

# 2022 EXHIBITOR MANUAL



IMPORTANT INFORMATION: PLEASE READ THOROUGHLY



## Farm World

24-27 MARCH 2022 | LARDNER PARK

Thursday 9:00am - 4:00pm

Friday 9:00am - 4:00pm

Saturday 9:00am - 6:00pm

Sunday 9:00am - 4:00pm

For full event information and more, please visit [www.lardnerpark.com.au](http://www.lardnerpark.com.au)  
or follow Farm World - Lardner Park on Social media.

P : 5626-1373 E : [farmworld@lardnerpark.com.au](mailto:farmworld@lardnerpark.com.au)

  
**Lardner  
Park**

[www.lardnerpark.com.au](http://www.lardnerpark.com.au)

Lardner Park Strategic Partners



**TAFE  
GIPPSLAND**

Farm World Sponsors



**WEEKLY TIMES**



# FARM WORLD 2022 EXHIBITOR MANUAL

## Contents

KEY INFORMATION .....	1
ACCESS DETAILS .....	1
KEY EVENT CONTACTS .....	1
ADVERTISING.....	2
ANIMALS & LIVESTOCK .....	2
ATM FACILITIES .....	2
AWARDS .....	2
BIOLOGICAL HAZARDS .....	2
BIOSECURITY POLICY .....	2
CATERING .....	3
COVID REQUIREMENTS & COVID SAFE PLAN .....	3
DELIVERY SERVICE (for your customers) – NEW LOCATION .....	3
DELIVERY SERVICE (for exhibitors) .....	4
DIGGING HOLES/GROUND PENETRATION.....	4
DRUGS & ALCOHOL.....	4
ELECTRICAL .....	4
ENTRY PASSES.....	5
EXHIBITOR CAR PARKING DURING FARM WORLD.....	5
FIRST AID .....	5
FOOD SAFETY GUIDELINES .....	5
FORKLIFT /TELEHANDLER/CRANE USAGE ( <i>new arrangements</i> ) .....	5
GRASS SITE MOWING .....	6
HAZARDOUS CHEMICALS, GASES AND DANGEROUS GOODS.....	6
HEIGHT WORK .....	7
HOT SURFACES & LIQUIDS .....	7
INCIDENT REPORTING .....	7
LICENSES.....	7
MACHINERY UNLOADING & TRUCK/TRAILER PARKING .....	7
MARKETING.....	7
MARQUEES & TEMPORARY STRUCTURES.....	7
NOISE & INCONSIDERATE BEHAVIOUR.....	8
PATRON FLOW .....	8
PERSONAL PROTECTIVE EQUIPMENT (PPE) .....	8

---

RAISED EQUIPMENT ..... 8

SECURITY ..... 8

SHELL SCHEME SETUP ..... 8

SITE BOUNDARY..... 8

SLIPS, TRIPS & FALLS ..... 8

SMOKING ..... 9

THEME - RETURN TO HERITAGE..... 9

WASTE DISPOSAL ..... 9

WEBSITE & SOCIAL MEDIA..... 9

WEATHER..... 9

WIFI & INTERNET ACCESS ..... 9

MAPS

TRAFFIC MANAGEMENT

- \* EXHIBITOR ENTRY EVENT DAYS - ENTRY MAP
- \* EXHIBITOR EXIT - SUNDAY

# KEY INFORMATION

ACCESS DETAILS		
Bump In:	<ul style="list-style-type: none"><li>▪ ‘Soft’ bump-in access to all sites from Monday 21<sup>st</sup> March (there won’t be any lifting services, first aid or security services on site on this day) Access from 8:00am until 6:00pm <b>via Gate 3 only</b></li><li>▪ Access to all sites from Monday 21<sup>st</sup> March until Wednesday 23<sup>rd</sup> March</li><li>▪ Access from 7:00am until 7:00pm (Tuesday – Wednesday) via Gates 3 &amp; 4</li><li>▪ Strictly <b>NO</b> access outside of these times</li><li>▪ Personal Protective Equipment (PPE) must be worn please</li><li>▪ COVID mandates to be adhered to. Please advise your staff and suppliers that QR code double vaccination scanning will take place on entry during bump-in/out days (please advise your staff and suppliers)</li></ul>	
Access During Event:	<ul style="list-style-type: none"><li>▪ Thursday 24<sup>th</sup> from 6:00am – 5:00pm</li><li>▪ Friday 25<sup>th</sup> from 7:00am – 5:00pm</li><li>▪ Saturday 26<sup>th</sup> from 7:00am – 7:00pm</li><li>▪ Sunday 27<sup>th</sup> from 7:00am – 6:00pm</li><li>▪ <b>Farm World exhibitor entry during event through Gate 1 only</b></li></ul>	
Bump Out:	<ul style="list-style-type: none"><li>▪ Sunday 27<sup>th</sup> March from 4.15pm (no vacating of sites prior)</li><li>▪ Vehicle access to display space from 4.45pm (no earlier, all event patrons must be offsite before any vehicle movement can occur – this is a Work Safe requirement)</li><li>▪ Pavilion Sites: partitions/shell schemes will be dismantled from 8:00am Monday 28<sup>th</sup>. Goods left onsite will be at own risk and must be cleared by 12.00pm Monday 28<sup>th</sup> March</li><li>▪ All outside exhibitors must be fully vacated by Wednesday 30<sup>th</sup> March (<b>please note: no exceptions unless approved by Lardner Park Management</b>)</li></ul>	
Vehicle Access:	<ul style="list-style-type: none"><li>▪ Parking during event days (24-27 March) via Gate 1</li><li>▪ <b>Strictly no vehicle movement permitted during public event hours</b></li><li>▪ Official Farm World Vehicle Pass must be displayed on front screen of vehicle for access to the site</li><li>▪ No vehicle access to the event site <b>45 mins</b> prior to opening hours each day - this is a WorkSafe requirement <b>Thursday: &lt;8:15am / Friday: &lt; 8.15am / Saturday: &lt; 8:15am / Sunday: &lt; 8.15am</b></li><li>▪ Exhibitors must move all vehicles off the event site and into the car park no later than 30 mins prior to opening hours on event days. Only authorised and pre-approved display vehicles may remain on site. Must have the Vehicle Pass displayed and strictly no vehicle movement permitted.</li></ul>	
KEY EVENT CONTACTS		
Chief Executive Officer	Craig Debnam	P: 03 5626 1373
Events Manager	Pam Ryan	E: <a href="mailto:farmworld@lardnerpark.com.au">farmworld@lardnerpark.com.au</a>
Finance Manager	Barbara Johnson	
Property Manager	Anthony Willems	
Administration Officers	Tracy Jilbert & Taryn Randell	
Safety Officer	Tom McCormack	0408 222 514
Victorian First Aid Services	Darren Johnson	0488 405 605
Farm World Site Logistics	Jamie – Event Studios	0447 144 717
Crane operator (external orders)	Southern Cranes	0438 362 681

## **ADVERTISING**

Exhibitors are not permitted to hand out any advertising or promotional materials in any area other than within their own site, this includes signage. Please stay within your boundary.

## **ANIMALS & LIVESTOCK**

Strictly no dogs or pets are permitted on the event site, this includes during set up and pack up; exceptions are provided for service dogs. Animals as part of an exhibit or attraction must be kept in a manner to prevent injury to the public. Animals must be adequately separated from areas used for storage, prep, production and food prep. Animals must be kept in accordance with recognised humane practices acceptable to the RSPCA and must be in good health. All livestock must be NLIS tagged which will be scanned by a Lardner Park representative from Thursday 24<sup>th</sup> March, to have their sighted movement registered on the NLIS database.

## **ATM FACILITIES**

ATM facilities are located adjacent to the Lardner Park Main Office building. Exhibitors are reminded to make their own arrangements for cash requirements prior to the event.

## **AWARDS**

'Yarn at the Farm' Networking Night will be held on the Lakeside Arena for invited guests and ag machinery dealers. Special exhibitor site awards will be presented at this function. Trophies will be awarded for the best exhibitor displays and we encourage you to present your sites accordingly to attract the judges and patrons' attention and interest.

## **BIOLOGICAL HAZARDS**

Biological hazards include bodily fluids, waste, sharps or first aid coverings. Biological hazards can cause risk to the public if the hazard is ingested, inhaled, absorbed or penetrated through the skin. Please report any biological hazards to the Lardner Park Office immediately.

## **BIOSECURITY POLICY**

Biosecurity is an important issue when exhibiting livestock. We have endeavoured to provide an environment as pest and disease free as possible. While we continue to maintain optimum practices, exhibitors are ultimately responsible for their own biosecurity. You should make your own risk assessment of Lardner Park facilities and act accordingly. The following advice from Animal Health Australia may assist:

*Responsibility for biosecurity doesn't end when your livestock leave the farm gate. By implementing good management practices in your farming operation, you'll be playing an important role in protecting your region, and possibly the entire industry, from devastating disease outbreaks. These practical measures will help ensure your biosecurity practices extend into the wider community:*

- *Moving livestock off your property: make sure livestock are fit to travel before loading. Diseased/injured livestock should not be moved off property and if necessary, seek veterinary attention and supply an NVD/TSS and health declaration.*

*Livestock exhibitors should:*

- *Ensure pens/housing areas are clean before they enter*
- *Feed and water your livestock separately, if possible*
- *Never share equipment, if you must, always clean and disinfect before and after use*
- *Isolate any returning stock for 10 days to allow for weed seed elimination and signs of disease/pests*

Further information can be found at <https://www.farmbiosecurity.com.au/>



## CATERING

### BUMP-IN / OUT

Catering will be available for your staff and suppliers as follows:

- Tuesday 22<sup>nd</sup> & Wednesday 23<sup>rd</sup> March **and** Monday 28<sup>th</sup> March
  - Lakeside Arena (Rotunda)
  - Adjacent to Farm World admin office

### DURING THE EVENT

Along with the numerous catering vendors at Farm World, Lardner Park catering partners, Alimentos Catering are also offering exhibitor catering delivered express to your site during event days. The following options are available: (all gst inc.)

- Assorted Sandwich triangles \$77 (x8 rounds)
- Assorted baguettes/wraps \$77 (x14 pieces)
- Grazing Box (Local cheeses, cured meats, dips, crackers, sourdough, fresh/dried fruits) \$100 (5-6 serves)
- Seasonal fruit box \$70 (5-6 serves)
  - Sweet Items
    - Cake slices (choice of) - \$ 5
    - Dark chocolate mud cake / White chocolate & raspberry / Salted caramel/Vanilla bean/Lemon & blueberry
    - Large chunky cookies - \$ 5
    - Double choc chip / Nutella / Milo, pretzel & choc chip / M&M's / Caramel popcorn & white chocolate
    - Small bites - \$ 3
    - Yo-yo's / Chocolate brownie / Vanilla bean cookie dipped in white chocolate/raspberries / Caramel slice / Cupcake of the day

All orders must be received by Sunday 20<sup>th</sup> March and can be emailed to [farmworld@alimentos.com.au](mailto:farmworld@alimentos.com.au)

For any late orders : please SMS Jodee on : 0407 863 764 – *we cannot guarantee due to lateness of order.*

### COVID REQUIREMENTS

Our COVID safe plan is available from the website for you and your staff to read. In order to comply with the state government directives, Lardner Park along with our exhibitors, are obliged to observe all the current COVID mandates whilst on the property for the health and safety of our staff, volunteers, your staff and the Farm World patrons.

A condition of entry to Lardner Park requires ALL visitors (staff, exhibitors, contractors, patrons) to show proof of double vaccination. Status will be checked each day upon entry to the event.

### DELIVERY SERVICE (for your customers) – **NEW LOCATION... NEW LOCATION... NEW LOCATION**

A free parcel pick-up service is available where customer purchases are collected from your site and delivered to the Delivery Service Office, **now** located on the western boundary of Farm World.

Patrons will have to leave the car park, drive out of the property and re-enter through Gate 4.

To participate, exhibitors need to collect delivery ticket packs from the Lardner Park Main Office during bump-in. Extra packs can be dropped off by the delivery service during the event.

The process for customer deliveries is as follows:

- Attach a ticket to the parcel, give stub to customer. Ticket stub required as proof of ownership of item when picking up item at the Delivery Service Office
- Phone the Delivery Service mobile number to log your delivery, providing the site number, ticket number and number of packages to be picked up to the operator

**Please note:**

- Delivery Service reserves the right to refuse packages too heavy, large or dangerous to transport (these can be collected on-site by car/trailer after event closure at 4:30pm)
- During peak times there may be a delivery delay to the parcel pick up area - please inform your customers
- Please inform customers all packages to be collected by closing time each day.
- Every effort is made to transport goods safely, but no responsibility is taken for damaged goods.

### **DELIVERY SERVICE (for exhibitors)**

A back-order delivery service is available to exhibitors who either don't have vehicle access or have excess goods for delivery to your site. This service is available from 1 hour before opening hours on the western boundary of Farm World, for delivery to site during bump in each morning. If this service is required, please advise at the scanning point on entry to the site.

### **DIGGING HOLES/GROUND PENETRATION**

Please contact the Main Office before digging a hole or ground penetration of posts/pegs/stakes deeper than 400mm. The property manager will check for any underground services prior to approval for digging.

### **DRUGS & ALCOHOL**

No alcohol or illegal drugs are to be consumed prior to entering or brought onto the Lardner Park property. Working under the influence of alcohol or drugs is strictly prohibited. Any person suspected to be under the influence of alcohol or drugs will be removed from the event. Illegal drug use will be reported to Police.

### **ELECTRICAL**

Lardner Park consists of a network of electrical cables both underground and overhead, as well as water pipes and telephone cables. Underground cables are buried in excess of 300mm. Pegs, poles and excavations are not to be placed within **1 metre** of power outlets (rise poles) or the marked red lines. Overhead power lines are marked on the Farm World site map.

PRIOR TO SETTING UP, please note underground electricity is marked with RED painted lines. Site boundaries are painted in BLUE. **If in doubt, check with our office.**

### **IMPORTANT NOTES**

All electrical items must be tested and tagged with 3-month tags

- All extension leads must have self-contained earth leakage devices
- All electrical leads must comply with Australian Standards

**Random checks will be undertaken by our Safety Officer.**

Adherence will ensure your electrical installation complies with relevant Australian Standards & Codes of Practice. Please check overhead wires prior to installing high marquees and/or equipment and ensure that no marquee, flagpole or equipment is erected within 6.4 metres of overhead power lines.

## ENTRY PASSES

Once your site is paid in full and all documentation received, you will receive an email to allow access to your exhibitor portal where you can redeem your entry tickets. You will also be able to purchase extra exhibitor passes for your staff. Please note: lost or missing passes will not be replaced.

## EXHIBITOR CAR PARKING DURING FARM WORLD

- Exhibitor car parking is provided via Gate 1 only (refer map). Shuttle buses will run from exhibitor carpark 1 as follows:
  - Thursday
    - 6:30am : 9:00am
    - 4:00pm : 5:00pm
  - Friday
    - 7.00am : 9:00am
    - 4:00pm : 5:00pm
  - Saturday
    - 7.00am : 9:00am
    - 6:00pm : 7:00pm
  - Sunday
    - 7.00am : 9:00am
    - 4:00pm : 5:00pm
- If you need to drop off goods to your site and return to Car Park 1 to park your vehicle, please exit the property through either Gate 3 or 4 before 8:15am and re-enter through Gate 1.

## FIRST AID

First Aid is available onsite at the rear of the Lardner Park administration building and Lakeside Arena. All serious injuries and illnesses must be reported to the Lardner Park Office **5626-1373**. Please present to the First Aid office or phone **0488 405 605** if you are feeling unwell. If a staff member or patron advises of COVID symptoms, please phone the first aid supervisor on **0488 405 605**.

## FOOD SAFETY GUIDELINES

All catering exhibitors must comply with and be registered with Streatrader and have relevant permits on display. If an exhibitor is found to be non-compliant, the site may be shut down. Baw Baw Shire Council environmental officers will be on-site during the event.

## FORKLIFT /TELEHANDLER & CRANE USAGE (*new arrangements*)

**FORKLIFT/TELEHANDLER** :The forklift and telehandler facilities are provided as a free service to our exhibitors. However, lifts will be limited to a minimum as a courtesy to your fellow exhibitor who is also waiting for this service.

Bookings must be made prior to Monday 21<sup>st</sup> March. If you don't have a booking, your request will be placed at the end of the schedule. Pre-bookings will receive priority service.

All on-site requests for loading and unloading are through the site logistics office (located adjacent to the lake / loading ramp, via Gate 3 during bump-in).

For individual lifts greater than 8 tonnes in weight, please contact Jamie from Event Studios on 0447 144 717.

To book a forklift/telehandler please visit :

<https://fs22.formsite.com/LardnerPark/ehczkx0sd/index.html>



**CRANE :** The Franna crane will be available on the following days (see table below). For lifting services outside these hours, you will have to book and pay through the crane contractor.

FORKLIFT/TELEHANDLER (free service provided by Lardner Park)		CRANE (free service provided by Lardner Park – - fee for service out of designated times)
Tuesday 22 <sup>nd</sup> March	8:00am – 5:00pm	To book a crane lift, please contact the following  Southern Cranes – 0438 362 681 – <a href="mailto:marty@southerncranes.com.au">marty@southerncranes.com.au</a>  <b>Days/times of operation</b>  <b>Bump-In</b> - Tuesday 22 <sup>nd</sup> March – 10:00am to 4:00pm <b>Bump-out</b> - Monday 28 <sup>th</sup> March – 10:00am to 4:00pm  <i>Any works outside of these hours will incur an extra cost from Southern Cranes to exhibitor directly</i>
Wednesday 23 <sup>rd</sup> March	7:00am – 5:00pm	
Sunday 27 <sup>th</sup> March	4:45pm – 7:15pm	
Monday 28 <sup>th</sup> March	7:00am – 6:00pm	
Tuesday 29 <sup>th</sup> March	7:00am – 5:00pm	

Any exhibitor undertaking their own lifting must remain on their individual site, with any risks associated identified and managed through the site risk assessment process.

Lifting machinery must be in a safe and serviceable condition and all operators must be fully licenced and checked by the Safety Officer.

### GRASS SITE MOWING

Exhibitors on outside sites should note seasonal weather conditions may require your exhibition site to be mown prior to exhibiting. A push mower is available for use, please contact the Main Office to register.

### HAZARDOUS CHEMICALS, GASES AND DANGEROUS GOODS

Storage and use of hazardous chemicals, gases or dangerous goods must be in accordance with statutory requirements, including the Code of Practice for the Safe Use of LP Gas at Public Events in Victoria. No flammable or combustible liquids shall be stored on site without prior consent from the event organisers. Where consent is given, such storage shall be required to be stored in accordance with the requirements of the Dangerous Goods and Hazardous Substances Regulations. Hazchem and warning signage must be displayed by the chemical user. Any exhibitor intending on using gas must complete an ESV Gas Safety Checklist. Cylinders must be restrained and secured in an upright position to prevent tipping over. Cylinders must be stored in a well-ventilated area, in a vertical position and be inaccessible to the public. Cylinders must be stored away from any potential fire hazards or ignition sources. Caterers using gas must display compliance plates on the mobile catering vehicle or relocatable kitchen. If compliance plates are not fitted, organisers reserve the right to remove the caterer from the event. It is recommended that dry chemical fire extinguishers, type 2A60B(E), be available for use on LPG fires. Energy Safe Victoria may be on site throughout the event to check exhibitor compliance. If you are using gas, please ensure a current certificate of compliance and the test date are attached to the cylinder. Event organisers will remove any exhibitor who fails to complete the ESV Gas Safety Checklist, makes a false declaration or knowingly uses an unsafe gas installation.

### HEIGHT WORK

Working at heights (at least 2 metres above ground level) is a high-risk activity and a major cause of death and serious injury. Any potential working at height hazard requires an assessment. A risk management plan should be completed to eliminate risks and identify control methods. Any personnel involved in

height work must be appropriately trained in the procedure, including hazard identification and control measures. Ladders should be firmly secured or “tied off” at the top and bottom before use.

## **HOT SURFACES & LIQUIDS**

Hot surfaces/liquids must not be accessible to public. Personnel working with hot surfaces or liquids should have undergone suitable training and know how to dispose of hot liquids appropriately.

## **INCIDENT REPORTING**

If you witness or are involved in an incident resulting in injury, property damage or a near miss, please report it to the Farm World Safety Officer or at the Lardner Park Office.

## **LICENSES**

All vehicles operated on the event site require the driver to hold a current Australian Driver's License. This license must be produced upon request. Any person operating a forklift must have a current forklift license and be able to produce this upon request. A licence to perform high risk work is required if you work with high risk equipment or plant.

## **MACHINERY UNLOADING & TRUCK/TRAILER PARKING**

The unloading ramp is located beside the lake with access available only until Wednesday 23<sup>rd</sup> March at 7pm. Immediately following unloading vehicle/s must be removed to enable other exhibitors unloading access. Truck parking is located above the exhibitor car park only. Trucks parking in patron carparks risk being towed. **No unloading after dusk is permitted for safety reasons.**

## **MARKETING**

If you are interested in promoting your business as a Farm World exhibitor, there are limited opportunities available in the **Farm World Official Program**. Please contact the Warragul & Drouin Gazette for further information (P: 03 5623 5666)

If you are planning on having a demonstration, special function or celebration on your stand during Farm World, we would love to hear from you as there may be promotional opportunities available through our Social Media Channels or print media friends to give you a shout out. Please contact Lardner Park [farmworld@lardnerpark.com.au](mailto:farmworld@lardnerpark.com.au) to discuss options.

## **MARQUEES & TEMPORARY STRUCTURES**

Marquee hirers must be made aware of existing infrastructure on your site, i.e. underground power, trees, taps etc. If hiring from an outside company (not through Farm World office) that company **must** make contact with the Lardner Park Office at least 24 hours prior to arrival on site by either email or phone ([farmworld@lardnerpark.com.au](mailto:farmworld@lardnerpark.com.au) or phone 03 5626 1373). Sign-in and induction is mandatory at the office upon arrival.

Prescribed Temporary Structures are tents, marquees or booths with a floor area greater than 100m<sup>2</sup>; seating stands for more than 20 persons; stages or platforms (including sky borders and stage wings) exceeding 150m<sup>2</sup> in floor area; or prefabricated buildings exceeding 100m<sup>2</sup> other than ones placed directly on the ground surface. Contact the Lardner Park Office for a copy of Baw Baw Shire compulsory requirements if you have a structure of this type being erected on your site – *note this must be complied with early to avoid possible refusal to use your structure by Council authorities.*

Please ensure all marquees are weighted or pegged down securely. Tent pegs should be covered and remain within the boundaries of the allocated site.

## **NOISE & INCONSIDERATE BEHAVIOUR**

Please consider fellow exhibitors when promoting your product. Excessive noise or inconsiderate behaviour may result in complaints and in extreme situations subsequent eviction from the event. Generators used on-site are to be at a tolerable noise level.

## **PATRON FLOW – (if directed by Victorian Government)**

In order to comply with a COVID safe major event permit (if required), patron flow within the Farm World pavilions may be restricted to a uni-directional passage throughout. COVID marshalls (both Lardner Park and your own team marshall) will be guiding patrons on movement.

## **PERSONAL PROTECTIVE EQUIPMENT**

Personal Protective Equipment (PPE) should be worn where appropriate to minimize risk of falls, injury and damage to the face, feet, respiratory tract, head, hands, eyes or ears. Do not use contaminated or damaged PPE.

High visibility clothing must be worn by all personnel during bump in and bump out periods. High visibility clothing should also be worn when working near moving vehicles, operational plant, loading ramps, and when height work is carried out.

## **RAISED EQUIPMENT**

Hydraulic operated machines or attachments not fitted with a self-locking system need to have a safety prop fitted. **All moveable product must have chocks placed to mitigate any risk of movement.**

## **SECURITY**

Security will operate from Tuesday evening 22<sup>nd</sup> March to Monday morning 28<sup>th</sup> March. A log will register all movements in and out of the property after this time. Please secure your site at night and remove or lock up any portable items and branded vehicles parked on your site and if left in the exhibitor car park for the duration. The site will be locked down after 6pm. Dedicated security can be ordered by contacting the Lardner Park Office. Event security are mobile patrols only. Please do not leave keys in the ignition of any machinery or vehicles. Lardner Park reserves the right to inspect any vehicle that is entering or leaving the event site.

Security and event organisers have the right to remove any person/s who do not comply with the Exhibitor Terms & Conditions and Conditions of Entry of the Event. These can be found at <https://lardnerpark.com.au/farm-world/>

## **SHELL SCHEME SETUP**

Ordered shell schemes (partitioning) will be setup by 9am Monday 21<sup>st</sup> March. The contractor will be on site from 10am Wednesday 23<sup>rd</sup> March to complete any final requests. Final requests must be received by 12pm on Tuesday 22<sup>nd</sup> March. A late fee will be charged for any late orders.

## **SITE BOUNDARY**

All exhibitors must confine their displays and equipment within the boundaries of their allocated site, this is inclusive of tent pegs. In the interest of public safety, the event organisers reserve the right to remove all items outside of the site boundaries.

## **SLIPS, TRIPS & FALLS**

It is easy to eliminate slips, trips and fall hazards on the event site. Please ensure your site is free of potential hazards. This includes loose cords, uneven surfaces, wet areas, rubbish or poor lighting. If you notice a hazard during the event, please report it to the Lardner Park Office.

## SMOKING

Given changes to Victoria's Tobacco act, smoking and the use of tobacco and/or e-cigarette products within 10 metres of food/drink stalls, vendors as well as children's activities will be banned at Farm World. There is also strictly no smoking within any buildings. Please dispose of your cigarette butts appropriately. ***Lardner Park urges exhibitors to NOT smoke anywhere around members of the public and most especially not anywhere near any children.***

## THEME - RETURN TO HERITAGE

The Farm World theme is 'Return to Heritage'. Our core message will highlight the value of our agricultural heritage and the rural community. We encourage you to get on board with our theme this year when presenting your stand.

## WASTE DISPOSAL

Exhibitors must use waste bins provided for general waste. Cardboard packaging must be flattened and can be left at the front of your site for waste collection at the end of each day. Please assist by separating recyclables and general waste.

## WEBSITE & SOCIAL MEDIA

To stay up to date or for information on general public tickets, visit the website and social media pages. We encourage exhibitors to 'like' and 'share' our social media pages. Please find relevant links below:

**Website:** <https://lardnerpark.com.au/>

**Hashtag:** #FarmWorld2022

**Facebook:** @farmworldvic

**Instagram:** @lardnerpark

## WEATHER

As an exhibitor at Farm World, you have made a binding commitment to exhibit at a four-day event within the specified opening hours. Please keep in mind the design and layout of your exhibitor site as should the weather be inclement; you must remain on site unless otherwise directed by Event Management. Any exhibitor not staying the full three days and hours of operation, may be subjected to exclusion from future events at Lardner Park.

## WIFI & INTERNET ACCESS

**RELIABLE GIGABIT WIFI & INTERNET ACCESS IS AVAILABLE AS A FEE FOR SERVICE THROUGH OUR STRATEGIC PARTNERS – LAUNCH NETWORKS - (The below Basic connection packages are available or you can build a package based on your needs by contacting the Launch Team)**

**Unfortunately – Wi-Fi is NOT free.**

Lardner Park have partnered with Launch Networks to provide high speed internet access for exhibitors at Farm World. Being a semi-rural location and subject to at times irregular mobile signals, this could potentially cause problems with processing card payments, live streaming and many other internet-based services. Having a slow mobile network may cause transaction times to blow out to over 45 seconds. Launch Network services will see your transaction time reduced to around 2-5 seconds. To ensure a premium connection, Launch Networks offer the following:

<b>Basic Connection \$199</b>
Access to the Launch Networks high speed data network with a username and password supplied. Includes connection of EFTPOS, laptops, mobiles and level 2 telephone support
<b>Basic Connection + Support - \$399</b>
All services within the Basic Connection above PLUS onsite technical support for all your connectivity needs

For more information about Launch Network offers, please email [farmworld@launchnet.works](mailto:farmworld@launchnet.works) or phone Adam on 0481 133 122.



Launch  Networks



# LAUNCH WIFI

LAUNCH NETWORKS @ FARM WORLD

- \* AVOID COSTLY QUEUES WITH SUPER FAST EFTPOS TRANSACTIONS
- \* ACCESS THE INTERNET & OFFSITE SERVICES WITH EASE
- \* DON'T GET STUCK WITH THE OVERCROWDED MOBILE NETWORK
- \* ENJOY ONSITE SUPPORT SO YOU CAN FOCUS ON CUSTOMERS RATHER THAN TECH

\* ONSITE SUPPORT NOT AVAILABLE ON LOWEST PLAN \*

LEARN MORE ABOUT LAUNCH NETWORKS AT  
[WWW.LAUNCHNET.WORKS](http://WWW.LAUNCHNET.WORKS)





# Farm World 2022

## traffic management

### exhibitor event days

#### entry map

**OVERHEAD POWER LINES**  
Please observe with caution at these areas

LEGEND	
	Emergency Services
	First Aid
	Toilets
	Baby Change Facilities
	Kiosk/Shop
	Ramen Curry House
	Petting Park
	Exhibitor Car Park
	Public Area
	Star
	Light Tower
	Water Tap
	Gravel or Wet
	Hazardous
	Fork Lifts

Exhibitor Carpark 1  
& Truck Parking

Ag Demo  
Paddock

> 8.30AM  
TO CAR PARK 2  
&  
EXHIBITOR  
SCANNING at  
Ticket Box D

Car Park 2  
(exhibitor & patron parking)

Please note  
Emergency  
Evacuation  
Zones

EQUESTRIAN  
EXPO

Exhibitor  
Carpark 2

EXHIBITOR  
PARKING  
EXIT ONLY

New location  
DELIVERY  
SERVICE  
COLLECTION  
POINT

EXHIBITOR ONE-WAY  
VEHICLE ENTRY  
MINIMUM

No dogs allowed

FARM WORLD 2022 LAYOUT SUBJECT TO CHANGE

Car Park 1  
(exhibitor & patron parking)

Exhibitor  
scanning  
entry  
tickets  
& COVID

TO DISPLAY AREA - (VEHICLE PASS ACCESS ONLY)

RE-ENTRY TO PARK VEHICLE AFTER GOODS DROP OFF TO SITE -  
OUT Gate 2 or Gate 4 and RE-ENTRY through Gate 1

TO EXHIBITOR CARPARKS

Lardner's Track  
To Waragal  
and  
Maddingley





