

SOUTH ISLAND AGRICULTURAL FIELD DAYS

**MARCH 29-31
2023
KIRWEE**



29-31 March 2023

Kirwee

2023 EXHIBITOR HANDBOOK

www.siafd.co.nz

**The biggest
agricultural
demonstration field
days in New Zealand**



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Please note that all forms mentioned in this programme can be viewed on our website www.siafd.co.nz. Click on the blue links to be directed to the form or mentioned page.

South Island Agricultural Field Days has been referenced as SIAFD in this document.

OUR VISION:
 Providing a progressive agricultural event whilst supporting our community
 and developing committee members

WHY EXHIBIT AT SIAFD?

SIAFD is one of the oldest and largest agricultural events in the South Island, going back over 70 years. It focuses on opportunities to view machines in their working state and reinforces the relationship between farmers, service providers, scientists and technical experts.

The main aim of the South Island Agricultural Field Days (SIAFD) is to give farmers and others in the rural sector the opportunity to see the latest in agricultural machinery and services that are available on the market, particularly home-grown products.

In past years the event attracts approximately 20,000- 30,000 visitors over the course of three days.

SIAFD is:

- New Zealand's longest running Field Days
- New Zealand's biggest demonstrative Field Days
- The South Island's largest 2023 Field Days
- A non-profit organisation – all surplus goes back into developing the site, running the event or are given away as community donations or scholarships
- One of the few Field Days to allocate sites based on industry – making it easy for visitors to find and compare products
- Committed to the development of its volunteer members

ADVERTISING IN THE PROGRAMME

2023 will see the continuation of a programme provided to visitors to the Field Days, this programme will include details to promote exhibitors and ensure visitors can find your site. We will release details on how to book your ad in early 2023.

AGRI COVERED MARQUEE SITES

Covered sites are presented as level pasture inside a large marquee. Backingboards, partition boards and single-phase electricity are provided to each covered site and are included in the price.

The floor is grass so please contact Peek Exhibition at cheryl.c@peek.co.nz if you require flooring at your cost. The roof has translucent panels so you should not require any further general lighting. You need to provide all of your own furniture.

The covered marquee will be available for set up on Monday 27 March will be dismantled on Saturday 1 April.

AGRI COVERED MARQUEE WALL PANELS

The wall panel measurements are 3m wide x 2.3m high and are grey in colour.

Below are the recommendations from Peek Exhibition who we have hired the wall and side panels from:

To ensure the quality of our panels for you and future exhibitors, we ask that you respect the following requests:

- These panels are Velcro receptive.
- When attaching posters/display items to the walls please use hook strips or dots. Attach the hook Velcro firmly to the back of your poster/display item. The hook side will then attach securely to the panelwall.
- Please do not stick labels, tape, blue tack or anything with a sticky surface onto the panels.
- Please do not write, draw or paint on the panels.
- If using staples, please remove them carefully after use.
- Please refrain from using nails or screws on the panels. If absolutely necessary, then please use twin fast screws less than 30mm in length.

ALCOHOL

The SIAFD bar will be open until 6:00pm on Wednesday to Friday, however you may give away alcohol at your site if you adhere to the following rules found here: [SIAFD Alcohol Management Protocol](#)

- To serve alcohol responsibly or not at all.
- To not serve intoxicated persons.
- To not serve minors. No ID, no service, no exceptions.
- To not allow intoxicated persons to enter or remain on the premises.
- To provide a range of non-alcoholic beverages.
- Ensure that these terms and conditions are strongly communicated to your staff and helpers.

It is important to act responsibly so SIAFD can continue allowing this practise.

Please note alcohol is prohibited to be consumed onsite outside of event hours or the liquor license hours of the Silo bar.

ATM

There will be an ATM on site located near the office.

BEST SITE AWARD

A prize valued at \$500 for the best large site and best small site will be awarded by the SIAFD committee. The winning sites will be those that attract a large number of genuine enquiries, are active stands with demonstrations likely to attract attention, and are tidy and staffed efficiently.

CAMPERVANS/ MOTORHOMES/ RV'S

Overnight parking or camping **is not permitted** on the SIAFD site or in the carpark, however less than 5 minutes down the road the Courtenay A&P Showgrounds in Kirwee are offering camping. Charges: \$10 per night for power, or \$5 per night non-power sites. If you would like to book, please contact Adrienne Begg malcolm.adrienne@xtra.co.nz

CATERING & FOOD VENDORS

There will be a number of lunch, coffee, and food stalls available on site as well as the SIAFD preferred caterer, Country Feasts. They will be the only official licensed site. General exhibitors are not permitted to **sell** food or drink to their visitors, but they can offer it free of charge. All exhibitors offering food or drinks must operate within the food safety requirements and will be audited by the Selwyn District Council. Read [here](#) for the checklist.

COFFEE

There is a coffee vendor in the Lifestyle Area as well as the Demonstrations area on the East side, and one inside Gate's A, C and D. You are permitted to have a coffee cart/machine on your site as long as you are not charging customers for any drinks or food.

COMMUNICATION FROM SIAFD

To ensure you receive our important exhibitor information and newsletters, please add our sender email address info@siafd.co.nz to your contacts or address books. All information will be emailed from our marketing portal, Mailchimp.

COVID-19

If the Field Days Committee finds it necessary to cancel or postpone the South Island Agricultural Field Days 2023 due to Covid-19, the Site Contract shall cease to operate upon notice to that effect in South Island metropolitan daily newspapers signed by the Chairperson. The Field Days Committee shall not be liable to the exhibitor for any compensation whether on the grounds of loss of profit or otherwise in respect of such cancelling or postponement, but the exhibitor shall be entitled to a full refund of money paid by the exhibitor to the Field Days in relation to the Site Contract.

COMPARATIVE DEMONSTRATIONS

Areas of crop available for demonstrations are as follows: 4ha barley stubble for cultivation, 1ha maize for silage and cultivation, and 4ha of grass for bales/silage.

There will be an ATV demonstration course if there is enough interest. If you wish to utilise this, please indicate this on registration and we will allocate your site close to the ATV course.

To enter the comparative demonstrations, please click here: [2023 Comparative Demonstration Form](#)

CONSENTS FOR MARQUEE AND ANY LARGE STRUCTURE

You must apply for a consent under the SIAFD blanket exemption if your marquee is over 100m² or you are erecting a structure of any size. To apply for marquee consent please click here: [Marquee Exemption Application](#). To apply for a structure consent please click here: [Structure Exemption Application](#).

DELIVERIES

Address for deliveries is 1191 Courtenay Road, RD 1, Darfield. Courier deliveries to access the office via Gate A. You must put your site number, local contact person and a contact cell phone number on the delivery packaging, or download our address label here: [SIAFD address label](#).

Packages can then be delivered to your site.

DOGS

Dogs are not permitted at SIAFD with the exception of guide dogs and police dogs. Please leave your dogs at home.

EFTPOS

If you require EFTPOS to your site, Kiwi Eftpos is our preferred supplier. Please phone Kiwi Eftpos on 0800 54 94 767 or email info@kiwiefpos.co.nz. No landlines are available on site.

EMERGENCY PROCEDURES

All procedures in case of emergency can be located on the [exhibitors page](#) of the website and will be printed in the programme and within the site.

FLYERS ON VEHICLES

Paper advertising flyers **are not to be placed** on any vehicles due to the workload of the clean-up process after the event. Failure to comply will incur a fine of up to \$1000 and exclusion from the next SIAFD.

FOOD AND REFRESHMENTS

There will be a number of lunch, coffee, and food stalls available on site as well as the SIAFD preferred caterer, Country Feasts. They will be the only official licensed site.

Lunch and coffee will be available on Thursday 23, Friday 24, Monday 27 and Tuesday 28 March for exhibitors packing in onsite.

FOOD REGULATIONS FOR EXHIBITORS

You can provide food and drink to your customers at your site as long as this is **free of charge**. Here is a link to some [food safety guidelines](#) if you are preparing food on site.

Otherwise, the SIAFD preferred caterer are onsite and can deliver food to your site. Please email us for contact details.

If you have cooking, hot oil or gas powered facilities you must make these known as additional hazards on your H&S declarations.

FRIDAY DEPARTURE

You cannot bring a car into the SIAFD site to pack up until 5:00pm or when the site is clear. This is a Health & Safety regulation and will be strictly enforced. All cars must come through the South Carpark to enter the site and only one vehicle is permitted by site for packing up.

GATE PASSES

There is an admission pass allocation included in the site fee for the exhibitors. All exhibitor passes will be electronic and there is one ticket per day per person. You can either print your ticket out or show it on your phone to the gate staff to scan.

Additional admission passes are available only to exhibitors for a discounted price of \$12+GST (\$13.80 incl GST) per person per day. You will still require an admission pass for each person on your site to enter the gates. Check your pass allocation and order your [extra passes here](#) and you will be invoiced for these. Passes will be scanned. If you forget your pass, general admission is \$20 (including GST) per person per day. Parking is free.

If you or your staff need to leave the site during the day, your hand will be stamped to be allowed back in on the same day. Don't leave without a stamp if you intend to return. Entry rules will be strictly enforced.

GENERATORS

Exhibitors are prohibited from bringing their own generators on site.

HEALTH & SAFETY

All documents can be found [here](#).

GAS BOTTLES AND DANGEROUS GOODS

Make sure these are marked on your site plan and all exhibitors must comply with all regulations applying to the handling and storage of dangerous goods.

FIRE EXTINGUISHERS

Exhibitors with a marquee or structure over 100sqm's, or using hazardous substances, or cooking onsite must have adequate serviced fire extinguishers readily available on site.

IMPROVEMENTS FOR 2023

We have listened to your feedback and have made the following improvements for the 2023 SIAFD event:

- Discounted site fees for multiple sites purchased
- More ticket allocation for exhibitors
- Electronic admission ticketing for exhibitors
- Better toilet servicing
- Exhibitor links on the website
- The ability for exhibitors to pay via credit card or invoice.
- Professional security services

INNOVATION AWARD

The 2023 SIAFD Agri-Innovation Award seeks to award New Zealand-made innovation or invention that provide benefit to the farmer and includes machinery, implements or attachments, or tools for use in agriculture or other forms of primary production. The award winners gain considerable prestige and publicity and they may use the award in their marketing. For more information and to enter please click here: [Agri Innovation Award EntryForm](#). You can view our Gazetting Notice [here](#)

INSURANCE

All exhibitors must have public liability insurance cover. The committee will not be responsible for any claim.

LOADERS / LOADING BANK

A loading bank and telehandler will be available on the site, from Monday 13 March 2023 with strict 6.00am until 6.00pm work hours only. The telehandler can lift a maximum of 3.6 tonnes. For unloading items over this weight, the exhibitor will need to make their own arrangements.

Booking can be made at the office during set up, and although the loading equipment will be operated by trained operators the committee accepts no liability. You will be asked to sign the [Telehandler Indemnity Form](#) or you can complete it prior to arrival.

MARQUEES

Marquees are not supplied with the uncovered outdoor sites. It is the exhibitor's responsibility to organise their own marquee if required.

MICROPHONES ON SITE

In fairness to your neighbouring exhibitors, the use of microphones is prohibited – if you have an event or notice this can be announced over the PA system.

MOBILE COVERAGE

Both Spark and Vodafone coverage is available on site.

MYCOPLASMA BOVIS (M-BOVIS)

We are still allowing cattle to be exhibited at SIAFD, and we will ensure there is a safe distance between cattle exhibitors.

OPENING HOURS

The gates are open to the public from 8.00am - 5.00pm, Wednesday 29 – Friday 31 March 2023.

You or a representative from your company are required to be available to the public for the entirety of this time.

PARKING - ONSITE

If you are able to contain your vehicle within the clearly defined boundary of your site and you do not move your vehicle after 8:00am and before 5:00pm, you are permitted to park on your site. When making this decision, we encourage you to consider how your site will look and if this will affect the flow of visitors on and off your site. If your vehicle is not contained within your allocated site, then it will be required to be removed from the grounds immediately.

No vehicles will be allowed through the gates after 8:00am. Please respect the gate staff who are enforcing this.

If you do not adhere to these vehicle rules your ability to book a site at a future SIAFD event will be compromised.

PARKING - OVERNIGHT

Exhibitors are advised that staying onsite or in the car park area overnight during the Field Days is prohibited. This will be strictly enforced so as not to compromise the security arrangements we have in force to protect exhibitor sites and guard against overnight theft. Less than 5 minutes down the road the Courtenay A&P Showgrounds in Kirwee are offering camping. Charges: \$10 per night for power, or \$5 per night non-power sites. If you would like to book, please contact Adrienne Begg malcolm.adrienne@xtra.co.nz

PAYMENT & CANCELLATION

Payment for the site is due in full upon receipt of invoice. The committee reserves the right to re-allocate the site to another exhibitor if payment in full is not received by the due date. The committee reserves the right to cancel the Site Contract, and to retain any money paid in relation there to, if there is, in the opinion of the committee, any infringement of any of the conditions, and/or if the exhibitor does not occupy the site at the commencement of and during the full period of the Field Days.

Exhibitors cancelling their Site Contract after Friday 3 February 2023 are not eligible for any refunds*. Cancellations prior to this date will incur an administration fee of \$150 + GST. *

**Unless under direction from the Government regarding COVID-19*

POWER TO YOUR SITE

By now you should have requested power for your site. Your site allocation is dependent on this request so we may not be able to take additional orders for power after allocation. Please email info@siafd.co.nz if your power needs change.

Please bring your own power cords, RCD Units and Multi Boxes as power is supplied to pole boxes adjacent to your site.

All electrical equipment brought onto site must have a current test & tag. The SIAFD reserves the right to remove faulty electrical equipment. Any special requirements must be advised and not all power requirements may be able to be met. Some sites will be supplied by generators. These will be sited to cause the least noise and disruption to exhibitors.

Exhibitors will be monitored during the event. Any exhibitor that exceeds their limit will be charged a penalty. Exhibitors are prohibited from bringing their own generators on site.

Daaron Reynolds is our on-site electrician who knows most of you from the Canterbury A&P Show.

PRINTING

The Selwyn Printing Company are our preferred printing supplier if you have any Graphic Design, Printing, Signage, Clothing with Screen printing or embroidery, Promotional Product e.g., Pens/Giveaways needed before the event. They are based in Rolleston and Lincoln and can get your products delivered to your site.

The Selwyn Printing Company are also offering a service of delivering any printing or documents to site twice per day (or as required) during set up of SIAFD and during the event.

Please contact them direct: sales@selwynprint.co.nz or 0274 616 531.

PROMOTION

SIAFD will be extensively advertised throughout New Zealand. The media will be seeking both editorial and advertising material from exhibitors. Promotion and advertising will be done through press supplements, regional publications, national farming publications, social media, and radio coverage. Considerable publicity can be obtained for new products that are being presented at the SIAFD. Please let us know so we can use in press releases – info@siafd.co.nz

If you wish to use the SIAFD banner for promotional purposes, you can download it here: [SIAFD Banner](#)

SECURITY

Professional security will be employed to patrol the grounds from **7:00pm Friday 24 March 2023 to 7:00am Monday 3 April 2023**. To assist with security, those exhibitors who have power on their site are requested to leave a light on in their marquee overnight.

Whilst precautions are taken, SIAFD will not be held responsible for any loss or damage of goods while on site.

SET UP & DISMANTLING

The Field Days site will be open to exhibitors from:

Monday 13 March – Tuesday 28 March 2023, from 6.00am to 6:00pm, to set up the site, unless by prior arrangement. It is not guaranteed that someone will be on site at all times during these days, so if you need assistance you will need to contact a committee member or reach out to the events office.

A telehandler will be available (see Unloading section of this guide).

You must leave your site in the same condition as found; the SIAFD reserves the right to invoice for redeeming the site to its original state.

Nothing may be moved from sites before 5.00pm on Friday 31 March 2023, and the sites must be cleared by 5.00pm on Friday 14 April 2023 unless arranged previously with the SIAFD committee. Items not removed by 5.00pm on Friday 14 April 2023 become the property of SIAFD, and the exhibitor will be charged a fee of \$100+GST per day until the site is cleared and deemed to be in its original state.

Please note: Due to **Easter** the site will be locked up from 6pm on Thursday 6th April until 8am on Tuesday 11th April 2023, and entry only permitted by prior arrangement.

The covered marquee will be available for set up on Monday 27 March will be dismantled on Friday 31 March at 7pm. If you need collect gear later please let the Events Office know.

Full power will be on from 10am Monday 27 March until Saturday 1 April, with a portable generator available before and after that if power is required for setting up and dismantling.

SHEEP

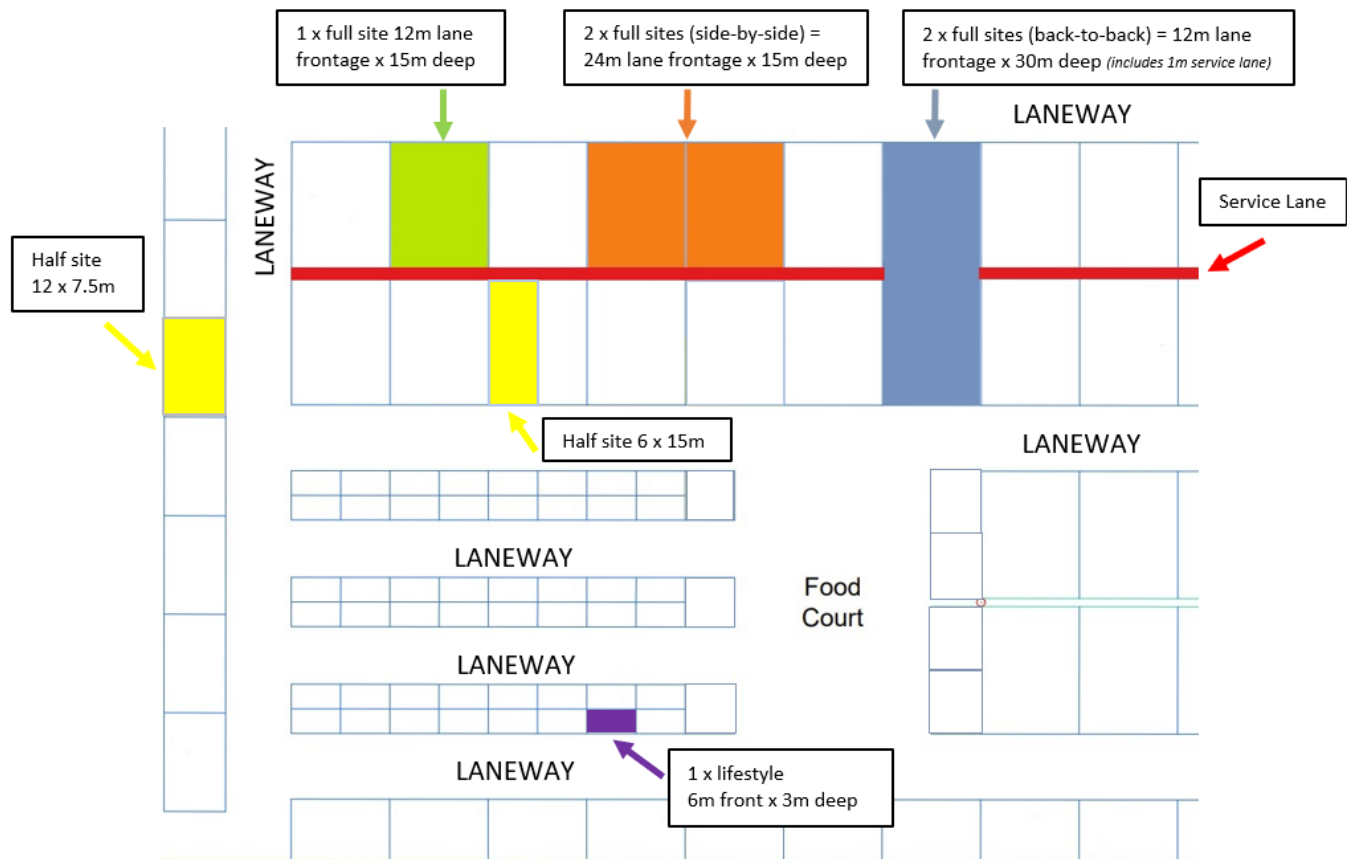
Sheep hire will cost \$8+GST per sheep for the duration of SIAFD and will be delivered daily. The sheep remain the property of SIAFD. To order sheep please click [here](#).

SITE ALLOCATION

SIAFD allocate their sites differently to most other Field Days. We plan our site allocation to ensure all the same industry exhibitors are around the same location, so it is easier for the visitors to find sites that are all relevant to each other. Site allocation also depends on power and water needs as some sites don't have access to these utilities.

Because of this we wait until site registrations close (deadline 28 October 2022) and then allocate accordingly. This means you can request what area /industry you wish for your site to be placed, but not the actual site number. One of the main aims of the 2023 Field Days is to increase the range and number of the Comparative Demonstrations. If you are demonstrating, we will endeavour to place your site within easy access to the demonstrations area. Registrations received after this date will go where there is space.

SITE DIMENSION EXAMPLE



SITE DIMENSIONS

Full site: 12m frontage x 15m deep

Half site: 12m frontage x 7.5m deep or 6m frontage x 15m deep

Quarter site (Lifestyle only): 6m frontage x 7.5m deep

Lifestyle small site: 6m frontage x 3m deep

All of the above sites are uncovered and you will need to supply your own marquee or gazebo if required.

Inside the covered marquee: 3m x 3m (see Agri Covered Marquee section for more information)

STRAW BALES

You will be given the chance to order straw bales [here](#). Small straw bale hire cost is \$8+ GST each and you will be invoiced. The bales are yours to keep after the event.

SUBLETTING

Agricultural exhibitors who invite other eligible organisations/distributors/agents to display on their site must ensure that the organisation/distributor/agent concerned has completed and signed the subletting registration form. This must be submitted to the SIAFD secretary no later than 31 January 2023. This will enable us to include those organisations in the programme, site maps, website and other relevant information. A fee of \$150 +GST is payable by the sub- licensee, and their product and their position within the event is at the discretion of the SIAFD committee. To sub-let your site, click here: [Subletting Form](#)

Any exhibitor found to have a sub-licence exhibitor on their site and who have not complied with the above conditions will have the sub-licence exhibitor removed or the \$150 +GST fee paid immediately. It is in everyone's interest for SIAFD to be aware of the companies displaying on sites and listed for the public to find them. Tickets for sub-letters will come under the primary exhibitor's allocation.

UNLOADING

A loading bank and telehandler will be available on the site, from Monday 13 March 2023 with strict 6.00am until 6.00pm work hours only. The telehandler can lift a maximum of 3.6 tonnes. For unloading items over this weight, the exhibitor will need to make their own arrangements.

Although the loading equipment will be operated by trained fork lift operators the committee accepts no liability, and you will be asked to sign the [Telehandler Indemnity Form](#).

WATER

Continuous water to your site is \$100 + GST, which you should have already ordered on application of your site. If your water requirements change, please email info@siafd.co.nz. If you require small amounts of water (filling water jugs etc) there is a tap at every power pole.

WIFI

Gravity NZ will be offering WIFI throughout the field days, for more information click [here](#).

CONTACT US

South Island Agricultural Field Days

www.siafd.co.nz

To be held at 1191 Courtenay Road, Kirwee
Wednesday 29 March to Friday 31 March 2023

Postal Address:

South Island Agricultural Field Days
PO Box 173, Kirwee
Canterbury 7543

Phone: (03) 318 1845

Email: info@siafd.co.nz

Website: www.siafd.co.nz

Chair: Hayden Dorman

Vice Chair: Henry Williams

Junior Vice Chair: Andrew Stewart

Organising Committee:

Martin Bates, Shane Brooker, Rory Burgess, Rodney Hadfield, Sarah Heddell, David James, Hayden James, Dean Judson, Phil Lancaster, Hamish Maginness, Tony Redmond, Alastair Robinson, Alan Sadler, Daniel Sheat, Tim Sheat, Andrew Stewart, Nathan Stewart, Chris Watts, Richard Westaway, Henry Williams, Tim Wilson, Chris Beatson, Jack Shaw, Annabelle Adkins

KEY DATES

KEY DATES

SOUTH ISLAND
AGRICULTURAL FIELD DAYSMARCH 24-26
2021
KIRWEE

Friday 28 October 2022

- Site applications close online at www.siafd.co.nz
Any registrations received after this date will be allocated a site where there is space, rather than by industry

Friday 20 January 2023

- Comparative Demonstrations entry form due

Friday 29 January 2023

- Marquee (*over 100m²*) and Structure consent due to SIAFD

Monday 13 March 2023

- Sites available for set-up
- Telehandler available

Friday 24 March 2023

- Security overnight begins from 7pm
- Security finishes morning of Monday 3 April

Monday 27 March 2023

- Power is on
- Agri-Covered Marquee sites available for set up

Tuesday 28 March 2023

- 6.00pm Exhibitors completed site set up

29-31 March 2023

- South Island Agricultural Field Days – event days – 8am – 5pm

Friday 31 March 2023

- All exhibitor's equipment to be removed from the Agri-Covered Marquee by 7pm unless by prior arrangement.

Friday 14 April 2023

- All equipment removed from the property unless by prior arrangement. Items not removed become the property of SIAFD.

Check the website for updates: www.siafd.co.nz