



Wairoa A&P Society



It's show time again!
17 - 18 January 2020

Trade Exhibitor Information

Show Manager - Laura Hooper
Phone 021 201 1034
manager@wairoashow.co.nz

www.wairoashow.co.nz



Trade Exhibit Conditions

Show dates have been set as Friday 17th January and Saturday 18th January 2020 for the Wairoa A&P Society's annual show.

Gates open on Friday afternoon to the public at 12pm. Please ensure all exhibits are set up by this time, and all vehicles unrelated to your exhibit are removed from the show grounds and parked in the allocated parking.

The very successful Friday night entertainment is planned once again with Speed Shearing, and our local rodeo competition (which usually runs until about 9pm).

Please note that whilst Saturday is our 'main show day', we do encourage exhibitors to continue with their trade exhibits on the Friday night, or at least until the Rodeo competition begins at 5pm.

Gates open on Saturday to the public at 8.30am, so all trade exhibitors are to be set up by **8am** at the latest, and as above, vehicles are to be removed from the show grounds. The main exhibitors' area is outside, however there is an indoor area available in the exhibition hall.

Applications should be returned by **20th November** for priority placement. Please complete these **in full** as our site allocations are based on the information you give us. Sites will only be allocated for fully paid up applications. Unfortunately, you are unable to select your own site.

Once we receive and check your application, we will then email you with bank details for payment.

Your signature is required, as this is your agreement to abide by the conditions.

Sites are allocated in the following order: Sponsors of our show, then non-sponsors of the show.

Please complete the announcer information form. This information is for the announcers to give your exhibit publicity during the show so don't be afraid to really sell yourselves!

A trade map & passes will be posted to you. Full payment must be received before passes are issued.

The committee reserves the right to refuse entry to any trade exhibitor if any of the following rules and regulations are not adhered to.

GENERAL TRADE SITES:

Outside Sites (uncovered)

- **Small Site** (Under 10m frontage): \$17.50 Per Metre
Minimum site frontage is 3m
Depth of site is 6m
- **Large Site** (10m and over): \$15 Per Metre
Depth of Site is either: 6m or 12m (please select)

Please Note:

- All charges are based on frontage only. The allocated area must include room for guy ropes
- You must provide a gazebo/canopy for your site
- No vehicles are to be parked within your space, unless they are an essential part of your display

Inside Covered Sites

- \$17.50 Per Metre
- Minimum Site frontage is 3m
- Depth of Site is approximately 2.5m

FOOD STALLS:

- **Small:** Up to 5m Frontage: \$115 (Includes 2 x Trade Passes)
- **Large:** Over 5.1m Frontage (up to 10m): \$175 (Includes 3 x Trade Passes)

NB: All Food Stalls must display a current certificate of registration.

Whether your food stall is commercial or a fund-raiser, we require a copy of your current food operators' license. Fundraisers need to attach a letter detailing what facilities you will have on the day and how you will be preparing the food. The Wairoa District Council will issue you a day license.

NB: It is advisable that all food stands offer a gazebo/shade for their customers as we have limited shade options at the grounds.

- **ELECTRICITY CHARGES:**

Single phase power: \$46 per connection.
3 Phase power: \$57.50 per connection.

Electrical Fitness Certificate

We require a copy of your current electrical fitness certificate (if applicable)

All vehicles intending to connect to the mains supply of electricity must have a current Electrical Warrant of Fitness.

All electrical equipment must be tested in accordance with AS / NZS 3760 and under the guidelines set down by the Occupation Safety & Health Service.

- **HEALTH AND SAFETY**

All trade exhibitors are required to conform to the Health and Safety at Work Regulations 2016. All trade exhibits will be inspected prior to trading by our H&S Officer.

- **EXHIBITOR CANCELLATION AND REFUNDS**

Exhibitor cancellations must be made in writing, or email. These will be acknowledged by the Wairoa A&P Society.

The following rules will apply:

- Prior to 25th November 2019 – 50% refund
- Prior to 25th December 2019 – 25% refund
- After 26th December 2020 – no refund

The Wairoa A&P Society has the right to cancel this contract and to retain any monies paid in relation to this contract if the exhibitor infringes any of the exhibitor conditions

- **ADDITIONAL TRADE PASSES: \$15**

1 x Exhibitor Pass will be allocated for EVERY 3 METRES (General Trade)

Extra passes can be purchased for \$15.00 per ticket which allows entry for BOTH show days

- **ITEMS/ACTIVITIES NOT PERMITTED**

- Water Pistols or any other type of water throwing devices are not permitted on the grounds & therefore may not be sold.
- Cap Guns or any similar device is not permitted and therefore may not be sold.
- Exhibitors are not to sell crazy string.
- **Exhibitors are prohibited to use pin/tack/staples on the exhibition walls. You are permitted to use blutack. Any exhibitor will be charged for repairs if they use pin/tack/staples**
- **No holes are to be dug outside without prior discussion with the trade supervisor**

- **TRADE EXHIBITORS RUBBISH**

Rubbish Bins will be placed throughout the grounds and every effort will be made to clear these regularly. **These rubbish bins are for the public to use ONLY - THEY ARE NOT FOR TRADE RUBBISH.**

Trade exhibitors must take their rubbish with them.

Please note: Extra charges will occur if Trade Exhibitors use the A&P rubbish bins

- **DISTRIBUTION OF PROMOTIONAL MATERIAL**

This is restricted to the trade exhibitors respective exhibit sites. Placards etc posted without authority will be removed and charged an exhibitors fee.

- **SUBLETTING**

Subletting is not permitted at the Wairoa A&P Show.

- **SIGNED APPLICATION FORM**

Exhibitors must sign the application form. This acknowledges you agree to the Wairoa A&P Society trade exhibit conditions, and as a Trade Exhibitor at the 2020 Wairoa A&P Show, acknowledge that it is the responsibility of yourself, your staff and any appointed agents to take all necessary precautions to ensure the safety of people and property within the allocated boundaries of the trade site allocated.

- **EQUIPMENT HIRE**

If you require equipment/gazebos/marquees etc, please contact Kea Hire Phone 06 838 6548 or email keahireltd@gmail.com

- **MEDIA**

If you would like to advertise in the Show Feature produced by the Wairoa Star please contact Olga Van der Meer 06 838 7194 (before 20 December) or Email advertising@wairoastar.co.nz

- **BEST TRADE EXHIBIT**

The Trade Area will be judged on the Saturday for the Best Trade Exhibit Cup and sash.

- **ACCOMMODATION**

Please contact the Wairoa I site for Accommodation options. Phone: +64 6 838 7440
Email: wairoainfo@wairoadc.govt.nz

- **CONTACT:**

Show Manager - Laura Hooper:

Email: manager@wairoashow.co.nz

Ph: 021 201 1034

NB: Email preferred and easiest contact option

Application Form:

Please complete IN FULL and return to Wairoa A&P Society: PO BOX 313 Wairoa, 4160 or email: manager@wairoashow.co.nz by 20 November 2019

Once application has been checked and accepted, an invoice with online banking details will be emailed to you.

Full payment must be received prior to the space allocation and passes issued.

Name of Exhibit: _____	
Contact Name: _____	
Address: _____	
Email: _____	Mobile: _____
Details of Exhibit: _____	
Are you a Sponsor: Yes / No	

General Site: (please circle)	Indoor / Outside
Small Site: (up to 10m):	_____ m @ \$17.50 \$ _____
Large Site: (over 10m):	_____ m @ \$15.00 \$ _____
Large Site Depth: Please select	6m / 12m
Food Stall: Small (up to 5m):	\$115.00 \$ _____
Food Stall: Large (5.1m -10m):	\$175.00 \$ _____
Single Phase Power: \$46 per connection	_____ \$ _____
3 Phase Power: \$57.50 per connection	_____ \$ _____
Extra Exhibitors Passes: _____ @ \$15 per pass	\$ _____
Water required:	Yes / No
TOTAL: (GST INCLUSIVE)	\$ _____

HEALTH & SAFETY AT WORK REGULATIONS 2016

The Wairoa A&P Society is required to conform with the Health and Safety at Work Regulations 2016. However, as a Show Exhibitor at this venue you are also obligated to accept responsibilities in relation to the operation and use of our "Place of Employment" within the focus of this Act which is to eliminate, isolate or minimise risk to personal Health and Safety. The Wairoa A&P Society is responsible to present a safe venue for use. As user of these facilities you are required to take all practical measures to manage and supervise the health and safety of your event or exhibit representatives, agents, employees and servicing contractors, during the period of this event (including set up and disassembly). The Act embodies a considerable measure of sound common sense, with the key being to identify potential risks in advance by practical management application. Some obvious elements to note as potential hazards include: Leading livestock in public areas; Use of machinery, tools and equipment; Unstable stages, platforms and ramps; Riding Horses in public areas; Overhead Power Lines and the Wairoa River

I understand that by signing below I have read, understood and agree to abide by the rules and regulations of the Health and Safety at Work Regulations 2016 and identify all potential hazards.

NAME: _____ SIGNATURE: _____ DATE: _____

As a Trade Exhibitor at the 2019 Wairoa A&P Show, I acknowledge that it is the responsibility of myself, my staff and any appointed agents to take all necessary precautions to ensure the safety of people and property within the allocated boundaries of the trade site allocated.

<p><input type="radio"/> I will ensure all cords, plugs, and fittings are safe, secure and out of the way of people moving about, and out of the way of water</p> <p><input type="radio"/> I will have one 15amp extension lead with no joins, from the power connection provided by the Wairoa A&P Show to the appliance on my trade site. This extension lead will be no more than 30m in length and will have a current safety tag</p> <p><input type="radio"/> I will ensure all appliances are safe to use and are used as directed by the manufacturer. Please note that Gas cookers, or any other Gas appliances cannot be used in the Exhibition Hall</p> <p><input type="radio"/> I will ensure all demonstrations are adequately controlled to prevent any accident or near miss.</p> <p><input type="radio"/> I will ensure that all hot water on site is on a firm table/surface and is child safe</p> <p><input type="radio"/> I will ensure that any food that is on site for public consumption, complies with food safety and hygiene standards.</p> <p><input type="radio"/> I will ensure all pegs are covered and Guy ropes in walkways are clearly identified</p> <p><input type="radio"/> I will ensure that any product or display that stands in a public access are will be secure and clearly visible</p> <p><input type="radio"/> I will take all responsibility for livestock within my trade site. All livestock will be suitable restrained for staff and public safety</p> <p><input type="radio"/> I will ensure all chemicals, including Agri Chemicals, will be stored safely and clearly labelled.</p>
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