



FIELD DAYS - CASINO NSW

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## CASINO NSW, AUSTRALIA

JOIN PRIMEX  

# OPERATIONS MANUAL

PRIMEX FIELD DAYS P/L

PO Box 7067 Southport Park QLD 4215

TELEPHONE: Primex Operations Number: 0499 888 905

ABN: 75 098 641 546

EMAIL: [sales@primexfielddays.com](mailto:sales@primexfielddays.com)

[www.primex.net.au](http://www.primex.net.au)

for event  
information and  
programmng please  
go to [www.primex.net.au](http://www.primex.net.au)

Reviewed May 8, 2018



# RISK OPERATIONAL INFORMATION

## PRIMEX DELIVERY ADDRESS

Rous Lane off Cassino Drive - Bruxner Hwy Casino - NSW

## TRADE EXHIBITION HOURS

9:00am - 4pm Daily

## CARETAKER FOR SITE ACCESS

Kelso 0412 056 021

## EXHIBITOR PASSES AND KITS

Exhibitor passes required for your participation must be picked up when you check-in at Primex during bump in (set-up) or by 6:00pm Wednesday.

## DEMONSTRATIONS & ACTIVITIES WHAT ARE YOU DOING?

Please notify us immediately if you are launching / demonstrating

## DEMONSTRATION AREA

The Demonstration Area is offered to exhibitors for demonstrations of machinery and related equipment. Exhibitors MUST provide the Organizers with an application for confirmation where a designated area will be allocated and policed by Security during operations. Times available for Demonstrations are allocated between 10am - 3pm each day. Please provide us with your application ASAP and we will also offer Advertising during Primex via our PA to heighten awareness.

## PRIMEX CONTACT PHONE NUMBER ON-SITE

(DURING EXHIBITION)

Primex Headquarters number on-site is 0499 888 905

## OFFICIAL HANDBOOK PUBLICATION (RURAL PRESS)

Official Handbook (Queensland Country Life & The Lands Newspapers)  
07 3826 8200

## THE NORTHERN STAR FEATURE

The Northern Star Feature advertising – 02 66200408

## ACCOMMODATION

for any accommodation requirements  
Lismore Visitor Info Centre 02 6626 0100

## PAGES EVENT HIRE

For all your hire equipment requirements - Kerry Robson 02 9533 9400

## BUMP-IN & BUMP-OUT

Larger equipment Exhibitors and Local exhibitors are encouraged to Bump-In from the week before Primex with peak times Tuesday and Wednesday before Primex Opens (Thursday). Vehicle access is available to EXHIBITORS ONLY between 7.30am – 8.45am and after 4.00pm during the event, unless pre-arranged. Bump-out and vehicle access will be available AFTER Primex closes at 4.00pm Saturday – Refer to Security for operating times

## FORK & CRANE HIRE

Forklift is available on a first in first served basis with a Crane also available with lifts over 3 ton lift charged to the Exhibitor. TIME LIMITS APPLY for JOBS and we encourage Exhibitors to make their own arrangements if requiring scheduled/priority lifts. Under our management of power resources and to ensure consistent supply No Urns are permitted.

## STRAW BALES

Mark or Brett - BGA Casino 0266 626 208

## SAWDUST & WOODCHIP

Site dressing is the responsibility of the Exhibitor – We recommend you get quotes before making a decision on your supply of product to your site. The following contacts are provided for reference only:  
Kingsbrae Bulk Haulage: Robert King 02 66673269, 0427 673269

## CONDITIONS OF PARTICIPATING AT PRIMEX

Please refer to all Conditions of Contract you will operate under through your companies signing of the Primex Application found within the Prospectus.

## ELECTRICAL LEADS

With changes to Legislation please note details within the full Conditions of Contract for Participation at Primex

1. All leads used must be certified & inspection current.
2. All powered and related equipment being used by Exhibitors / Suppliers must have a certificate for operation that has been certified within the 30 days of the exhibition. The Organisers and their Agents hold the right to inspect any associated equipment and if in their opinion the equipment is defective, the Exhibitor / Supplier will have to replace and / or repair at their own cost and to the satisfaction of the Organisers. There will be an on-site electrician available for any exhibitor wishing to use their services at the exhibitors cost and prior to the event.
3. Exhibitors must supply safety switches on their leads to qualify any relevant public liability and associated insurances
4. All leads should be off the ground - these are the responsibility of Exhibitors.
5. Exhibitors are responsible for their own safety switches which must be fitted to leads
6. Safety switches have been fitted to the Main Boards—this means that Exhibitors with faulty equipment could black out up to 25% of the Site.
7. Exhibitors who have paid for Power must ensure they pick up a special tag for lead—no tag—no power.

## LIVESTOCK

All Livestock Exhibits must formalize lodgment of their animals travelling to & from Primex. Primex PIC Number is NB 122538

## PA ANNOUNCEMENTS

Exhibitors have the opportunity to supply scripted advertising professionally read over the PA system. Either fax / email no more than 50 words (include Company & Product Name & Site No.) prior to the start of Primex or you may also drop your script into Primex Headquarters.

## PARCEL PICKUP

Available to East & West Gates - You MUST pre-arrange the use of this service before Primex Open's first day

## PRODUCT LAUNCH

Get your Name and NEW Product in the Media and Primex Program — notify us ASAP

## PUBLIC LIABILITY

Exhibitors are Obligated to provide proof and be fully covered (refer Conditions of Contract) with up to date Public Liability Insurance. Ensure up to date copy is provided at event and your risk management plan (RMP)

## WASTE MANAGEMENT

Exhibitors (including Caterers) must manage their own waste (recyclable, organic and general)

## RISK MANAGEMENT

Primex Field Days Pty Ltd operate a RPM and require all exhibitors to follow conditions of participation and their own RPM.

## SECURITY FENCING

The site is security fenced and all gates will be locked between Primex operating times of 9am-4pm each day. This has been necessary to control vehicle movement within our Duty of Care. All vehicles must be either off site before 8:50am or parked on the back of your site & not driven during trading hours. Exhibition site plan indicates vehicle & visitor entrances.

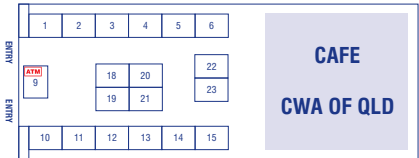
## YOUR SITES CONDITION

The Primex Organizers ensure all sites are prepared appropriately and offer Exhibitors a quality location for presentation at the Event. ANY DAMAGE to your site during Bump-in, during and at Bump-Out is the Exhibitors responsibility. There is a zero tolerance for any person damaging an area of the Primex Grounds (including sub contractors such Hire & Transport providers) and any damage requiring repair will be charged directly to the offending person / company.

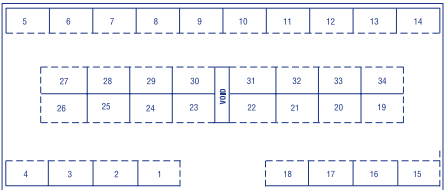
## WEBSITE & EXHIBITOR & VISITOR REGISTRATION

For more information on all related subjects please refer to the Primex Website or contact the Organisers while we also suggest Exhibitors and Visitors consider Registering on the Primex Website [www.primex.net.au](http://www.primex.net.au) for future updates and event information.

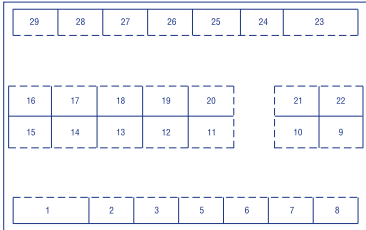
### PAVILLION 1



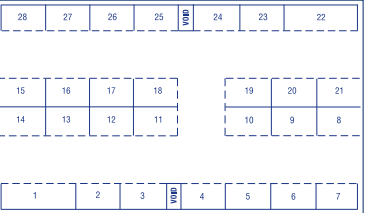
### PAVILLION 2



### PAVILLION 3



### PAVILLION 4



1. No Exhibit Will Have Any Structure Or Obstruction Placed Within 3 Metres Of The Edge Of Any Road Or Boundary
2. Please Ensure This Information Is Passed Directly To The Company Representative In Charge Of Your Site
3. All Traffic Flow On The Primex Site Will Be Clockwise



# EXHIBITION OPERATIONS

## WATER SERVICE

The Primex site is able to provide water reticulation to most sites for normal domestic use. Larger requirements of water must be transported in and exhibitors requiring this service must provide the organisers with these details prior to Primex.

## POWER

Exhibitors will be requested to confirm their power requirements. The electrical load must be properly specified, or it may be limited by the electrician. Power leads must be supplied by the exhibitor and must carry a current safety tested tag. We aim to provide constant power, however it is the responsibility of the exhibitor to install power surge protection devices and or have insurance to cover such surges. The organisers will provide exhibitors with a special tag, signifying the payment and allocation of power. Any exhibitors using power without booking/will be disconnected or will be required to pay for the power allocation immediately.

## NOISE

Exhibits which include the operation of equipment, sound, or PA systems, must be arranged so that noise will not annoy or disturb adjacent exhibitors or their clients from conducting business.

## CRANES AND FORKLIFTS

For setting-up and dismantling purposes before and after Primex, mobile cranes and forklifts will be available to operate on site during the following hours free of charge to participants with ALL BOOKINGS required through the Primex organisers and with maximum notice (no less than two hours prior) with availability and schedule on a first come first served basis: on site at Primex.

PLEASE NOTE: In fairness to all exhibitors, cranes and forklifts are available for loading and unloading purposes only and cannot be tied up on assembly or disassembly work. The Primex Office can organise cranes and forklifts at other times by prior arrangement with charges payable by the exhibitor. No equipment can be moved during general public admission times, or after dark. This ensures Primex complies with the Workplace Health & Safety legislation.

DATE	TIME
Friday	8.00am – 5.00pm
Monday	8.00am – 5.00pm
Tuesday	8.00am – 5.00pm
Wednesday	8.00am – 5.00pm
<b>THURSDAY PRIMEX</b>	<b>NOT AVAILABLE</b>
<b>FRIDAY PRIMEX</b>	<b>NOT AVAILABLE</b>
Saturday PRIMEX	4.30pm – .5.30pm
Sunday	8.00am – 11.00am
Monday	8.00am – 11.00am

## PRE BOOKING SCHEDULE CRANE, FORKLIFT & DIGGING

Please indicate on the booking application if you have a requirement for the following crane, forklift services, so the organisers can access what usage will be required. Please note: this does not constitute a booking of service and exhibitors MUST contact site office before digging. All bookings must be done through email [sales@primexfielddays.com](mailto:sales@primexfielddays.com)

## NEW RELEASES

If you are launching a new product or service at Primex, it is in your interest to tell us about it! We may be able to obtain advertising and/or editorial opportunities for you. Media personnel are always looking for a new angle. A form will be sent to you on receipt of your Application Form and with the Final Exhibitor Bulletin.

## DISMANTLING

For safety reasons no vehicles, transporters, cranes or forklifts are allowed into the static display area until 4.30pm Saturday for the dismantling or removal of displays. exhibitors' & vehicle pass In compliance with conditions of Public Liability Insurance and Workplace Health and Safety Legislation a restriction has been placed on the number of exhibitor vehicles (not being used in the display) allowed onto the static display areas when the site is open to the public during Primex. A special exhibitor car park area has been allocated within the demonstration area to accommodate vehicles and minimise those vehicles parked on exhibitor sites.

## EXHIBITOR ACCESS & PARKING

may be issued for the purpose of allowing only those with access onto the display site up until 8.50am for the purpose of unloading only. These vehicles must be removed when Primex is open to the public or parked completely within the exhibitor's site or exhibitor car park in the demonstration area. No vehicle will be permitted to move and/or enter/exit the Primex exhibition area between the times of 8.50am and 4.00pm. ALL OTHER VEHICLES MUST BE PARKED IN THE EXTERNAL EXHIBITOR CAR PARKS adjacent to the static display area. No public vehicles are allowed in the static display area. Please do not invite public vehicles into this area under ANY circumstances.

# EXHIBITION OPERATIONS

## SETTING UP DISPLAY

All displays must be completed by 6pm Wednesday prior to Primex and exhibitors may start placing displays and equipment onsite up to 7 days prior to the event with approval required from the organisers. Displays must be set up within the boundaries of allocated areas and clearly represent the company name noted as the LISTING name on the Application Form. This is to tie in with all printed and publicised listings. Where a number of distributors/agents are represented on participant's stand, these distributors/agents are to be incorporated in the display not set up as separate displays. These distributors/agents should exhibit only those products/services they sell or distribute on behalf of the Participant and not other products they might handle for non exhibitors. Please note: It is the responsibility of the exhibitor to ensure the exhibition supplier is aware of all underground power, water and telephone lines. In the event of damage to these, the exhibitor will be held liable for any cost of repair required.

## PUBLIC & PRODUCT LIABILITY

To comply with our Public and Product Liability Insurance Policy, please hand a copy of a current (at the time and duration of exhibiting at Primex) certificate of currency to the site office on arrival.

## SITE SHARING (PIGGY BACKING)

We stress for participants' notice the fact that no piggy backing, subletting or space farming is permitted at Primex. For the protection of all exhibitors' interests, only displays which have a genuine company link with a participant can be shown on their stand. This means that unless a participant owns, sells or distributes a particular line of product (or service) on a normal, continuing year long basis from the principal business house, it cannot be displayed. Organisers do check displays and where piggy backing occurs, the organisers have the right to charge the participant a full fee for each piggy backer or be placed in the hands of security for immediate removal/trespassing.

## PARCEL PICK UP & COURIER SERVICE

A parcel pick-up service is available to all exhibitors who require items to be delivered to the western gate parcel pickup location on behalf of a purchaser. When an item is purchased, courier tickets (if tickets are preordered they will be included in your Exhibitor Participation Kit or alternatively on request at the Headquarters Office), should be attached to each item. Please ensure the relevant ticket portion is securely attached to each item (one per item) and the other portion is given to the purchaser with additional proof of purchase. Exhibitors will be required to contact Primex Headquarters and/or have the purchaser visit the Primex Headquarters Site to arrange pickup from the exhibitor's site and nominate delivery to the western gate. During busy times, delays in excess of one hour can be incurred and customers should be advised accordingly.

## REPAIRING SITES

All sites are to be returned to original condition at the end of the field days. The participant must make any necessary repair, i.e. filling post holes, etc. Please remove all star posts etc. Any rubbish, straw, woodchips etc left on site must be removed by the exhibitor or if left may be removed and charged to the exhibitor so the static display site can regenerate.

Please note: It is the responsibility of the exhibitor to ensure the exhibition supplier is aware of all underground power, water and telephone lines. In the event of damage to these, the exhibitor will be held liable for any cost of repair required.

## SIGNAGE/FLYERS

No helium balloons, signs, placards or advertisements may be displayed or used around the Primex site nor handbills or flyers handed out, other than on a participant's OWN STAND and must be with the prearranged permission of the organisers.

## LOADING RAMPS (PERMANENT)

Designated loading and unloading ramps are located on the site for machinery and cattle. Please Note: Use of the ramps within the Primex Exhibition Area will only be permitted outside the operating times of Primex. Cattle loading and unloading will not be permitted inside the Primex Exhibition Area at the completion of Primex on Saturday before 4.45pm.

## EXCAVATIONS

All power reticulation is underground, while telephone lines are above ground, therefore no excavations or high clearance transport are allowed without first checking with the organisers. The exhibitor shall be liable for any damage directly or by an associated contractor and/or sub-agent (e.g. transport/hire company) operating for and/or on behalf of the exhibitor.

## RUBBISH COLLECTION

During set up larger items such as cardboard boxes and plastic can be picked up by our rubbish collection. However, during the event, only standard rubbish fitting into bins can be collected and all other materials should be removed by the exhibitor. Any rubbish left on an exhibitors site after the event not in a bin, will be removed at the exhibitors cost. Proper disposal of fats, oils or any other waste materials must be managed by the exhibitor in the most effective and appropriate way. If removal is required to be undertaken by the organisers, this will be at the exhibitors cost and may include refusal to exhibit at the event in future.

# EXHIBITION OPERATIONS

## PUBLIC BAR

One public bar operates on site during Primex. Participants requiring liquor for private hospitality purposes at Primex must contact the Licensed Publican.

## RAFFLES

Whilst we realise the value of charity groups in assisting our community, the selling of raffle tickets by anybody on any part of the Primex site is strictly prohibited unless authorised by the organisers.

## FIRE PROTECTION

Fire and Evacuation protocols are in place for the safety of exhibitors and visitors at Primex. In all emergency situations please contact the Primex Headquarters.

## CHILDREN

For safety reason participants should avoid bringing children with them during the set-up period.

## VEHICLE REGISTRATION

Police and WorkCover have advised that in some instances, the Primex site may be regarded as a public place. Therefore, they advise that any vehicles or mobile equipment being operated on the site that should be registered under New South Wales legislation, should be either registered, under a permit or a trade plate.

## POLICE/AMBULANCE

Police and St John Ambulance officers will be on site during Primex. A First Aid Officer will be contactable through the Primex Headquarters or on the St John Ambulance stand. Police Emergency 000 or Casino Station 0266 620 099

## FOR SAFETY'S SAKE

At all times, tractors, vehicles, implements and equipment may be moving around all parts of the field. Exhibitors should exercise care, particularly where children are present. No cranes or forklifts are to operate on site at night or at any time during the Thursday, Friday and Saturday of Primex. No display, large or small, is to be dismantled before 4.00pm on Saturday. To avoid hitting underground power, participants are asked NOT to dig post holes themselves – leave it to the organisers. You are reminded that the Occupational Health and Safety act requires you to provide a safe environment for workers and visitors and that you are responsible to ensure that all extension leads and power boards used by you are suitable and in a safe condition and have the appropriate tags in place.

## SECURITY

A professional security service operates on site 24 hours a day from 5.00pm Monday before Primex until 9.00am Monday after Primex. Neither the Primex organisers or the security company accept responsibility for any goods or property on the grounds. Inform security and the Primex organizers at Headquarters IMMEDIATELY, if you have stock missing. The procedure following any confirmation of missing property is to also contact the NSW Police and report the situation. Security can be contacted through the Primex Headquarters Office.

Exhibitors must make their own security arrangements to protect their property whilst on site. Security operates fixed and random check point at the main entrances to Primex with the intension of both dissuading sightseers and keeping the integrity of the exhibition.

To assist security, participants should have an EXHIBITOR PASS with them at all times. For security reasons your stand should be staffed between the hours of 7.30am and 4.30pm, Thursday, Friday and Saturday. Please ensure everyone remains on your site until 9.00am.

Don't leave your stand unattended during exhibition times. Although official opening time is 9.00am, Police may request organisers to allow the public on site earlier to alleviate traffic congestions. Whilst walking to your site, please remain on the formed roadways. Participants are requested to advise security at the Primex Headquarters if it is their intention to be on the ground before 7.00am or after 4.30pm on any day. You may be challenged (and in some cases searched) by a Security Officer on leaving or entering the ground late or early in the day. Please co-operate to enable them to be satisfied that you have a bona-fide reason for being where you are. As exhibitors have access to the grounds from 7.30am, for security of your site, you may wish to consider having a representative on your site until Primex opens. We ask all exhibitors to follow instructions for safety and security and not remain onsite any early or later than the operating hours and what is deemed necessary.

## LIVESTOCK AREA

The program incorporates stud and commercial elements including sale format. Places are also awarded with presentations for the Best Breed/Stud Display with the winner receiving the Earle Bulmer Memorial Shield. For livestock information, programming and entries, please contact Darren Perkins 02 6662 2500 or 0428 660 324



1) & 2) designated exit will provide quick access to springrove Road

# TERMS & CONDITIONS

1. The exhibitor shall comply with all relevant laws affecting its participation.
2. (a) The exhibitor and its agents, contractors shall take out statutory workers compensation insurance and public and product liability insurance with a limit of liability of no less than twenty million dollars (and an excess of no greater than \$5,000 for any one occurrence) and in respect of the public and product liability insurance, to note the interests of the organiser and the event (with applicable location and dates) on the insurance certificate. The exhibitor shall also take out all risks property insurance for all of its assets located at the site. The exhibitor and its servants, agents, contractors indemnifies and will indemnify the organiser, its servants, agents, contractors and employees from all actions, claims, demands, losses, damages, costs and expenses arising from the exhibitor's use of the site and site allocation placement in particular but without limiting the generality of the foregoing against any loss, damage or injury from any cause whatsoever to the property or person caused by or contributed to by the use of the site by the exhibitor or any servant, agent, contractor or other person duly authorised by the exhibitor whether such loss, damage or injury occurs on the site or not and whether caused by any act, omission, neglect, breach or default of the exhibitor or any other person.  
  
(b) The exhibitors insurance must include Primex Field Days P/L as Named Insured(s) on the policy to the extent they are liable for the acts, errors and omissions of the exhibitor."  
  
(c) The roads and open spaces within the site may be public roads for the purposes of motor vehicle compulsory third party liability legislation and all vehicles which are unregistered and capable of being registered or being permitted by the RMS for use on public roads must be registered or permitted accordingly. The exhibitor shall also effect comprehensive motor vehicle insurance in respect of any registered motor vehicles used on the site and workers compensation as required by law. The exhibitor, its servants, agents, contractors will ensure that all vehicles it brings on the site have current registration and compulsory third party insurance.  
  
(d) The exhibitor is required to provide the organiser with current certificates of the required insurances listed in this agreement at the time it submits its application and the organiser has the right to reject the insurance on the grounds it does not meet the obligations contained herein or because the insurer is not acceptable to the organiser.
3. The exhibitor shall not, without the prior consent of the organiser, permit any person other than the exhibitor, its servants or agents to occupy any part of the site. Should this condition not be observed, the organiser may charge an additional fee for basic package or exercise any other of its rights under this agreement, including termination without notice.
4. The organiser reserves the right to cancel this agreement with immediate effect and without written notice and to retain any money paid or to recover any money not paid in relation thereto without assigning any reason for such cancellation and retention or recovery.
5. The organiser reserves the right, if it considers it to be expedient or desirable to do so, to cancel or to postpone the operation of this agreement by notice in writing in the event of any occurrence or happening which in the opinion of the organiser justifies it in so doing. The exhibitor indemnifies the organiser against any claim for compensation or damages or any other action or demand, whether on the ground of loss of profits or otherwise, arising from such cancellation or postponement and acknowledges that in such circumstances the organiser shall be entitled to retain any money paid or to recover any money not paid by the exhibitor in relation to this agreement.
6. The organiser reserves the right to cancel this agreement with immediate effect and without written notice and retain any money paid or to recover any money not paid in relation thereto if there is in the opinion of the organiser any infringement of any of the terms and conditions of this agreement or if the exhibitor does not occupy its space at the commencement of and during the full period of the exhibition.
7. All property and equipment of the exhibitor and its servants, agents, contractors brought on to the Primex site is at the risk of the exhibitor and the exhibitor hereby agrees to indemnify and hold indemnified the organiser against any and all actions, claims, demands, losses, damages, costs or expenses in relation to any loss, damage, accidents, claims or injury caused by such equipment and property whether to the organiser or third parties, however occasioned.
8. The exhibitor will make arrangements to have its own employees, agents, servants, contractors on site to accept delivery of any property being delivered to the site for its use. If the organiser signs for goods delivered to the site for use of the exhibitor it accepts no responsibility for any discrepancy of any type (including but not limited to type, quantity and condition of goods delivered) between what is described on the delivery docket and what is actually delivered.
9. The organiser reserves the right to alter site allocations at its discretion.
10. Payment for Primex is due in advance, however where the organiser extends credit the exhibitor agrees to pay in full all participation and advertising charges incurred within 21 days of receiving an account of such charges.
11. The organiser shall be responsible only for the provision of the services specified on the Application Form, and does not warrant to provide any other services whatsoever.
12. To comply with the Workplace Health and Safety Act 2011 the exhibitor is responsible for the creation and maintenance of a safe environment for their employees, servants, agents, contractors and visitors. All power leads and electrical appliances and equipment brought onto site must be tested and tagged in accordance with Australian Standard AS 3760 and to comply with the requirements as set out in AS/ NZS (3002:2002) 'Electrical Installation - Shows & Carnivals'. The organiser, Primex Field Days P/L or its authorised electrical contractor has the right to disconnect any power leads that fails to comply with the Australian Standards 3760 - without notification. The exhibitor is required to complete and provide to the organisers a Safety Plan (Risk Assessment Plan) to ensure the exhibitor, their agents, their contractors demonstrate they are working to a safety procedure while setting up, operating and dismantling their exhibits. Any hot work including cutting, welding or grinding conducted on site will require a Hot Work permit provided by the organisers.
13. All cancellations must be in writing and the organisers reserve the right to charge a 25% cancellation fee for any other costs incurred. The organisers also reserve the right to charge the full participation cost on cancellations six weeks prior to event date.
14. Where the organiser agrees to allow the exhibitor to erect permanent or semipermanent structures on the organiser's property, the parties will enter into a further agreement in respect of that arrangement.
15. In this agreement, unless the context requires otherwise: The organiser wherever appearing shall include Primex Field Days P/L its servants and agents. The exhibitor wherever appearing shall include the company, person or persons specified on the front hereof, as exhibitor, their servants, agents and contractors. Words importing the singular shall be deemed to include the plural and vice versa; words importing the masculine gender shall include the feminine and neuter gender as the case may require and words importing the neuter gender shall include the masculine and feminine gender as the case may require. When two or more persons are parties to this agreement the terms and conditions herein contained shall bind them jointly and each of them separately and each of their respective executors, administrators and assignees and when a company is a party hereto the terms and conditions on its part herein contained shall bind the company, its successors and assignees.