



WANDIN SILVAN Horticultural & Farm Machinery Field Days



PROSPECTUS & REGISTRATION FORM

13th & 14th OCTOBER 2017
at Wandin East Recreation Reserve

13+14
OCT 2017

WANDIN SILVAN FIELD DAYS

The Premier Field Days of the Yarra Valley and Dandenong Ranges



Wandin Silvan

Horticultural & Farm

Machinery Field Days

Friday 13th & Saturday 14th

OCTOBER 2017

info@wandinsilvanfielddays.com.au | www.WandinSilvanFieldDays.com.au



- Held at the picturesque Wandin East Recreation Reserve, Wandin East.
- A very distinctive, Horticultural themed Field Day, focused towards the many and varied local and regional Primary and agricultural producers.
- Provides the ideal opportunity for Exhibitors for exposure of products, displays, demonstrations and information of the latest in farming techniques.
- Some 200 Exhibitors participate annually, traditionally attracting crowds of 4,000 – 5,000 visitors' during the two days of the event.
- A Non-profit organisation, run by a Committee of volunteers, the majority of who are also particularly involved in local primary production.
- The event directly benefits a number of local Country Fire Authorities and Community groups, and is a vital component of their annual fund-raising opportunities.

An open Invitation to Exhibitors to participate

Under the committed guidance of President, William Anker, the organising Committee of the Wandin-Silvan Field Days are busily planning and preparing for this year's event, in anticipation of building upon the successes of the past. Continually working to maintain our reputation as "The Friendly Field Days" we look forward to welcoming exhibitors and visitors from across the country to this significant local community event.

Now in its 48th year, the 2017 Wandin-Silvan Field Days will again provide an opportunity for exhibitors to present a diverse range of horticultural, agricultural and lifestyle products and services, as well as information and demonstrations, directly to patrons.

With the added advantage of being located right in the heart of the beautiful Yarra Valley region of Victoria, we offer the ideal forum for local and national businesses to gain exposure, with exhibitors able to showcase and present new innovations and techniques making their way on to the market.

Local farmers and primary producers can take advantage of the unique opportunity to inspect the latest in farming technology and talk directly to experts from the country's leading suppliers.

The underlying focus of the Wandin-Silvan Field Days is to serve these many and varied local primary and agricultural producers - from orchards, nurseries and vineyards through to hobby farmers.

We actively encourage the participation of relevant exhibitors who are able to support our theme. From general farm machinery, light industrial equipment, motor vehicles and motor bikes through to irrigation equipment, water tanks, pest and weed control, fertilisers, chemicals, and fruit packaging and labelling... the opportunities are endless!

This prospectus contains the relevant application forms that need to be completed to register your interest in participating, along with general information regarding our event. Please complete and return or, alternatively, contact us for any further information."

GENERAL INTEREST MARQUEE

The popular 'General Interest Marquee' area will once again provide the opportunity for a diverse range of products – including arts & crafts, merchandise and local produce.

YARRA VALLEY MACHINERY PRESERVATION SOCIETY

Members of the Yarra Valley Machinery Preservation Society will be in attendance, featuring working displays of their much loved machinery – always a popular attraction for visitors at the Field Days. Many hours and care are devoted to the restoration of the machinery of yesteryear, and the members are more than happy to share their stories and discuss the features of their displays.

PHOTOGRAPHIC COMPETITION

Proudly Sponsored by Wandin-Seville Community Bank Branch Bendigo Bank.

Entries will be judged and displayed at Wandin East Hall, located at Wandin East Recreation Reserve, during the Wandin-Silvan Field Days

Full details and Entry Forms available on our Website.

GENERAL INFORMATION

The opening hours of the Field Days will extend from 8.30am to 5.00pm on Friday, and from 8.30am to 4.00pm on Saturday. Entry fee of \$15.00 applies, with no concessions. Students & Children Under 15 free.

Ample free parking is available, with full on-site catering facilities provided by several local schools and community groups.

All correspondence and Enquiries: Secretary Nan Cleven, PO Box 209, MONBULK VIC 3793

Ph: 0429 428 537

ADDITIONAL FEES

Power (240V max. 10 Amp)	at \$60.00 per Exhibitor	\$.....
Additional Exhibitor Passes – No. Required	at \$15.00 each	TOTAL \$.....
Straw Bales – No. Required	at \$11.00 each (inc. gst)	TOTAL \$.....
(To be delivered on site on Thursday prior to event.)		
SUB TOTAL EXHIBITOR FEES (INCLUDES GST) \$	

NOTE:

All Site Fees include 2 Free Exhibitor Passes per site, per day

Please indicate: Exhibitor Passes to be Forwarded prior to Field Days
OR collected from Site Office on Wednesday or Thursday beforehand

Details of Equipment to be Exhibited or Demonstrated:

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Extra Advertising Sizes and Rates

Extra advertising space may be booked and paid for, as below. Relevant advertising details should accompany application form (see bottom of page for details about how to supply artwork). Please aim to keep your message simple. All advertising details must be lodged with the secretary by **22nd September**. Late entries will be at the discretion of the Secretary. Neither the Committee nor the Printer accepts any responsibility for errors or omissions in the Handbook entry.

MONO

Full Page:	148mm(w) x 210mm(h)	\$140.00 (includes GST)	No. required:	[] \$.....
Half Page:	148mm(w) x 105mm(h)	\$90.00 (includes GST)	No. required:	[] \$.....
Quarter Page:	74mm(w) x 148mm(h)	\$55.00 (includes GST)	No. required:	[] \$.....

SPECIFICATIONS:

Mono (one colour: Black): Illustrator EPS (Flattened) or PDF (all pictures and fonts embedded) or Photoshop JPEG (300dpi Greyscale)

Email should be sent to rachaelhammond@snap.com.au and marked **WSFD's Advert**.

Electronically supplied images must have a minimum resolution of 300dpi and be supplied as .EPS, .JPG, .PDF or .TIFF files.

Text should be supplied in Microsoft Word.

Please supply images as separate files.

Business cards may be included/attached, or electronic version may be forwarded directly to our printer, Snap Printing, Lilydale per email rachaelhammond@snap.com.au, marked **WSFD's Advert**.

For more details about advertising artwork only, contact Rachael Hammond at Snap Printing Lilydale. Tel: 9739 5503.

Public Liability Insurance

- Our Public Liability risk advisers now require the Wandin-Silvan Field Days ensure that each Exhibitor has Public Liability Insurance in addition to the existing Wandin Silvan Field Days \$50,000,000 public liability cover.
- As part of the application process for Wandin-Silvan Field Days, we are asking each Exhibitor to provide a Certificate of Currency for an amount of not less than \$10 million public liability insurance.
- **All exhibitors must attach a copy of the public liability Certificate of Currency to their application form.**
- You may need to contact your broker or insurance company to obtain a valid Certificate of Currency.
- Please make sure that the business name, liability amount and policy expiry date is clear, and that your business is covered whilst attending the Wandin-Silvan Field Days.

The Certificate of Currency is attached YES NO

Wandin Silvan Field Days - Site Safety Plan

HAZARDS	SUGGESTED RISK CONTROL MEASURES	RISK CONTROL MEASURES IN PLACE YES ✓ NO ✗ NA (Not Applicable)
9. Gravitational Hazards	• Heavy items not to be stored at heights	
	• Public & others segregated from areas where items may fall	
	• Temporary structures checked for stability and strength taking into account possible weather conditions (e.g. wind, rain etc). All silos and tanks should be securely anchored.	
10. Pressure Hazards	• All equipment hoses and cylinders to be inspected prior to exhibition	
	• Gas cylinders secured to prevent falls	
	• Public segregated from hazards by barriers	
	• Workers informed of hazards and trained in use of equipment	
	• Protective clothing and equipment supplied and used	
11. First Aid	• First-aid kit on site	
	• Emergency telephone numbers displayed	
	• Level 2 First-aider. (Or by arrangement with Wandin Silvan Field Day Committee / Medical Supervisor)	
12. Marquee	<ul style="list-style-type: none"> • If marquee is larger than 100 sq metres, IT MUST BE ERECTED by a person who has the qualifications to do so. (IMPORTANT: Note when placing pegs and other anchors, Red Line indicates underground power) Name of Qualified Erector: -	
13. Additional Notes The Field Days committee has determined that the periods of greatest risk to safety exists in setting up and dismantling of displays. During this time all Exhibitors are required to adhere to but not limited to the following instructions <ul style="list-style-type: none"> • No vehicles will be permitted to enter or exit the display site areas between 8.00am and 4.00pm on Friday and Saturday of the Field Days • A crane roster will be established and will be strictly enforced • Additional site-specific hazards not outlined above must be identified, risks assessed and appropriate risk control measures implemented. 		

This statement indicates that I / We, the Exhibitor(s)

Name of Exhibitor's site: _____

Have implemented the above control measures for our site and activities for the Wandin Silvan Field Days to be held on 13th & 14th October 2017.

Person Responsible: _____ Signed: _____

Title: _____ Date: _____

NOTE: A Copy of your Site Safety Plan needs to be available on site during the Field Days

CONDITIONS

To be read prior to acceptance of invitation to exhibit

1. Entry Fees must accompany Registration Forms.
2. NEW EQUIPMENT only may be displayed for sale. Used equipment may be brought on to the Reserve for demonstration purposes only.
3. The use of and/or demonstration of amplifiers, loud speakers and two way radios by an Exhibitor is prohibited.
4. The Secretary or an appointee of the said Field Days (Inc.) Committee shall have the power to enter upon the areas described at any time and remove any article, sign, picture or printed matter, which in their opinion may be the cause of offence to the public or officials of the Committee.
5. Exhibitors hereby accept all responsibility for any damage or injury to any person, persons or property which may be occasioned by or arise out of the use of any machinery, implement or apparatus of any nature whatsoever used in connection with the stands and/or demonstrations, and Exhibitors hereby undertake to faithfully conform with the requirement 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 to also conform with any regulations, by-laws or ordinances made under such Acts of Parliament, or by any Government, Semi-Government or Local Government Authority authorised to make regulations, by-laws or ordinances in connection there with.
6. All Exhibitors must have public risk insurance on their sites, and evidence of same shall be produced upon request.
7. Except with the written consent previously obtained from the Secretary, the Exhibitor shall not assign or sub-let or part with the possession of the whole or any part of the space or purport to do so.
8. Security arrangements will be made by the Committee on the nights of the 10th to midday 16th of October, but the Committee shall not be held liable for any loss or damage to the Exhibitors' property whilst on the said area.
9. If the Committee should find it necessary or expedient to cancel or postpone the Wandin Silvan Machinery Field Days 2017, this contract shall cease to operate upon notice to that effect, signed by the Secretary, being served on the Exhibitor by handing it to him personally or posting it to him in a pre-paid envelope or wrapper at his address above-mentioned or at the option of the Committee by agent or partner of the Exhibitor and the Committee shall not be liable to the Exhibitor for any compensation whether on the ground of loss of profits or otherwise in respect of such cancellation or postponement and the Exhibitor shall not be entitled to any refund or payment paid by the Exhibitor in relation to this Contract.
10. The Committee expects that each stand be manned at 8.30 a.m. each day and be staffed at all times throughout the day.
11. All heavy equipment to be on site by 6.00 p.m. Thursday 12th October, 2017.
12. No vehicle (including ride-on mower or tractor) to be driven on or in walkways unless moving to or from demonstration area.
13. No demonstrations of any equipment or machinery in walkways or areas other than those designated for demonstration purposes.
14. Forklifts/Cranes only to be operated by fully licenced operators with correct D.L.I. endorsement.
15. Forklifts/Cranes will be available at times stated in prospectus. Unloading at other times is the Exhibitor's responsibility and this committee will not make arrangements for such unloading.
16. Equipment being placed on site by crane or forklift must have approved lifting points or be palletised.
17. All displays are to remain in place until 4.00 p.m. Saturday. Displays must not be dismantled or exhibits removed until this time.
18. No digging of post holes on the Reserve or no peg is to be driven into the ground without the permission and supervision of a committee member. (To avoid damage to underground drains and underground power mains.)
19. The Committee reserves the right to cancel this contract and to retain any money paid in relation thereto if there is in the opinion of the Secretary any infringement of any of the foregoing conditions and/or if the Exhibitor does not occupy the space at the commencement of and during the full period of the said Field Days.
20. Exhibitors using cooking or heating appliances must ensure that they have a Fire Extinguisher on site at all times.
21. No hazardous chemicals are permitted on site.

EXHIBITOR SAFETY

1. The Exhibitor shall at all times exercise all necessary precautions for the safety of the public, employees and others appropriate to the nature of the exhibit site/demonstration and the conditions under which the event is conducted, and shall comply with all statutory requirements and such directions as the Executive Officer (or nominated persons) of the Wandin Silvan Field Days may give from time to time.
2. Notwithstanding any directions or approvals given by the Executive Officer (or nominated persons) the Exhibitor shall at all times be held responsible for the safety of all persons engaged in the operation of an exhibit site/demonstration.
3. The Exhibitor shall promptly report to the Executive Officer (or nominated persons), all accidents involving death, personal injury, and all incidents with accident potential such as equipment, structural or infrastructure failure and the like. If requested by the Executive Officer (or nominated persons), a written report shall be provided in the form directed.
4. The Exhibitor shall prepare and implement a site specific Safety Management Plan. This plan will demonstrate how the Exhibitor will comply with the Occupational Health and Safety Act and associated Acts and Regulations. As a minimum the plan will detail:
 - 4.1. Safety management responsibilities within the Exhibitor's organisation which details the names and positions of persons responsible for the following aspects:
 - 4.2. Keeping up to date with relevant OH&S Regulations, Codes of Practices and the communicating of their relevance within the Exhibitor's organisation, e.g. crane operators, forklift drivers.
 - 4.3. The identification of and the evaluation of site-specific OH&S hazards.
 - 4.4. Ensuring the continued operating safety of all equipment, plant and materials used on the site.
 - 4.5. Procuring training, enforcement of their use and the monitoring of the condition of all related equipment.
 - 4.6. The management of on-site work methods, the warning of hazards and the implementation of accident and emergency procedures.
 - 4.7. The protection of the public on and near the site.
 - 4.8. The assessment and monitoring of sub-contractors.
 - 4.9. Providing First Aid and the maintenance of First Aid stocks.
 - 4.10. The identification of the site related OH&S hazards and for each hazard, the submission of a detailed Job Safety Analysis (JSA) incorporating operational procedures designed to manage the associated hazards.
 - 4.11. A mechanism for reviewing the site related hazards during the life of the Event and if necessary the development of revised Site Safety Plan.
5. In developing the Site Safety Plan consideration should be given, but not limited to, the defining of confined spaces, adequate illumination, traffic control, machinery guards, safe access, working at heights, hazardous substances.
6. The Safety Management Plan is to be submitted to the Wandin Silvan Field Days Committee. If the plan, in the Executive Officer's (or nominated person's) opinion, does not adequately cover the requirements, then work will not be permitted to commence on site until the plan has been revised to incorporate these requirements.

General Information

Entry Fees **MUST** accompany Registration Forms

Exhibitors should read the Conditions relating to the Field Days, and sign the Application Form to indicate that they will abide by these conditions in accepting to attend.

Closing Date to be included in Handbook advertising will be Friday 22nd September 2017.

STANDS

The Committee will mark out the Stands on Sunday 8th October to enable Exhibitors to begin setting up from Monday onwards. The Committee expects all Exhibitors to be organised and on their stand by opening time of 8.30am Friday 13th October.

DISPLAY SITES

Outdoor display sites are available on either the Front Oval (Light Machinery and General Products) or on the Rear Oval (Heavy Machinery) of the Wandin East Recreation Reserve. Fees for Display Sites include a listing in the Official Field Day Handbook, and compulsory Public Liability Insurance, taken out through the Victorian Agricultural Societies. This extends the Field Day Committee's Policy.

Sites on the Front Oval measure 5 metres frontage by 8 metre depth. (Light Machinery and General Products)
Sites on the Rear Oval measure 8 metre frontage by 10 metre depth. (Heavy Machinery Location)
Undercover Sites measuring 3 metres x 3 metres are available in the Sporting Pavilion. Allocation of these sites will be at the discretion of the Committee. Smaller indoor sites are available on request. Please note that there is no Vehicular Access to this Sporting Pavilion. General Interest Marquee – sites measure 3 metres x 2 metres. Site fees as per Application Forms.

POWER

The Fee for power on site is \$60.00 per Exhibitor (GST Inclusive). 240v Single Phase Power is available. Please indicate if you need power to your site. If you require more than 10 Amps, written application must be made to the Secretary with your Site Application. Drawing of more than 10 Amps without written application will mean withdrawal of supply.

(All fees quoted are inclusive of GST)

CRICKET PITCH AREA

An exclusion zone will be marked to ensure there is no vehicular traffic over or in near proximity to the Central Cricket Pitch area. This is in compliance with our local Shire of Yarra Ranges instructions.

OPERATING HOURS

The gates will open to the General Public on Friday 13th October from 8.30am to 5.00pm. On Saturday 14th October, gates will open from 8.30am to 4.00pm.

PUBLICITY

The Wandin Silvan Field Days are advertised and promoted extensively in various local and country, weekly and monthly newspapers and magazines. These generally include Southern Farmer, Weekly Times and local Lilydale & Yarra Valley Publications. Advertising on Country TV is also now a regular feature. Exhibitors are encouraged to support these publicity opportunities to maximise promotion of the event.

NEW RELEASE PRODUCTS

Exhibitors are invited to highlight any new product innovations or ideas. The Committee will endeavour to highlight these products by featuring them in any press releases and editorial used when advertising and promoting our event.

CATERING

Light refreshments will be available for Exhibitors setting up on Thursday 12th October at the Reserve. Traditionally, Catering is restricted to local Schools and Community Groups who will provide full catering facilities on Friday and Saturday for Exhibitors and the visiting Public. Exhibitors who may have had private catering on their stands in the past should now be aware of current strict Food Handling Regulations, and are therefore discouraged from doing so. Exhibitors are otherwise instructed that they must comply with current Regulations accordingly.

ENTRY FEES **MUST** ACCOMPANY REGISTRATION FORMS

Exhibitors should read the Conditions relating to the Field Days, and sign the Application Form to indicate that they will abide by these conditions in accepting to attend. Closing Date to be included in Handbook advertising will be Friday 22nd September 2017.

General Information

Entry Fees MUST accompany Registration Forms

UNLOADING

A drive on/off ramp is available on site. Access is via the Northern gate to the Reserve on the Monbulk-Seville Road.

CRANE

A crane will be available free of charge at the following times ONLY:

Wednesday	Prior arrangements
Thursday	9.00am to 5.00pm
Friday	Not Available
Saturday	5.00pm to 7.00pm
Sunday	Prior arrangements

If a crane were to be required outside these times, the fee would be negotiable between the Exhibitor and the crane operator.

LICENSES

Any person driving a tractor or vehicle at the Field Days must have a current Driver's License. Any person operating a forklift or crane must hold a current D.L.I. Operator's License.

SECURITY

Security will be on duty on Tuesday, Wednesday, Thursday, Friday, Saturday and Sunday nights. ALL Exhibitors are to leave the Reserve by dark. No camping or remaining on site is permitted. All equipment must be removed from site by midday on Monday 16th October 2017, with security unavailable from that time on.

PHOTOGRAPHY

A professional photographer will be available as required to photograph Award Winners sites, equipment, etc.

EXHIBITOR PASSES

Two free Exhibitor passes are provided for each site booking, ie. 3 sites – 6 passes per day. Exhibitors requiring additional passes may obtain passes at \$15.00 for the two days by completing the relevant section of the registration form. Visitors claiming to be Exhibitors but without passes will not be admitted without payment of the usual admission charge. Admittance fees for 2017 will be \$15.00, with no Concessions. Children up to 15 years admitted free.

WANDIN – SILVAN FIELD DAY AWARDS

To be awarded to the outstanding Exhibitors at the event. Stands will be judged on displays, demonstrations, general showmanship and co-operation with organisers prior to and during the event. Judging for the Best Stand Awards will take place on Friday 13th October between 10.00am – 12.00 noon, and trophy presentations will be made during the afternoon.

The six categories for Awards will be:

Alex Thomson Award - Best Presented Stand - Heavy Machinery

Alex Thomson Award - Best Presented Stand - Light Machinery

Best Stand Award - General Interest

President's Award:

David Aitken Award - Most Innovative Stand

Phil Chapman Award - Best Machinery and Equipment Display

UPON COMPLETION OF FIELD DAYS

All equipment must be removed from the Recreation Reserve by midday Monday 16th October, unless prior arrangements are made in writing with the Secretary. The Wandin East Hall area must be cleared by 10.00am on Sunday 15th October.

DISCLAIMER

It is a condition of being able to exhibit or participate at the Field Day that Wandin Silvan Field Days (Inc), its directors, committee, members, servants or agents are absolved from all liability howsoever arising from injury or damage howsoever caused (whether fatal or otherwise) arising out of exhibiting or participating at the Field Day due to any negligent act, breach of duty, default and/or omission on the part of the incorporated association, its directors, committee, members, servants or agents.

