

EXHIBITOR INFORMATION

VENUE, DATES AND DISPLAY TIMES

WESTECH will be conducted at the Barcardine Showgrounds between the hours of **8.00 am and 5.00 pm** daily on Tuesday 12th and Wednesday 13th of September, 2017. All displays must be actively manned between these hours on both days. **Exhibits must therefore be erected and in place by the evening of Monday 11th and must not be dismantled before 5.00 pm on Wednesday 13th**. (Refer to "Conditions of Display" numbers 3 and 4.)

People travel long distances to attend WESTECH, so please do the right thing by them.

TYPE OF EXHIBIT AND DISPLAY CONTENT

The objective of the WESTECH Field Days is **"to enhance the efficiency and productivity within the grazing industries of western Queensland, as well as to improve the quality of life for remote area communities"**. The type and variety of equipment, product, technology and/or service that shall comprise an exhibit should therefore conform to these guidelines. Any manufacturer, agent, distributor or dealer may exhibit, subject to committee approval. **WESTECH Field Days (hereafter referred to as the Association) reserves the right to reject exhibitor applications that are considered inappropriate.**

Although it is beyond our control, we strongly suggest that exhibits be attended by people with a good technical knowledge of the products on display.

HOW TO APPLY FOR AN EXHIBITOR SITE

Application can be made by contacting the Coordinator (info@westechfielddays.com.au) or by completing and submitting a **Ground Space Contract** which is available on the Westech website (www.westechfielddays.com.au) under the Exhibitor tab at the top of the Home Page. Upon acceptance, a Tax Invoice will be forwarded for payment.

A copy of a current Public Risk Liability Certificate covering your display site for an amount of **\$10 million dollars** (minimum) will need to be sighted by the Westech office to finalise your site booking. (Refer to "Conditions of Display" number 7 for details).

CLOSING DATE FOR EXHIBITOR SITE APPLICATIONS

All **Ground Space Contracts** should be in the hands of the Coordinator by **Friday 25th August**. Exhibitor site applications will be accepted up to Friday 8th September, however site availability cannot be guaranteed. (Refer to "Conditions of Display" number 1.)

SITE LAYOUT

WESTECH uses a circular site layout on the outside of the show ring and a grid pattern on the inside. Indoor display areas are centrally located.

EXHIBITOR SITE ALLOCATION

Westech sponsors receive preferential site allocation. All other exhibitor sites will be allocated according to the **date of receipt** of a fully completed Ground Space Contract and **payment** of the appropriate site fee. If you have a preferred site location, we will work with you as best we can. The sooner you get in, the more options we have.

SITE FEES

A modest scale of site fees has been set for WESTECH 2017. The 2017 schedule of site fees is included in the Ground Space Contract and is also available on the WESTECH website or by contacting the Coordinator.

RULES FOR GROUND SPACE ALLOCATION

1. Sponsors will receive first priority in the allocation of display sites. Major sponsors have first choice, followed by Gold, Silver and Bronze sponsors.
2. Other exhibitors are allocated sites on a 'first in, best dressed' basis. The date that the **Ground Space Contract and site fee payment** are received by the Coordinator will determine the order of site allocation. Other factors which will have an influence on site location are:
 - i) site size required
 - ii) amenities required
 - iii) type of display*

(*Certain types of displays such as livestock, computers, arts and craft, Government Departments, etc. may be located in specific areas.)
3. Only those exhibitors who return a **correctly completed Ground Space Contract, along with full payment and a copy of their current public risk liability certificate** ("Conditions of Display" number 7), will be allocated a site. Only Contracts that are returned before **25th August 2017** will be guaranteed a display site. Late lodgement of site applications will, however, be accepted and sites allocated depending on availability.
4. Most outdoor sites are a standard 10 metre frontage. Turfed outdoor sites as well as indoor sites are a standard 3 metre frontage. There are also several extra-large outdoor sites available. Exhibitors are welcome to purchase multiple sites to make a larger display area. (Discuss your requirements with the Coordinator for the best outcome.)

In some instances, it may become necessary to limit site size, particularly in relation to indoor space and obvious extravagance. The Association therefore reserves the right to limit site size or dimensions wherever it is considered necessary or appropriate in consultation with the exhibitor.
5. Not all sites have power and water connections available. There are also a limited number of indoor sites. Exhibitors requiring any of these facilities should ensure that their Ground Space Contract is returned promptly.

Exhibitors who require indoor space and/or access to power and/or water are asked to keep their requested display area to a realistic minimum, so as to allow the maximum number of exhibitors' access to these facilities. It is the exhibitors' responsibility to meet the Workplace Health and Safety requirements as set out in Electrical Installation (on website), for the supply of power to sites from the provided connection points.
6. The allocation of sites to exhibitors who request a specific site or location shall be dependent on availability. Although every effort will be made to satisfy special requests of this nature, it cannot be guaranteed and will be at the discretion of the Association.
7. Exhibitors are responsible for providing, erecting and removing **all items** necessary for their display [tables, chairs, tents, power leads, etc.]. It is the responsibility of the exhibitor to make sure that their site is left clean on completion of the field days. **A \$200 cleaning fee will apply if not complied with.**
8. Food and drink providers are **not regarded** as exhibitors. The Westech Association has the sole responsibility for arranging catering services, with preference given to local community organisations. Outside caterers are welcome to make enquiries, but will only be permitted on the grounds **at the sole discretion of the Association.**
9. Interpretation of "Rules for Ground Space Allocation" shall be the sole responsibility of the Association. They shall have the power to decide any matter or question arising not provided for in these rules. The Association's decision shall be final.

EQUIPMENT HANDLING

Forklifts operated by WESTECH volunteers will be available during daylight hours from Saturday 9th to Monday 11th, from 5.30pm to 7.30pm on Wednesday 13th as well as daylight hours Thursday 14th September 2017. They may also be available at other times **by arrangement** (Hire Companies contact details are included in Hire Company on website). Please indicate your requirements on the Ground Space Contract.

Forklift drivers are all volunteers, if they are verbally abused in any way, you will not be unloaded/loaded and will need to make your own arrangements with a private provider.

LOADING RAMP

A loading ramp is located at the cattle yards adjacent to the showgrounds for unloading, loading and for transfer of equipment delivered by road transport.

RAILWAY

The railway station is situated adjacent to the WESTECH display area. All facilities are available at the station for unloading heavy equipment from wagons. Private carriers (Hire Companies on website) are also available to transfer equipment from rail to the WESTECH grounds.

ELECTRICITY AND WATER

Power and water are not available on all sections of the WESTECH display area. Please be reasonable and only request these amenities if they are **essential** for your display. Exhibitors requiring either of these amenities must **supply all necessary equipment (e.g. extension leads, hoses, etc.) and meet the requirements as set out in the section titled ELECTRICAL INSTALLATION (on website).**

HAY

Bales of hay for use on display sites will be available for purchase from a local merchant. Part refunds will be available where bales are returned in an acceptable condition

LIVESTOCK

Livestock for display purposes are subject to the following conditions. (Refer to "Conditions of Display" number 11.)

- a) No livestock other than those approved by the Association shall be brought onto the grounds.
- b) Animals will only be approved for display if it can be shown that they are an integral part of the exhibit and where the following welfare and safety criteria are met.
 - a) Provision of adequate space for animals comfort.
 - b) Provision of adequate holding facilities.
 - c) Provision of adequate shade.
 - d) Provision of adequate feed as well as access to water at all times.
 - e) Animals must be treated humanely at all times.
- c) Animals will be immediately removed from the site of any exhibitor considered in breach of any of these conditions/criteria.

The Association reserves the right to interpret and/or modify these conditions/criteria as it sees fit.

HIRE COMPANIES

Hire companies are available for tent, marquees and other display equipment requirements. Local transport operators are also able to assist with your freight requirements (Hire Companies on website.) **However, it is up to exhibitors to make their own arrangements direct with the hire Company.**

WESTECH IS NOT IN A POSITION TO PROVIDE A HIRE SERVICE.

SAFETY

No exhibit, demonstration or action of or by an exhibitor shall be a danger to anyone. (Refer to "Conditions of Display" numbers 7, 9, 10 and 14.) Inspections will be made to check for hazardous situations and if requested, an exhibitor must eliminate any hazard promptly and comply thoroughly with any direction given by a member of the Association. Final responsibility, however, is that of the exhibitor to ensure public safety.

GOVERNMENT REGULATIONS

The Association is not responsible for ensuring that exhibits comply with Government Regulations or for anything that may arise between exhibitors and Government Departments. (Refer to "Conditions of Display" number 9.)

FOOD AND DRINKS

Any exhibitor wishing to distribute food and drinks (including alcohol) or other refreshments from their display site **must obtain prior approval from the Association**. Permission will only be granted if health regulations are met and in circumstances which have little or no impact on the WESTECH caterers or bar operators. (Refer to "Conditions of Display" number 13.)

PARCEL PICK-UP

A courtesy pick-up service will operate at WESTECH 2017. It will be restricted to items that can be easily lifted onto the back of a vehicle, with arrangements for larger items remaining with the purchaser and supplier. Larger items will only be able to be removed from the grounds after the closing time of 5.00pm on each day and before 7.00am on the second day. The service will operate on a ticket system. Purchased items will be collected and delivered to the Goods Shed where they can be collected by the purchaser on presentation of the appropriate ticket/s. Heavy items will only be picked up at the discretion of the parcel pick-up coordinator. There is no compulsion for purchasers or exhibitors to use this service.

THE ASSOCIATION SHALL NOT AT BE HELD LIABLE OR RESPONSIBLE IN ANY WAY FOR ANY LOSS OR DAMAGE TO PROPERTY THAT MAY RESULT FROM THIS PICK-UP SERVICE.

SECURITY

The WESTECH display area will be patrolled by uniformed police officers on foot patrol after dark on Monday 11th & Tuesday 12th September. Please make sure you have secured any smaller items at the end of each day and on completion of the field days on Wednesday 13th September. The police will only do patrols on Wednesday 13th as part of their routine town patrols. The display area will also be well lit at night. (Refer to "Conditions of Display" number 5.)

THE ASSOCIATION SHALL NOT AT ANY TIME BE HELD LIABLE OR RESPONSIBLE IN ANY WAY FOR ANY LOSS OR DAMAGE TO ANY EXHIBITOR'S PROPERTY.

ADVERTISING

Special WESTECH 2017 advertising packages ([Advertising](#) on website) have been put together by some of the media outlets that service Western Queensland at our request. These package rates are available ONLY to exhibitors who will be attending the Field Days. The Queensland Country Life and Longreach Leader newspapers intend to publish preview features. The Queensland Country Life will also publish a review feature the week after WESTECH 2017.

7 Central and Imparja are the providers of commercial television to much of Western Queensland and are therefore able to reach a very large audience.

Radio 4LG are offering a range of special rate radio advertising packages, broadcasting from Longreach and/or sister stations at Emerald and Charleville ([Advertising](#) on website).

These packages are offered for your information and assistance in deciding your advertising needs. You are entirely free to choose your own requirements and preferred type of media outlet.

PRIVACY ACT AND PERSONAL INFORMATION

Your privacy and personal information is protected by law, however, the Association reserves the right to publish your company details on the WESTECH web page and to provide your company details to the Associations preferred advertising agencies.

ACCOMMODATION

Accommodation alternatives available in Barcaldine as well as adjoining towns can be found under Accommodation (on website). Although motel accommodation may be difficult to obtain in Barcaldine, the hotels and Caravan Park do offer a comfortable and friendly alternative.

CAMPING

Exhibitors are welcome to camp with their displays on the WESTECH 2017 grounds. (Please indicate on your Ground Space Contract). However, shower & toilet facilities **are limited** so you will need to either get up a little earlier, be patient and prepared to wait your turn.

PARKING

Orderly parking will be available for exhibitors in designated areas outside the WESTECH 2017 grounds. The only vehicles which will be permitted in the display area during the 12th and 13th September between the hours of 8.00 am and 5.00 pm will be those of Field Day officials and those exhibitors who have a vehicle pass for a stationary vehicle which is part of their display.

ALL OTHER VEHICLES MUST BE REMOVED FROM THE DISPLAY AREA BEFORE 8.00 AM OF EACH DAY. THIS WILL BE ENFORCED.

EXHIBITORS WELCOME MEAL

An Exhibitor Meal is planned for the evening of Monday 11th September 6.00pm – 7.30pm after exhibitors have finished setting up for WESTECH 2017. This will be held on the WESTECH grounds with the idea being to allow exhibitors to get together and discuss various aspects of mutual interest and for the WESTECH Committee to welcome you to “**the friendly field days**”. This two course meal (main course of roast & dessert) is provided free of charge for two people from each display site booked, with additional passes available for purchase. Please indicate on your Ground Space Contract or by contacting the WESTECH Coordinator if more than two passes are required. (Meals can only be obtained with a pass - no cash sales will be possible.) The bar will also be operating on the night.

TUESDAY NIGHT FUNCTION

An invitational bull sale is planned to commence at 5.00pm on the evening of Tuesday 12th September at the saleyards adjacent to the WESTECH 2017 grounds. A BBQ, bar and entertainment will be operating until late. Please join us for a great night.

For exhibitors camping on the grounds who prefer not to leave the grounds, the grandstand BBQ & Bar area will also be in operation from 6.00am until approximately 8.30pm.

PUBLIC HOLIDAY

The Association in conjunction with the Barcaldine Regional Council has secured a Public Holiday for the Barcaldine area on Wednesday 13th September 2017. Keep in mind that all Barcaldine businesses (including the Post Office and banks) will be closed on that day.

MOBILE PHONE

**Barcaldine has Next G mobile phone coverage only.
If your phone or EFTPOS machine is on the digital network – it will not work at the Westech Field Day grounds.**