



To make sure our Field Day runs smoothly and everyone knows what's happening, please ensure that all staff attending the field day read this information as well as the Terms and Conditions page.

1. Setting up

The field day site will be available for setting up from 7am Friday 17th April and from 6 am on Saturday 18th April. Staff will be on hand to assist at these times. All lanes are signposted and individual sites are numbered. To save time, please make sure you know your site number and refer to the site plan on the website, so you know where to enter the site, and where to go when you get on the oval.

Please note that there is no access to the oval from the South West Highway. This is only to be used by exhibitors in Market Square or the pavilion.

Exhibitors on the Oval must enter through Walter St on to Brooke St. Exit 1 at the northern end of the oval will be manned to enable Machinery Exhibitors and Livestock Exhibitors to enter this way.

The underground irrigation pipes will be marked out in blue on the oval, so please check carefully before driving in stakes.

Exhibitors in the pavilion, please cover the carpet if your exhibit is subject to spillage or debris of any sort.

Stallholders backing onto the cricket pitch in Alpaca Alley and Scarecrow Alley are not to place any items on the turf or drive a vehicle onto the turf, as this will damage the synthetic surface.

All exhibitors are encouraged to display the name of their stall, so visitors can easily locate you from the map, and know who to refer to for possible contact later in the year.

Exhibitors may camp on the oval on Friday night. Toilets and showers will be available behind the stage. There is No Camping in the Exhibitors Car Parks as these are on private property.

2. Parking for Exhibitors Vehicles

There are two parking areas set aside for exhibitor parking, both clearly marked on the site plan.

- **Exhibitor Parking 1.** On the east side of Walter St- accessed from north via Grimwade Road or from south via Jayes Road.
- **Exhibitor Parking 2.** On the north side of the Recreation Centre (The Pavilion). This carpark is best for exhibitors in the pavilion and market square as it enables easy afternoon access through Entry 1. To access Exhibitor Parking 2, after unpacking, exhibitors must exit the oval via **Exit 1**. turning left on to Walter St then left on to Grimwade Rd, left onto the Southwest Highway and then left into the car park off the South West Highway.

3. Exhibitor Pack Up – Vehicle movements

Exhibitors' vehicles must be off the oval by 8.50am Saturday morning and no vehicles are to re-enter the field day site until 4.10pm (after close to the public at 4pm).

Any vehicles being used for display purposes must not be moved until after 4.10pm. **Please drive slowly when on the Field Day site.**

For the safety of all participants, at the close of the Field Day the following process must be adhered to:

- **Oval exhibitors** - vehicles to enter the oval from Brooke St via Walter St and depart from **Exit 1 or Exit 2** back onto Walter St.
- **Market Square exhibitors** - vehicles to enter from SW Highway and depart left on to the Oval and right down Duck Walk to **Exit 1** onto Walter St.
- **Pavilion exhibitors** - vehicles can be packed in the disabled car park at the front of the pavilion or driven through to Market Square if there is room. Depart left on to the Oval and right down Duck Walk to **Exit 1** onto Walter St.
- **No vehicle parking is allowed in the alleyway beside the pavilion and there is no vehicle access in to the Pavillion.**

4. Livestock

Sites G18 to G43 in Goose Bend are reserved for livestock exhibitors. Anyone nominating for a site in this section must have live animals for display or sale. The PIC (Property Identification Code) for livestock waybills is **WBSG 0050**. Field Day staff will collect waybills during the day.

5. Display Material

Please be sure to bring all you may need for shelter, for displaying your goods and for your own seating. We do not hire, lend or have available any material you may require for your exhibit.

6. Waste Management

All exhibitors are expected to actively support our efforts to minimize waste and reduce landfill. Key strategies for 2019 are:

- Exhibitors (especially food vendors) must use biodegradable utensils.
- Waste stations with clusters of 3 bins (recycle, organic, general) will be placed around the ground.
- Skips bins available for cardboard, recycle and general,
- Exhibitor bins can be requested for high usage stalls,
- Drinking water stations will be provided (fill own bottles).
- No single use plastic bags

7. Best Stall Awards

Each year the Balingup Small Farm Field Day recognizes the outstanding efforts of stallholders with the Best Stall Awards. Prizes include a grant of \$150 per category, a certificate and recognition on our webpage. There are 5 award categories:

1. Best Original Art & Craft Award
2. Best Gourmet Art Award (all foodies including wineries)
3. Best Horticulture & Garden Supplies Award
4. Best Innovative Rural Products for Small Farms Award
5. Best Livestock Award

For further details on these awards and to nominate, click on the link on the home page of our website.

8. General

The theme of the field day is “Small Farms- Big Ideas”. Stalls should aim to reflect and be relevant to this theme.

The field day has a focus on education and sharing of knowledge and information about small farming practices. Some examples of ways exhibitors might do this are:

- Printed information, brochures etc
- Discussion with interested patrons
- Demonstrations where practicable
- Provision of sampling of products