



Showtime!

20-21 January 2012

TRADE EXHIBITOR PACK

PO Box 313 Wairoa
Email: secretary@wairoashow.co.nz
www.wairoashow.co.nz



Trade Exhibits



The 20th and 21st January 2012 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.

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 15 December.

Applications should be returned by **15th 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, regular stall holders, new stall holders.

Please complete the media 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 the first week of January. Full payment must be received before passes are issued.

Rubbish Bins will be placed through out the grounds and every effort will be made to clear these regularly. Any assistance exhibitors can give to remove their own rubbish will be appreciated.

Exhibitors must keep within marked boundaries.

TRADE SITES: Over 10 metre frontage \$13.00 PER METRE incl GST

Under 10 metre frontage \$15.00 PER METRE incl GST

FOOD STALLS The price for a food is \$100 incl GST

Please indicate metre frontage required for site.

Outside: Uncovered Sites

All charges are based on frontage only. Minimum site frontage 3 metres. The depth of the site outside is 12 metres.

Small sites (i.e. gazebos) will be allocated 6 metre depth sites. This area must include room for guy ropes.

Inside: Covered Sites

All charges are based on frontage only. Minimum site frontage 2 metres. The depth of the site outside is approx 2.5 metres.



Trade Conditions

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

FOOD STALLS: \$100 incl GST

All Food Stalls must display a current certificate of registration.

Due to our obligations with the Side Show operators no stall is to sell Hot Dogs, Candy Floss or Pop Corn.

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.

Please Indicate if you require water on your site and for what purpose.

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.

EQUIPMENT HIRE

If you require equipment please contact Kevin Allen from Kea Hire Phone 06 838 6548.

TRADE PASSES

2 Exhibitor Tickets will be allocated for trade exhibitors. Extra tickets can be purchased for \$10.00 per ticket.

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 non-members car park.

ITEMS 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.

Distribution of promotional material is restricted to the trade exhibitors respective exhibit sites. Placards etc posted without authority will be removed.

BEST TRADE EXHIBIT

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

CONTACTS

Show Secretary - Sue Wilson Phone 06 838 7823

Email: secretary@wairoashow.co.nz



Application Form

Please complete and return with your remittance to Wairoa A&P Society,
PO Box 313 Wairoa, 4160 by 15th December 2011

NAME OF EXHIBITOR _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____ CONTACT NAME: _____

DETAILS OF EXHIBIT: _____

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

PLEASE RESERVE SPACE BELOW FOR THE WAIROA A&P SHOW YEAR 2012

PASSES & RECEIPTS WILL BE POSTED FIRST WEEK OF JANUARY

METRE(S) OF FRONTAGE (10+m) _____ @ \$13.00 \$ _____

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

FOOD STALL Metre frontage _____ \$100.00 \$ _____

POWER REQUIRED YES/NO _____ @ \$25.00 \$ _____

3 PHASE POWER YES/NO _____ @ \$40.00 \$ _____

EXTRA EXHIBITORS PASSES _____ @ \$10.00 \$ _____

WATER REQ'D YES/NO _____

INDOOR EXHIBIT _____ OUTDOOR EXHIBIT _____

PAYMENT TO BE MADE WITH APPLICATION

TOTAL \$ _____

I understand that by signing below that I have read, understood and agree to abide by the rules and regulations of the Health & Safety in Employment Act 1992 and identify all potential hazards

SIGNATURE: _____

HEALTH & SAFETY IN EMPLOYMENT ACT 1992

The Wairoa A&P Society is required to conform with the Health and Safety in Employment Act 1992. 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.

HAZARD CHECK LIST

- 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.
- 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.
- 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.
- Appliance Demonstrations I will ensure all demonstrations are adequately controlled to prevent any accident or near miss.
- 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.
- Food I will ensure that any food that is on site, for public or staff consumption, complies with food safety & hygiene standards.
- Guy Ropes & Pegs I will ensure all pegs are covered and Guy Ropes in walkways are clearly Identified.
- Obstacles I will ensure that any product or display that stands in a public access area will be secure and clearly visible.
- Livestock I will take all responsibility for livestock within my trade site. All livestock will be suitably restrained for staff and public safety.
- Hazardous Chemicals I will ensure all chemicals, including Agri Chemicals, will be stored safely and clearly labelled.
- Other (please specify)

As a Trade Exhibitor at the 2012 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.

Media Information

Please complete and return with application

Exhibitor Name: _____

Years in Business: _____

Address: _____

What you would like the Announcer to Say:
