

GUIDELINES

total
field days

GENERAL GUIDELINES FOR ALL EXHIBITORS

- Setting up may commence during daylight hours from Monday to Thursday prior to the event and Friday morning of the event from 6:00 am. Sites cannot be set up or dismantled before sunrise or after sunset
- Water is only supplied to livestock, plants and to weigh down water tanks that might otherwise move in times of high wind. In order to keep vehicular movements to a minimum most watering will be done before and after the event opens to the public.
- Spruiking is not allowed.
- An additional charge of \$150 will apply to exhibitors who do not remove all rubbish from site on departure.
- Exhibitors who hook into power without paying will be charged a surcharge of \$100 plus the outlet cost

ADDITIONAL NOTE FOR FOOD BUSINESSES & CATERERS

- All food businesses in NSW including those involved in temporary events must either hold a current NSW Food Authority licence or notify the Authority of their food activity details. For further information visit the NSW Food Authority website at www.foodauthority.nsw.gov.au Maitland City Council requires exhibitors to apply for a 'Temporary Food Business' licence. Application forms are available by contacting Alison Garrett or Juliet Kauter at Maitland City Council on 4934 9700 or by visiting these links; if you are based in the Maitland LGA please fill out this form <https://www.maitland.nsw.gov.au/download/documents/11116> or if you are based outside the Maitland LGA please fill out this form <https://www.maitland.nsw.gov.au/download/documents/11121> You must also provide a copy of your home council approval and recent inspection report.
- Food Safety Standards compliance will be checked by Maitland City Council during the event.
- Exhibitors approved to sell alcohol must comply with the TFD 'Trade Fair' Licence.
- The Good Food & Wine Area is to provide a venue to showcase food and wine products from the Hunter Valley and rural NSW, where people can taste and learn about food preparation and presentation.

ADDITIONAL NOTES FOR LAND PLANTS & ENVIRONMENT

- Community environmental groups may qualify for Local Land Services (LLS) sponsorship. Financial support is reviewed each year and the calls for Expression of Interest are administered through the LLS.
- There are 'commercial' sites in the Land Plants & Environment area and these are booked under 'Site Selection' in the first category 'Commercial'.
- Exhibitors in the Land Plants & Environment area are encouraged to provide talks, competitions or demonstrations which are research-based, engaging, informative and entertaining.

ADDITIONAL NOTES FOR CRAFT EXHIBITORS

- Craft Exhibitors who make at least 75% of their products are eligible for the reduced craft fees.
- Craft exhibitors who are located in the Lifestyle marquee but make 75% of their product are also eligible for the reduced craft fees.
- Other exhibitors located in this area pay commercial rates.

ADDITIONAL NOTES FOR LIVESTOCK EXHIBITORS

- It is a safety requirement that all cattle/horses brought to exhibit must be broken in to lead.
- A **National Vendor Declaration, National Health Statement** or individually numbered **Transport Stock Statement** is required for **ALL** stock entering the site. Cattle must be NLIS tagged.
- Livestock exhibitors must comply with the Tocal Field Days Movement Policy for Entry of Livestock.
- Use the designated area for soiled bedding/ animal waste.