on the website on the 1st October and close on the 1st December. Applicants are then notified at the end of January regarding the status of their application. Exhibitors are carefully chosen from the information provided within the application and placed on site by the Selection Committee. Go to: www.agfest.com.au/exhibitor-login.

BEEN AN EXHIBITOR BEFORE - HOW DO I APPLY AGAIN? All Exhibitors must apply every year and each application received is reviewed by the Exhibitor Selection Committee. All exhibitors who have previously exhibited in the last 2 years will be sent their unique login via email to access the online system on the 1st October 2018. If you have been a previous exhibitor and haven’t received a login or wish to update your contact details, please contact our administration team to arrange a login after this date.

CAN I APPLY AFTER APPLICATIONS CLOSE? Exhibitors can still apply after the closing date however the application will be subject to a 10% late application fee. Applications close on the 1st December, applications received after this date will be placed on the waiting list pending a cancellation.

I’VE FORGOTTEN MY LOG IN DETAILS: If you have forgotten your password please contact the administration team via email or phone.

CAN I APPLY FOR ONLY ONE SITE TYPE: If your product is suitable for multiple locations, we recommend you submit multiple applications so you are considered for all areas.
WHAT HAPPENS NEXT TO MY APPLICATION? Once you have successfully submitted your exhibiting application 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 2019. To delete or cancel an application please contact us.

DOES EVERYONE GET A SITE? Unfortunately, no they don’t. We receive on average 1000 exhibitor applications every year. Applications from core agricultural companies are given preference. Exhibitors who aren’t successful in the first instance will be placed on a waiting list for the area they applied for and will be contacted if a suitable site comes available. The Agfest Organising Committee reserves the right to accept or reject any application and the decision shall be final.

YOU’RE SUCCESSFUL BUT NOT HAPPY WITH YOUR SITE? Our Selections Committee do their best to locate exhibitors as per the requests they receive, but this sometimes isn’t possible, having over 700 exhibitors. Our Selection Committee rotate exhibitors to best achieve patron movement around the site and long-term exhibitors are not guaranteed a site each year. If you have concerns where you have been located, please contact us as soon as possible and we may be able to help. The closer the event gets the less likely we will be able to make changes.

WHERE CAN I FIND A LIST OF EXHIBITORS? A list of exhibitors for the event is available on our website on the 1st of April.

WHERE CAN I FIND ACCOMMODATION? Suggestions for accommodation are listed on our website. You will find them here: www.agfest.com.au/accommodation-links. Exhibitors should only book their accommodation once they have received a successful exhibitor notification in late January.

CAN WE CAMP ONSITE? Camping onsite or in the carparks is not permitted. Please visit this link for some accommodation suggestions: www.agfest.com.au/accommodation-links.

I NEED TO BOOK THE BOAT? We have an allocated space with the Spirit of Tasmania for exhibitors, the special booking code is available to successful exhibitors only. Please don’t book anything until successful exhibitor notification by the end of January.

HOW DO I GET TO/FROM AGFEST? Follow the link for driving instructions: www.agfest.com.au/driving-instructions We recommend exhibitors hire a car to travel to and from the event. The patron bus service doesn’t arrive before event opening time and taxi services are costly. Please don’t book anything until successful exhibitor notification in late January.

HOW CAN I BECOME A SPONSOR? Being a sponsor is a great way to showcase and create awareness for your business and give back to the rural community. There are sponsorship options to suit every budget. To discuss the opportunities and benefits of becoming an Agfest Sponsor please contact admin@agfest.com.au.
In these conditions, Rural Youth Organisation of Tasmania Inc. authorises the Agfest Organising Committee which will be referred to as the "Committee" to oversee the agricultural field day.

1. Applications

1.1 Applications are to be completed online at agfest.com.au and will be accepted from 1st October – 1st December each year for the following year event.

1.2 Applications received via paper application form will attract a $50 administration processing fee payable on receipt of application.

1.3 Applications must be properly completed by the due date with product descriptions, accompanying photos/brochures and Certificate of Currency for Public Liability provided on request with the application process if applicable. Verbal, tentative and/or pencil bookings will not be accepted.

1.4 Applications received after the 1st December will still be accepted however the application will be placed on the wait list and a 10% late application fee applies.

1.5 The Committee reserves the right to accept or decline any application.

1.6 The Committee reserves the right to allocate Exhibitors those sites which they deem most appropriate.

2. Exhibitor Site Notifications

2.1 Exhibitors will be notified of site allocations before 31st January in writing to the exhibitor’s email address provided in the exhibitor’s profile of the exhibitor’s application.

2.2 If there are more applications than sites available, Exhibitors will be placed on a wait list including applications received after the 1st December.

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

2.4 Notification that you do not wish to take up the site offered is required within 14 days in writing.

3. Payment Terms

3.1 Upon allocation of a site(s), the Exhibitor will be invoiced as per their application. To secure the site(s), full payment is required using one of the following methods:

3.2 Payment of invoice 14 calendar days from the date of invoice.

3.3 Payment for additional service including, but not limited to power, water, cleaning and or damage to a site or neighbouring site is payable within 14 calendar days of the invoice date.

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

3.5 Overdue invoices will incur an additional 15% flat fee on full balance outstanding.

4. Cancellation of Contract

4.1 If an Exhibitor should cancel their site booking, abandon the site or otherwise terminate this Exhibitor Conditions agreement:

   a) All cancellations must be received in writing. Acceptance of cancellation will be via email, advising that cancellation has been received by the Committee.

   b) On receipt of a written notification that the exhibitor does not wish to take up their allocated site within 14 calendar days from invoice date, no cancellation fee will apply.

   c) If a cancellation is received after the 15th calendar day from date of invoice, then a 15% cancellation fee will apply.

   d) If a cancellation is received after the 30th calendar day from date of invoice, then a 30% cancellation fee will apply.

   e) If a cancellation is received after the 60th calendar day from date of invoice, then a 60% cancellation fee will apply, and remaining funds paid will only be refunded if the organising committee is able to resell the site(s).

   f) No refunds will be issued for cancellations received after 31st March.

   g) In all instances of cancellations by an exhibitor, the Committee reserves the right to re-sell the cancelled site.

   h) An exhibitor is not permitted to resell or sublet a site without written approval from the Committee.

4.2 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.

5. Cancellation/Postponement of Agfest Field Days

5.1 If the Committee finds it necessary or expedient to cancel or postpone Agfest, it may do so upon notice to that effect, signed by the Chief Executive Officer or an authorised representative of the Committee, being served on the Exhibitor in any of the following ways:

   a) Writing to the Exhibitor’s email address as provided in the Exhibitor’s exhibitor profile or such other last known email address held by the Committee.

   b) By advertisement in the Public Notices section of the Tas Country newspaper or other local newspaper.

5.2 The Committee will not be liable to the Exhibitor for any compensation whatsoever as a result of the cancellation or postponement of Agfest.

5.3 No refund of any monies paid will be made to Exhibitors in the event of Agfest being cancelled or postponed.

6. Sites

6.1 Exhibitors are not to take 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.

6.2 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.

6.3 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.

6.4 New equipment only may be displayed for sale. Used equipment is strictly for demonstration purposes only. With exception to Antiques and Collectables where the dealer holds the necessary permits and licences.

6.5 No exhibitor shall –

   a) Allow their exhibit to extend beyond the limits of their allocated site or erect barriers to prevent free and uninterrupted 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.

6.6 The Committee reserves the right to require an Exhibitor to immediately remove any particular product or service (whether in whole or in part) from Agfest where the Committee is not satisfied that the product is not agricultural, unauthorised importation unsafe or inappropriately themed for the event or exhibiting area.

6.7 Selling goods, canvassing, or hawking in any portion of the grounds except on the Exhibitor 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.

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

6.9 All games of chance and raffles where tickets are sold, are strictly prohibited, except where the special permission of the Chairman has been granted.
The distribution of advertising leaflets or other similar material onsite at Agfest is prohibited (including car park areas).

Afest Committee do not supply storage for any exhibitor equipment at any time before, during or after the event.

Activities including product/service demonstrations held on Exhibitors’ sites must be conducted in a safe manner and in accordance with current Health & Safety legislation. Hazards must be identified and registered on the Exhibitor’s Hazard Identification form, highlighting steps taken to eliminate, isolate or minimise hazards. A Hazard Identification form must be displayed on all Exhibitors sites.

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

Site Sharing or subletting

The Exhibitor must not share, assign, on-sell, or part with the possession of the whole or any part of the site, other than in accordance with clause 7.2.

Exhibitors that invite another firm to display or demonstrate goods and/or services on their site must ensure the firm concerned applies to sublet the site(s) by completing a separate Site Share Application Form and paying the site share fee. If they fail to do so, the primary Exhibitor will be liable to pay a sublet penalty fee of $500.

Early Pack Up Penalty

If an Exhibitor does not exhibit for the full period Agfest (i.e. ceases to trade, runs down stock, breaks down their display or abandons the site prior to the official closing of Agfest without approval) the Committee has the right to decline or not accept (without prejudice to any other right) future applications from that Exhibitor. Exhibitors that fail to exhibit for the full period of Agfest may also be liable for an early break down infringement penalty of $500 and/or a $500 bond being placed on the Exhibitor for subsequent events.

Conduct

Exhibitor and/or his employees to conduct themselves in an orderly and respectful manner while they are on the grounds. The Rural Youth Organisation of Tasmania Inc. has a zero tolerance to violence, harassment, bullying and aggression.

Health and Safety

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 Afest 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.

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 Foods Act.

The Committee shall have the right to inspect any structure and contents erected on the area covered by this contract and in the opinion of the Committee 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 Committee’s written notification to any exhibitor or employee thereof on his stand, the risk shall be eliminated immediately by the exhibitor or his employee.

Exhibitors must be cognisant with the Health and Safety legislation WHS Act 2012 (TAS) and any related or relevant legislation and must comply with its provisions. Exhibitors are responsible for their safety and the safety of others who may be impacted by their activities on site.

Prior to commencing set up onsite all exhibitors and any contractors engaged must complete a site induction to familiarise them of any hazards and site rules. Induction sign off and hazard checklist must be available for review on request by the Committee or government authority.

All tent and marquee pegs must be covered with protective features such as bags or shrubs, as must other dangerous spikes, protruding objects, etc.

Each Exhibitor must have at least one 3A30(E) 2.5kg fire extinguisher tested and tagged readily available onsite. Exhibitors who are cooking on site must also have a fixed fire blanket within easy reach of cooking area.

Any displays that may create a hazard must be isolated to prevent access or harm due to noise, dust, sparks or debris by a solid physical barrier. The barrier should be positioned at such distance from the activity to further reduce and/or eliminate risk to the public.

Knives cannot be sold to any person under the age of 16. Due to the amendment of the Police Offences Act 1935 all exhibitors selling knives must clarify with 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.

All Exhibitors must disclose Dangerous Goods and Hazardous substances on their sites within their application. This includes LP Gas, Fuel and Poisons and correct storage will be enforced at all times.

The storage and handling of LP Gas, including the use of BBQs in marquees, need to comply with the code of practice for the safe use of LPG Gas at public events. Mobile Catering Vehicles - all mobile catering vehicles (inc. trailers) utilising LP Gas need to have a compliance plate displayed ensuring the equipment meets the appropriate gas installation standard. BBQs and Appliances - all appliances (including BBQs) need to display an approved badge as being certified. Gas cylinders must be securely attached to a solid object to prevent the cylinders being knocked over. The use of LP Gas outdoor heating devices are not permitted to be used within temporary structures. All LP Gas must be ordered from Committee Supplier.

Insurance & Security

Exhibitors (with the exception of Craft 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.

As such, the Committee will not be responsible nor liable for any claim of negligence on behalf of the Exhibitor. Furthermore, the Committee or our insurers may seek recovery from an Exhibitor if they believe any loss/damage to our property is a result of an Exhibitor’s negligence.
11.2 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.

11.3 Although the Committee provides night security four days prior to, during and two days after the event, the Committee will not be liable for loss or damage to the Exhibitor’s property while it is on the Agfest site.

11.4 Exhibitors are encouraged to arrange their own insurance cover for their property, including contents, plant, machinery, stock, monies, motor vehicles and mobile plant and equipment.

11.5 No persons are permitted to stay on-site overnight including car parks.

12. Power & Underground Asset protection

12.1 Prior to any groundwork commencing (i.e. before digging any holes or driving any objects into the ground) Exhibitors and/or their contractors must ensure there are no underground power cables or water pipes that could be damaged or cause injury to the Exhibitor or their staff or the public. They must have their proposed groundwork authorised by the Committee. All damage caused by Exhibitors, their staff or contractors will be repaired at the Exhibitors expense.

12.2 Underground assets will be marked on the ground. We recommend Exhibitors and/or their contractors maintain a 600mm safe distance from these assets.

12.3 The Agfest site is governed by the Australian electrical regulations for shows and carnivals – AS/NZS 3000:2002.

12.4 Electrical Compliance Tags: All electrical equipment and leads must conform to with AS 3760 electrical regulations and carry current proof of testing.

12.5 If an Exhibitors’ appliance(s) trips the circuit breaker (through fault or overloading) it will incur a penalty of $100 on-charged to the Exhibitor/Food Vendor and may thereafter not be permitted to be used onsite. The Committee will not be liable for any loss of revenue due to the removal of unsafe or over-loaded equipment.

12.6 Exhibitors are required to assess their power usage and order power at their expense. Late orders for additional power will incur an additional fee of $5 and may not be able to be fulfilled due to demand in allocated areas.

12.7 Exhibitors who order power will be required to display provided tag on the lead connected to the power grid. If this tag is lost or damaged a replacement fee of $25 is payable.

12.8 Exhibitors who connect to the Agfest power grid and do not have authorisation to do so by displaying the appropriate tag will be issued with an onsite infringement notice and be automatically charged per connection and invoice is payable as per clause 3.4 and will incur an additional fee of $25.

12.9 The use of generators is strictly prohibited unless for display purposes only and if using for display please consider the fumes and ensure the noise level does not create a nuisance.

12.10 Any required onsite electrical work is to be carried out by a qualified electrician who must provide the Committee with a compliance certificate. The Committee recommends contracting our onsite electrician.

12.11 The Committee will not be liable for any costs arising from loss of the public power supply to the property.

13. Food and Beverages

13.1 Exhibitors/Food Vendors serving any food/beverages (including light refreshments, complimentary and samples) at any time during the event must apply to the Committee for approval or disclose on the exhibitor application. All hospitality areas must be registered with the local council.

13.2 Council Compliance: All Exhibitors/Food Vendors preparing and/or serving food/beverages must comply with all Meander Valley Council health requirements and hygiene regulations. Food Registration Certificates must be applied for and displayed if issued. Environmental Health Officers from the local Council will visit and check for compliance on all sites where food preparation is taking place; i.e. food preparation safety, storage temperatures and hygiene facilities provided. Should the Council find any Exhibitor/Food Vendor to be operating in an unhygienic or unsafe manner, the Exhibitor/Food Vendor’s food service will be closed for the remainder of the event. All fees paid by the Exhibitor/Food Vendor will be forfeited and no compensation payable.

13.3 Espresso coffee and other coffee drinks are not to be sold except by authorised Food Vendors. Espresso and other coffee drinks may be given away by Exhibitors if prior written approval is sought and authorised by the Committee or disclosed on application. Refer to clause 13.2 regarding onsite hospitality.

13.4 Approved coffee vendors can also sell Tasmanian Biscuits, they must provide lids for hot beverages and are not permitted to sell soft drink.

13.5 The sale of soft drinks must be bottles only.

13.6 No exhibitor except official caterer, community caterers, unique taste, dairy pavilion exhibitors are permitted to sell food for consumption on site without written permission from the Committee.

13.7 Dispensing of Alcohol is to be in standard drink sizes, no bottle sales are permitted for immediate consumption, and sales are only permitted between 8am – 5pm. All exhibitors selling alcohol must hold their own liquor license and all servers must hold Responsible Serving of Alcohol certification.

14. Vehicles

14.1 No vehicles other than those nominated as display vehicles are permitted anywhere in the exhibition area during the Agfest hours (8:00am to 5:00pm). Vehicles on Exhibitor sites must comply with clause 14.2. Any vehicles parked on roadways, pedestrian areas, including behind sites, and/or any unauthorised vehicle driving inside the exhibition area between 8:00am and 5:00pm will be issued with an infringement penalty of $200, and/or may be removed at the owner’s risk and expense. Any issued vehicle permit may be cancelled disallowing entry on following event days at Committee discretion.

14.2 Vehicles are not an exhibitor’s product i.e. sign written/branded company vehicle or vehicle used to showcase the application of the exhibitor’s product/service, must remain stationary and be fully integrated into the exhibit display throughout the event. This excludes vehicles utilised for exhibitor staff transportation, storage or re-stocking which must be parked off site in the designated Exhibitor car parks. Non-complying vehicles will be liable for removal and/or penalty as described in clause 14.1. Compliant vehicles must display an approved pass.

14.3 Limited Access Service Vehicle passes allow Exhibitors to enter Agfest for the purpose of restocking and refuelling sites from 6:00am – 7:45am and 5:00pm – 6:00pm. All gates for inbound traffic close at 7:45am without exception and all vehicles must be offsite no later than 8am. Any vehicle remaining onsite that is not within this timeframe will be liable for parking infringement penalty action as defined in clause 14.1.

14.4 The use of golf carts, segways, motorcycles, side by side vehicles, skateboards, unicycles and bicycles is prohibited from anywhere in the exhibition area without the written authorisation of the Committee. Unless it is required for mobility accessibility.

14.5 The flying of drones and unmanned aerial vehicles (UAVs) by exhibitors and/or contractors without the written authorisation of the Committee is prohibited. Such consent may or may not be granted at the discretion of the Committee.

14.6 Access and departure on the final event day. Driving within the site or lining up at the exit gates prior to 5pm is strictly prohibited and in breach of clause 14.1. The committee will not open the gates before 5pm.

14.7 Trucks over Light Rigid up to 9 tonne GVM classification are not permitted to enter the site on the final day for pack up. Livestock transporters are the only exemption when collecting livestock as its sole purpose.

14.8 Speed limit is 10 kph within Quercus Park.
15. Animals

15.1 Exhibitors with animals must comply with the Animal Welfare Guidelines to ensure all livestock are treated in accordance with good animal welfare practices including adequate shelter, feed and water as required, provision of a rest area and limited time on display.

15.2 Livestock must be in a healthy condition. If vet treatment is required whilst on the site the stock owner is responsible for any costs incurred.

15.3 All livestock movement must be registered through NLIS to track movement to and from the site in accordance to Biosecurity Tasmania. PIC for Quercus Park is MJWE0350. All exhibitors must notify PIC of property where livestock are coming from and tag numbers for transfers prior to stock arrival.

15.4 When being moved around the exhibition site all livestock must be led by two people at all times.

15.5 With the exception of guide dogs for the vision impaired, service dogs for medical or disability requirements and working dogs involved in official demonstrations, no dogs are permitted onsite.

16. Demonstrations

16.1 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. Also refer to clause 6.12 regarding onsite demonstrations.

17. Promotion, Photographic, Media Coverage and Official Guide

17.1 Brand guidelines and the Agfest logo are available for exhibitor use. Exhibitors must ensure the accurate use of the trademarked event name and logo in their marketing campaigns.

17.2 Reproduction of the Agfest map image in part or entire without the written authorisation of the Committee is prohibited. Such consent may or may not be granted at the discretion of the Committee.

17.3 Photography (still and video) taken by representatives of Agfest or accredited media during the event will remain the property of the Committee and may be used for promotional purposes. Any exhibitor that wishes to be excluded from media exposure or being photographed or filmed must advise the Committee in writing at least one week prior to the event. Any images purchased or commissioned by Agfest remain the property of the Committee.

17.4 A complimentary exhibitor listing in the Official Guide will be supplied to exhibitors provided that the full site fee payment has been received prior to the Guide Listing deadline 31st March.

17.5 The Committee may edit supplied listings to conform to brand guidelines, grammatical rules, publication tone and style.

17.6 The Committee will endeavour to provide full and accurate listings from provided details, however no compensation will be made for omitted or incorrect listings.

17.7 Agfest collects your personal information in order to administer the event and for related purposes, such as promoting the Field Days. Your information may be disclosed to service providers and other organisations, including media groups, who help to administer, promote and service the Field Days. Your information may also be disclosed if required or authorised by law. You have certain rights to access personal information that we hold about you. If you do not want your information published or disclosed, please check the appropriate box within the application or advise us in writing.

18. Clean up & Removal

18.1 Exhibitors are responsible and liable for the condition of the area covered by this Contract from the time they commence the erection of their site until they have dismantled it and cleared the area to the satisfaction of the Committee. A clean up fee of $500 will be imposed on sites not cleared to the satisfaction of the Committee.

18.2 Exhibitors must take all steps to ensure their site is returned to its original condition by 5pm on Tuesday following Agfest. This includes removal of all exhibit, construction and landscaping material on the site and underground including mulch, concrete work and straw bales. Failure to do so will result in the Exhibitor having to pay reinstatement costs and a bond being placed on the Exhibitor for subsequent events (please ensure subcontractors are aware of this clause). Exhibitors whose items remain on the Agfest property at the end of the timeframes listed in clause 6.1 from the closing of Agfest will be liable for any legal costs resulting, plus a site rental of $100 per day until the items are removed from the Agfest property. A $500 bond may be placed on the Exhibitor for subsequent events.

18.3 The Agfest Committee shall have the right to sell by public auction or private treaty any structure or part thereof or any plant or equipment which is or has been erected or placed on the space or upon the said site and remains after the expiration of thirty days from the completion of the event.

19. Passes

19.1 Exhibitors will be invoiced for passes as ordered in their application with the site notification invoices.

19.2 The sale or distribution of an Exhibitor pass to non-staff is strictly forbidden, these passes allow access to the event outside patron hours.

19.3 No refunds or exchanges are permitted on passes where have been ordered incorrectly.

19.4 It is strictly prohibited to on sell passes after purchase with the intent of profit.

19.5 Exhibitor packs which includes passes will be posted to the Exhibitor’s provided physical address. The Committee reserves the right to change the delivery method to ‘collect from venue’ at its discretion.

19.6 Exhibitors who leave their pack or passes behind and arrive at site without them will be provided with a replacement set. A re-issue fee of $25 applies and the full cost of the tickets and power tags is charged payable on receipt. A refund will be processed on the return of the original ticket pack after the event.

20. Amendments

20.1 The Committee reserves the right to amend any part or parts of these Exhibiting Terms and Conditions to the fullest extent permitted by law.

21. Responsibility

21.1 Notwithstanding particular matters of compliance set out in these Exhibiting Terms and Conditions it is the Exhibitor’s sole responsibility to ensure that the Exhibitor’s use of the site is in accordance with all relevant statutes, regulations, general law and relevant industry practices.