



Wairoa A&P Society Showtime



**It's show time again!
19 - 20 January 2018**

Trade Exhibitor Information

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

www.wairoashow.co.nz

Principal Sponsor



Trade Exhibit Conditions

The 19 and 20 January 2018 are trade dates set for the Wairoa A&P Society's annual show.

The very successful Friday night entertainment is planned once again with the Speed Shear and local Rodeo Competition sure to attract members of the public to the show grounds.

Public pay for entry to the show grounds on Friday afternoon. We advise you set up your exhibit by 12 noon Friday to make use of the anticipated crowd.

The main exhibitors area is outdoors however there is indoor area available in the Exhibition Hall.

Applications should be returned by 20th December 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. Your signature is required, as this is your agreement to abide by the conditions.

Unfortunately you are unable to select your own site.

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

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

Please complete the announcer information section. This information is for the announcers to give your exhibit publicity during the show.

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

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

GENERAL TRADE SITES: Over 10 metre frontage \$15 PER METRE incl GST
Under 10 metre frontage \$17.50 PER METRE incl GST

Outside Uncovered Sites

Small sites (i.e. gazebos) will be allocated 6 metre depth sites. Minimum site frontage 3 metres.

Larger Sites (10 metres +) will be allocated 12 metre depth sites UNLESS notified.

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

All charges are based on frontage only. This area must include room for guy ropes.

Inside Covered Sites

All charges are based on frontage only. Minimum site frontage 3 metres.

The depth of the site inside is approx 2.5 metres.

FOOD STALLS:	Food Stalls 3-5 metres frontage is \$115 incl GST	Includes 2 Trade Passes
	Food Stalls over 5.1 - 8 m frontage is \$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.

Fundraiser's 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.

ELECTRICITY CHARGES: Single phase power is \$46 incl GST per connection.
3 Phase power is \$57.50 incl GST per connection.

Electrical Fitness Certificate

We also require a copy of your current electrical fitness certificate if this is 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 with the Health and Safety at Work Regulations 2016.

All trade exhibits will be inspected prior to trading.

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 15 November 2017, 50% refund.
- Prior to 15 December 2017 25% refund.
- After 15 December 2017, 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 exhibiting conditions.

ADDITIONAL TRADE PASSES \$15

1 Exhibitor Pass will be allocated for EVERY 3 METRES (Food Sites are allocated 2 and 3 passes)

Extra passes can be purchased for \$15.00 per ticket - valued at \$30.00

Larger trade sites will be allocated extra passes at the committee's discretion.

Vehicles must either be parked with in the space allowed for your site - or parked in the Members NO. 2 car park.

You will not be able to move your car until the end of each show day.

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 perhibited 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 through out 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 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 2018 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 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. 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 Isite for Accommodation options.

Phone: +64 6 838 7440 Email: wairoainfo@wairoadc.govt.nz

CONTACT: Please contact during business hours

Show Manager - Laura Trowbridge: Phone 021 2011034 Email: manager@wairoashow.co.nz

APPLICATION FORM

Please complete and return with your remittance to Wairoa A&P Society PO Box 313 Wairoa, 4160
or email to manager@wairoashow.co.nz by 20 December 2017

**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 2018 WAIROA A&P SHOW
PLEASE STATE LENGTH OF SITE FRONTAGE**

INDOOR EXHIBIT _____ OUTDOOR EXHIBIT _____

METRE(S) OF FRONTAGE (10+m) _____ M @\$15.00 \$ _____

METRE(S) 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 REQ'D (Please circle) YES / NO

GST INCL

**PAYMENT TO BE MADE
PRIOR TO PASSES SENT** TOTAL \$ _____

**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 that 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 2018 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 can not 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. |
| <input type="radio"/> Hot 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) | |

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.