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**SITE APPLICATION FORM**

**SUNGOLD FIELD DAYS 13th – 15th FEBRUARY 2019**

**Warrnambool Cheese and Butter Factory Company HOLDINGS Ltd**

**ABN 15 071 945 232**

**5331 Great Ocean Road, Allansford, Vic 3277**

**Phone: (03) 5565 3142 Mobile: 0407 724 552 Fax : (03) 5565 3158**

**Email: sungold.fielddays@saputo.com Website:** [**www.sungoldfielddays.com.au**](http://www.sungoldfielddays.com.au)

Applications close 5pm Friday 9th November 2018.

Notification of the status of your application will be emailed by Friday 23rd November 2018.

If your application was successful, an invoice will be included at this time. All payments must be made by Friday 28 December 2018.

**To complete this site application form electronically, please follow these steps:**

1. **Save the form onto your computer, using your business name as your document name**
2. **Complete the form by typing in the grey sections and clicking on the checkboxes**
3. **Save your form**
4. **Email your completed site application form as an attachment to** **sungold.fielddays@saputo.com** **remembering to**

**include your completed Site Safety Plan and a copy of your public liability insurance certificate**

1. **COMPANY INFORMATION**

Full Trading Name:

Is this Trading Name a Registered Business Name? [ ]  Yes [ ]  No

Registered Company Name:

ACN / ARBN:

ABN:

Business Address:

State:       PC:       Country:

Website:

**CONTACT PERSONS *Email will be the primary form of communication***

Contact Name for Site Application:       Phone:

 Email:

Contact Name for Accounts Payable:       Phone:

 Email:

Contact Name for Person at Event:       Mobile:

 Email:

[ ]  I have read and agree to the terms and conditions outlined in the 2019 Sungold Field Days Exhibitor Prospectus

*Please note that the above information will be provided to our media partners who may be in touch to discuss advertising and promotional opportunities.*

1. **EXHIBIT INFORMATION**

Exhibit Site Name:

(for listing in official program)

Exhibit 10 Word Description:

(for listing in official program)

Will your exhibit have any new releases / new technology? This may be provided to media for potential media stories & could be highlighted in the official program, **we encourage you to complete this section as the more we know the more we can direct PR your way ☺**:

[ ]  No [ ]  Contact me later

[ ]  Yes Please detail:

Will your exhibit have any competitions or special promotions? This may be provided to media for potential media stories & could be highlighted in the official program:

[ ]  No [ ]  Contact me later

[ ]  Yes Please detail:

Will food and / or beverage be prepared, sold or given away at your exhibit? The SFD’s is required to provide this to the Moyne Shire Council.

[ ]  No [ ]  Contact me later

[ ]  Yes Please detail:

Do you require drinking water for your exhibit? [ ]  No [ ]  Yes Detail:

Will you be having livestock at your exhibit? [ ]  No [ ]  Yes Detail:

Power is available from 12pm Tuesday 12 February. If you require power earlier than this, please indicate below. Requests will be considered, but not guaranteed. Surcharges may apply.

[ ]  I request power prior to 12pm Tuesday 12 February

Detail:

What date do you expect to arrive on site for setup?

[ ]  Sunday 10 February (9am – 5pm) [ ]  Monday 11 February (7am – 7pm) [ ]  Tuesday 12 February (7am – 8pm)

[ ]  Alternative date (f*or access to the site outside of these hours, please contact the administration office to request an alternative time. Permission will be granted at the discretion of event management.)*

1. **SITE SHARER INFORMATION**

There is no additional fee for Site Sharers (additional exhibitors) on your site, however any Site Sharers must be covered by the insurance submitted with this application. A $50 fee will apply for a Site Sharer to be listed in the Official Program and on the Exhibitor List signage at the Field Days.

[ ]  I will not be having anyone sharing my site

[ ]  I will be having another exhibitor on my site:

Site Sharer Exhibit Name:

[ ]  I do not want my Site Sharer listed in the Official Program and on the Exhibitor List signage at the Field Days

[ ]  Please list my Site Sharer in the Official Program and on the Exhibitor List signage at the Field Days (a $50 fee will apply)

Site Sharer 10 Word Description:

(for listing in official program)

1. **EXHIBITOR PASSES**

[ ]  Please mail our 3-day exhibitor pass(es) to the business address listed on this form

[ ]  Please mail our 3-day exhibitor pass(es) to this address:

[ ]  I will collect our 3-day exhibitor pass(es) from the SFD’s Administration Office prior to 8pm Tuesday 12 February

\*Please note that you will be responsible for ensuring that those staffing your site are given an exhibitor pass in advance or they will need to purchase a ticket at the gate.

1. **VEHICLE PASS**

[ ]  I do not require a vehicle pass [ ]  I would like to apply for a vehicle pass. Reason:

*Permission will only be given if your vehicle is deemed necessary by management as part of your exhibit. Please refer to your exhibitor prospectus for further details.*

1. **PUBLIC LIABILITY**

Please provide details of your public liability insurance coverage below and attach a copy of your certificate of currency, which must clearly note the Sungold Field Days site as premises covered by the insurance.

Name of Insurer:

Policy No:       Date Paid To:

Public Liability Amount: $       (minimum $20 million)

1. **SITE BOOKING DETAILS – ALL PRICES INCLUDED GST**

**Refer to page 5 of the Exhibitor Prospectus for coloured site map reference.**

1. **Outdoor Site Booking: All prices inc GST**

[ ]  1 site: 3m frontage x 3m deep (orange) @ $200/ site Qty:       $:

[ ]  1 site: 6m frontage x 12m OR 15m deep (blue / green) @ $395 $:

[ ]  2 sites: 12m frontage x 15m deep (blue / green) @ $535 $:

[ ]  3 sites: 18m frontage x 15m deep (blue / green) @ $685 $:

[ ]  4 sites: 24m frontage x 15m deep (blue / green) @ $835 $:

[ ]  5 sites: 30m frontage x 15m deep (blue / green) @ $985 $:

[ ]  6 sites: 36m frontage x 15m deep (blue / green) @ $1,135 $:

[ ]  7 sites: 42m frontage x 15m deep (blue / green) @ $1,285 $:

[ ]  8 sites: 48m frontage x 15m deep (blue / green) @ $1,435 $:

Site requests will be considered, but not guaranteed:

Site Request:

[ ]  I would like to request the same site(s) as the 2018 Sungold Field Days

1. **Catering Vendor Site Booking: All prices inc GST**

[ ]  Catering Vendor Outlet (purple) @ $395 Qty:       $:

Space required:

1. **Site Sharing Program Listing** (refer section 3 above)**: All prices inc GST**

[ ]  Program listing for additional exhibitor @ $50 $:

1. **Power Booking: All prices inc GST**

15amp single phase @ $60 for first outlet, $40 for additional outlets: Qty:       $:

Three phase outlet @ $100: Qty:       $:       amps:

**Additional Exhibitor Passes:**

A complimentary 3-day exhibitor pass will be issued with every site booked. Allocation will increase in proportion to the quantity of sites booked. Additional exhibitor passes can be purchased by indicating below. One pass admits to all three days and every staff member must either have an exhibitor pass or buy a daily ticket.

 **All prices inc GST**

Qty of ADDITIONAL exhibitor passes required @ $20 each: Qty:       Price $

**Please indicate if you would like to purchase day tickets: All prices inc GST**

Wednesday 13th February: Public FREE Entry

Thursday 14th February: Adult ticket @ $18 each: Qty:       Price $

Friday 15th February: Adult ticket @ $18 each: Qty:       Price $

**Please indicate if you would like to purchase tickets to the Sungold Field Day’s Dinner on Thursday 14th February:**

**All prices inc GST**

Single tickets @ $110 each: Qty:       Price $

Table of 10 @ $900 for the table: Qty:       Price $

 **TOTAL AMOUNT PAYABLE: $       inc GST**

 **(Total sum of Booking in Section 7)**

**SITE APPLICATION TIMELINE SUMMARY**

5:00pm Friday 9th November 2018: Site Application Form to be submitted along with Site Safety Plan and a current insurance documents

5:00pm Friday 23rd November 2018: You will receive an email confirming the status of your application. If your application has been successful, an invoice reflecting your bookings on this application form will be included.

Friday 28th December 2018: Full payment to be submitted. If payment is not received by this day event management reserves the right to re-allocate your site to another exhibitor

**ACCEPTANCE**

I warrant that I am/we are authorised to sign this Site Application on behalf of the Applicant and agree to abide by the terms and conditions set out in the Prospectus. I authorise WCBF to raise an invoice against the above purchases. Non payment by the due date (28th December 2018) may result in forfeit of the site.

Name:

Position:

Date:

**Please submit this completed Site Application Form along with a completed Site Safety Plan and a copy of your public liability insurance certificate of currency to:**

**sungold.fielddays@saputo.com** **OR**

**5331 Great Ocean Road, Allansford, Vic 3277 OR fax (03) 5565 3158**