



Wairoa A&P Society



It's show time again!
18 - 19 January 2019

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 18th January and Saturday 19th January 2019 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.

Sites cannot be subletted without prior approval from the event manager.

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:**
 - Small Site** (Under 10m frontage): \$17.50 PER METRE incl GST
 - Large Site** (Over 10m frontage): \$15 PER METRE incl GST

Outside Uncovered Sites

Small sites: Will be allocated 6m depth sites (NB: Minimum site frontage is 3m)

Large Sites: Will be allocated 12m depth sites UNLESS notified.

NB: All charges are based on frontage only. The allocated area must include room for guy ropes.

Inside Covered Sites

The depth of the site is approximately 2.5m (NB: Minimum site frontage 3m).

All charges are based on frontage only

- * **FOOD STALLS:**
 - Stalls 3m - 5m frontage:** \$115 incl GST (Includes 2 Trade Passes)
 - Stalls 5.1m and over:** \$175 incl GST (Includes 3 Trade Passes)

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.

- **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 2019 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 2018

**Once your 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: _____

ADDRESS: _____

CONTACT NAME: _____ MOBILE NO: _____

EMAIL: _____

DETAILS OF EXHIBIT: _____

ARE YOU A SPONSOR: _____ WOULD YOU LIKE A SPONSORSHIP FORM YES/NO _____

**PLEASE RESERVE THE TRADE SPACE BELOW FOR THE
2019 WAIROA A&P SHOW
NB: All amounts are GST inclusive**

EXHIBIT (please circle) INDOOR / OUTSIDE
METRES OF FRONTAGE (10+m) _____ M @\$15.00 \$ _____
METRES OF FRONTAGE (-10m) _____ M @\$17.50 \$ _____
FOOD STALL 1-5m frontage length: _____ M @\$115.00\$ _____
FOOD STALL 5.1-8m frontage length: _____ M @\$175.00\$ _____
POWER CONNECTION YES/NO _____ @\$46.00 \$ _____
3 PHASE POWER YES/NO _____ @\$57.50 \$ _____
EXTRA EXHIBITORS PASSES _____ @\$15.00 \$ _____

WATER REQUIRED (Please circle) YES / NO

TOTAL: \$ _____

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.

**Once your 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.**

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.

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.

HAZARD CHECK LIST

- | | |
|--|---|
| <input type="radio"/> Electrical Appliances | 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. |
| <input type="radio"/> Electrical Extension Leads | I will have one 15 amp 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 30 metres in length and will have a current safety tag. |
| <input type="radio"/> Gas/Diesel Appliances | 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. |
| <input type="radio"/> Appliance Demonstrations | I will ensure all demonstrations are adequately controlled to prevent any accident or near miss. Hot |
| <input type="radio"/> Water | I will ensure that all hot water on site (i.e. urn, jug) is on a firm table/surface and is child safe. |
| <input type="radio"/> Food | I will ensure that any food that is on site, for public or staff consumption, complies with food safety & hygiene standards. |
| <input type="radio"/> Guy Ropes & Pegs | I will ensure all pegs are covered and Guy Ropes in walkways are clearly identified. |
| <input type="radio"/> Obstacles | I will ensure that any product or display that stands in a public access area will be secure and clearly visible. |
| <input type="radio"/> Livestock | I will take all responsibility for livestock within my trade site. All livestock will be suitably restrained for staff and public safety. |
| <input type="radio"/> Hazardous Chemicals | I will ensure all chemicals, including Agri Chemicals, will be stored safely and clearly labelled |
| <input type="radio"/> Other (please specify) | |

