

10th Pooncarie Field Day

A.B.N. 15 242 722 430

Saturday 6th May, 2017

www.pooncariefd.com.au

More Than Just
A Field Day



Exhibitor booking form

Exhibitors/Business Name.....

Contact Person.....

Address.....

Phone NoMobile.....

Email.....

Products to be exhibited.....

.....

.....

SITE FEES: (include 2 gate passes per exhibitor –value \$20)

Outdoor Premium Grass: 3m x 3m \$90.00 No. Sites _____ \$ _____

Outdoor: 3 m x 3 m 1st site \$70.00 \$ _____

Additional sites @\$35.00 ea No. Sites _____ \$ _____

Indoor: 3 metre frontage \$110.00 No. Sites _____ \$ _____

Chairs @\$2.50ea No. _____ \$ _____

Trestles @\$15.00ea No. _____ \$ _____

*Power @ \$40.00 _____ \$ _____

Additional Gate Passes @ \$8.00ea No. _____ \$ _____

(\$10 entry on the day)

TOTAL \$ _____

*** Power by arrangement only - limited sites & require your own labeled power leads**

Payment must be received by 03/04/2017.

Please complete requirements on the following pages.

Exhibitors that have not paid in full will not be granted entry to the grounds.

*****All payments to be received by 03/04/2017 *****

Electronic Transfer: Pooncarie Field Day Group Inc

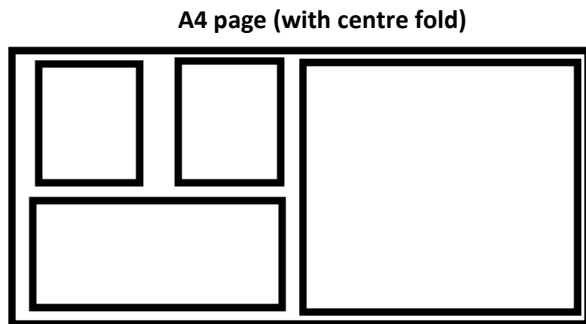
BSB: 633-000 Account: 1230 05274 (business name as reference)

Cheques made payable to: "Pooncarie Field Day Group Inc."

Advertising Opportunity:

This year to celebrate the 10th Pooncarie Field Day we will be developing a larger program that will be printed early and available from businesses across the region, mail delivery and on the day. We see this as an opportunity to provide our exhibitors with the opportunity to reach all our patrons and members of the wider community. It also gives our patrons the chance to look back and follow up with contact details of all our exhibitors.

If you would like to be a part of this unique advertising opportunity, you must provide an add that fits the dimensions below and ensure the advertisement and full payment is received no later than 3rd April 2017.



1/8 A4 page	\$25
¼ A4 page	\$50
½ A4 Page	\$100
Total:	\$.....

Community Auction - Get involved!

An important part of the Pooncarie Field Day is fund-raising for Health and Education Service providers in the district. This is achieved by hosting a **'Community Auction'** where we auction the products and wares that are kindly donated by our event exhibitors and supporters. The auction is held at the conclusion of the Field Day. The funds raised are donated directly to community organizations including Pooncarie Outpatients, The Royal Flying Doctors and the Pooncarie Outreach Children's Service.

This is a very popular event, and we would like to give businesses the opportunity to maximize coverage of their donation. A list of all auction items will be included in the program available prior to the field day. Please note some items will be auctioned together, however each donation will be separately listed and acknowledged.

If you would like to be a part of this special event please provide a brief description of the item/s you are wishing to auction.

.....
Estimated Value:..... Reserve (for larger items if required):.....

**** Please note to gain the maximum advertising benefit from your donation, the donation item needs to be advised by 3rd April 2017 to be included in the program. Donations after this date will still be accepted.**

Return forms and payment to secure your booking
by Email (or mail) to:

Secretary: Nerida Healy
PO Box 423, Wentworth 2648

Ph: (03) 5029 5397
Email: pooncariefd@gmail.com

Please remit your payment by either direct deposit or cheque:

Electronic Transfer: **Pooncarie Field Day Group Inc**
BSB: 633-000 Account: 1230 05274 (business name as reference)

Cheques made payable to: **"Pooncarie Field Day Group Inc."**

IMPORTANT INFORMATION:

1. EXHIBITORS MUST HOLD CURRENT LIABILITY INSURANCE FOR THEIR EXHIBIT FOR THE FULL DURATION OF THE EVENT INCLUDING SET UP AND REMOVAL (a Certificate of Currency must be provided with your booking form)
2. If you are outside you are encouraged to bring your own shade.
3. Accommodation: refer to our website for all accommodation in the district
www.pooncariefd.com.au
4. You are welcome to set up on Friday afternoon or Saturday morning (must be set up by 9am Saturday).
5. Gates open to the public 10am Saturday 2nd May 2017
6. Please do not pack up your site until after 4pm (entertainment to follow)
7. Meals will be available Friday night, throughout the field day & Saturday night

CHECKLIST:

Booking form

Certificate of Currency/ Public liability insurance/ Food handlers

Signed Terms and Conditions/ agreement

Ticked to be part of community Health Auction

Trade Exhibitor Terms & Conditions: Please sign below

Business Name: _____

Fee: The participant (Trade Exhibit Holder, Entertainer, Amusement, Exhibitor) must pay the Application Fee (where applicable) prior to 3rd April 2017.

Acceptance: The Pooncarie Field Day Group Committee reserves the right to accept or reject any application.

Special Needs: The Pooncarie Field Day Group Committee will not be held responsible for special requirements but will do its best (when given adequate notice) to meet the needs of participants.

Risk Assessment: The Participant shall be responsible for managing all risks occurring from their activity and must abide by any direction given by the Pooncarie Field Day Group Committee and/or relevant statutory authorities in relation to risk management.

Allocated Area: The Participant must trade/perform only within the site allocated, and sites will not be altered in size on the day. The display/stall equipment must be set up and removed in a safe manner and comply with safety standards.

Indemnity: The Participant agrees to indemnify the Pooncarie Field Day Group Committee and its members against all liability, claims, demands, expenses, fess, fines, penalties, suits, proceedings and any action of any kind.

Liability: The Participant occupies and utilises the allocated site/space at their own risk, and releases the Pooncarie Field Day Group Committee from any liability for any damage to the display/stall or any property of any description, or for loss of income due to event cancellation, adverse weather conditions or eviction due to non-coherence to safety regulations or terms of this agreement.

Statutory Regulations : The participant is responsible (however and wherever applicable) for compliance with Acts and Regulations relating to Occupational Health & Safety, Council Food Policy, Electrical lead tagging and Alcohol Licensing Harm Minimisation Policy.

I agree to abide by the above Terms & Conditions for the 2017 Pooncarie Field Day and (where applicable) **a copy (or Certificate of Currency) of my Public Liability Insurance Certificate and if applicable a copy of Food Handling Certificate is attached**

Signature

Name (please print)

Date

Any additional information the Committee should know about my Workshop or Trade Exhibit is listed below.

Any special needs or requirements are requested below.

