



### Guidelines and Conditions

**ACCOMMODATION:** Camping and accommodation is available at the Malanda Falls Caravan Park –right next door to the Showgrounds. Shower facilities are available. Alternatively accommodation is available at Malanda Hotel, at Malanda Lodge Motel, or one of our delightful Bed & Breakfasts nearby.

**ADVERTISING** An extensive advertising program will be conducted by us. To be included in the lead-in publicity, on our website, and on-site publicity bookings need to be received by 1st October. Please be aware that we also expect each exhibitor to do some advertising to help in the promotion of this day; your details will be given to our media contacts.

**CANCELLATIONS:** You can advise of your inability to attend and receive a refund less the \$10 cancellation fee up until 10 DAYS PRIOR TO THE EVENT. After that time no refund will be given.

**DISPLAY FASTENINGS:** Under no circumstances shall an exhibitor fasten items in a permanent manner - All erections must be temporary in nature and removed at the conclusion of the event.

**ELECTRICAL POWER:** Power is limited on our site and is only available to exhibitors who need it for their displays. There is no additional charge, however please state on your application if you need power

**ELECTRICAL:** If more than one x 10 amp power point is required, a four outlet power board is allowable on the condition it has an overload facility. All leads must be tested & tagged, be clear of the ground and must not impede the flow of pedestrians and vehicles.

**EXHIBITOR CONDUCT:** The exhibitor and/or employees are to conduct themselves in an orderly and respectful manner while they are on the Showgrounds.

**HOURS OF OPERATION:** 8.00 am to 4.00 pm.

**INSURANCE:** Each exhibitor is required to hold **Public Liability Insurance** and must supply a certificate of currency. Without proof of Public Liability coverage held by stall holders, the committee may reject such applications at its absolute discretion.

**LOADING RAMP:** is available to exhibitors.

LOADING ZONES for buyers to pick up their purchases will be provided

**LOSS OR DAMAGE:** Malanda Small Farms Field Day will not under any circumstances be held responsible for any loss of or damage to the Stock in Trade etc. or any part thereof of any Space Holder or Exhibitor from any cause whatsoever.

**OFFENSIVE MATERIAL:** The field day committee shall have the power to enter sites and remove any article, sign, printed material which in their opinion may be a cause of offence to the Public

**PACKING UP:** Sites may not begin packing up until 4pm and cars will not be allowed onto the grounds for this purpose until that time. Visitors may travel some distance to attend and they expect exhibitors to be available to speak with them right up until the advertised closing time.

**PAYMENT:** Full payment must be made at time of booking your site. You can pay by:

- Direct deposit (Name: North Johnstone & Lake Eacham Landcare Small Farms Account, Bendigo Bank, BSB: 633-000 Account: 146797261)

- Cash, Eftpos and Cheque (Cheques to be made out to 'North Johnstone & Lake Eacham Landcare,') which can be done at the Malanda Show office in the pavilion at the Malanda Showgrounds. Office hours are 9am -12noon, Monday, Wednesday and Friday.

**PROVISION OF FOOD & BEVERAGES:** is limited to approved outlets only. Please fill out the appropriate food/liquor licence space in your application form.

**PUBLIC ADDRESS SYSTEM:** PA system will be in operation on the day. Competitions and activities can be announced during the day.

**RUBBISH DISPOSAL:** Space Holders are totally responsible for all cleaning on, around and adjacent to their site for the duration of the event.

**SECURITY:** Stall Holders are responsible for their own Site security.

**SETTING UP:** Exhibitors can arrange to enter the site, set up and leave exhibit material at their own risk prior to the event with permission from the Bookings Officer. For security arrangements, see above. All exhibitors are expected to complete set-up by 7.45am on the day of the Event.

**VEHICLES ON SITE:** All vehicles not required at your site after set-up must be moved off-site or into the truck parking area by 7.45am at the very latest

These Guidelines & Conditions may change at any time without notice

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