

PRESENTED BY

RURAL  YOUTH

AG-FEST

2021

**TASMANIA'S
PREMIER FIELD DAYS**



**EXHIBITOR APPLICATION
INFORMATION**

5-8 MAY

**QUERCUS PARK
CARRICK**



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, as well as the 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

1 October 2020	Applications open	26 April 2021	Quercus Park opens for Machinery Dealers. All other exhibitors must seek special permission by calling the Administration Office
1 December 2020	Application close - applications received after this date will automatically be placed on the waiting list for a cancellation and will incur a 10% late fee if a successful exhibitor	29 April 2021	Digital Official Guide available on website
2 December 2020	Selection Committee commence site allocations	1 May 2021	Quercus Park opens at 7am for set up. All static areas with limited free forklift facilities - access passes required
31 January 2021	Successful exhibitors notified, and invoices sent via email	2 May 2021	24-hour security commences from 7am and remains in place until Tuesday May 11, 7am
1 February 2021	Tickets on sale	3 May 2021	Free unloading facilities available, including forklifts, crane and elevated work platform. Bookings available from Site Office
1 - 14 February 2021	Payment of invoice required or cancellation in writing without penalty	4 May 2021	Quercus Tastes and Quercus Coffee Vendors must set up according to set up time advised
14 February 2021	Media partners advised successful exhibitors	5 - 8 May 2021	Agfest Field Days commence. Gates open at 8am and close at 5pm. No vehicle access between 7:45am and 5pm daily, with exhibitor access to site from 6am.
15 February 2021	Invoices now overdue, reallocation of sites for non-payment. Cancellation fee now 15%	8 May 2021	Agfest in the Cloud opens at 5pm. No dismantling of exhibitor sites until 4:30pm. All exhibitors must continue to trade until 5pm
1 - 31 March 2021	Cancellation fee now 50%	9 May 2021	Gates open at 8:30am for pack up, access to free loading equipment ceases May 10
15 March 2021	Demonstration timetables finalised for arenas	11 May 2021	All exhibits to be removed from site by this date
Early April	Power tags and exhibiting information mailed to successful exhibitors	12 - 28 May 2021	Access for contractors only. All other exhibitors must seek special permission by calling Administration Office
1 April 2021	Exhibitor list and final event layout map available on website	15 May 2021	Agfest in the Cloud closes at 5pm
1 April 2021	Site Office at Quercus Park now open Monday - Friday (9am - 4pm). Access for contractors only. All other exhibitors must seek special permission by calling Administration Office		
15 April 2021	Last chance to update Agfest in the Cloud information		

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

NOW FOUR DAYS AND ONLINE

Agfest in the Paddock 5 – 8 May: in 2021, we will stage our first ever four-day field day opening on Wednesday and running to Saturday. As part of our compliance and focus on safety in this changing operating landscape, it is expected that patron gate numbers could be restricted to 15,000 per day to reduce crowd congestion. This will be decided closer to the date and depend on Tasmania Public Health guidelines at the time. The Agfest Committee will regularly communicate with all exhibitors the most up-to-date information.

Agfest in the Cloud 8 – 15 May: NEW and FREE, following on from our successful 'Cloud' event in 2020 where we had over one million-page views, we will be offering this exciting platform to all successful 'Paddock' exhibitors in 2021. Exhibitors will have until 15 April to upload content into the application portal to be part of this exciting digital event.

WHY EXHIBIT AT AGFEST?

Tasmania's premier agricultural field days provide 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 Agfest will ensure that your products and services are seen by the largest number of potential buyers in the shortest possible time. It is 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.

WHO CAN EXHIBIT AT AGFEST?

Applications from core agricultural companies are given preference as part of Agfest's commitment to proudly showcase our rural sector. 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. No guarantees are provided regarding any exhibitor being accepted each year. 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.

CONFIRMED EXHIBITORS FROM THE 2020 CANCELLED EVENT:

Exhibitors guaranteed a site from the 2020 cancelled paddock event must submit an exhibitor application no later than 1 December 2020 to be eligible. If you are selling a different core product to what you were accepted to sell at the 2020 paddock event, then your application will be considered as a new application and will go through the normal selection process. If you do not apply by the due date, then we cannot guarantee site placement at the 2021 event. Due to the changes in exhibiting space available we may not be able to accommodate all guaranteed sites and in some cases smaller exhibiting spaces may be allocated to ensure we comply with COVID-19 distancing and compliance guidelines. The Selection Committee will be in touch if a smaller exhibiting space is allocated or if we no longer can accommodate your exhibitor application.

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.

NOTE: WE ADVISE NOT TO MAKE ANY BOOKING FOR MARQUEES, ACCOMMODATION, TRAVEL ARRANGEMENTS OR ORDERING OF STOCK UNTIL ALLOCATION NOTIFICATIONS TAKE PLACE.

IMPACTS TO 2021 DUE TO COVID

Agfest and Rural Youth are committed to providing a safe and compliant event to protect the health, safety and wellbeing of our volunteers, exhibitors, patrons, and the wider community.


KEEPING EXHIBITORS COVID SAFE

This year, to comply with Tasmanian Public Health's COVID-19 contact tracing requirements, all Agfest attendees will be required to purchase tickets online before presenting to the entry gates. This includes **all exhibitors and their staff**. No tickets will be sold at the gate. More information about the COVID safe event are available on the Agfest website.


Here are some of the requirements/changes under consideration and more information will be available to exhibitors once successful exhibitors are notified in the new year:

- Exhibitors will be required to submit a COVID Safe Site Plan once accepted;
- We recommend that all exhibitors be cashless and accept card only. More information about point of sales alternatives will be available in the Exhibitor Handbook, which will be distributed to successful exhibitors. Note, there will be no change service for exhibitors in 2021;
- Hand sanitisation stations and hand washing stations will be available within the field days and will be identified by signage. Exhibitors will be required to provide hand sanitiser within their sites;
- Exhibitors will be required to monitor the number of patrons within their site as part of participating in the event. A maximum of five individuals or household groups may be waiting for entry at any one time. Whilst waiting, they will observe the 1.5 metre social distancing rule. Exhibitors will need to manage this with appropriate staff levels at all times;
- Dedicated exhibitor parking and increased entry/exit points to the event;
- Walls will be required for all marquees or temporary structures or you must leave a 1.5m gap from your site boundary;
- COVID 'Agents' will be engaged specifically to monitor and encourage social distancing in all walkways, on exhibitor sites and in high traffic areas; and
- Cleaning protocols / frequency at major touchpoints, such as toilets will be increased.

Craft Market - formally Craft Pavilions and Business & Lifestyle Expo (see page eight for more information)

These areas will be combined and moved to the general static area to reduce congested patron areas with limited space for social distancing. This area for arts, crafts and lifestyle products will feature exhibiting sites with five-metre frontage and 10-metre depth and will be located in Tenth and Eleventh Avenue between Main and North Streets. Please see the '[Draft Map](#)' available in the Exhibitor Application area and is identified by the  icon.

Quercus Tastes - formally Unique Taste Pavilion & Food Truck Park (see page seven for more information)

We will not be offering the traditional Food Pavilion or Food Truck Park due to these areas being identified as congested patron areas and areas with limited space to social distance. Instead, we will be offering **Quercus Tastes** sites. These will be scattered around the event in either small groups and / or stand alone. The grouped food areas will run between two streets and be located in various locations around the site. Please see the '[Draft Map](#)' available in the Exhibitor Application area, noting proposed food areas are highlighted in green displaying this  icon.

Mainland and International Exhibitors – are welcome to apply, however attendance will depend on Tasmanian border restrictions and public health direction at the time of the event. Quarantine may be required and will be at the exhibitors' own expense. Normal cancellation fees apply to those who cancel due to restrictions into Tasmania or from your State of origin. Please see page 12 for more information regarding cancellation fees.

WHAT YOU WILL NEED TO APPLY

To complete an online application, you will require internet access on your preferred web browser, four product photos, brochures, photos of previous field day displays and a PDF copy of your minimum \$5 million Public Liability Insurance cover. Food vendors will also be asked for a copy of their proposed menu and food business registration. You will also be given the option to upload a company logo, which is displayed on the website 'List of Exhibitors' from 1 April if your application is successful.

Previous Exhibitors: If you have been a previous exhibitor or applicant and have not received a login or cannot remember your log in details, please contact our administration team to arrange a login. Previous exhibitors with a 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 online, which will be available once site notifications have been completed.

PLEASE NOTE: WE ONLY ACCEPT ONE EMAIL ADDRESS PER EXHIBITING NAME. A DIFFERENT EMAIL ADDRESS IS REQUIRED WHEN A DIFFERENT EXHIBITING NAME IS TO BE LISTED.

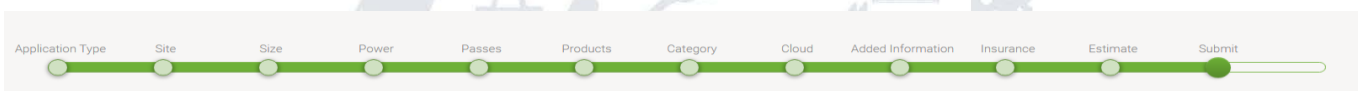
STEPS OF THE ONLINE APPLICATION

STEP 1:

- Log in via the Agfest Website, Exhibitor Application Area applications.agfest.com.au follow steps as a previous or new exhibitor as above.
- Update Exhibitor Contact information and upload company logo. It is recommended that the dimensions of your logo be of a **16:9** aspect ratio (e.g. 800 pixels wide x 450 pixels height or 1600 x 900 pixels)

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 six - eight 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 including information about if you are using a marquee.

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: OUR PASSES HAVE CHANGED FOR THE 2021 EVENT - PLEASE READ PAGE 11 FOR MORE INFORMATION.

Products: Successful applications are chosen on the information provided in this section and is linked and displayed in our exhibitor listing and within Agfest in the Cloud.

- Company description.
- Key company products and/or services (list up to ten of your key products).
- Product images (upload three JPG images 1920 x 1080 pixels in size of your core products).
- Product brochures (upload up to two brochures or flyers that promote your company, products and/or services).
- What will your site look like? (upload image of previous displays at field days or other events).
- Quercus Tastes, Quercus Coffee vendors and Community Caterers must include a menu and food registration as an attachment in this area.

Category: Indicate your preferred category and up to five subcategories.

Cloud: (digital event) Please answer questions when prompted (information on page nine).

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.
- Permission to release your information to media outlets and suppliers for specials and advertising features for the event. If you chose yes, official partners will be sent to the exhibitor list including your details if successful.
- 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 delivery passes for them.

Insurance: Each exhibitor must carry a Public Liability Policy of \$5 million minimum and we recommend you have a fire and 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. 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 now provide your 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 on 31 January. You will also have the option to withdraw your application in this section. 2020 exhibitors who chose to rollover funds, the amount will not be displayed but will show on your invoice in January.

Check & Submit: Check the Agreement of Exhibitor Contract Terms & Conditions and COVID-19 Safety Overview boxes, 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 five 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 on 31 January. To delete or cancel an application please [contact us](#).

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 but must be ordered separately. Marquee, ground covers etc are to be provided by exhibitor.

Site Size	Price Each	Power 15 amps Available	Power Three Phase Available	Multiples Allowed
5m (frontage) x 10m (depth)	\$305.00	Yes	No	No
10m x 10m	\$400.00	Yes	Yes	No
10m (frontage) x 20m (depth)	\$750.00	Yes	Yes	Yes
10m (frontage) x 40m (depth)	\$1,200.00	Yes	Yes	Yes

2. BEEF EXPO

A mix of industry-related exhibitors and demonstrations showcasing the industry are located in Fifth Avenue near Central Arena. These are outdoor sites so please choose size to suit your requirements. Power is available but must be ordered separately. Marquee, ground covers etc are to be provided by the exhibitor.

Site Size	Price Each	Power 15 amp Available	Power Three Phase Available	Multiples Allowed
10m (frontage) x 10m (depth)	\$400.00	Yes	No	No
10m (frontage) x 20m (depth)	\$750.00	Yes	Yes	Yes

3. EQUINE EXPO

Situated in the North-East corner of the site, with a 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. Power is available but must be ordered separately. Marquee, ground covers etc are to be provided by the exhibitor. The arena is provided to Equine Exhibitors to conduct demonstrations to promote their business, club or breed association to the public and is open for viewing from all sides, providing an outstanding venue to showcase the potential of you and/or your product. Please see page 12 for more information on arena demonstrations.

Site Size	Price Each	Power 15 amps Available	Power Three Phase Available	Multiples Allowed
5m (frontage) x 10m (depth)	\$305.00	Yes	No	Yes
10m x 10m	\$400.00	Yes	No	Yes
10m (front) x 15m (depth)	\$590.00	Yes	No	Yes
15m (front) x 10m (depth)	\$595.00	Yes	No	Yes

4. QUERCUS TASTES

This year we will not be offering the traditional food pavilion or food truck park due to crowd congestion restrictions imposed and the uncertain times we are experiencing. Instead we will be offering Quercus Tastes sites, which will be scattered around the site in either small groups and / or stand alone. The grouped food areas will run between two streets and be located in various locations around the site.

Applications are welcome from food vendors who offer delicious street-style food and boutique beverage producers. All applicants who wish to sell food at the event must apply for this area, with exception of Community Catering providers. Coffee vendors must apply for a Quercus Coffee Vendor site. Food vendors are not permitted to sell coffee or have barista areas within their site.

Site Size	Price Each	Power 15 amps Available	Power Three Phase Available	Multiples Allowed
3m x 3m	\$635.00	Yes	No	Yes

Overhead cover, divider boards, washing up stations and flooring are not provided and successful exhibitors must provide their own according to [Guidelines for Mobile Food Businesses](#). If using a marquee, it must be certified with a wind rating of over 80km/hr and be securely weighted with approved marquee weights and have side walls. 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.

Successful exhibitors will be allocated a bump in time during the morning of Tuesday 4 May 2021 to ensure food vans and marquees are set up to maximise space and allow sufficient room for tables to be set up.

5. 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 Quercus Tastes or Quercus Coffee Vendor site.

Site Size	Price Each	Power 15 amps Available	Power Three Phase Available	Multiples Allowed
10m (frontage) x 20m (depth)	\$500.00	Yes	Yes	No

6. QUERCUS COFFEE VENDORS

Coffee vendors are to apply for this site type if they wish to be placed outside with Community Catering organisations, in Quercus Tastes grouping 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.

Site Size	Price Each	Power 15 amps Available	Power Three Phase Available	Multiples Allowed
3m x 3m	\$625.00	Yes	No	Yes

7. CRAFT MARKET

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 Tenth and Eleventh Avenue between Main and North Streets.

Successful exhibitors are selected from the information provided, so it is important that you include a minimum of four photos or samples where appropriate. The Agfest Committee does 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.

Craft Market 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?

Please note: being a past exhibitor at Agfest does not exempt you from providing product information

Site Size	Price Each	Power 15 amps Available	Power Three Phase Available	Multiples Allowed
5m x 10m	\$305.00	Yes	No	Yes

All sites will be five metre frontage and 10 metre depth. Power is available but must be ordered separately. All trestles / tables, props / dividers, marquee, ground covers etc are to be provided by the exhibitor. A full field day suppliers list that service the event will be available to successful exhibitors. If using a marquee, it must be certified with a wind rating of over 80km/hr and be securely weighted with approved marquee weights and must have side walls or a 1.5m gap must be left between the neighboring site.

8. SITE SHARING

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 \$220 is applicable per share. Power must be ordered by the primary site holder. The site sharer will receive listing in the digital Agfest Official Guide, 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.

NEW COMMERCIAL EXHIBITING SPACE - NOW AVAILABLE!

- **Shed 21m x 30m – five available (formally Craft Pavilions)** located on the North East side of the site, the sheds have gravel floors with overhead lighting and price includes power. Cost per shed is \$15,000 each.
- **Shed 30m x 42m – one only (formally Unique Taste Pavilion)** located on South Street, the shed has a concrete floor comes with overhead lighting. The price includes power. Total cost for the event is \$40,000.

For more information about these commercial spaces, please contact the Administration Office.

DISCOVER DAIRY 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 Joss Hall – E: joss.hall@dairytas.net.au or mobile 0427 635 845 to obtain your unique site share code. You will then need to register online: agfest.com.au "Exhibit", "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.

AGFEST IN THE CLOUD 8 – 15 MAY

After successfully relocating Agfest 2020 from the paddock to the cloud due to the COVID-19 lockdown, we are offering exhibitors an opportunity to be part of this exciting digital platform again in 2021. All successful Agfest 2021 in the paddock exhibitors will receive one free Exhibitor Listing (application exhibiting name only) for Agfest in the Cloud. This will be linked to our digital Agfest Official Guide and also on the exhibitor search function of the Agfest website, 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.

The 'Cloud' event will open at 5pm on Saturday 8 May as the paddock event concludes. This will be a full listing of exhibitors who showcased at the event. However, exhibitors will also have the option to provide additional content for their listing. This includes 'post Agfest' specials, brochures, and links to dedicated website sites or to your own online shopping portal.

The application will require you to answer several questions regarding content to be included. You will have the opportunity to update additional content and brochures until 15 April. No additional changes will be accepted after this date. More information will be provided to successful exhibitors.

In the event it is deemed necessary to cancel the paddock field day prior to allocations on 31 January, Rural Youth Tasmania will again send the field day into the cloud from 5 – 15 May. For a cloud-only event, exhibitors will be selected as per the normal process and the following fees will apply. Please specify on your application if you wish to be included in the cloud event if the paddock event is cancelled for reasons beyond our control and which tier you wish to choose:

Tier 1	Exhibitor logo, link to your dedicated website	\$100
Tier 2	Tier 1 benefits plus dedicated landing page, enquiry form, three images, brochure thumbnails, link to your shopping portal	\$250
Tier 3	Tier 1 + 2 benefits plus priority listing, company video	\$500

MEDIA AND PROMOTION

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, Twitter & Instagram? If not, please jump online now to ensure you keep up to date with the latest Agfest and Rural Youth news.

DO YOU HAVE A NEW AND EXCITING PRODUCT?

We are asked by our media partners to let them know if there are any exhibitors with new products, stories of innovation or interesting characters. We invite successful exhibitors to send in stories and we will pass them to our trusted media friends. There is no cost to you if the story is picked up.

General product promotion however would be at your own cost through the normal channels as per the Information Booklet available to successful exhibitors on our website. Media houses 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. Please promote your Agfest presence across social media, prepare promotional videos, share images of your products, and invite your family, friends and extended network to attend. 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 is always looking for stories with a different angle.

FEES EXPLAINED

POWER

Power outlets are 15 amps and a limited number of three phase (32amp) outlets are available. **Power if required, is ordered separately as site fees quoted do not include power.** Three phase outlets are not available on all application types. 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.

Power outlets	Price Each	Multiples Allowed
15 Amp	\$225.00	Yes
Three Phase	\$350.00	No

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 additional safety information. 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 per cent is applicable if the exhibiting application is successful.

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

This year, to comply with Tasmanian Public Health's COVID-19 contact tracing requirements, all Agfest attendees will be required to purchase tickets online before presenting to the entry gates. This includes **all exhibitors and their staff**. No tickets will be sold at the gate. If you or your staff arrive at the event without a pre-purchased ticket, you will be asked by one of our friendly volunteers to move away from the entry gate and apply for your online ticket via a personal mobile device.

Successful exhibitors will be given a dedicated link to purchase the **exclusive exhibitor passes** via our ticket portal from **1 February**. When purchasing entry tickets, the purchaser will be required to enter the register ticket holder's name and contact information. All tickets can be presented at the gate digitally or printed and the Four-Day Pass will be scanned each day. *Please choose carefully as passes are non-refundable.* Please refer to section 19 in the Exhibitor Contract Terms and Conditions for additional information.

- **Four-Day Exhibitor Pass** – for exhibitors and staff only. Users may park in the free public car park, and the pass will be scanned each day. Cost is \$40 for four days' entry. 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.
- **One-Day Exhibitor Pass** - cost is \$20 each. Day must be specified when ordering ticket along with ticket holders' details to ensure contact tracing can be implemented effectively if needed.

If you need to change a ticket holder's name after purchase, please contact ticket issuer support.

- **Exhibitor Car Park Permits** - are free and are limited to two per site/block ordered and one only per site sharer. These are **not** event day entry passes, please see above for more information. The new Exhibitor Car Park Permit allows access to the exhibitor reserved park during the field days. These passes will be sent out with power tags and safety information in early April to allow time for distribution to staff. **Exhibitors may not bring vehicles onto the event space at any time without the appropriate pass.**

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 may result in the vehicle being 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.

Exhibitor Car Park Passes are also required during setup and pack up. During the setting up and packing up of your exhibit, we ask that only two 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 4.30pm 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 to reduce road congestion on Saturday evening when exhibitors are leaving the site as it closes at 6:30pm. The site reopens at 8:30am on Sunday for pack up.

Vehicle movement is not permitted when the field days are open to the public. The site is closed to all vehicle movement between 7:45am – 5pm.

Note: *Any Exhibitor Car Park 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 FEBRUARY. THESE ARE AT SPECIAL EARLY BIRD RATES UNTIL 31 MARCH 2021 AND INCLUDE FAMILY, FOUR 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 cancellation is advised prior to 28 February, the committee will retain funds equivalent to 15 per cent of the total invoice. From 1 – 31 March, the committee will retain funds equivalent to 50 per cent of the total invoice and after 1 April, no refunds are applicable. This fee schedule also applies if the event is cancelled due to a catastrophic weather event, imminent threat affecting Quercus Park, public health emergency (including COVID-19) or lawful direction of government.

AGFEST FEATURES

On the day or late entries will not be accepted. Exhibitor demonstration sessions will be confirmed in writing and as per clause 16.2, missed sessions will incur a fee of \$100 each.

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. 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 sought from the Agfest Organising Committee. 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.

PETER BROCK MEMORIAL FOUR-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 so 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.

KIDS AG AWARENESS PROGRAM (KAAP) *starring KAAP the Kelpie!*

KAAP the Kelpie is on a mission to promote agriculture to all children throughout Tasmania. The KAAP Learning Trail is for all school-aged patrons. The Agfest Organising Committee and KAAP the Kelpie encourage all exhibitors at Agfest 2021 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, Quercus Tastes exhibitors, 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. Take away bottle sales are to be unchilled, unopened and in a sealed bag for take home. Any exhibitor or patron found to be intoxicated or under the influence of drugs or other illicit substances will be ejected from the site.

ANIMALS ON SITE: Health regulations require that livestock be kept at specified distances from food outlets. Please indicate in the Site Size area question, 'Do you intend having animals on your site?' 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 of the Agfest Exhibitors Contract Terms & Conditions & Biosecurity plan available on request*).

SAFETY STANDARDS: The Agfest Organising Committee is constantly reviewing safety standards for the field days. **A Quercus Park Site Safety Induction booklet with sign off will be sent with power tags 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 members 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 Wednesday, 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, penalty fees apply*).

NIGHT SECURITY & CAMPING ON SITE: Camping or sleeping on site including in car parks is not permitted. The 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 2021 event will be open to the public on the first Wednesday, Thursday, Friday and Saturday of May. In 2021, the dates are 5, 6, 7, 8 May.

WHO RUNS AGFEST? Agfest has been proudly organised by Rural Youth Tasmania since 1983. Rural Youth Tasmania is 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 40 Rural Youth members and is supported by a team of six 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, and equestrian events just to name a few. More information can be found at ruralyouth.com.au.

HOW MANY EXHIBITORS AND PATRONS ATTENDED? In 2019, Agfest showcased over 700 exhibitors and attracted over 60,000 attendees. Our inaugural Agfest 2020 in the Cloud attracted more than one million page views.

WHY EXHIBIT AT AGFEST? Agfest offers an exciting 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 open on the website on 1 October and close on 1 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: 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 two years will be sent their unique login via email to access the online system on 1 October. If you have been a previous exhibitor and have not 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 of 1 December. However, the application will be subject to a 10 per cent late application fee (payable if the application is successful). Applications received after 1 December will be placed on the waiting list pending a cancellation.

I'VE FORGOTTEN MY LOGIN DETAILS: If you have forgotten your password, please use the reset password link or 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 AFTER I SUBMIT MY APPLICATION? Once you have successfully submitted your exhibiting application, you will receive an email acknowledging the receipt of your application. Your application will then be checked by the Agfest Administration Team and they will be in contact within five 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 on 31 January. To delete or cancel an application please [contact us](#).

DOES EVERYONE GET A SITE? Unfortunately, no they do not. We receive on average 1000 exhibitor applications every year. Applications from core agricultural companies are given preference. Exhibitors who are not 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 is not possible considering the number of exhibitors that need to be located. Our Selection Committee rotate exhibitors to best achieve patron movement around the site. 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 will consider your case. 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 will be available on our website from 1 April.

WHERE CAN I FIND ACCOMMODATION? Suggestions for accommodation are listed on our website. You will find them here: 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: 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 do not book anything until successful exhibitor notification at the end of January.

HOW DO I GET TO / FROM AGFEST? Follow the link for driving instructions: agfest.com.au/driving-instructions. We recommend exhibitors hire a car to travel to and from the event as taxi services are costly. Please do not 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 of your business and brand 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.

Thank you for your ongoing support of Rural Youth and Agfest. We very much appreciate your understanding and patience as we work toward organising this event in the paddock, despite the uncertain times we live and work in. Please contact our friendly team if you have any questions and we look forward to working with you to create another wonderful event to showcase agriculture to the world.

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 DAYS.

1. APPLICATIONS

- 1.1 Applications are to be completed online at agfest.com.au and will be accepted from 1 October – 1 December each year for the following year's 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 with the application. Verbal, tentative and/or pencil bookings will not be accepted.
- 1.4 Applications received after 1 December will still be accepted. However, the application will be placed on the wait list and a 10% late application fee applies if successful.
- 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 on 31 January in writing to the email address provided by the exhibitor.
- 2.2 If there are more applications than sites available, exhibitors will be placed on a wait list, including applications received after 1 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: cash, cheque, direct debit, credit or debit card. This payment must be received within 14 calendar days from date of invoice.
- 3.2 Payment for additional service including, but not limited to power, water, cleaning and or damage to a site or neighbouring site is also payable within 14 calendar days of the invoice date.
- 3.4 If the Agfest Committee has not received full payment of monies owing with respect to Agfest by the Monday preceding Agfest, then entry to the grounds may be refused.
- 3.5 If payment has not been received within 14 days or alternative payment arrangements have not been agreed to by us, exhibiting site will be cancelled and reallocated without any further notice.

4. CANCELLATION OF CONTRACT

- 4.1 If an Exhibitor should cancel their site booking, abandon the site or otherwise wish to terminate this agreement:
 - a) All cancellations must be received in writing. Acceptance of cancellation will be confirmed via email.
 - b) On receipt of a site approval notification, should the exhibitor not wish to take up their allocated site and advise us within 14 calendar days from invoice date, no cancellation fee will apply.
 - c) Notification of cancellation on or after 15th calendar day will attract a 15 per cent cancellation fee until 28 February.
 - d) Notification of cancellation from 1 – 31 March will attract a 50% cancellation fee.
 - e) After 1 April, no refunds are applicable.
 - f) In all instances of cancellations by an exhibitor, the Committee reserves the right to re-sell the cancelled site.
 - g) 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, by 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.

- 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 If the event is cancelled due to a catastrophic weather event, imminent threat affecting Quercus Park, public health emergency (including COVID-19) or lawful direction of government.
The following refund schedule to exhibitors will apply:
 - a) Prior to 28 February, the committee will retain funds equivalent to 15% of the total invoice.
 - b) From 1 – 31 March, the committee will retain funds equivalent to 50 per cent of the total invoice.
 - c) After 1 April, no refunds are applicable.

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 6pm 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 is able to enter your site 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 Only new equipment 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 or safety hazards.
 - 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. Should this occur, the Organising Committee are able 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.
- 6.10 The distribution of advertising leaflets or other similar material onsite at Agfest is prohibited (including car park areas).
- 6.11 The Agfest Committee does not supply storage for any exhibitor equipment at any time before, during or after the event.
- 6.12 Activities including product/service demonstrations held on Exhibitors' sites must be conducted in a safe manner and in accordance with current health and 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 exhibitor sites.

6.13 No balloons are allowed on site.

6.14 Exhibitors are not permitted to charge for activities within their sites where goods are not provided to take home or be consumed. This includes animal petting and amusement activities.

6.15 Exhibitors who only offer cash sales only must display signage advising patrons of this payment option. When the signage is not displayed the Committee shall have the power to enter the site and erect a sign in a prominent position.

6.16 Exhibitors who use the complimentary onsite loading and lifting service do so at their own risk. We do not accept any responsibility for any loss, damage to goods or structures.

6.17 Exhibitors who require drinking water to be delivered to their sites will incur a \$5 per delivery fee per fill and for quantities over 900 litres a \$20 delivery fee per fill will be incurred. All fees will be invoiced post event.

7. SITE SHARING OR SUBLETTING

7.1 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.

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.

8. EARLY PACK UP PENALTY

8.1 Exhibitors are expected to trade for the entire event. If an exhibitor does not exhibit for the full Agfest period 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.

An early break down infringement may be issued if:

- The exhibitors' site is unmanned before the official close of the event at 5pm on any day of the event.
- The exhibitors' products and/or displays are substantially removed from the site, or are packaged and unable to be viewed or purchased by exhibit attendees.
- The exhibitor has made a substantial effort to dismantle or remove products, displays or promotional material, determinable at Committee discretion.
- Exhibitors may commence packing up on 4:30pm on final day of the event, however, must continue to trade until 5pm.

9. CONDUCT

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

10. HEALTH AND SAFETY

10.1 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 (refer clause 11.1).

10.2 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.

10.3 The Committee has the right to inspect any structure and contents erected on the area covered by this contract and if in their opinion and after consulting the fire authorities, a risk to public safety or property is identified, the exhibitor will be notified and the risk must be eliminated immediately.

10.4 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.

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

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

10.7 Each exhibitor must have at least one 2A30B(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.

10.8 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.

10.9 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 cannot be carried in a public place without a lawful reason and the purchased item cannot be carried around the event.

10.10 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.

10.11 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 (incl. 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.

11. INSURANCE & SECURITY

11.1 All exhibitors must carry a minimum \$5 million public liability policy to cover their involvement at Agfest. A copy of the Certificate of Currency 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 three 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 (ie. 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 exhibitor's expense.

- 12.2** Underground assets will be marked on the ground. Exhibitors, and/or their contractors must 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 3002:2002.
- 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.
- 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. Registration certificates must be applied for and displayed if issued. Environmental Health Officers from the local Council will visit and check for compliance. 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. These 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, Quercus Tastes and 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. Any exhibitor or patron found to be intoxicated or under the influence of drugs or other illicit substances will be ejected from the site.

14. VEHICLES

- 14.1** No vehicles other than those nominated as display vehicles are permitted anywhere in the exhibition area during opening hours (8am to 5pm). 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 8am and 5pm 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 that 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 restocking, 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 refurbishing sites from 6am–7.45am and 5pm–6pm. 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** Unless required for mobility access, 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.
- 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.
- 14.6** Driving within the site or lining up at the exit gates prior to 5pm on Saturday of the event is strictly prohibited and in breach of clause 14.1. Access/exit will not be granted before 5pm.
- 14.7** Trucks 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 kmph within Quercus Park.
- 15. ANIMALS** (full copy of site Biosecurity Plan is available on request)
- 15.1** Exhibitor 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** Exhibitors must complete the appropriate Health Declaration Form www.farmbiosecurity.com.au/toolkit/declarations-and-statements/ before unloading the animals and provide a copy to event organiser no later than Wednesday prior to event days.
- 15.3** Horse owners must complete a Tracing Log form dipipwe.tas.gov.au/Documents/efaform.pdf before unloading the horse and provide a copy to event organiser no later than seven days prior to the event.
- 15.4** Horse owners must abide by the Equestrian Australia rules whilst at the event.
- 15.5** Complete Livestock Movement Permit (if applicable) and send copy to event organiser no later than seven days prior to the event.
- 15.6** Aware of the onsite contact numbers in the event of an animal injury, health issue or death.
- 15.7** Animals that are left overnight at the property, the owner will be required to complete a waiver.
- 15.8** If an animal becomes sick it must be immediately reported to stewards or event officials. If an emergency disease is suspected, it must be

immediately reported to the Emergency Animal Disease Hotline on 1800 675 888. Should a death occur, the animal is not to be buried on the property and it must be removed discretely and humanely at the owner's expense.

- 15.9** If an animal is deemed unfit, poor health or has poor temperament by the event organiser it must be removed immediately.
- 15.10** Yard is to be secure and animal parts cannot protrude barriers and become in contact with members of the public.
- 15.11** Exhibitor must adequately provide hand washing facilities for public and handlers.
- 15.12** Ensure equipment brought into Quercus Park is clean and do not share equipment with others and have a separate supply of feed and water for animals.
- 15.13** Responsible for disposing of own animal waste including bedding and it cannot be left at Quercus Park. Otherwise clean up fees apply (clause 18).
- 15.14** Owner is responsible for all medical treatment cost for animals whilst in transport or at Quercus Park.
- 15.15** When being moved around the exhibition site all livestock must be escorted by two people at all times.
- 15.16** Agfest Field Days only permit service dogs to be brought into the event unless the animal is deemed part of a display or demonstration. All dogs brought into the event require approval upon application including dogs for the sheep dog trials.
- 15.17** Where permission is granted for cats and dogs to be brought into the event, they must be microchipped, fully vaccinated and wormed. A vaccination certificate may be requested.
- 15.18** Where kittens, puppies, cats or dogs are displayed within an exhibit or animal nursery they must comply to all legal requirements. In the event of selling or giving away an animal from an animal nursery or exhibit, the owner must provide proof it has been microchipped and vaccinated. Buyer cannot take animal directly from the event and collection of the animal must be arranged at an alternate location.
- 15.19** Animals cannot be walked around the event, unless making its way to demonstration or vehicle.

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.
- 16.2** Exhibitors who agree in writing and then miss an allocated session in the demonstration arenas will be invoiced \$100 per session.
- 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** The Committee may edit supplied listings to conform to brand guidelines, grammatical rules, publication tone and style.
- 17.5** The Committee will endeavour to provide full and accurate listings from provided details, however no compensation will be made for omitted or incorrect listings.
- 17.6** 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. It 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, such as mulch, concrete work, straw bales and filling post/pole holes. 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 may 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** (also Entry Terms and Conditions available on website)
- 19.1** Exhibitors will be required to purchase exhibitor entry tickets via online ticket portal. Tickets ordered incorrectly or unused will not be refunded after purchase.
- 19.2** The sale or distribution of an exhibitor pass to non-staff is strictly forbidden.
- 19.3** No refunds or exchanges are permitted on passes where they have been ordered incorrectly.
- 19.4** It is strictly prohibited to on sell passes after purchase.
- 19.5** Exhibitor packs 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 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 power tags is charged payable on receipt. A refund will be processed on the return of the original 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 practice.
- 22. COVID 19**
- 22.1** Exhibitors hereby agree to provide a COVID 19 Site Safe plan, not later than 1 April. If not provided the site will be reallocated.
- 22.2** Exhibitors hereby agree to follow the Rural Youth Tasmania and Agfest Field Days COVID Safe Plan for the event.

Thank you for your compliance with these important terms and conditions to ensure the health, safety and well being of the entire Agfest community