



# Primex

Australia's Sustainable Farming  
and Primary Industries Expo



## OPERATIONS MANUAL

For event information and programming  
visit [primex.net.au](http://primex.net.au)

**Thurs 10 - Sat 12  
November 2022**

**Richmond Valley Events Centre  
Casino, Northern Rivers NSW**

Open to the public 9am-4pm daily



Local Land Services



Richmond  
Valley  
Council



Australian Government  
National Emergency Management Agency



QUEENSLAND  
Country Life

THE LAND



TAFE  
NSW



Lismore Toyota



## 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

## Primex contact phone number on-site (during exhibition)

**Primex Headquarters number on-site is 0499 888 905.**

Headquarters officially opens on Monday 7 November, located at the East Entry gate. It is open from 7.30 am - 6.00pm daily throughout the event. It is mandatory for a representative of your company to attend the office to collect & sign for your Welcome Kit which includes vehicle passes, exhibitor passes, safety induction & safety information.

## Covidsafe plan & compliance

All Exhibitors are required to meet the Covid requirements as stated at the time by NSW Health and noted within the Primex Prospectus Terms and Conditions.

All Visitors/Exhibitors entering the Event will be required to purchase their discounted tickets online before presenting to the Event Entry. No discounted tickets will be sold at the gate and will still require registration. Ticketing terms and conditions apply.

If, in the past fourteen (14) days:

- You have been overseas;
- You have been in contact with a person with a confirmed case of COVID-19; You have been in a COVID-19 hotspot; You have had COVID-19; You have had symptoms consistent with COVID-19, You will be unable to enter the Event Precinct.
- If you have symptoms conducive with COVID-19 (e.g., fever, cough, shortness of breath, sore throat or headache), we request that you do not enter the Event Precinct.
- If you present with symptoms upon entry to the Event (e.g., fever, cough, shortness of breath) you will not be able to enter the Precinct but will be taken to a discrete isolation area for further investigation.

Additionally: Social distancing measures of 1.5 metres between people/household groups must be always maintained.

Hand sanitisation stations and hand washing stations will be available within the Event Precinct and will be identified by signage around the Precinct. Patrons are encouraged to ensure that they regularly wash and/or sanitise their hands during their visit to the Precinct.

Aggression and abuse of our staff and other attendees will not be tolerated. Anyone presenting signs of aggression or becoming abusive will be removed from the Precinct. Regular Event announcements will be conducted over the PA system to remind all attendees at the Event to ensure hygiene considerations are observed. Social Distancing Ambassadors will be employed specifically to monitor and encourage social distancing in all walkways, on Exhibitor sites and in high traffic areas.

If people find themselves in a queued situation at the entry point to the Event venue, we ask that you practice physical distancing in your household groups of no less than 1.5 metres. Vulnerable persons at risk of coronavirus are encouraged to view the information provided by New South Wales Health: <https://www.nsw.gov.au/covid-19>

## Accommodation

Access to the Visitor Information Centres throughout the Region and other accommodation options can be found under the Plan Play & Stay page of the Primex website: [www.primex.net.au/stay-and-play/](http://www.primex.net.au/stay-and-play/).

## Bump-in & bump-out

Under the CovidSafe Plan there will be designated times to manage access to the site and ensure protocols are followed for all installation of equipment and services.

Risk Management procedures will be enforced for all trade, suppliers, staff and anyone acting for and on behalf of the Exhibitor registering.

Wherever possible, larger equipment requiring low loaders and multiple access with trucks are encouraged to Bump-In at designated times from the week before Primex with peak times Tuesday and Wednesday with high traffic. All traffic is designated clockwise on the site to minimise congestion with primary access via Cassino Drive off the Bruxner Highway into Rous Lane and the PRIMEX site.

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 a safe and suitable time following the Event concluding at 4.00pm Saturday.

## Conditions of participating at primex

Please refer to all Conditions of Contract you will operate under through your company's signing of the Primex Application found within the Prospectus. Also our Terms & Conditions of Entry.

## 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 of a designated area to be allocated and policed by Security during operation. 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.

## Demonstrations & activities - what are you doing?

Please notify us immediately if you are launching / demonstrating.

## 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.

## Electrical leads (cont.)

2. All powered and related equipment being used by Exhibitors / Suppliers must have a certificate for operation that has been certified within 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 Exhibitor's 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. No Urns are permitted.

## Equipment hire & suppliers

The following companies have been nominated as preferred suppliers of Hire Equipment.

### Greg Jeromson

Events Party Hire  
02 66251222  
eventspartyhire@hotmail.com

### Kerry Robson

Patti's Hire Services  
02 95339400  
kerryr@pageseventhire.com.au

## Exhibitor obligations - covid safe

Exhibitors are required to understand and abide by their individual Covid-19 obligations. We also refer to the NSW Government Public Health Orders and restrictions in addition to Primex Terms and Conditions including but not limited to:

- Exhibitors are responsible for health and safety requirements of their own site (such as hospitality which includes cleaning) as directed by NSW Government Public Health Orders.

## Exhibitor passes and kits

All related materials are provided and must be registered as received prior to or at check-in at the Event. Exhibitor passes required for your participation will be distributed online or can be picked up (if previously arranged) when you check-in at Primex during bump-in (set-up) or by 6:00pm Wednesday.

All Exhibitors will receive access to the allocated number of Exhibitors Passes and where applicable, VIP Passes, as per your profile and booking made via your profile on the Primex platform and Exhibitor application.

All Exhibitors must have registered each individual person for each Exhibitor Pass prior to the Event and this Exhibitor Pass must be scanned at the gate on entry to the site for identification purposes, with this process also required for VIP Pass use. Exhibitors are responsible for ensuring this is completed prior to the Event so a time saving scan at the gate assists in minimising gather numbers and traffic.

Every individual entering and exiting the Primex site is required to register using the Service NSW QR Code to assist in conforming to the CovidSafe Plan and NSW Health guidelines for tracing.

Purchasing of passes must be conducted, completed and paid before the Friday (week before Primex) through your online profile and booking and will not be activated for use until paid.

Refer to the Ticketing Terms and Conditions for further details.

## Livestock and area access

All Livestock Exhibits must formalize lodgement of their animals travelling to & from Primex. Primex PIC Number is NB 122538RISK. A general access loading ramp is available onsite for led cattle. Any requirements including portable loading ramps, panels, yarding and washing equipment is the responsibility of the Exhibitor. 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.

## PA announcements

SUBMITTED BY Friday (week before Primex) or handed in at the Event. As a value-add service for Exhibitors, you have the option to supply a 50-word typed script promoting you and your products and services offered that is professionally read over the Primex PA system on a set schedule through each day of the Event. Exhibitors are responsible for production of the "up to 50-word script" and it must be emailed to [admin@primexfielddays.com](mailto:admin@primexfielddays.com) prior to Friday the week prior to Primex being held. We suggest you include Company Name / Product, and Site Number.

## Parcel pick up & courier services (value add service)

Primex offers a free Parcel Pickup service during the Event. Exhibitors must register with the office & contact details for the service manager will be provided on registration. Exhibitors registered will have to ensure the items are not excessive in size or weight (under 50kg only) and pickup will be at the discretion of the person operating the parcel pickup service. Appropriate identification must be provided for the parcel, Exhibitor and purchaser, at the parcel pickup point located (south boundary). While all care is taken, Primex, staff and volunteers will not be held responsible and liable for any loss or damage for any parties using this service.

**Parcel Pickup Service Manager:** 0457 939 198

## Public & product liability insurance

To comply with our Public and Product Liability Insurance Policy, we require a copy of a current Certificate of Currency (COC) of Public and Property Liability Insurance to cover the time and duration of exhibiting at Primex which must be uploaded on your participation profile on the Event platform where all other related services and approvals are submitted. Please also refer to the Terms and Conditions and your insurance broker to ensure you have all participation insurances and compliance. Ensure up to date copy is provided at the Event along with your Risk Management Plan (RMP).



## Primex on air – your online presence to customers (value add service)

We have all had to modify and rethink how we go about business due to COVID-19 and as a first for any field days event, in conjunction with our CRM developers, you are required to ensure your profile is updated and you provide the details that enable visitors to be directed to your website and other online platform accesses.

PRIMEX ON AIR is accessible by Exhibitors and customers immediately following booking approval and operates one month prior to the Event, during and to the conclusion of EOFY to maximise your investment and benefits of participating.

## Product launch

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

## Risk management

Primex Field Days Pty Ltd will have a RMP Manager to assist Exhibitors and will operate its RPM that requires all Exhibitors to follow conditions of participation and where required their own RMP.

## Sawdust & woodchip

Site dressing is the responsibility of the Exhibitor with any materials used on your site requiring to be removed at the Exhibitor's expense. Please refer to Terms and Conditions.

**Robert King Kingsbrae Bulk Haulage** 02 6667 3269 | 0427 673269

## 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.

## Stallholders safety checklist

To assist in understanding the Hazards being brought to the Primex site (as per our insurance requirements), Stallholders are required to complete the Stallholders Safety Checklist accompanying this document and return it to our offices prior to attending the site.

A process of checking will be completed during the Event to ensure that no undue hazards have been created or brought to site to ensure the safety of Stallholders and patrons during the Event.

## Ticketing

Following additional online processes and CovidSafe Planning as stipulated at the time by NSW Health, ticketing is accessible online for ease of management and operations.

## Waste management

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

## Website - exhibitor & visitor registration

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


## Your site's 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 Exhibitor's responsibility.


There is a zero tolerance for any person damaging an area of the Primex Grounds (including sub-contractors such as Hire & Transport providers) and any damage requiring repair will be charged directly to the offending person / company.



## PAVILION 1 - LIVESTOCK

|  |    |    |    |    |    |    |    |    |    |    |    |
|--|----|----|----|----|----|----|----|----|----|----|----|
| 01   | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 |
| CWA FOOD  |    |    |    |    |    |    |    |    |    |    |    |
| 13   | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25   | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 |

## PAVILION 2 - PADDOCK TO PLATE

|   |    |    |    |    |    |    |    |    |    |    |    |
|---|----|----|----|----|----|----|----|----|----|----|----|
| 01  | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 |
| CHEFS THEATRE KITCHEN  |    |    |    |    |    |    |    |    |    |    |    |



## PAVILION 3 - HOME & LIFESTYLE

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| 01 | 02 | 03 | 04 | 05 | 06 | 07 |
| 08 | 09 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |

## PAVILION 4 - BUS & INNOVATION

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| 01 | 02 | 03 | 04 | 05 | 06 | 07 |
| 08 | 09 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |

## PAVILION 5 - NOURISH FOOD FEST

|   |    |    |    |    |    |    |    |    |    |    |    |
|---|----|----|----|----|----|----|----|----|----|----|----|
| 12  | 11 | 10 | 09 | 08 | 07 | 06 | 05 | 04 | 03 | 02 | 01 |
| 20  | 19 | 18 | 17 | 16 | 15 | 14 | 13 | 12 | 11 | 10 | 09 |
| BEER GARDEN / OPEN AREA   |    |    |    |    |    |    |    |    |    |    |    |



## Bookings & site allocations

The general policy for site allocations is for Exhibitors to be offered the same site/s as the previous year. Sites are only allocated to Exhibitors who have sent in a completed Application Form, confirmed by the Organisers. Every effort is made to allocate space according to the Exhibitor's preferences. Please note: The Organiser reserves the right to allocate sites at their discretion and to alter allocations when necessary.

## Cancellations

All cancellations must be submitted in writing and follow the Terms & Conditions to [admin@primexfielddays.com](mailto:admin@primexfielddays.com) with cancellations received subject to incur a full participation fee. Last-minute applications made less than three weeks prior to the event have a 24-hour cooling-off period, however, after this time the applicant will incur a full participation fee. All participation fees must be paid prior to the Event and in accordance with the Primex Terms and Conditions.

## Children

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

## Crane & Forklift Services – 0447 773 796

For setting up and dismantling purposes before and after Primex a limited, free lifting service will be offered.

A strict time limit of 30 minutes will apply per Exhibitor and at defined service times. Call out and services outside the Organiser's designated Crane and Forklift Services times WILL be at the Exhibitor's expense and payable at the time of services provided.

Due to safe work practice, the lifting service is for unloading purposes and strictly not assembly. Exhibitors who require the use of the lifting service will be required to complete the Lifting Service registration form.

If your company or nominated transport company wishes to use your own slings - slings must be tested and certified, complying with Australian Standards. Sling users must be trained in operating practices.

| Installation / bump-in |           | Dismantling / bump-out |              |
|------------------------|-----------|------------------------|--------------|
| Thursday               | 8am - 4pm | Sunday                 | 8am - 12noon |
| Friday                 | 8am - 4pm | Monday                 | 8am - 4pm    |
| Monday                 | 8am - 4pm | Tuesday                | 8am - 12noon |
| Tuesday                | 8am - 4pm | Thursday               | NO SERVICE   |
| Wednesday              | 8am - 4pm | Friday                 | NO SERVICE   |
|                        |           | Saturday               | NO SERVICE   |

If you require the use of a crane or forklift outside of these times, you will need to make your own arrangements and pay directly to our approved service provider who is also coordinating bookings for the Event.

## Demonstrations

We encourage, wherever possible, active and demonstration mode sites and activities. Field Days have long been used as a unique opportunity to provide customers with hands-on experience and see first-hand how machinery and products work.

Exhibitors who demonstrate on their site and/or in the designated demonstration areas are required to submit in writing, the equipment and activity being undertaken and the Safety Plan and Risk Management Assessment to Primex by Friday November 4th. Any permits and compliance for use of drones in designated areas in addition to activities using motorbikes (all varieties), 4WD, heavy machinery, and livestock must all be submitted in writing and be approved to proceed.

## 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. 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.

## Electrical safety obligation

All power leads and power boards must display a current test and tag. All power boards should have individual circuit switches and a power overload safety switch featured. No double adapters or piggyback plugs are to be used on the Primex site. All small electrical items must display a current test and tag to comply with the Australian Standards. All power leads must be covered with cable trays or rubber mats supplied by the Exhibitor. Power leads must not impede pedestrian walkways or corridors. Power leads not covered or buried must be raised using an appropriate stand height above the ground.

## 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.

## Exhibitor access times on site during Primex

Gates close each day to incoming vehicles at 8.45am.

Gates will remain locked from 9.00am until 4pm Thursday – Friday and 4:30pm on Saturday. All vehicles must be removed from Exhibitor sites into the Exhibitor car parks by 8.30am.

| Date                 | Time                              |
|----------------------|-----------------------------------|
| Thursday 10 November | 7.30am – 8.30am and 4.00 – 5.00pm |
| Friday 11 November   | 7.30am – 8.30am and 4.00 – 5.00pm |
| Saturday 12 November | 7.30am – 8.30am and 4.00 – 5.00pm |

## 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 9 November.

## 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.

## Food & catering

Catering is provided around the site with additional focus points in Nourish Food Fest (only Licensed site) and Paddock to Plate located on the north and south of Primex.

All food served on-site must comply with Richmond Valley Council and NSW Health permits and compliance regulations.

## Food and drink – bars & liquor

The Primex site has a liquor license managed by Casino Golf Club and is located in the Nourish Food Fest Marquee operating on-site during Primex. No alcohol is permitted to be bought onto the Primex site and participants requiring liquor for hospitality purposes at Primex can order through the Public Bar. Live entertainment will also be available at scheduled times in these locations during Primex.

## Golf Cars & Mobility Scooters

Arrangements have been made to support Exhibitors and Visitors with a supply of Golf Cars & Mobility Scooters.

**Golf Cars:** Please contact Augusta Golf Cars on 07 3807 8895 to pre-book otherwise, simply walk up to the Augusta Golf Car site on the day and hire on the spot (limited numbers - subject to availability, T&C's apply).

**Mobility Scooters:** Pre-event bookings can be done through Show Lockers' website - on-line bookings - <https://showlockers.com.au/primex-casino/>

Reservations online are highly recommended to avoid disappointment, however walk-up hires on the day may be possible, subject to availability.

## License to sell equipment in NSW

Primex holds a Motor Dealers & Repairers Licence (Declaration of Approved Trade Show). If you offer, display or advertise for sale, motor vehicles within NSW, whether at a trade show or otherwise, you or your NSW selling agent must hold a NSW motor dealers licence. Any offer, display, advertising or contract must be done by the NSW licensed dealer. If you are selling or trading in prescribed second-hand goods on more than six days in a 12-month period, you're required to hold a second hand dealers licence.

## 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.

## 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.

## 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.

## Official suppliers

**Norco Fresh Milk**  
Sharee Rose – 0413 347 047  
lismoremilk@outlook.com

**Smith's Butchery (Meat Supplier)**  
Paul Allen – 0427 433 022  
paul@richmondramemeats.com.au

## 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**.

## Power

As part of your participation, you must nominate a powered site (not all sites have power access) book and purchase to receive access to a standard power supply either 240V, 10amp or 15amp power. If you have a requirement for 32-amp 3 phase please also ensure this is clearly nominated with your online Application and contract.

All Exhibitors must conform with the advice of the Primex Site Electrician should there be any fault that causes disruption and break in supply. Primex reserves the right to charge Exhibitors for any costs to reinstate power supply, should there be any associated with damage or disruption caused during the Event by an Exhibitor, their products and equipment.

## Public & product liability insurance

To comply with our Public and Product Liability Insurance Policy, we require a copy of a current Certificate of Currency (COC) of Public and Property Liability Insurance to cover the time and duration of exhibiting at Primex which must be uploaded on your participation profile on the Event platform where all other related services and approvals are submitted.

Please also refer to the Terms and Conditions and your insurance broker to ensure you have all participation insurances and compliance.

## 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.

## 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, wood chips 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.

## Richmond Valley Council - shuttle bus offers lift - town to site return?

Richmond Valley Council are continuing their support of Primex with a Shuttle Bus service collecting passengers from Council Chambers (Casino) and dropping off at the Primex entrance each day.

## Rubbish collection

Rubbish collection takes place continually during the day and each night of Primex and participants are asked to place all packaging and rubbish in the bins nearest their stands. If you have large amounts of waste to be removed after setting-up your stand, please arrange for it to be placed in the bins and skips provided and if necessary, inform the Primex Headquarters that you have placed cardboard and other larger refuse on the edge of the road in front of your stand and it will be picked up by our rubbish collection service on the Wednesday night prior to Primex.

## Safety and security

Extreme caution must be taken when driving near pedestrians over the bump-in, bump-out and during Event days. Pedestrians have the right of way and you must exercise safe driving and patience when you navigate the site to reach your destination. **DRIVE SAFELY AND SLOWLY, SPEED LIMIT 10KPH ON THE PRIMEX SITE.** Exhibitors must provide details of movement in their RMP

No cranes or forklifts are to operate on-site at night or at any time during the Primex Event outside the permission and operational requirements managed and approved by the Organisers. No display, large or small, is to be dismantled before 4pm on Saturday. To avoid hitting underground power, participants are asked NOT to dig post holes themselves without approval from the Organisers and as supervised by the Site Electrician.

You are reminded that the Work 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, in a safe condition and have the appropriate compliance and tags in place.

Exhibitors who damage any electrical, water and/or on-site assets may be charged for repairs by the Organisers. For safety reasons, participants should avoid bringing children with them during the set-up period.

## Safety / risk management plan

Each Exhibitor must assess and where required, complete appropriate Safety Plan (risk assessment) prior to Primex, identifying the hazards potentially present on your site and ways in which you will minimise and control those hazards. Primex has provided a standard template to assist Exhibitors who may be required to provide a copy of the safety plan on their stand or have quick access to a digital version if requested on-site.

## Security

A professional security service operates on site 24 hours a day from 8am Monday before Primex until midday Monday after Primex.

Neither Primex Organisers nor the security company accepts responsibility for any goods or property on the grounds. Inform security or the Primex Headquarters IMMEDIATELY if you have stock missing. Security can be contacted through the Primex Headquarters.

Exhibitors must make their own security arrangements to protect their property whilst on site. Security operates a checkpoint at the main entrance road (Rous Lane off Cassino Drive) from Monday before Primex.

To assist security, participants should always have their EXHIBITOR PASS visible through their vehicle windscreens and must check-in AND check-out using the available services and registration platforms. For security reasons, your stand should be staffed between the hours of 7.30am and 4.30pm, Thursday, Friday, and Saturday of Primex. Please ensure everyone remains on your site until 9am. Do not leave your stand unattended during exhibition times.

Although the official gates opening time is 9am, Police may request the Organisers to allow the public on-site earlier to alleviate traffic congestion and/or the Organisers decide to allow public access to alleviate gathering at entrances.

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 7.30am or after 4.30pm on any day. You may be challenged by a Security Officer on leaving or entering the ground late or early in the day and identification and proof of participation must be provided.

Please cooperate to enable them to be satisfied that you have a reason for being where you are. Please ensure that all staff operating on your stand, and other people connected with your exhibit, are aware of the security arrangements at Primex and that they are appropriately registered.

## 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 published listings. Where several distributors/agents are represented on a 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.



## 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.

Please note that no space farming, subletting, or piggybacking is permitted at Primex. The Exhibitor is not entitled to assign or sublet all or part of their site.

The nominated Exhibitor is to occupy the site for the duration of the Event for the primary purpose of building brand and product awareness, highlighting education and innovation and generating leads and sales and promoting the Exhibitor's business.

For the protection of the Exhibitor's governance and compliance interests, only company products and services which have a genuine Exhibitor company link can be displayed on the Exhibitor's stand. No second-hand equipment can be on display for the purpose of sale. All companies on site must be registered with the Primex office and Organisers reserve the right to charge the Exhibitor full participation fee for any additional companies or suppliers not acknowledged, registered and/or aligned with the principal Exhibitor.

## Television, radio and press

Advertising for Primex includes multi-window placement on television and radio in major regional television markets in line with our target audience, research, and marketing strategies. The Primex media and advertising plan has reviewed and prioritised the use of print media to extend its coverage and awareness of the Event. Trade Publications and print media throughout northern NSW and south east Qld, in addition to collaboration with Industry, Grower and Producer organisations, reinforce targeting agribusiness markets.

## The exhibitor ID

A special Exhibitor ID will assist security and Primex staff to identify Exhibitors when entering and exiting the site. This ID entitles the vehicle and its occupants (providing individual Exhibitor Pass) to gain access to the static display grid during the times allocated. The ID will also have the QR Code that enables ALL INDIVIDUAL OCCUPANTS to scan in (entering) and scan out (exiting) and this may be checked by security and staff at any time.

## Vehicles are not permitted to move around the site during public opening times.

If you need to leave the site early during the day, please park in the Exhibitor car parks by 8.30am as you will not be allowed to drive onto or out of the Primex Exhibition site which will be closed to all vehicles for public access during the Event (refer Primex operating times). If a vehicle is required as part of your display, please ensure the vehicle is parked completely within the boundary of the site – DO NOT DRIVE ON OTHER EXHIBITOR'S STANDS OR SITES.

Extreme caution must be taken when driving near pedestrians over the bump-in, bump-out and during Event days. Pedestrians have the right of way and you must exercise safe driving and patience when you navigate the site to reach your destination. DRIVE SAFELY AND SLOWLY, SPEED LIMIT 10KPH ON THE PRIMEX SITE.

Normal road rules apply on-site including seat belts which must be always worn when vehicles are being driven and do not illegally operate a mobile phone when driving a vehicle. Have your HEADLIGHTS and HAZARD LIGHTS ON.

Any vehicle displaying the Primex Exhibitor ID requiring early or late access must use the entrance through Casino Industrial Estate, Rous Lane via Cassino Drive. If you fail to comply, you will be asked to leave the site by Organisers.

## 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.

## Water service

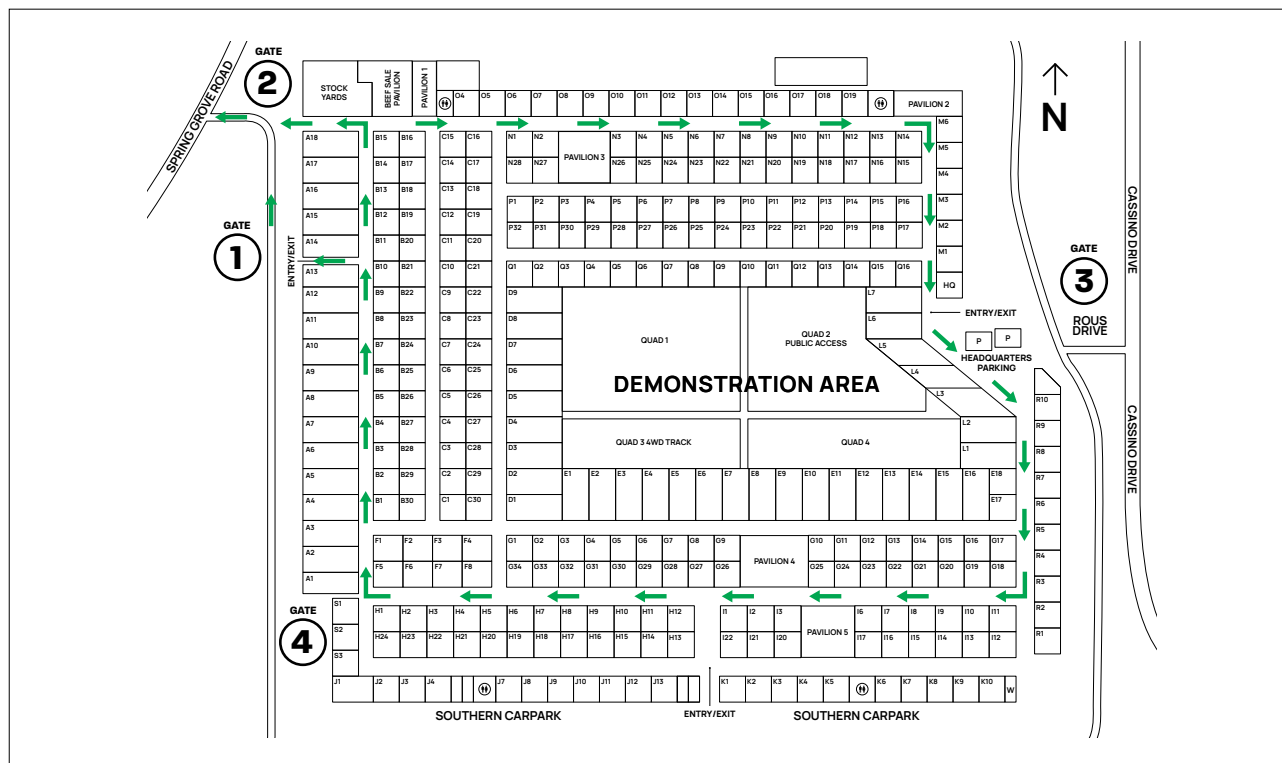
The Primex site provides water reticulation to most sites for normal domestic use. Larger requirements of water must be transported in and Exhibitors requiring this service must provide the Organisers with these details prior to Primex.

## Wifi access

Free WI-FI service will be available on an open network during the Event.



# Evacuation Plan



When an evacuation is declared, evacuate the immediate area and assemble as directed.

1) & 2) designated exits will provide quick access to Springgrove Road

3) designated exit on the site plan above will provide quick access to Cassino Drive.

## Emergency procedures

Help prevent accidents. Report hazards, fire and emergencies to Primex Emergency Services or Event Staff. Dial 0499 888 905 or 000. Be alert, notify Police or Security and move away if you see anything that may threaten you or others.

## Alarms

If you hear a "beep, beep, beep" alarm over the PA system please prepare for an evacuation and evacuate as directed via PA. Please obey instructions given by Primex Staff or Security in relation to WHS and emergency situations.

## Emergency services

Emergency Services at the field days will be contacted through Primex Headquarters. Emergency Services are located on sites on the main grid.

- Primex Headquarters is located at the eastern end of the field near Gate 3 (Industrial Estate).
- Security are based at Primex Headquarters (located at HQ and patrolling around the event 02 6697 5686).
- Other Emergency Services are available on site and should be coordinated through Headquarters (mobile 0499 888 905).
- First Aid St John Ambulance are located at Headquarters.

## During an emergency

Stay calm. By responding calmly in an emergency you could prevent injury or death to staff or visitors.

## Evacuation plan

All site plans strategically placed across the field carry the Evacuation Plan procedure for all visitors and Exhibitors. In the event of a major emergency, and if an evacuation is necessary, a public announcement will call for all visitors to move quickly and calmly to the exit site points nearest your event gate entry/exit (north, south and west).

## Emergency phone numbers

- Primex Headquarters, Dial 0499 888 905
- National Emergency, Dial 000

## GPS co-ordinates

Latitude: -28.857298 Longitude: 153.067264

Current as at: November 2022

# Terms and conditions

## 1. Interpretation and Definitions

### (a) Interpretation

- (i) Words importing the singular shall be deemed to include the plural and vice versa.
- (ii) When the exhibitor is made up of two or more persons, these terms shall bind them jointly and each of them separately and each of their respective executors, administrators and assignees.
- (iii) When the exhibitor is a company, these terms shall bind the company, its successors and permitted assignees.

### (b) Definitions

Business day means any day which is not Saturday, Sunday or a public holiday.

Claim means any or all claims, demands, debts, accounts, actions, expenses, costs, liens, suits, liabilities and proceedings of any nature whatsoever, whether known or unknown.

Delay event means:

- (i) A flood, cyclone, earthquake, bushfire or other act of nature or imminent threat of the same;
- (ii) Riot, war or terrorist act or imminent threat of the same;
- (iii) Pandemic, epidemic, public health emergency or infectious disease; or
- (iv) Compliance with any lawful direction or order by the federal, state or local government including their authorities or agencies.

Event means the annual Primex Field Days event.

Exhibitor means the exhibitor listed at Schedule 1 of these terms.

Exhibitor's personnel means any agents or employee's of, or contractors to, the exhibitor, or any other party that the exhibitor engages, on whatever basis, for the use of the site under these terms.

Organiser means Primex Field Day Events Pty Ltd A.C.N. 098 641 546 and includes its employees, agents, contractors, successors and permitted assignments.

Prospectus means Primex Prospectus Offer that contains these terms and includes any other marketing and sales material of the organiser.

Venue means the venue located at Cassino Drive, Casino, in the Northern Rivers of New South Wales and includes private lanes and driveways, car parking and common facilities such as toilets.

Vehicles means any motor vehicle, four wheel drive vehicle, motorbike, caravan, campervan, truck, trailer or machinery.

Virtual event means the Primex Online Business Hub that the organiser may elect to hold on an annual basis in addition to the event.

- 2. All principals of a company, trust or partnership are required to sign a personal guarantee of the exhibitor's obligations in the form set out in these terms.
- 3. The observation of agreed time frames is an essential term.
- 4. The exhibitor shall comply with its statutory obligations with respect to:
  - (a) Workplace health and Safety Act 2011 (NSW).
  - (b) Workers compensation insurance; and
  - (c) any other laws, regulations, approvals,

consents and industry standards that apply to the exhibitor's delivery and operation of the exhibitors' business.

The exhibitor must also comply with any directions of the organiser that are required due to the organiser's statutory or insurance obligations with respect to the event.

- 5. The exhibitor must, at its cost, obtain and maintain current policies of insurance for:

- (a) Compulsory third party insurance for vehicles to access the venue for the purposes of the event and to be parked within the carpark or immediately adjacent to the site, whether such vehicles are owned or operated by the exhibitor or the exhibitor's personnel;
- (b) All third party risks in relation to persons and property including public liability insurance to the amount of \$20,000,000.00 per event (noting the location and date of the event and the organiser as an interested party);
- (c) Workers compensation insurance for the exhibitor's personnel; and
- (d) Public liability and passenger liability aviation insurance for helicopters to access the designated helicopter pad (located at the northern boundary of the venue) for the purposes of the event, should the exhibitor or the exhibitor's personnel intend to use helicopters to access the event.

- 6. The organiser may require the exhibitor to produce suitable evidence of the policies of insurance required in accordance with clause 5 before the exhibitor is granted access to the site. The organiser acting reasonably, may deny access to the site.

- 7. The exhibitor hereby indemnifies and will keep the organiser indemnified at all times against any claim for compensation, damages, losses or costs made against the organiser by any person (including, but not limited to, the exhibitor's personnel) arising directly or indirectly from the exhibitor or the exhibitor's personnel:

- (a) Use of the venue or the site;
- (b) Use of goods, supplies, property or equipment owned or operated by the exhibitor or the exhibitor's personnel at the venue or on the site;
- (c) Actions (negligent or otherwise); or
- (d) Breach of these terms.

- 8. The exhibitor releases the organiser, to the full extent permitted by law, for loss or damage to any property, or injury or death to any person, arising out of any action (negligent or otherwise), activity or involvement of the organiser pursuant to these terms.

- 9. The exhibitor must ensure that all vehicles located at the venue are registered and in a presentable and roadworthy condition.

- 10. The exhibitor shall not, without the prior consent of the organiser, permit any person other than the exhibitor and the exhibitor's personnel to occupy any part of the site. Should this condition not be observed, the organiser may charge additional fees to the exhibitor for the unpermitted persons occupying the site or exercising any of the other rights of the exhibitor under these terms.

- 11. If the organiser is unable to perform its obligation to hold the event solely as a consequence of a delay event:

- (a) The organiser will promptly notify the exhibitor in writing that due to the consequence of the delay event, the organiser's obligation to hold the event has been suspended and the organiser shall not be deemed to be in breach of its

obligations under these terms.

- (b) The exhibitor's obligation to pay fees that are due for payment after the date of the organiser's notice at clause 11 (a) in accordance with Schedule 1 of these terms shall be automatically suspended.

The exhibitor's obligation to pay fees that were due before the date of the organiser's notice at clause 11 (a) remain payable and are non-refundable.

- (c) The exhibitor's obligation to pay fees in accordance with Schedule 1 shall resume, if the exhibitor provides notice to the organiser that it will attend the Primex Field Days Pty Ltd new nominated date for the event in accordance with clause 11 (e), effective from the date of the exhibitor's notice.

- (d) The organiser will promptly notify the exhibitor in writing when it is no longer prevented from performing its obligation to hold the event due to the delay event and nominate, at its sole discretion, a new date for the event to be held, provided that the new date for the event is not more than 6 months from the date of the organiser's notice at clause 11 (a)

- (e) The exhibitor shall, within 14 days of receiving of the organiser's notice at clause 11 (d), elect to notify the organiser that it will attend the event on the new nominated date or notify the organiser that it will instead attend the event in the following year in which case the exhibitor's fees paid to date will be credited against the exhibitor's account for the event to be held in the following year. If the exhibitor does not provide a notice to the organiser in accordance with this clause 11 (e) (i.e. the exhibitor does not wish to attend the event to be held in the current year or in the following year), then the organiser shall forfeit any fees paid by the exhibitor to date.

- (f) And the organiser remains unable to perform its obligation to hold the event at 6 months after the date of the organiser's notice at clause 11 (a), then these terms shall be automatically terminated effective from the expiry of that 6 month period, the organiser shall forfeit any fees paid by the exhibitor before the date of the organiser's notice at clause 11 (a) and neither party shall any further obligation to the other party.

- (g) The organiser shall not be liable to the exhibitor for any claims for compensation, damages, losses or costs made against the exhibitor by any person due to the organiser being unable to perform its obligation to hold the event solely as a consequence of a delay event.

- 12. The organiser may notify the exhibitor that the date for the event is postponed or bought forward from that date of the event previously advertised and communicated to the exhibitor for reasons (including, but not limited to):

- (a) The request or needs of other exhibitors.
- (b) The availability of the organiser's employees and/or service providers.
- (c) The organiser assigning these terms and the event to a third party as assignee or a change of ownership of the organiser.
- (d) Projected sales of sites and commercial viability of the event; and the exhibitor must notify the organiser if the exhibitor is unable to participate at the event on the new date notified by the organiser in accordance with this clause 12 and upon receipt of the exhibitor's notice, the organiser will credit the exhibitor's fees paid to date under these terms to the fees payable for the event to be held in the following year.

13. These terms are terminated and the event cancelled if the organiser:
    - (a) Goes into liquidation or is placed under insolvency administration.
  14. The organiser may immediately terminate these terms and the exhibitor's participation at the event, and forfeit any fees paid to date, if the exhibitor:
    - (a) Becomes bankrupt or goes into liquidation;
    - (b) Is subject to a finding of guilt for a criminal or civil offence;
    - (c) Ceases business; or
    - (d) Fails to remedy a breach of these terms, within 14 days of receiving a notice from the organiser identifying the breach and requiring the breach to be remedied.
  15. Should the exhibitor fail to attend all or any of the days that the event is held for (due to no fault of the organiser), the organiser reserves the right to:
    - (a) Forfeit all fees paid by the exhibitor to date;
    - (b) Make legal demand for any fees remaining to be paid in accordance with these terms as against the exhibitor and/ or the guarantor;
    - (c) Make a claim against the exhibitor and/ or the guarantor for compensation, damages, losses or costs arising directly or indirectly from the exhibitor's failure to attend the event.
  16. All vehicles, aircraft (if applicable), goods, supplies, property and equipment brought on to the venue by the exhibitor, the exhibitor's personnel or any third party, is at the sole risk of the exhibitor.
  17. The exhibitor and the exhibitor's personnel shall be solely responsible for arranging delivery of its goods, supplies, property and equipment to the site and receipt of those items at the site by the exhibitor's personnel. Any receipt of those items at the site by the organiser shall be as agent for the exhibitor and the organiser shall have no liability or responsibility for the items received nor for any issues with the type, quantity and condition of the items delivered.
  18. If the organiser requires the site previously granted to the exhibitor under these terms to be reallocated, the organiser will, acting reasonably, consult with the exhibitor before allocating an alternative site to the exhibitor.
  19. The exhibitor shall pay the site fees in advance in the amounts and on or before the due dates for payment in accordance with Schedule 1 of these terms. The organiser, may, in its sole direction, elect to extend the due date for payment of any fees.
  20. The organiser in accepting payment of any fees or additional costs after the due date, does not waive the organiser's right to require all other fees to be paid on the due date, nor does it waive the organiser's right to terminate these terms due to the exhibitor's default in paying any fees.
  21. The exhibitor shall be held in default of these terms if the exhibitor fails to pay any fees or additional costs by the due date in accordance with Schedule 1 and the organiser may send the exhibitor a default notice setting out the outstanding amount. The exhibitor shall have 14 days to pay the amount outstanding in accordance with the default notice. If the exhibitor fails to comply with the default notice, the exhibitor shall become immediately liable to pay the outstanding amount, together with interest accruing from the original due date for payment set out in Schedule 1 until payment is received at the rate of 15% per annum. The exhibitor shall also pay all costs and expenses incurred in the organiser exercising its rights of recovery from the exhibitor and/or the guarantor and the exhibitor shall indemnify the organiser against any losses resulting from the default.
  22. To comply with the Work Health and Safety Act 2011 (NSW), the exhibitor is responsible for the creation and maintenance of a safe workplace environment for the exhibitor's personnel at the site. All power leads and electrical appliances and equipment brought onto the site must be tested and tagged in accordance with AS/NZS 3760:2010 and to comply with the requirements as set out in Work Health and Safety (Managing Electrical Risks in the Workplace) Code of Practice and the AS/NZS (3002) 'Electrical Installation - Shows and Carnivals'. The organiser, in the interests of safety to any person, has the immediate right, without prior notification to the exhibitor, to disconnect any power leads that fail to comply with the Australian Standards 3760. The exhibitor is required, before being granted access to the venue, to provide the organiser with a Safety Plan (Risk Assessment Plan) to demonstrate that the exhibitor and the exhibitor's personnel are adhering to the requirements under the Work Health and Safety Act 2011 while setting up, operating and dismantling their exhibits at the site. Any hot work including cutting, welding or grinding conducted on site shall require a Hot Work permit to be provided by the exhibitor.
  23. The exhibitor must provide written notice to the organiser immediately upon the exhibitor deciding or being prevented from participating at the event for any reason. The following fees remain payable by the exhibitor (which represent the administrative and other costs incurred by the organiser in the preparation of the event) and the organiser shall forfeit the same, if the organiser receives a notice of cancellation:
    - (a) At any time following the exhibitor signing on for the event and up to 5 months before the event date: 25% of total fees; or
    - (b) 5 months or less before the event date: 50% of total fees; or
    - (c) 8 weeks or less before the event date: 100% of total fees; and
    - (d) At any time before the event date: 100% of additional costs.For the purposes of this clause, the "event date" means the date of the event whether that date is the original date, postponed or brought forward date or new nominated date as a result of a delay event. The organiser may, in extenuating circumstances, elect to reduce the amount of fees payable or waive payment of the fees, in the event of an exhibitor providing a notice of cancellation in extenuating circumstances.
  24. Where the organiser agrees to allow the exhibitor to erect permanent or semipermanent structures on the site, the parties will enter into an agreement in respect of that arrangement on terms and conditions acceptable to the organiser.
  25. The exhibitor represents and warrants to the organiser that all information and representations that the exhibitor, or any person acting on the exhibitor's behalf has given to the organiser are true and correct. The exhibitor warrants that it has not failed to disclose to the organiser anything relevant to the organiser's decision to have dealings with the exhibitor and that no court proceedings or dispute is current that may have an adverse effect on performing the exhibitor's obligations under these terms.
  26. The organiser does not warrant that the exhibitors listed or mentioned in any of the organiser's marketing material (including online material) will be participating at the event. The organiser does not guarantee that exhibitors who have registered for the event will be participating at the event.
  27. The organiser's prospectus is a summary and is for general information purposes only. The organiser's prospectus does not constitute financial or investment advice and does not contain a guaranteed rate of sales or revenue for the exhibitor as a result of participating at the event. Past performance information contained in the organiser's prospectus is for illustrative purposes only and should not be relied upon as (and is not) an indication of future performance of the event. Any decision of the exhibitor to enter into these terms should be made after the exhibitor has carried out and relied on its own independent enquiries including legal and financial advice.
  28. The organiser may elect to provide a virtual event in addition to the event, particularly in the circumstances where the event may have to be postponed in accordance with these terms. If the exhibitor chooses to participate in the virtual event however the organiser elects not to proceed with providing a virtual event for any reason, the organiser shall not be liable to the exhibitor for any claims for compensation, damages, losses or costs made against the exhibitor by any person due to a virtual event not taking place.
  29. General Provisions Governing law
    - (a) These terms are governed and construed in accordance with the law of New South Wales.
- ## Severance
- (b) If any provision contained in these terms is or becomes legally ineffective, under the general law or by force of legislation, the ineffective provision shall be severed from these terms which otherwise continues to be valid and operative.
- ## Benefit of terms not assignable
- (c) the exhibitor may not assign the benefit of the rights under these terms without the prior written consent of the organiser.
- ## Notices
- (d) Notices must be in writing and be given personally by express or registered post with delivery confirmation or by facsimile transmission or email with receipt confirmation.
- ## Business day
- (e) If the exhibitor must make a payment on or by a day that is not a business day, the exhibitor must make the payment by the next business day.
- ## 30. Guarantee
- 30.1 If the exhibitor is a company or trustee then these terms are not binding on the organiser until the exhibitor's performance has been guaranteed by one or more persons of financial substance satisfactory to the organiser in accordance with this clause 30.
- 30.2 In consideration of the organiser, at the guarantors' request, granting these terms to the exhibitor, each guarantor jointly and severally covenants with the organiser that:
- (a) The guarantor, as a principal obligor and not merely as surety, irrevocably and unconditionally guarantees to the organiser (and indemnifies the organiser in respect of) the due and punctual performance of all of the exhibitor's obligations under or arising out of these terms including (without limitation):
    - (i) Payment when due of all amounts payable by the exhibitor under these terms;



- (ii) Performance when due of all of the exhibitor's other obligations under these terms; and
- (iii) Prompt payment of all amounts for which the exhibitor may become liable in respect of any breach of these terms.
- (b) the guarantor's obligations under this guarantee and indemnity are unconditional, irrespective of:
  - (i) the validity, regularity and enforceability of any provision of these terms;
  - (ii) the absence of any action by the organiser or the exhibitor to enforce these terms;
  - (iii) our waiver or consent in respect of any provision of these terms;
  - (iv) the recovery of any judgment against the exhibitor;
  - (v) any action to enforce judgment against the exhibitor;
  - (vi) any variation of these terms;
  - (vii) any time or indulgence granted to the exhibitor by the organiser;
  - (viii) the dissolution of the exhibitor's buying entity;
  - (ix) any change in the status, function, control or ownership of the exhibitor's buying entity;
  - (x) any consolidation, merger, conveyance or transfer by the exhibitor;
  - (xi) any other dealing, transaction or arrangement between the organiser and the exhibitor; or

- (xii) any other circumstances which might otherwise constitute a legal or equitable discharge of or defence to a surety;
- (c) This guarantee and indemnity will be a continuing guarantee and indemnity which will not be discharged except by complete performance of all of the exhibitor's obligations under or arising out of these terms;
- (d) The organiser may require the guarantor to make a payment or performance any other of the exhibitor's obligations under or arising out of these terms:
  - (i) Without first requiring the exhibitor to do so;
  - (ii) Irrespective of whether such payment or other obligation would be enforceable against the exhibitor; and
- (e) The guarantor has read this guarantee and indemnity and the rest of these terms and has taken such legal advice he or the guarantor thinks necessary.

## 31. Covid-19 Safety Plan

- (a) In signing the Terms and Conditions to participate at Primex Field Days, you are confirming you and the entity you represent, understanding it is your responsibility as an Exhibitor to meet all the Safety requirements as required by the NSW Government Public Health Orders.
- (b) The Exhibitor is responsible to follow all requirements as outlined by NSW Government, Primex Field Days and for the management of

each individual Exhibitors Covid-19 Safety Plan as required for their site. Primex Field Days is responsible for the Covid-19 Safety Plan for all Common Areas of the Primex site.

- (c) The Order requires certain premises and events to have a COVID-19 safety plan that addresses the matters in a checklist approved by the Chief Health Officer. Primex Field Days is requesting all Exhibitors to complete a COVID-19 safety plan that addresses the matters in the relevant checklist.
- (d) A copy is to be supplied to Primex Field Days 10 days prior to access to site and Set Up of displays. In the case of the Richmond Valley Events Centre, the Major recreation facilities, stadiums, showgrounds, racecourses checklist may be helpful.
- (e) All exhibitors and attendees should be aware of the NSW Government advice on How to protect yourself and others.
- (f) All exhibitors who fall under the Hospitality umbrella are required to have their own QR code for their allocated area. Primex Field Days will have a QR Code at the 2 Main Entry and Exit points to the Richmond Valley Events Centre (East and West).



## BUSINESS DETAILS

|  |                                  |
|--|----------------------------------|
| Select your business type                    | COVID-19 Safe outdoor gatherings |
| Business name                                | Primex Field Days Pty Ltd        |
| Business location (town, suburb or postcode) | Casino NSW                       |
| Completed by                                 | Bruce Wright                     |
| Email address                                | admin@primexfielddays.com        |
| Effective date                               | Effective 25 February 2022       |
| Date completed                               | 25 February 2022                 |

## WELLBEING OF STAFF AND CUSTOMERS

| Possible issue               | Exclude staff and customers who are unwell from the premises.  |
|------------------------------|--|
| Explain how you will do this | Display signage at entry points - "Help us protect our community. Do not enter if you are feeling unwell, have a cough, sore/scratchy throat, fever,runny nose, loss of smell or taste. Avoid contact with other until you feel better".   |
| Possible issue               | Provide staff with information and training on COVID-19, including COVID-19 vaccination when to get tested, physical distancing, wearing masks, and cleaning.  |
| Explain how you will do this | <ul style="list-style-type: none"> <li>During pre-event briefings, inform staff &amp; volunteers with current Covid safe requirements.</li> <li>Provide information packs to staff for Covid safe practices</li> <li>Provide face masks for all staff &amp; volunteers</li> </ul>  |
| Possible issue               | Display conditions of entry such as requirement to stay away if unwell.  |
| Explain how you will do this | This will be categorised within the Operations Manual, social media & at the entry gates.  |
| Possible issue               | Businesses can require proof of COVID-19 vaccination in line with their COVID-19 vaccination policy. An occupier of premises at which a music festival is being held in an indoor area must take reasonable steps to ensure that only fully vaccinated or medically exempt persons are allowed to attend the festival if there are more than 1,000 persons attending the festival. For example, ensure posters outlining vaccination requirements are clearly visible, check vaccination status upon entry and only accept valid forms of evidence of vaccination, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance is available at: <a href="https://www.nsw.gov.au/covid-19/business/covid-19-vaccinations-and-businesses">https://www.nsw.gov.au/covid-19/business/covid-19-vaccinations-and-businesses</a> |
| Explain how you will do this | This event is not covered by a NSW Public Health Order. Proof of vaccination is not required.  |
| Possible issue               | Review the 'COVID-19 safety guidance for large events' available at <a href="https://www.nsw.gov.au/covid-19/business/covid-safe-events/large">https://www.nsw.gov.au/covid-19/business/covid-safe-events/large</a> and consider which risks and mitigation measures are relevant to your event before completing this COVID-19 Safety Plan.   |
| Explain how you will do this | Covid-19 safety guidance has been reviewed & is contained within the event Operations Manual.  |

## PHYSICAL DISTANCING

|                                     |  |
|-------------------------------------|--|
| <b>Possible issue</b>               | <b>Support 1.5m physical distancing where possible, including:</b> <ul style="list-style-type: none"> <li>• <b>at points of mixing or queuing</b></li> <li>• <b>between seated groups</b></li> <li>• <b>between staff.</b></li> </ul>  |
| <b>Explain how you will do this</b> | <ul style="list-style-type: none"> <li>• Promote physical distancing with signage.</li> <li>• Entry tickets will be pre-sold on-line to minimise queuing and handling.</li> <li>• Staff will be provided a separate area for lunch &amp; breaks &amp; the times will be staggered to ensure the appropriate distancing &amp; density.</li> </ul> |
| <b>Possible issue</b>               | <b>Avoid congestion of people in specific areas where possible.</b>  |
| <b>Explain how you will do this</b> | <ul style="list-style-type: none"> <li>• Promote physical distancing with signage.</li> <li>• Covid-19 Safe practices &amp; distancing is also contained within the event Operations Manual.</li> </ul>  |
| <b>Possible issue</b>               | <b>Have strategies in place to manage gatherings that may occur immediately outside the premises and in any designated smoking areas.</b>  |
| <b>Explain how you will do this</b> | <ul style="list-style-type: none"> <li>• Staff &amp; volunteers will be briefed on this in the pre-event briefing</li> <li>• Covid-19 ambassadors will be monitoring this during the event.</li> </ul>   |
| <b>Possible issue</b>               | <b>Where practical:</b> <ul style="list-style-type: none"> <li>• <b>encourage private transport options to minimise crowding on public transport</b></li> <li>• <b>coordinate with public transport to minimise COVID-19 risks associated with transportation to and from the venue if crowding may occur.</b></li> </ul>                        |
| <b>Explain how you will do this</b> | <ul style="list-style-type: none"> <li>• Public transport in the form of a shuttle bus is at a minimum &amp; controlled by the local council.</li> <li>• Car parking is provided close to the event.</li> </ul>  |

## VENTILATION

|                                     |  |
|-------------------------------------|--|
| <b>Possible issue</b>               | <b>Review the 'COVID-19 guidance on ventilation' available at <a href="https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance">https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance</a> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.</b> |
| <b>Explain how you will do this</b> | This is an outdoor event however, the Covid-19 guidance on ventilation has been reviewed to consider which measures are relevant to minimal indoors spaces.  |
| <b>Possible issue</b>               | <b>Use outdoor settings wherever possible.</b>   |
| <b>Explain how you will do this</b> | The majority of the event is outdoors.   |
| <b>Possible issue</b>               | <b>In indoor areas, increase natural ventilation by opening windows and doors where possible.</b>  |
| <b>Explain how you will do this</b> | Indoor settings where relevant, have open doors and allow essential ventilation.   |
| <b>Possible issue</b>               | <b>In indoor areas, increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).</b>  |
| <b>Explain how you will do this</b> | <ul style="list-style-type: none"> <li>• Indoor settings where relevant, have open doors and allow essential ventilation.</li> <li>• Mechanical ventilation is available should it be required.</li> <li>• Numbers in these areas is limited.</li> </ul>   |

## VENTILATION

|                       |  |
|-----------------------|--|
| <b>Possible issue</b> | <b>Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).</b> |
|-----------------------|--|

|                                     |   |
|-------------------------------------|---|
| <b>Explain how you will do this</b> | Scheduled maintenance has been conducted. |
|-------------------------------------|---|

|                       |   |
|-----------------------|---|
| <b>Possible issue</b> | <b>Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.</b> |
|-----------------------|---|

|                                     |  |
|-------------------------------------|--|
| <b>Explain how you will do this</b> | Experts in this area of risk management have been consulted & their advice has been implemented. |
|-------------------------------------|--|

## HYGIENE AND CLEANING

|                       |   |
|-----------------------|---|
| <b>Possible issue</b> | <b>Face masks are encouraged in indoor settings where it is difficult to maintain physical distance from others. Businesses can require workers and customers to wear face masks in line with their face mask policy. Note: Face masks must be worn by workers and attendees at music festivals being held in an indoor area with more than 1,000 attendees, unless exempt.</b> |
|-----------------------|---|

|                                     |   |
|-------------------------------------|---|
| <b>Explain how you will do this</b> | Visitors are encouraged to bring & wear their face masks.<br>Volunteers, exhibitors & staff are encouraged to wear face masks.<br>Face masks will be provided for staff & volunteers. |
|-------------------------------------|---|

|                       |   |
|-----------------------|---|
| <b>Possible issue</b> | <b>Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.</b> |
|-----------------------|---|

|                                     |  |
|-------------------------------------|--|
| <b>Explain how you will do this</b> | Hand sanitising stations will be provided at each entry point, marquee & Exhibitors are encouraged to provide hand sanitising stations at their sites. |
|-------------------------------------|--|

|                       |  |
|-----------------------|--|
| <b>Possible issue</b> | <b>Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.</b> |
|-----------------------|--|

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|-------------------------------------|---|
| <b>Explain how you will do this</b> | Contract cleaners have been engaged to conduct scheduled cleaning of all public facilities. |
|-------------------------------------|---|

|                       |   |
|-----------------------|---|
| <b>Possible issue</b> | <b>Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.</b> |
|-----------------------|---|

|                                     |  |
|-------------------------------------|--|
| <b>Explain how you will do this</b> | Contract cleaners have been engaged to conduct scheduled cleaning of all public facilities including entry, exit, offices, hand sanitising stations etc. |
|-------------------------------------|--|

## RECORD KEEPING

|                       |   |
|-----------------------|---|
| <b>Possible issue</b> | <b>Consider having a record keeping method in place to support contact tracing if a person with COVID-19 visits the premises. Note: Music festivals with more than 1,000 attendees must take reasonable steps to ensure that workers and attendees check-in using the NSW Government QR code system when they enter the premises.</b> |
|-----------------------|---|

|                                     |  |
|-------------------------------------|--|
| <b>Explain how you will do this</b> | A QR code is in place for all attendees. |
|-------------------------------------|--|

|                       |  |
|-----------------------|--|
| <b>Possible issue</b> | <b>Review the 'guidance for businesses with a worker who tests positive for COVID-19' available at <a href="https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case">https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case</a> and have protocols in place in the event that a worker who tests positive for COVID-19 has been in the workplace.</b> |
|-----------------------|--|

|                                     |  |
|-------------------------------------|--|
| <b>Explain how you will do this</b> | Staff or volunteers will be asked to go home & self isolate & any other staff or volunteers who have come in contact with the infected person will be monitored. |
|-------------------------------------|--|

|                       |   |
|-----------------------|---|
| <b>Possible issue</b> | <b>Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify <a href="https://www.safework.nsw.gov.au">SafeWork NSW</a> a worker has tested positive and is hospitalised or dies. Visit <a href="https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus">https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus</a> for more information.</b> |
|-----------------------|---|

|                                     |   |
|-------------------------------------|---|
| <b>Explain how you will do this</b> | Notify safe work if a staff member or volunteer is hospitalised or dies from Covid-19 |
|-------------------------------------|---|



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## ACCESS

Stallholders must ensure there is access for people with disabilities in the site allocated to them. This includes ensuring bench heights are at an appropriate level for people in a wheelchair, and the area is free from boxes and other materials for easy access.

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## BEHAVIOUR

Stallholders must respond co-operatively to any direction given by Management in relation to the operation and occupation of their stall, equipment, goods and vehicle during operating times and any direction of a security or safety nature. Stallholders must not act in a verbally or physically abusive, dangerous, or disruptive manner and if so it will not be tolerated and will result in immediate expulsion from the site. Abuse of Event staff will not be tolerated under any circumstances. Any stallholder or participant who is deemed to be abusive or aggressive will be required to leave the Event immediately.

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## CHEMICALS

Stallholders with petrol, diesel or any other hazardous chemical shall ensure that the chemical is contained in a spill containment area. A Safety Data Sheet shall accompany each hazardous chemical that is to be used on site as per the WHS regulations. No oil or chemicals are to come into contact with the ground.

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## CHILDREN

Children must be always supervised while they are at the Event. Children cannot be allowed access to areas where unreasonable health and safety risks have been identified. Event Management reserves the right to direct that a child be removed from either the area or the Event campus when the child is exposed to an unacceptable health and safety risk, or when the presence of the child is causing an unacceptable health and safety risk or an unreasonable level of disruption to others.

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## ELECTRICAL

Electrical outlets are available for a limited number of sites. Stallholders are responsible for supplying their own complying electrical extension lead. The extension lead shall be medium duty (1.5mm inner core), no more than 35m in length and no leads shall be joined to make the lead longer. Stallholders must ensure that all electrical equipment and leads are tagged in compliance with relevant workplaces regulations by a qualified electrician. Electrical switches etc. must be appropriately waterproofed and separated from potential water sources. Broken plugs, switches, leads, sockets etc. removed or fixed immediately.

All equipment and leads must be made available for inspection. Failure to do so may result in penalty via exclusion from future Events. No double adaptors or piggyback plugs are to be used. Australian Standard approved power boards are acceptable. Power boards are not to be daisy chained i.e. supplying one power board from another. Individual stallholders may be allowed to use their own generator if it is silent, but details must be in their application.

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## FIRST AID

St Johns First Aid and SES personnel are on site for the entire Event. Please familiarise yourself with their location should you, or a member of the crowd require medical assistance.

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## GAS APPLIANCES

Stallholders using gas/electrical appliances (even if only for personal use) must have a suitable fire extinguisher and or fire blanket on site:

- 1 x 2A: 30B: (E) Dry Chemical Fire Extinguisher (1.5kg).
- 1 x Fire Blanket of 1.2 x 1.8m in size.
- These are to be mounted in an accessible position and clearly visible. The extinguisher must also be fitted with a test certification that is less than 6 months old.

Stallholders using gas appliances must complete the self-checklist prior to the Event and present it when requested by Event staff. No gas cylinder with a capacity above 9 kg is to be installed in a tent or building. Stallholders must ensure that all gas appliances are approved and in date. Gas bottles shall be secured in the upright position whilst in use.

### Gas cylinders must be:

- Gas cylinders over 10 years that have not been tested or have not passed must not be used.
  - Located away from excessive heat.
  - Must be restrained to prevent them from falling over. A vented crate should be used to secure the gas cylinder and placed on a level surface.
-

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## GENERAL

Smoking is prohibited outside of the designated smoking zones, persons observed smoking outside these zones may be ejected from site and not permitted re-entry. In the interest of health & safety, Stallholders' dogs are not permitted to enter the Event area. The stall space is defined by the Event Manager. Booking of space and positioning of Stallholders is the responsibility of the Event Manager.

Stallholders are responsible for complying with all laws, rules and regulations relating to the goods offered for sale. All Stallholders must provide their required equipment including marquees with weights, tables, signage, and safety equipment. The Event Manager reserves the right to refuse admission to the Event to any person and to eject or cause to be ejected any person and or his/her goods and chattels without giving any reason. This decision is final and binding. The Event Manager shall not be liable to any person using these premises for any personal injury or loss or damage however arising whether by negligence or otherwise of the Event Manager or its servants or incurred or suffered by that person.

Stallholders must ensure that their activities do not endanger the safety or security of any people at the Event. Stallholders must not cause damage, make alterations or additions of any nature to, or carry out works of any nature to Event site property and that, if any damage is caused, the costs of any repairs, making good or replacement are borne by the Stallholder. Stallholders must comply with all the terms contained in these rules and must comply with any changes to the Event rules, or any relevant local government and other statutory laws & regulation including at least the Work Health and Safety Act 2011. The Event Management's right to enter upon the site of any Stallholder at any time and remove any article, sign, picture, or printed matter which in our opinion is either not eligible for display, considered offensive or poses imminent and immediate risk to other persons.

Stallholders must comply with all directions given by Event Management. Raffle tickets may not be sold, nor competitions run at the Event without any necessary statutory approvals and without the prior written consent of the Event Management. Product samples or testers and promotional flyers may not be distributed at the Event outside the confines of your stall site without the prior written consent of the Event Management.

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## HOUSEKEEPING

Stallholders must maintain their stalls in a clean and tidy manner and must take away all unsold items, boxes, paper, wrappings, etc. All stall equipment including racks, tables, signage etc. must be contained to the stall site boundaries. Public access ways must be always clear. Any guide ropes or other tie down points shall be located away from public areas. Stallholders must ensure that their stalls do not obstruct walkways, emergency exits or services for people with disabilities.

Stallholders are to ensure that all cords, ropes and wires taped down or hung safely overhead; red and white emergency tape used to identify 'out of bounds' areas; floor or ground coverings placed over potential slippery areas and to rectify and/or report trip hazards immediately. Bins will be provided by the Event. It is the Stallholder's responsibility to dispose of or remove any rubbish and ensure that the area is kept clean and tidy. Large boxes and packaging are not to be disposed of on site. Stallholders are responsible for removing these items.

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## INCIDENTS

Stallholders must report to the Management any incident or accident to any person or property that involves loss or could be expected to give rise to a claim including:

- Property damage
  - Illness, accident, or injury
  - Anti-social behaviour
  - Lost children
  - Any observed disruptive behaviour
  - Any other issues raising concern for the health, safety or security of food vendors or the public
  - Hazards and near misses
-

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## INSURANCE

All Stallholders are required to hold a current Product and Public Liability Insurance Policy. A certificate of currency must be included with their application and provided upon request as required.

Receipt of applications: Applications must be submitted along with fees, a copy of Product and Public Liability Insurance currency certificate. All applications must be received at least 14 days prior to an Event, with approval and registration issued to Stallholder before Event attendance.

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## MARQUEE TENT SETUP

The Event Management do not provide marquee, tent, or tarpaulin hire. Tents / marquees must be set up as per the manufacturer's guidelines with 4 corners of your tent marquee having correct weights as per manufacturer's guidelines. Food tents / marquees must have 3 sides erected to the structure. Irrespective of weather conditions, Tents / marquees must be always weighted down with heavy sandbags or with appropriate and secure weights per manufacturer's guidelines. Note: This is an insurance requirement and is mandatory. Absolutely no exceptions.

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## NOISE

The use of amplifiers or loudspeakers including portable audio players etc. is prohibited except with prior written consent from the Events Staff. Stallholders are not permitted to employ, contract or programme any performer or performance without prior permission from the Events Staff.

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## RUBBISH

Waste bins will be provided for small items only. The Event operates on a bring in take-out policy in relation to all rubbish, packaging, and recyclable materials:

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 Exhibitor's 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 Exhibitor's cost and may include refusal to exhibit at the event in future.

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## VEHICLE

The driver shall be totally and legally responsible for the parking and movement of the vehicle. For reasons of safety, vehicles may not move within the Event area 15 minutes prior to and within 15 minutes after the advertised trading times, unless the Event Manager closes the Event earlier for any reason. Loading and unloading of plant off transport vehicles is to be completed off site.

Stallholders must comply with local traffic rules and regulations on public roads and in areas in the immediate vicinity of the Event and must not park illegally, double park in traffic lanes, park in driveways, queue across traffic intersections, undertake illegal U turns or traffic maneuvers, or otherwise hinder traffic in the streets surrounding the Event during set up or pack times. Stallholders may not drive their cars into the venue unless it has been confirmed with Event Management.

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# STALL HOLDERS VEHICLE PASS

This pass is to be displayed on the inside of the windscreen of the Stallholder's vehicle to assist in identifying any vehicle that may need to be moved or is incorrectly parked and may be blocking a road or exit.

| CONTACT PERSON             |
|----------------------------|
|                            |
| CONTACT MOBILE             |
|                            |
| SITE NUMBER/BUSINESS NAME: |
|                            |

Please place the completed form on the windscreen of the Stallholder's Vehicle.





# Stallholders safety checklist

| TOPIC  |   | YES/NO | Detailed information, please attach additional documents and pictures for evidence, if required. |
|--|---|--------|--|
| Access bump in and bump out (set-up and pack-down) | <ul style="list-style-type: none"> <li>Additional requirements.</li> <li>Increased width of access for Plant</li> <li>Specific barriers for display</li> </ul>  |        |  |
| Chemicals on site                                  | Hazardous chemicals in sizes greater than household use will need a Safety Data Sheet.  |        |  |
| Self-food catering                                 | <ul style="list-style-type: none"> <li>Use of electrical devices for heating/cooling food and drinks</li> <li>Small extinguisher and or Fire Blanket on site</li> </ul>   |        |  |
| Noise  | Plant operating at a sound level to disrupt the event.  |        |  |
| Electrical safety                                  | Leads, outlets and devices in good working condition.   |        |  |
| Generators and inverters                           | In test and inspected   |        |  |
| Liquified petroleum gas (LPG) and Butane           | <ul style="list-style-type: none"> <li>Cylinders to be stored appropriately</li> <li>Hoses and regulators in good condition</li> <li>Small butane stoves in a good condition.</li> <li>Butane disengaged after use</li> </ul> |        |  |
| Insurances   | <ul style="list-style-type: none"> <li>Public liability and professional indemnity (where required)</li> <li>Current Workers Compensation licence for staff as part of the NSW requirement</li> </ul>                         |        |  |
| First aid  | First aid kit on site suitable for minor injuries.  |        |  |
| Equipment safety                                   | Position of plant reviewed with suitable guarding on sharps and slips trip hazards.   |        |  |
| Marquees   | Tents to be secured to the ground and in serviceable condition with no sharp or protruding surfaces.  |        |  |
| Moving Plant on site (between bump in and out)     | Define the need and reason to move  |        |  |
| Transporting loads onsite                          | <ul style="list-style-type: none"> <li>Secure.</li> <li>Spotter where needed to escort the load.</li> <li>Qualified persons operating the crane (where used).</li> </ul>  |        |  |
| Waste management                                   | Explain how you are going to remove waste from the site. Only small bins supplied for Stallholders.   |        |  |

Site Number: \_\_\_\_\_

Business Name of Stallholder: \_\_\_\_\_

Date: \_\_\_\_\_

Responsible person on site: \_\_\_\_\_



# Primex

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DISCLAIMER: The Primex Exhibitor Operations Manual provides general and operational information that relates to field days held on the Richmond Valley Events Centre (Primex Site) Casino. A site leased and operated by Primex Field Days Pty Ltd. All exhibitors are required to carefully read the Exhibitor Manual as you are bound by the details it contains and failure to comply may result in your application being terminated. If you have any questions or concerns, please contact Primex Field Days by email [admin@primexfielddays.com](mailto:admin@primexfielddays.com)



Local Land Services



Richmond  
Valley  
Council



QUEENSLAND  
Country Life

THE LAND



Lismore Toyota