

Trade Exhibitor Terms & Conditions



It's show time again!
20 - 21 January 2023

Online Application Form: <https://bit.ly/WairoaShowTrade2023>

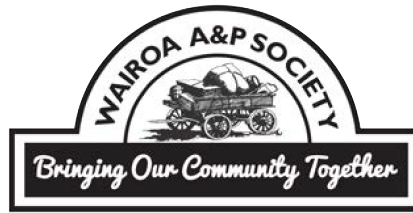


Show Manager – Alice Wilson

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www.wairoashow.co.nz



Trade Exhibit Conditions

The Wairoa A&P Annual Show dates have been set as Friday 20 January and Saturday 21 January 2023. 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.

You must acknowledge you have read these terms and conditions set by the Wairoa A&P Society. Once we receive and check your application, an invoice will be emailed to you with bank details for payment.

Unfortunately, you are unable to select your own site. Sites are allocated in the following order:

- Sponsors of our show
- Members of the Society
- Previous Exhibitors
- Non-sponsors of the show

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):

3m Front x 3m Depth	@ \$45 + GST (1 Exhibitor Passes)
6m Front x 3m Depth	@ \$90 + GST (2 Exhibitor Passes)
6m Front x 6m Depth	@ \$120 + GST (2 Exhibitor Passes)
10m Front x 12m Depth	@ \$150 + GST (3 Exhibitor Passes)

Please Note:

- The allocated area must include room for guy ropes
- You must provide a gazebo/canopy for your site if required
- No vehicles are to be parked within your space, unless they are an essential part of your display

Inside Covered Sites:

3m Front x 2.5 m Depth @ \$45 + GST (1 Exhibitor Passes)

Food Stalls:

Food Stall @ \$115 + GST up to 5m length (2 Exhibitor Passes)

Food Stall @ \$150 + GST 5-8m length (3 Exhibitor 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. Please be aware the Wairoa Council will have a representative checking sites on show day and have the authority to close down any site not complying with their conditions.

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: \$45 per connection.

3 Phase power: \$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.

All trade exhibits will be inspected prior to trading by our H&S Officer.

- **INSURANCE & SECURITY**

- Stall Holders are advised to arrange personal insurance cover for their own property
- There is onsite security during each night of show.
Maximum speed inside the grounds during the day is 5 km/h
- Stall Holders are responsible for preparing and monitoring a Health and Safety audit for their site by identifying, isolating or managing any potential hazards for staff, volunteers, contractors and the public.
- Exhibitors are responsible for briefing all staff and volunteers working on their site regarding the Health and Safety planning and monitoring of their site.
- No Stall Holder shall install or maintain any LPG container greater than 10 kg. All compressed gas cylinders must be secured against tipping and must have snap couplings.
- The Wairoa A&P Society reserves the right to order immediate removal from the grounds of any Exhibitors it considers dangerous, offensive or unmanageable.
- Exhibitors must ensure that they keep walkways clear and no dangerous equipment or chemicals are accessible to the public.
- The First Aid Station is located between the end of the Pavilion and the Members Marquee
- Accidents and hazards must be reported to the Wairoa A&P Society Health and Safety officer.

- **EXHIBITOR CANCELLATION AND REFUNDS**

Exhibitor cancellations must be made in writing, or email. The following rules will apply:

- Prior to 30 November 2022 – 50% refund
- Prior to 30 December 2022 – 25% refund
- After 30 December 2022 – 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 blu-tack. 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**

- **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 exhibitor's fee.

- **SUBLETTING**

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

- **PACK DOWN**

**EXHIBITS MUST NOT PACK DOWN PRIOR TO 3PM SATURDAY 21 JANUARY
WITHOUT PERMISSION FROM THE SHOW MANAGER**

- **SIGNED APPLICATION FORM**

Exhibitors Select they have read these terms and conditions. This acknowledges you agree to the Wairoa A&P Society trade exhibit conditions, and as a Trade Exhibitor at the 2023 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 06 838 6548 or email keahire@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 I site for Accommodation options. Phone: +64 6 838 7440
Email: wairoainfo@wairoadc.govt.nz

- **CONTACT:**

Show Manager – Alice Wilson:
Email: manager@wairoashow.co.nz
Phone 0275 649 860

NB: Email preferred and best contact option

