

AGFEST 2009

APPLICATIONS
CLOSE
12th
DECEMBER
2008

7, 8 & 9 May



TASMANIA'S PREMIER EVENT



Organised by the
Rural Youth Organisation of Tasmania

CONTACTS

RURAL YOUTH AGFEST OFFICE

62 York Street, (PO Box 322)
Launceston 7250.

Phone: 1300 AGFEST

Fax: (03) 6334 4386

Email: admin@agfest.com.au

Website: www.agfest.com.au

Administrator: Judy McLean

Administrative Assistant: Elizabeth Triffitt

Finance: Linda Perkins

The AGFEST committee is made up of unpaid Rural Youth Members. Your respect towards them is appreciated.

CHAIRMAN Kyle Robinson
Phone: 1300 AGFEST
Email: chairman@agfest.com.au

VICE CHAIRMAN Anthony Coad
Phone: 1300 AGFEST
Email: vicechairman@agfest.com.au

EXHIBITOR MANAGER Nerinda Lade
Phone: 1300 AGFEST
Email: exhibitors@agfest.com.au

OPERATIONS MANAGER Jade Hall
Phone: 1300 AGFEST
Email: operations@agfest.com.au

IMPORTANT DATES

Closing date for applications: Friday 12 December 2008

Notification to successful exhibitors: Friday 30 January 2009

APPLICATIONS RECEIVED AFTER 12TH DECEMBER 2008 WILL BE SUBJECT TO A 10% LATE FEE.

Applications received after 12th December will automatically go on the waiting list and will be reviewed when/if cancellations are received. Core agricultural applications are given preference.

Closing date for Central Arena bookings: Thursday 9 April 2009

Site available for set up: Monday 4 May 2009

AGFEST 7th, 8th & 9th MAY 2009

Site to be cleared by: Tuesday 12 May 2009

All ground cover i.e. woodchips & hay bales
must be cleared by: Wednesday 13 May 2009

WELCOME

It gives me great pleasure to invite you to participate in Agfest 2009.

In 2009 Agfest will celebrate its 27th Anniversary. From humble beginnings at Symmons Plains in 1983, Agfest has grown in both size and success and we are very proud of our achievement. Our success is due to the dedication of volunteers from the Rural Youth Organisation of Tasmania and the wide range of exhibitors supplying quality products and services. Rural Youth Organisation and Agfest Committee are committed to continuing to provide a quality event for exhibitors and patrons.

As an event that attracts tens of thousands of patrons we receive many more applications than we have spaces available, therefore it is imperative that you forward your application to us by the dates specified in order to be considered for a site.

Your application will be acknowledged whether successful or not if received by 30th January 2009. Your application is assessed solely on the information you provide. Applications for 2009 include a blank page to illustrate how your site would be set up and the dimensions. This will assist us to select exhibitors that promote effective interaction with patrons and to place you in a suitable location on site.

If successful, you will receive an invoice and upon payment of this, your successful exhibitors kit will be sent to you. This kit will contain all the information you will require including safety duty cards, invitations to official functions, information handbook, services directory and tickets ordered on your application form.

Prior to submitting your application, please note the following;

- Ensure you have completed the correct application form
- Ensure you have applied under the name you wish to be listed as in the program
- Ensure you complete the illustration of your site layout
- No payment is to be sent with your application – we will invoice successful exhibitors later
- Include a copy of your public liability insurance policy
- Indicate if you do not wish to be industry grouped otherwise this will occur automatically

Finally, I would like to thank you for your interest in our event, wish you every success and look forward to welcoming you on behalf of my committee to Agfest 2009.

Kyle Robinson
Chairman



AGFEST OPERATIONS MANAGER

As the Operations Manager, my role is to ensure that the Agfest site, infrastructure and services are in order for our event. Leading up to and during Agfest I will be working closely with the Exhibitor Manager and helping to guide the rest of our committee to bring exhibitors, service providers, contractors and patrons a successful Agfest 2009. If you have any questions or would like any information, please do not hesitate to contact myself or our office staff on the details below.

I look forward to seeing you at Agfest 2009.

Jade Hall
1300 AGFEST
operations@agfest.com.au

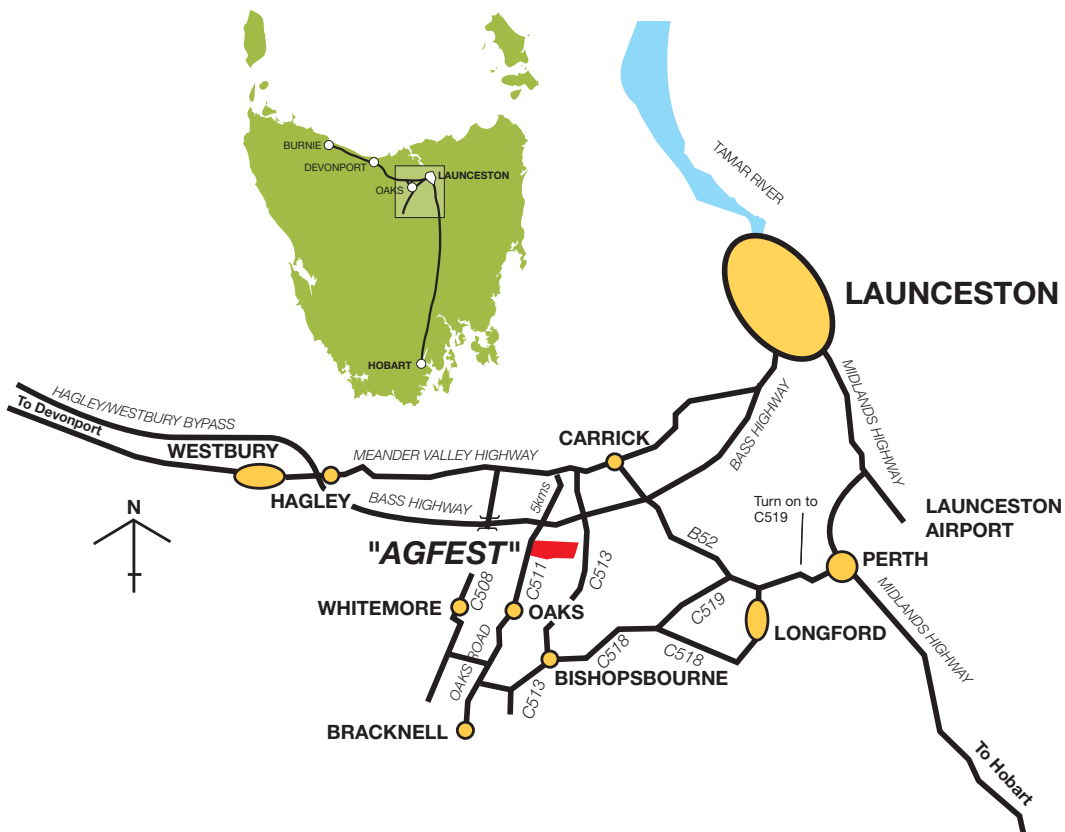
AGFEST EXHIBITOR MANAGER

As Exhibitor Manager it is my position to make sure exhibitor's needs are met and all enquiries are dealt with. I will be involved in the selection of successful Exhibitors for Agfest 2009. So we can accurately consider your application please ensure to provide as much information in your application as possible.

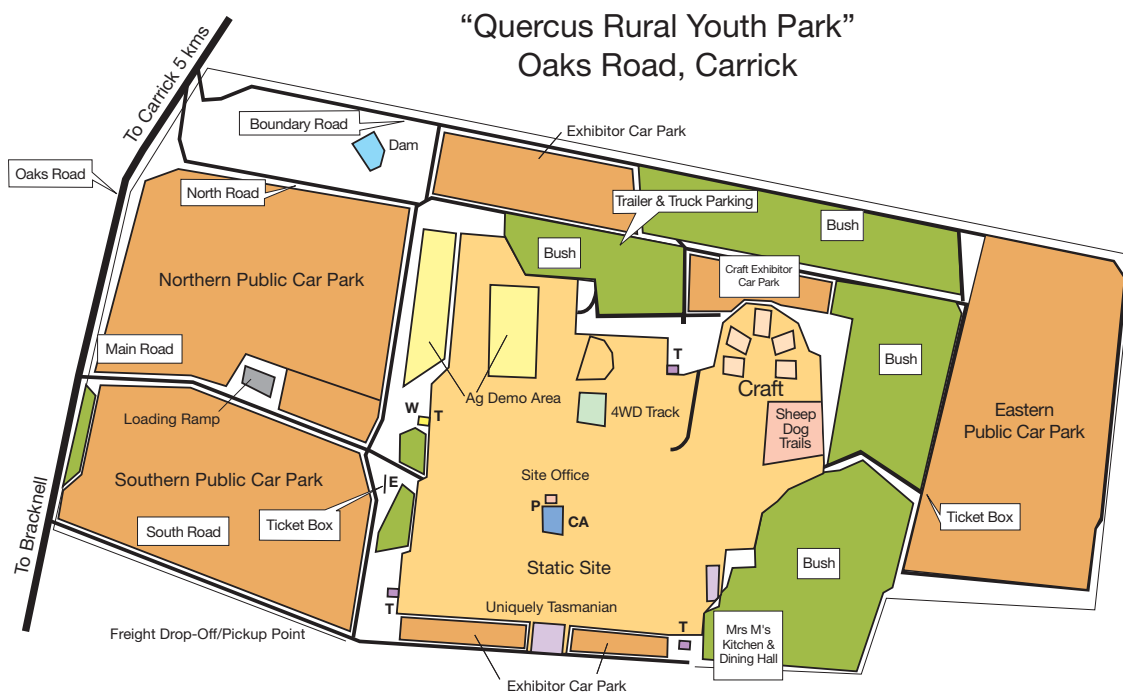
To ensure Agfest 2009 is a success for all Exhibitors I will be working closely with the Operations Manager and the rest of the organising committee over the coming months to ensure Agfest 2009 is another success.

Nerinda Lade
1300 AGFEST
exhibitors@agfest.com.au

AGFEST LOCALITY MAP



AGFEST SITE MAP



Legend

- T Toilets
- P Public Phone
- CA Central Arena
- E EFTPOS
- W Wash Down Bay

Note: Some changes may be made to the above layout prior to AGFEST

AGFEST FEATURES

AGRICULTURAL DEMONSTRATIONS

Areas for Agricultural Machinery Demonstrations is provided to demonstrate equipment. Please nominate your interest on page 2 of the Static Site Application form and the Ag Demo Coordinator will contact you regarding your application.

Kyle Robinson
1300 AGFEST

CRAFT

The Craft Area is for Tasmanian and Interstate Exhibitors to display their best Country Craft and Cottage Industry products. Sites are within permanent pavilions where general lighting is provided and limited power is available upon request. Exhibitors must supply their own heavy duty 15amp, 30 metre extension lead and power board and all exhibitors are required to supply their own tables/trestles and props.

Please ensure that you include a photo of your merchandise and a full description stating whether the goods are hand made by you, and a sketch of how you intend to set your site up, including any wall fixture that you may use, including some measurements with your application.

Successful exhibitors are selected from the information provided. Please note, being a previous exhibitor of Agfest does not exempt you from providing this information.

The Agfest Organising Committee will provide Public Liability Insurance cover for all successful Craft Exhibitors for Agfest 2009. The cost of this is included in the site fees for each successful craft exhibitor.

I look forward to working with you at Agfest 2009.

Amanda Bayles
1300 AGFEST

CENTRAL ARENA

Free Advertising for your business in the Central Arena! 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. This is the perfect opportunity to have your products and services seen in front of large audiences and you don't need to be confident on the microphone, we can do this for you!

If you are interested, please indicate this on page 2 of the Static Site Application Form. The Rural Youth Central Arena Director will contact you to discuss your intentions.

James McShane
1300 AGFEST

SCHOOLS KIT

Each year thousands of students visit Agfest with their Schools. We have produced a Schools Kit to assist students to learn more about Agriculture before and during their visit to our Field Days. For 2009 we are keen to increase the learning opportunities for Students by updating our Schools Kit and providing educational activities and competitions for those students attending Agfest. With the support of Exhibitors we hope to run a "Yellow Brick Road" at Agfest 2009, which will lead students around the site collecting information and small give-aways, such as stickers, rulers, or fruit. Please identify on your application form if your business would like to become involved with students attending Agfest, or to participate in our Yellow Brick Road promotion.

Successful exhibitors for Agfest 2009 wishing to participate in the "Yellow Brick Road" Promotion will be contacted by Katie Crane upon receiving notification of your interest. For further information ring 1300 AGFEST.

RURAL YOUTH FASHION PARADE

A pavilion within the Craft area is provided for showcasing clothing and accessories available for sale. The clothing is modelled free of charge by Rural Youth members.

Please indicate on page 2 of the Craft / Static Site application form if you would like to participate in the Rural Youth Fashion Parade. The Fashion Parade Coordinator will contact you regarding your application to participate in this area.

Anna McMahon
1300 AGFEST

PETER BROCK MEMORIAL 4-WHEEL DRIVE TRACK

The Track is going to experience many changes, in preparation for Agfest 2009. Some of these changes include the following:

- Extensive work to reduce/eliminate the risk of damaging the under-body of the vehicles
- Gravel base around the track, to reduce the amount of mud, helping to keep the "new vehicle look" and to improve traction.

We will also have a P.A. available for use. We will be encouraging the use of this, so the companies can talk about their vehicle, whilst also demonstrating it.

We have very experienced drivers, or you can supply your own.

The 4x4 track is available for any exhibitor to use. This includes new car dealers, motorbike businesses, truck companies etc.

Please advise if you wish to utilise the track, and we look forward to seeing you at Agfest 2009.

Liam Cox (Co-ordinator)
Roger Simmonds (Assistant)
1300 AGFEST

UNIQUE TASTES PAVILION (Formerly the Uniquely Tasmanian Fine Food & Wine Feature)

Local and Interstate Exhibitors now have the opportunity to exhibit in the revitalised Unique Tastes Pavilion.

This gives the exhibitors the opportunity to showcase their new and unusual produce which can be sampled or offered for sale to patrons. The Unique Tastes sites are located within and surrounding a permanent pavilion with allocated dining areas for patrons. Boards dividing each site will be provided, exhibitors must supply their own tables, props and equipment. Exhibitors requesting power will be required to provide their own heavy duty 30 metre extension lead and power boards etc. Please include a description of your business and photo of product alongside your application. If you are selling alcohol you must apply for a liquor licence from the licensing commission and have a copy available at your site at all times during the event.

All exhibitors must have their site set up by 2pm Wednesday 6th May 2009.

Katrina Bush - 1300 AGFEST



ESSENTIAL INFORMATION FOR ALL EXHIBITORS

1 SITE SHARING

Exhibitors may be able to share their site with one or more exhibitors. All exhibitors must complete their own application form and acceptance of site sharing applicants will be up to the discretion of the Exhibitor Manager. A fee of \$165 is applicable per exhibitor. Late applications subject to a 10% administration fee.

The Agfest Committee reserves the right to remove any exhibitor not approved by the Exhibitor Manager.

2 POLICY FOR REFUNDS & CANCELLATION FEE

A refund of any monies paid, less 10% administration fee will be made for cancellations made prior to the last working day in March, after which no refund will be applicable. Upon approval of your application, an invoice will be issued, payable within 14 days. Please advise us within the 14 day period if you do not wish to take up the site, or a 10% administration fee will be charged. Cancellations must be in writing.

3 SITE ALLOCATIONS

The Agfest Organising Committee reserves the right to accept or reject any application and the decision shall be final.

Allocations will be made after the closing date and successful applicants will be notified no later than Friday 30th January 2009. Successful applicants will be sent an invoice, which is to be paid within 14 days. Please notify us within 14 days if you do not wish to take up your site. Unsuccessful or late applications will be put on a waiting list and applications will be considered if sites become available.

4 LATE FEE

A late fee will be charged on all applications received after the 12th December 2008.

5 PASSES

No exhibitor or vehicle passes are included in your site fees. All passes must be purchased in addition to your site fees. Please choose passes carefully, as no refund is applicable.

Exhibitor Passes - \$20.00

Allows Exhibitor to park in the public car park and gain access to Agfest for the 3 days. Park in the public car-park and walk through public gates for the three days of Agfest.

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 doing this may be immediately removed from the site.

Vehicle Passes (limit 2 per block) - \$50.00

Allows access for vehicle and **up to four occupants** on all three days of Agfest. If travelling in a vehicle with a vehicle pass, no personal passes are required.

Park in Exhibitor Car-park, which is within the boundary of the static site. No vehicular movement in static display area between 9.00 am and 4.30 pm is permitted.

Vehicle passes are also required during setup and pack up. Additional passes for pack up can be obtained (free of charge) from the Site Office after 4.00 pm on Saturday 9th May 2009.

6 INSURANCES

Each exhibitor must carry a Public Liability Policy of \$5M minimum and fire & theft to cover stock and equipment at Agfest. A copy of the policy must be forwarded with your application & also be available on site at Agfest for inspection upon request.

7 ANIMALS ON SITE

Health regulations require that livestock be kept at specified distances from food outlets. Please indicate on your application form if you intend to have livestock in your display.

No dogs / pets except Disability Dogs are allowed on site.

8 SECURITY

A Security Firm will be on duty from 7am on the Monday prior to Agfest until 7am on the Tuesday after Agfest.

CAMPING ON SITE IS NOT PERMITTED

9 TELEPHONE LINES

Please indicate on your application form if you intend applying for a telephone line. This will ensure you are located within a suitable distance to a telephone connection point. A \$55 booking fee applies. As well as the booking fee you may incur an extra charge for cabling. You will then be required to make an application to Telstra for a Temporary Connection – this form will be included in your Successful Exhibitor Kit, which will be forwarded to you upon receipt of payment of your site fees.

You will be invoiced after Agfest for your usage of these phone/ftpos/internet lines.

10 POWER

If you require power, you MUST apply for a powered site. It will not be possible to swap an unpowered site for a powered site once a site has been allocated to you. One 15 amp power outlet is included in the site fee for each powered site ordered. Requests for additional 15 amp and 3 phase outlets will be considered and approved by the Agfest Power Director. Additional types of power outlets, for example 40 amp single phase, will be considered for approval, the pricing will be given upon request, this will be advised by the 2009 Agfest Power Director if approved, this however cannot be guaranteed. Approval of this request will be confirmed in writing with your tax invoice.

All equipment must be fitted with a current test tag. All power leads connected to an Agfest Power Box need to also be fitted with an Agfest Power Identity Tag.

You need to apply for Power when submitting your site application. You must apply for Power Outlets for lighting as well as operating electrical equipment.

GENERATORS ARE NOT PERMITTED

11 FOOD SALES & CATERING

Only registered caterers, exhibitors in the "Unique Tastes Pavilion", and exhibitors in the Dairy Pavilion are permitted to sell food and refreshments on site.

12 HOSPITALITY AREA

Exhibitors may only provide coffee / tea and nibbles. Hospitality to patrons will only be permitted for light refreshments. Full meals are not permitted. Exhibitors not complying with this requirement may have their site approval revoked under Terms & Conditions Clause 28.

We recommend that you utilise one of the Agfest official caterers if possible.

Exhibitors providing hospitality areas for their customers must adhere to Health Regulations covering distribution of food - note Section 62(3)(b) of the Health Act and you must contact the Meander Valley Health Inspector Carmel Miller on (03) 6393 5339.

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.

13 SAFETY STANDARDS

The Agfest Organising Committee is consistently reviewing their Safety Standards. Exhibitors will be notified of the Safety & Risk Management Procedures in the Successful Exhibitors Kit. Exhibitors and their Contractors will be required to adhere to these procedures.

14 PUBLIC HEALTH ACT 1997

Successful exhibitors will receive information regarding the Meander Valley Council and Tasmania Fire Service requirements for all temporary structures.

15 PRINTED MATTER

Exhibitors or any member of the general public are prohibited from handing out any printed matter at the gates, in the car parks or on the site. Exhibitors may only do so on their allocated site. Failure to comply with this may result in closure of your site.

16 RAFFLES



No raffles or games of chance in which money changes hands are allowed at Agfest.

Only exhibitor products listed on their site application form (page 2 of application form) may be sold on site. Side show / fairground products and rides are NOT permitted, this includes "show bags".

REQUIREMENTS FOR TEMPORARY STRUCTURES



Meander Valley Council and the Tasmania Fire Service require the following for all temporary structures.

	FLOOR AREA UP TO 300M ² 2M X 2M TO 15M X 20M TENTS	FLOOR AREA MORE THAN 300M ² 15M X 25M AND GREATER TENTS
FIRE RESISTANCE 	<p>The supplier of the temporary structure needs to provide you with written advice to confirm that the material of the structure complies with the standard for fire resistant material.</p>	<p>The supplier of the temporary structure needs to provide you with written advice to confirm that the material of the structure complies with the standard for fire resistant material.</p>
ACCESS 	<p>The structure needs to be set up so that people with disabilities can readily access it. This simply means:</p> <ul style="list-style-type: none"> • There needs to be either a flat or ramped entrance and exit, and • There needs to be an unobstructed path inside the structure 	<p>The structure needs to be set up so that people with disabilities can readily access it. This simply means :</p> <ul style="list-style-type: none"> • There needs to be either a flat or ramped entrance and exit, and • There needs to be an unobstructed path inside the structure.
FIRE FIGHTING EQUIPMENT 	<p>The following range of portable fire extinguishers must be provided :</p> <ul style="list-style-type: none"> • Minimum of one (1) Dry Chemical Powder extinguisher AB(E) <p>A fire blanket is required where any cooking activity is taking place</p>	<p>The following range of portable fire extinguishers must be provided :</p> <ul style="list-style-type: none"> • Minimum of one (1) Dry Chemical Powder extinguisher AB(E) • Minimum of one (1) water extinguisher. <p>A fire blanket is required where any cooking activity is taking place</p>
ELECTRICAL INSTALLATIONS 	<p>All electrical installations are required to comply with the relevant Australian Standards.</p> <p>AS/NZS 3002: 2002 This standard has recently been amended with significant changes to the installation of temporary extension leads and the location of Residual Current Devices (RCD's)</p>	<p>All electrical installations are required to comply with the relevant Australian Standards.</p> <p>AS/NZS 3002: 2002 This standard has recently been amended with significant changes to the installation of temporary extension leads and the location of Residual Current Devices (RCD's)</p>

FLOOR AREA UP TO 300M²
2M X 2M TO 15M X 20M TENTS

FLOOR AREA MORE THAN 300M²
15M X 25M AND GREATER TENTS

EXITS & ENTRANCES



The following requirements need to be met for exits and entrances:

Every entrance and exit must be at least 2 metres high;

- If a flap or curtain is used to cover an exit it must not be secured so that it restricts someone trying to exit the structure.
- The maximum distance within any part of the structure to an exit is to be no more than 40 metres.

The following table sets out the requirements for the number of exits and total width for the exits. For example, if between 601- 800 persons can be accommodated in the structure then you need 5 exits and the total width to be provided is at least 8 metres e.g. 5 exits x 1.6 metres each. The minimum width of any exit is 1 metre.

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NUMBER OF EXITS AND WIDTHS:

ACCOMMODATION PROVIDED	NUMBER OF EXITS	AGGREGATE WIDTH OF EXITS
1-25 persons	1	1.0m
26-50	1	1.5m
51-75	2	2.0m
76-100	2	2.5m
101-200	3	3.0m
201-400	3	4.0m
401-600	4	6.0m
601-800	5	8.0m
801-1000	5	10.0m

Note: (a) where only one exit is provided the exit must be at least 1.0m wide
(b) where 2 exits are provided each must be at least 1.0m wide

HEATING



If you wish to install a gas fire heating or cooking appliance then it needs to be secured and a minimum distance of 500mm from any wall of the structure.

If you wish to install any further form of stove, heater or similar appliance please contact Council on 03 6393 5322 to seek instructions.

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FLOOR AREA UP TO 300M²
2M X 2M TO 15M X 20M TENTS

FLOOR AREA MORE THAN 300M²
15M X 25M AND GREATER TENTS

VENTILATION



Natural ventilation is required for all enclosed areas. The amount of openings needs to be a minimum of 5% of the enclosed floor space.

If natural ventilation cannot be provided then an artificial ventilation system is required for all enclosed areas. The supplier of this needs to ensure that the system complies with the relevant Australian Standard (AS1668.2).

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EMERGENCY
EVACUATION



It is important that in the event of a fire or other emergency that any person inside the structure can either see the exit sign or if this is not practical then directional exit lighting is required to direct them towards an exit

Exit signs need to be provided above all exits, where this is practical. Each sign must be illuminated.

FIRE
SAFETY



To reduce the potential for fire within the structure the following needs to be complied with:

No hay or straw bales are to be located within the structure or closer than 2.0m from the external wall of the structure

No hay or straw is to be spread as a floor covering.

Compacted wood chips, bark or sawdust is allowed except in areas where food is being prepared.

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No hay or straw is to be spread as a floor covering.

Compacted wood chips, bark or sawdust is allowed except in areas where food is being prepared.

FOOD &
HYGIENE



If you intend distribute any food for sale then you need to obtain permission from Council's Senior Environmental Health Officer, Carmel Miller, telephone 0363 93 5339.

If you intend to distribute any food for sale then you need to obtain permission from Council's Senior Environmental Health Officer, Carmel Miller, telephone 0363 93 5339.

FURTHER INFORMATION

If you need further information please feel free to contact the Meander Valley Council on 6393 5322.

CHECK LIST

HAVE YOU:

- Completed the correct application form
- Attached a sketch of the proposed layout of your site
- Answered all questions on the application form
- Include a full description of what you will be selling / exhibiting on your site
- Ordered sufficient exhibitor &/or vehicle passes
- Signed your application
- Enclosed a copy of your public liability insurance (not applicable to craft exhibitors)
- Posted or faxed it prior to the closing date

REMEMBER: APPLICATIONS CLOSE
12TH DECEMBER 2008

AGFEST 2009 STATIC SITE APPLICATION FORM

PAGE 1

Business Name ABN

Trading Name
(As you wish it to appear in the program)

Postal Address (for all correspondence)

Post Code

Email

Contact Name Position

Phone B/H Fax

Phone A/H Mobile

STATIC DISPLAY SITES (OUTDOOR SITE)	PRICE GST INC.	NO. OF EACH	TOTAL
Small site 3m x 10m (3m frontage) <i>Unpowered</i>	\$185		\$
Single Block 10m frontage x 10m <i>Unpowered</i>	\$330	No multiples	\$
Single Block 10m frontage x 10m <i>Powered</i>	\$485	No multiples	\$
Double Block 10m frontage x 20m <i>Unpowered</i>	\$495		\$
Double Block 10m frontage x 20m <i>Powered</i>	\$620		\$
Site Sharing (please provide details below)	\$165		\$

EXTRAS (NOT INCLUDED IN SITE FEES)			
1 day pass	\$12		\$
3 day exhibitor pass (refer Point 5 on page 7)	\$20		\$
Vehicle pass : allows 4 occupants (Limit 2 per block)	\$50		\$
Extra 15 amp power outlet	\$160		\$
3 phase power outlet	\$235		\$
Other additional Power (see Point 10 on page 8)			\$
Agfest phone line booking fee (see Point 9 on page 8)	\$55 (per line)		\$
Tax invoices will be forwarded to successful applicants		TOTAL	\$

PRODUCT DISPLAY INFORMATION Please give a brief description of your products or display for Agfest 2009. Successful applications are chosen on the information they provide each year. Please also give details of any new products that we can incorporate in media releases.

SITE SHARING DETAILS (if applicable) (refer Point 1 on page 7) Please list the companies you will be sharing your site with. Each Site Share company must submit an Application Form.

Due to the increased cost of running the Ag Expo Feature, the Agfest Committee has decided to trial Agfest 2009 without Ag Expo. We are sorry for any inconvenience caused, and appreciate any feedback in relation to this.

ALL APPLICATIONS MUST INCLUDE PAMPHLETS OR PHOTOS OF ITEMS TO BE EXHIBITED, AND DETAILS OF NEW PRODUCTS FOR US TO INCORPORATE IN MEDIA RELEASES.

APPLICATIONS RECEIVED AFTER 12TH DECEMBER 2008 ARE SUBJECT TO A 10% LATE FEE
A COPY OF YOUR PUBLIC LIABILITY INSURANCE **MUST BE** FORWARDED WITH THIS APPLICATION

AGFEST 2009 STATIC SITE APPLICATION FORM

PAGE 2

Business Name

SITE LOCATION INFORMATION		please circle
Do you intend using your allocated power outlet?	YES	NO
Do you wish to participate in the Central Arena?	YES	NO
Do you wish to utilise the 4WD track?	YES	NO
Do you require to use the agricultural demonstration?	YES	NO
Do you wish to have your clothing in the Rural Youth Fashion Parade?	YES	NO
Do you intend having a hospitality area?	YES	NO
Are you a School Friendly Site?	YES	NO
Would you like to participate in School Friendly Site/Yellow Brick Road Promotion?	YES	NO
Do you intend having animals on your site?	YES	NO
If so what:	<input type="text"/>	
Have you exhibited at Agfest before?	YES	NO
If so when:	<input type="text"/>	
Do you wish to be located next to a particular exhibitor?	YES	NO
If so who:	<input type="text"/>	
Do you require to use an agricultural demonstration area?	YES	NO
If so (please circle)	Behind Your Site	OR Arena Area

INDUSTRY RELATED AREAS

WE DO NOT WANT TO BE INDUSTRY GROUPED (please tick) You will be industry grouped on the site plan unless you indicated that you do not wish to be grouped.

Please indicate how you wish to be grouped on site and in the program. Tick one box in each column.

SITE	PROGRAM	
<input type="checkbox"/>	<input type="checkbox"/>	Agricultural Accessories eg. bolts, fittings
<input type="checkbox"/>	<input type="checkbox"/>	Agricultural Demonstration Area
<input type="checkbox"/>	<input type="checkbox"/>	Agricultural Machinery eg. tractors, trucks, earthmoving, irrigation
<input type="checkbox"/>	<input type="checkbox"/>	Automotive Vehicles & Accessories eg. motorbikes, trailers, fuel
<input type="checkbox"/>	<input type="checkbox"/>	Beef Expo
<input type="checkbox"/>	<input type="checkbox"/>	Clothing & Homewares
<input type="checkbox"/>	<input type="checkbox"/>	Communication & Electronics
<input type="checkbox"/>	<input type="checkbox"/>	Construction eg. garages, sheds, homes, building techniques
<input type="checkbox"/>	<input type="checkbox"/>	Education, Training & Computing
<input type="checkbox"/>	<input type="checkbox"/>	Food & Consumables
<input type="checkbox"/>	<input type="checkbox"/>	Hardware & Small Equipment eg. tools, chainsaws, mowers
<input type="checkbox"/>	<input type="checkbox"/>	Horticulture & Associated Equipment
<input type="checkbox"/>	<input type="checkbox"/>	Leisure Industry eg. caravans, camping, sporting
<input type="checkbox"/>	<input type="checkbox"/>	Livestock & Associated Equipment
<input type="checkbox"/>	<input type="checkbox"/>	Service Providers/Advisory & Health eg. finance, government, information
<input type="checkbox"/>	<input type="checkbox"/>	Other

I/We on behalf of have read and understand the terms and conditions of this application on pages 25 - 26 of this document and agree to abide by them.

Signed: Date:

CLOSING DATE FOR APPLICATIONS IS 5:00PM FRIDAY 12TH DECEMBER 2008.
PLEASE EITHER FAX OR POST YOUR APPLICATION – NOT BOTH
PLEASE ENSURE YOU KEEP A COPY OF YOUR APPLICATION FOR YOUR OWN RECORDS.

APPLICATIONS RECEIVED AFTER FRIDAY 12TH DECEMBER 2008 ARE SUBJECT TO A 10% LATE FEE
 A COPY OF YOUR PUBLIC LIABILITY INSURANCE **MUST BE** FORWARDED WITH THIS APPLICATION

**PLEASE SKETCH YOUR SITE LAYOUT / DESIGN.
SHOW SITE BOUNDARIES AND APPROXIMATE DIMENSIONS
OF ITEMS ON YOUR SITE**

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AGFEST 2009 UNIQUE TASTES PAVILION APPLICATION FORM

(Formerly the Uniquely Tasmanian Fine Food & Wine Feature)

PAGE 2

Business Name

SITE LOCATION INFORMATION	please circle	
Do you intend using your allocated power outlet?	YES	NO
Have you exhibited at Agfest before?	YES	NO
If so when: <input type="text"/>		
Do you wish to be located next to a particular exhibitor?	YES	NO
If so who: <input type="text"/>		
If available, would you prefer an outdoor site?	YES	NO
Do you require refrigeration space?	YES	NO
If so what volume: <input type="text"/>		
Do you intend to use LP Gas ? (forms will be provided for licence inclusion)	YES	NO
What other equipment will you be bringing that will not be within your 3m x 3m site, eg. Trailers, fridges, freezers <input type="text"/>		
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		

I/We on behalf of have read and understand the terms and conditions of this application on pages 25-26 of this document and agree to abide by them.

Signed: Date:

**CLOSING DATE FOR APPLICATIONS IS 5:00PM FRIDAY 12TH DECEMBER 2008.
PLEASE EITHER FAX OR POST YOUR APPLICATION – NOT BOTH
PLEASE ENSURE YOU KEEP A COPY OF YOUR APPLICATION FOR YOUR OWN RECORDS.**

The Unique Tastes Pavilion is a showcase of unusually produced food and refreshments. This is an opportunity for exhibitors to showcase new and unusual products with a unique flavour, which can be sampled or offered for sale to patrons.

APPLICATIONS RECEIVED AFTER 12TH DECEMBER 2008 ARE SUBJECT TO A 10% LATE FEE
A COPY OF YOUR PUBLIC LIABILITY INSURANCE **MUST BE** FORWARDED WITH THIS APPLICATION



**PLEASE SKETCH YOUR SITE LAYOUT / DESIGN.
SHOW SITE BOUNDARIES AND APPROXIMATE DIMENSIONS
OF ITEMS ON YOUR SITE**

APPLICATIONS RECEIVED AFTER FRIDAY 12TH DECEMBER 2008 ARE SUBJECT TO A 10% LATE FEE
A COPY OF YOUR PUBLIC LIABILITY INSURANCE **MUST BE** FORWARDED WITH THIS APPLICATION



AGFEST 2009 CRAFT DISPLAY APPLICATION FORM

PAGE 2

Business Name

SITE LOCATION INFORMATION	please circle	
Do you wish to have your clothing in the Rural Youth Fashion Parade?	YES	NO
Have you exhibited at Agfest before?	YES	NO
If so when: <input type="text"/>		
Do you wish to be located next to a particular exhibitor?	YES	NO
If so who: (Please ensure the exhibitor listed has listed this on their application also. This way we can endeavour to ensure your requirement is met.) <input type="text"/>		
Does your display use a frame of any description?	YES	NO
If so, please detail how your site will be set up and dimensions of the frame <input type="text"/>		
<input type="text"/>		
Nominate where all of your products are made <input type="text"/>		
<input type="text"/>		
Who are your products made by? <input type="text"/>		
Are all of your products handmade?	YES	NO
Do you have a retail outlet?	YES	NO
Are you having a working display?	YES	NO

You are encouraged to submit samples of your products with your application, however if you require them to be returned to you, please include return postage paid packaging.

Rural Youth / AGFEST takes no responsibility for damaged samples.

I/We on behalf of have read and understand the terms and conditions of this application on pages 25-26 of this document and agree to abide by them.

Signed: Date:

**CLOSING DATE FOR APPLICATIONS IS 5:00PM FRIDAY 12TH DECEMBER 2008.
PLEASE EITHER FAX OR POST YOUR APPLICATION – NOT BOTH
PLEASE ENSURE YOU KEEP A COPY OF YOUR APPLICATION FOR YOUR OWN RECORDS.**

The Craft area is for exhibitors to display their best country crafts and cottage industry products. Sites are within permanent pavilions where general lighting is provided and power is available upon request. Exhibitors requiring power must supply their own heavy duty extension lead and power board and all exhibitors must supply their own tables/trestles and props.

Please indicate clearly on your application form if you would like to be located next to a particular exhibitor. Every effort will be made to accommodate your request, however there is no guarantee.

Please provide samples/photos of your products with this application form.

PLEASE SKETCH YOUR SITE LAYOUT / DESIGN.
SHOW SITE BOUNDARIES AND APPROXIMATE DIMENSIONS
OF ITEMS ON YOUR SITE

APPLICATIONS RECEIVED AFTER 12TH DECEMBER 2008 ARE SUBJECT TO A 10% LATE FEE
A COPY OF YOUR PUBLIC LIABILITY INSURANCE **MUST BE** FORWARDED WITH THIS APPLICATION



AGFEST CONTRACT TERMS & CONDITIONS FOR EXHIBITORS AND CATERERS

In these conditions, "Chairman" means the Chairman of the Agfest Tasmanian Machinery Field Days Committee, or his/her authorised deputy and "Committee" means the Agfest Organising Committee of the Rural Youth Organisation of Tasmania Inc.

1. The Committee reserves the right to refuse any application. Applications close last mail on Friday 12th December 2008. Payment of invoice or notification that you do not wish to take up the site is required within 14 days of receiving account, failure to do so will result in an administration fee.

Site allocations will be at the discretion of the committee and can be changed at any time.
2. The Lessee is not to go into possession of space allocated until four days before the event (unless by arrangement) and said space to be used only and solely for the purpose specified. Site to be completely vacated of equipment no later than 6.00 pm, on the Tuesday after the close of Agfest 2009 and all ground cover and rubbish to be removed by the Wednesday after the termination of Agfest. Any goods or equipment left on site for longer than one month after Agfest becomes the property of the Rural Youth Organisation of Tasmania Inc.
3. The exhibitor shall not dismantle exhibitions or permit goods and materials to be removed from the static display area during the period of the Field Days without the permission of the Chairman until at least 4.30 pm on the Saturday of Agfest.
4. Lessee and/or his employees to conduct themselves in an orderly and respectful manner while they are on the grounds.
5. No sub-letting will be permitted unless by special written permission of the Chairman or Exhibitor Manager.
6. If the Agfest Committee has not received full payment of monies owing to Rural Youth Organisation of Tasmania Inc., with respect to Agfest by the Monday preceding Agfest, then entry to the grounds may be refused.
7. New equipment only may be displayed for sale. Used equipment to be used for demonstration purposes only.
8. All games of chance and raffles where tickets are sold, are strictly prohibited, except where the special permission from the Chairman or Exhibitor Manager has been granted.
9. No livestock, including dogs and pets, will be permitted on site without the express permission of the Chairman. (Disability Dogs excepted)
10. No exhibitor shall -
 - (a) allow their exhibit to extend beyond the limits of their allocated site or erect barriers to prevent free and interrupted passage of the public between exhibits.
 - (b) erect display signs or fencing in such a manner as to cause inconvenience to other exhibitors.
 - (c) paint or mark any of the Committee's property.
11. 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.
12. Selling goods, canvassing, or hawking in any portion of the grounds except on the lessee's site, is prohibited under this Contract. In event of the Lessee's breaking this condition, Rural Youth Organisation of Tasmania Inc., through the officers of the Agfest Organising Committee, shall have the power to cancel this Contract and remove the Lessees so offending from the premises.
13. The Rural Youth Organisation of Tasmania Inc., accepts no liability for damage to electrical equipment due to power fluctuations or failure.
14. 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.
15. Exhibitors are responsible and liable for the condition of the area covered by this Contract from the time they commence the erection of their stand until they have dismantled it and cleared the area to the satisfaction of the Committee.
16. The Chairman and two members of the Committee shall have power to enter upon the area described at any time and remove any article, sign, pictures, printed matter, or side-show which in their opinion may be a cause of offence to the public or the officials of the Committee.

AGFEST CONTRACT TERMS & CONDITIONS FOR EXHIBITORS AND CATERERS (cont.)

17. Exhibitors must carry a Minimum \$5 Million Public Liability Policy to cover their involvement at Agfest. A copy of the policy must be available at Agfest for inspection upon request.
18. 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.
19. 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.
20. 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 Pure Foods Act.
21. The Chairman shall have the right to inspect any structure and contents erected on the area covered by this contract and if in the opinion of the Chairman and after consulting the Fire Brigade Authorities, any part of any structure erected on this area or part or whole of any exhibit, goods or chattels displayed thereon, or if the method of displaying them, or if any act of the exhibitor forms a menace from a fire risk point of view, then upon the Chairman's written notification to any exhibitor or employee thereof on his stand, the risk shall be eliminated immediately by the exhibitor or his employee.
22. If the Committee finds it necessary or expedient to withdraw from the patronage of the public the whole of any part of the grounds not occupied by the Exhibitors, such withdrawal shall not vitiate this Contract or confer upon the Exhibitor any right to recover from the Rural Youth Organisation of Tasmania Inc., compensation on the grounds of loss of profits or otherwise whatsoever.
23. Any refunds of monies due to cancellation by the exhibitor will be at the discretion of the committee.
24. If the Committee finds it necessary or expedient to cancel or postpone the Event, this Contract shall cease to operate upon notice to that effect being served on the exhibitor at the address mentioned in the records of the Committee.
25. Exhibitors will be liable for all costs of repairs resulting from any damage done to any underground services.
26. No persons are permitted to stay on-site overnight.
27. 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.
28. No exhibitors (except caterers) are permitted to sell food for consumption on site without written permission from the Chairman.
29. No balloons are allowed on site.
30. The sale of showbags by exhibitors is strictly prohibited.
31. Any exhibitor wishing to have a hospitality area must indicate this on the application form and comply with requirements as set out by the committee.
32. All exhibits must be set up and trade all three (3) days of the Agfest Field Days.
33. Agfest Committee do not supply storage for any exhibitor equipment.
34. Knives cannot be sold to any person under the age of 16.

AGFEST

PROUDLY BROUGHT TO YOU BY THE
RURAL YOUTH ORGANISATION OF TASMANIA



THERE'S A CLUB NEAR YOU!

- Circular Head
- Sisters Creek
- North Motton
- Devonport
- Western Tiers
- Tamar
- Dorset
- North Esk
- Westmorland
- Hagley
- Oatlands
- Brighton
- Sorell
- Kingborough / Huon
- Tasman

Phone **6331 6154**
for more information
on becoming a member

Are you aged between 15 & 30?



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PEOPLE, TRAVEL AND
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