

Windellama Field Day 2020



When: Saturday 21st November 2020

Inspiration, advice and products for rural and sustainable living, local wineries, shearing & farrier displays, unique craft stalls and more !

Where: Windellama Hall

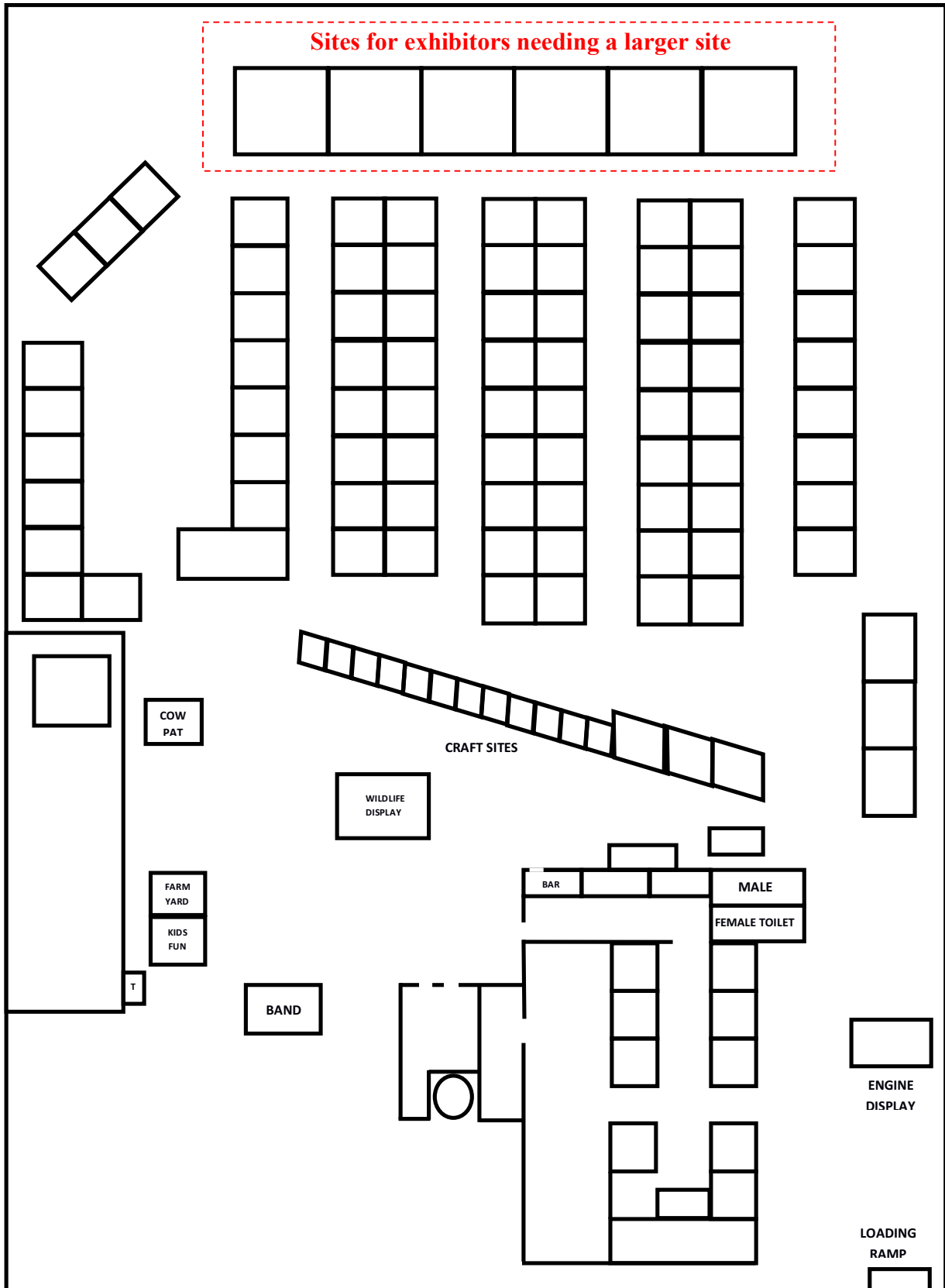
Cnr. Oallen Ford & Windellama Roads

Windellama

Windellama Field Day 2020

Site Plan

Please mark your preferred site below



Sponsorship packages are also available :

On average several thousand people attend the Field Day each year. This event is promoted through local and regional press and radio. We distribute thousands of brochures to households and businesses from Bowral to Braidwood, and to parts of the ACT in the weeks prior to the Field Day.

Sponsorship Packages

\$500 Bronze Package

- Logo and Name on banner displayed at event.
- Logo and Name on website.
- Logo and Name on brochures.
- Acknowledgement of sponsorship during promotions
- Field site quarter (1/4) price

\$750 Silver Package

- Logo and Name on banner displayed at event.
- Logo and Name on website.
- Logo and Name on brochures.
- Acknowledgement of sponsorship during promotions
- Food voucher on the day
- Field site half (1/2) price

\$1000 Gold Package

- Logo and Name on banner displayed at event
- Logo and Name on website.
- Logo and Name on brochures.
- Acknowledgement of sponsorship during radio promotion.
- Acknowledgement of sponsorship over PA announcement on Field Day.
- Food voucher on the day
- Field site free

Please let the organiser know as soon as possible if you would like to purchase one of the above packages – Liz Doenau via email 2020windellamafieldday@gmail.com or 0422448601.

Windellama Field Day 2020

Windellama Progress Association Inc.

ABN 54794342142

TAX INVOICE / STATEMENT 2020 APPLICATION FORM PAGE 1

Return this application to: Windellama Field Day Bookings Officer

Email: 2020windellamafieldday@gmail.com

OR: P.O. Box 847

GOULBURN NSW 2580

Tel: 0422448601 (Liz)

Business Name & Type of Business:

Address:

Contact Person:

Telephone. (BH).

(AH).

Email:

Website:

Type of Site	Dimensions	No. of Sites	Cost	Comments
Outside craft stall (limit 1/vendor)	4m front x 4m depth		\$35	
Outside – trade	5m front x 6m depth		\$70	
Outside – Trade	10m front x 6m depth		\$135	
Outside – Trade	10m front x 12m depth		\$170	
Animal exhibitor	5m front x 6m depth Maximum of 2 pens/site. Larger sites available on request.		\$60	
Outside – not for profit (Charities etc)	At organiser's discretion		\$0	
Inside – Hall	3m front x 3m depth		\$70	
	Electricity		\$20	
TOTAL (no GST charged)			\$	

20% Deposit required with this registration – full payment by 1st September 2020.

To ensure inclusion in pre-event publicity and on-site guide, registration and 10% deposit must be made prior to 30th June 2020 and full payment received by 10th September 2020. Fees can be paid by cheque addressed to "Windellama Progress Association Hall Inc" or via direct deposit to: **BSB: 082-624**

Account No: 0363 78216 Account Name: Windellama Progress Association Hall Inc.

www.windellama.com.au

2020windellamafieldday@gmail.com

Windellama Field Day 2020

Application form (page 2)

Please fill out the following carefully, making sure you answer all the questions.

Please provide up to 100 words about your business/plans for the field day for inclusion in the onsite guide. (add a page if necessary)

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.....

Animal Exhibitors: please state requirements for any pens if needed; and for what type of animal (eg. need pen for 1 bull & 1 cow and 1 calf).

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.....

Electrical Power: please state requirements. NB only available for your display; please describe purpose of usage. **COST \$20**

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Other Special Requirements: While we can't perform miracles we always do our best to accommodate exhibitor needs. If you have any special site requirements, please let us know as soon as possible.

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Are you likely to need a **forklift** for unloading on / before Field Day? **Yes / No**
If yes, please give details.

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Will you be camping on site? **Yes / No**

Do you intend to provide food or beverages to visitors? (NB: includes complimentary) **Yes / No**

If yes, please give details.

.....

This application cannot be accepted unless you sign below, agreeing that you have read and understood the terms and conditions as stated for the Windellama Field Day, and agree to abide by them.

NOTE: No refunds for notification of cancellation received on or after 10th October 2020.

Signed

Print name

Date

Enquiries to: 2020windellamafieldday@gmail.com or call Liz Doenau 0422448601

Windellama Field Day 2020

TERMS & CONDITIONS

ACCOMMODATION: Camping on site is allowed but we need to be informed of your intention to do so. Shower facilities are available. Alternatively, accommodation is available at nearby Goulburn, Tarago and Marulan.

ADVERTISING: An extensive advertising program will be conducted by us. To ensure inclusion in pre-event and on-site publicity, bookings need to be received by 1st September. Your details will be given to our media contacts. Please be aware that we also expect each exhibitor to do some advertising to help in the promotion of this day.

CANCELLATIONS: You can advise of your inability to attend and receive a refund up until 10th October 2020. After that date refunds will be given at the discretion of Windellama Progress Association.

ELECTRICAL POWER: Power is limited on our site and is only available to exhibitors who need it for their displays. A charge of \$20 is payable *in advance*. If possible please state on your application what you need it for (e.g. power to run one laptop).

EMERGENCY SERVICES: A first aid agency will be in attendance, fire fighting vehicles will be on site and police can respond to requests.

EXHIBITOR PASSES: Each site is entitled to 2 exhibitor passes.

HOURS OF OPERATION: Strictly 9.00am to 4.00pm.

INSURANCE: Each exhibitor is required to hold **Public Liability insurance specific to the Windellama Field Day** and must supply a certificate of currency.

LOADING RAMP: Is available to exhibitors.

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. Our visitors often travel some distance to attend and they expect exhibitors to be available to speak with them up until the advertised closing time.

PAYMENT: To ensure inclusion in pre-event publicity and on-site guide, registration and 10% deposit must be made prior to 30th June 2020. Full payment and insurance certificate must be received by 1st September 2020. Please send your cheque payment to: **The Secretary, Windellama Field Day, PO Box 847, GOULBURN NSW 2580** or see page 4 for direct deposit instructions

PROGRAM: Each visitor will receive a complimentary program.

PROVISION OF FOOD & BEVERAGES: *Is limited to approved outlets only.* Please fill out the appropriate space in your application form. Exhibitors found to be selling or giving away non-approved food and beverages will be asked to pay a penalty or vacate the field.

PUBLIC ADDRESS SYSTEM: A PA system will be in operation on the day. You are invited to take advantage of the free service to promote your business. Please bring any announcements to the office during the day.

SECURITY: Site security will be undertaken by the field day committee commencing **Friday 20th November at 7pm until Saturday 21st November 7am.**

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 08:30am Saturday 21st November.

FORKLIFT: We provide a service to help you unload your wares and will need advance notice.

VEHICLES ON SITE: All vehicles not required at your site after set-up must be moved to the designated exhibitor parking area by 8.45am at the very latest.

And finally, the Field Day committee thanks you for your involvement however, please note the committee accepts no responsibility for any loss or damage to any exhibitor's property. The onus lies with each exhibitor to carry their own insurance against loss or damage.

Thank you for supporting our community

We hope to see you there!

Your feedback on the event is most welcome – via email or on the day!

