

Discover the  
**Simply Sustainable**  
Lifestyle

The Windellama Progress Hall Association Inc  
presents the prospectus for the

18th Annual

**Windellama**  
**Small Farms Field Day**  
Saturday 5th November 2011

An illustration of a hand holding a globe. The globe is green and shows the continents. A plant with green leaves and small flowers grows from the top of the globe. The background is a gradient of green.

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

## Windellama Small Farms Field Day

Windellama (aboriginal name for many winds) is a small, fast-growing country community. Over the past two decades our proximity to both Canberra and Sydney has seen many people move into the area in pursuit of a tree change.

Our field day focuses on entertaining while informing visitors. Our aim is to provide educational services and a wealth of information; helping people to understand what is required to set up and maintain their properties, and where to obtain the many necessities they will need along the way.

We encourage all exhibitors to take an active role in the day, particularly through the provision of on-site talks and demonstrations.

We promote the day through local and regional press and radio. In addition, if you book and pay by 1<sup>st</sup> September 2011 your site will be advertised free of charge in our program and in 20,000 letterbox brochures which will be distributed to rural mail boxes from Bowral to Braidwood, and to parts of the ACT in the lead-up to the event.

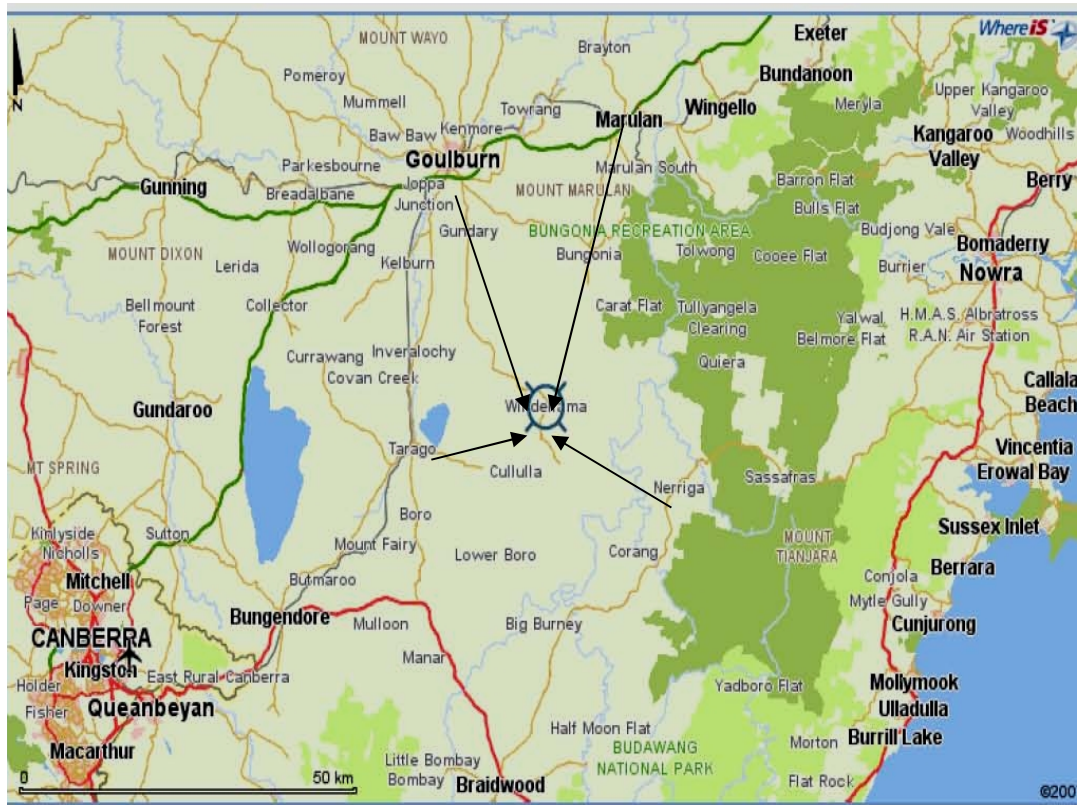
### **Where are we? Windellama is 40 kms South East of Goulburn.**

**From Sydney** it is approximately 2 hours from Liverpool. Take the Bungonia turn-off from Marulan, continue straight through Bungonia village and the Windellama Field day site is 22 kms on.

**From Canberra** it is approximately 1 hour. Take the Bungendore Road from Queanbeyan and continue straight through Bungendore to Tarago; go straight ahead, following the field day signs.

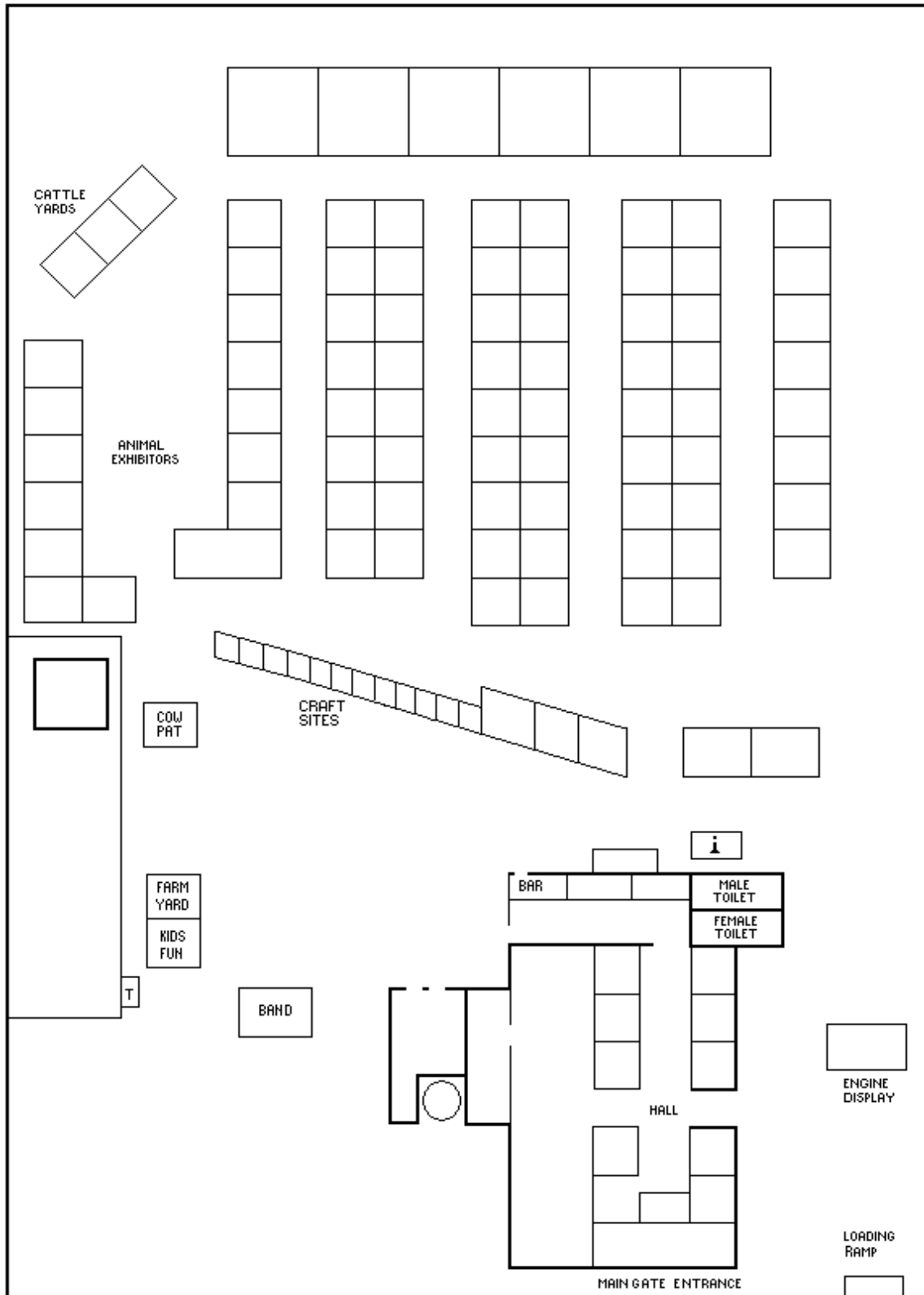
**From Goulburn** it is approximately 20 minutes. Take the turnoff to Bungonia over the railway line; cross over the freeway and just follow straight through along Windellama Road to the end. This will bring you directly to the Windellama Hall field day site.

**From the coast** it is approximately 1 hour. Take Road 92 from Nowra, turn at Oallen Ford Road intersection at Nerriga. Continue for 34kms on mostly sealed road.



# Windellama Small Farms Field Day

## Site Plan



**\*\* Please mark your preferred site \*\***

## Windellama Small Farms Field Day

Windellama Progress Association Inc.

ABN 54794342142

### TAX INVOICE / STATEMENT

### APPLICATION FORM 2011 PAGE 1

Return a **copy** of this application to: Windellama Field Day Bookings Officer

P.O. Box 96

GOULBURN NSW 2580

Fax (02) 4844 5665 Email: [fieldday@windellama.com.au](mailto:fieldday@windellama.com.au)

For further information contact Cathy Meehan by email or by phone on (02) 4844 5554. You may either get her or her answering machine, but please leave a message and we will get back to you.

BUSINESS NAME.....  
 TYPE OF BUSINESS.....  
 ADDRESS .....

CONTACT PERSON .....

TELEPHONE (BH) ..... (AH) ..... (MOB).....

EMAIL ..... WEBSITE.....

### Full payment is required with this registration

To ensure inclusion in the letterbox flyers and pre-event publicity, registration and payment must be received by 1 September 2011. Fees can be paid by cheque addressed to "Windellama Small Farms Field Day General Fund" or via direct deposit to:  
 BSB: 062545 Account No: 10104942  
 Account Name: Windellama Progress Association Inc.

Site Class.	Site Dimensions	No. of Sites	Fee	Comments
Outside Market Stall, (limit 1 per vendor)	4m front x 4m depth		\$30	
Outside - Trade	5m front x 6m depth		\$66	
Outside - Trade	10m front x 6m depth		\$132	
Outside - Trade	10m front x 12m depth		\$165	
Animal Exhibitors	5m front x 6m depth (larger sizes available)		\$55	
Inside - Hall	3m front x 3m depth		\$70	
	Electricity		\$20	
	TOTAL (no GST charged)		\$	

# Windellama Small Farms Field Day

## APPLICATION FORM 2011 PAGE 2

Please fill out the following carefully, making sure you answer all the questions.

Animal Exhibitors: please state requirements for any pens if needed; and for what type of animal. (eg.need pen for 1 Bull & Cow and calf).

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**Electrical Power:** please state requirements. NB only available for your display; please elaborate purpose of usage. **COST \$20**

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**Other Special Requirements:** While we can't perform miracles we will do our best to accommodate exhibitor needs wherever possible. Should you have any special site requirements, please let us know now.

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**To help us promote your involvement** in our day, please tell us the nature of your business and what you will have on your site. Include any demonstrations or talks and whether they are continuous or at a specific time.

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Are you likely to need a **tractor or forklift** for unloading on / before Field Day? **Yes / No**  
If yes, please give details.

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.....

Will you be camping on site? **Yes / No**

Do you intend to provide food or beverages to visitors? (NB: includes complimentary) **Yes / No**  
If yes, please give details.

.....  
.....

**Important:** This application cannot be accepted unless you sign below, agreeing that you have read and understood the terms and conditions as stated for the Windellama Small Farms Field day, and agree to abide by them.

**Signed** .....

**Print name** .....

**Date** .....

Enquiries to Cathy Meehan: email [fieldday@windellama.com.au](mailto:fieldday@windellama.com.au) OR (02) 4844 5554

# Windellama Small Farms Field Day

## TERMS & CONDITIONS

**ACCOMMODATION:** Camping on site is allowed but we need to be informed of your intention to do so. Shower facilities are available. Alternatively accommodation is available at nearby Goulburn, Tarago and Marulan.

**ADVERTISING** An extensive advertising program will be conducted by us. To ensure inclusion in pre-event and on-site publicity bookings need to be received by 1<sup>st</sup> September. Please be aware that we also expect each exhibitor to do some advertising to help in the promotion of this day; your details will be given to our media contacts.

**CANCELLATIONS:** You can advise of your inability to attend and receive a refund up until 29 October 2011. After that time no refund will be given.

**ELECTRICAL POWER:** Power is limited on our site and is only available to exhibitors who need it for their displays. A charge of \$20 is payable *in advance*. If possible please state on your application what you need it for (e.g. power to run one laptop).

**EMERGENCY SERVICES:** A first aid agency will be in attendance, fire fighting vehicles will be on site and police can respond to requests.

**EXHIBITOR PASSES:** Each site is entitled to 2 exhibitor passes.

**HOURS OF OPERATION:** 9.00 am to 4.00 pm.

**INSURANCE:** Each exhibitor is required to hold **Public Liability insurance specific to the Windellama Field Day** and must supply a certificate of currency.

**LOADING RAMP:** is available to exhibitors.

**PACKING UP:** Sites may not begin packing up until 4pm and cars will not be allowed onto the grounds for this purpose until that time. Our visitors often travel some distance to attend and they expect exhibitors to be available to speak with them right up until the advertised closing time.

**PAYMENT:** Full payment and insurance certificate must be received by the Bookings Officer on application for your site. Please send your payment to: **The Secretary, Windellama Field Day, PO Box 96, GOULBURN NSW 2580** or see page 4 for direct deposit instructions

**PROGRAM:** Each visitor will receive a complimentary program & letterbox flyer.

**PROVISION OF FOOD & BEVERAGES:** is limited to approved outlets only. Please fill out the appropriate space in your application form. Exhibitors found to be selling or giving away non-approved food and beverages may be asked to pay a penalty or vacate the field.

**PUBLIC ADDRESS SYSTEM:** A PA system will be in operation on the day. You may like to take advantage of the free service to promote yourself. Please drop off announcements to the office during the day and they will be announced.

**SECURITY:** Site security will be undertaken by the field day committee commencing **Friday 4<sup>th</sup> November at 7pm until Saturday 5<sup>th</sup> November 7am.**

**SETTING UP:** Exhibitors can arrange to enter the site, set up and leave exhibit material at their own risk prior to the event with permission from the Bookings Officer. Security will be provided for goods/materials on site from 7pm Friday 4<sup>th</sup> November 2011. All exhibitors are expected to have completed set-up by 9.30am 5<sup>th</sup> November.

**TRACTOR/FORKLIFT:** We provide a service to help you unload your wares. If you can let us know prior if you need this service on the application, it would be appreciated.

**VEHICLES ON SITE:** All vehicles not required at your site after set-up must be moved to the designated exhibitor parking area by 8.45am at the very latest.

And finally, the field day committee accepts no responsibility for any loss or damage to any exhibitor's property. The onus lies with each exhibitor to carry their own insurance against loss or damage.