



# Hawera Auto Court Egmont Show 2017

## TRADE APPLICATION FORM

PO Box 29 – Hawera - 06 278 8613 – [www.egmontshowgrounds.org.nz](http://www.egmontshowgrounds.org.nz) – [info@egmontshowgrounds.org.nz](mailto:info@egmontshowgrounds.org.nz)

**FRIDAY 17TH & SATURDAY 18TH NOVEMBER**

NAME OF FIRM: .....

ADDRESS: .....

TELEPHONE/FAX: .....CONTACT: .....

MOBILE CONTACT NUMBER DURING THE SHOW.....

EMAIL ADDRESS: .....

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### **2017 Site sizing and pricing - please circle preferred option - All prices include GST**

#### **OUTDOOR:**

Main Trade area 12 x12 m **(\$405.00)**                      **or** 6 x12 m **(\$225.00)**

Craft/Catering Sites 6x6 m **(\$130.00)**                      Market Sites 3x3m **(\$50.00)**

**Please state preferred site number:**..... this is not guaranteed to be the same as last year due to new trade layout, please see map attached.

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#### **INDOOR:** Expo Hall, Sites 4m wide x 3m deep. Partitions 1.9m high **(\$210.00)**

**1 Site                      2 Sites                      3 Sites**

**POWER:** Yes/No                      Single Phase/Three Phase

Standard site power connection                      **\$40.00**

Catering/3 Phase site power connection                      **\$70.00**

Please state what appliances you require power for?

APPLIANCE: .....                      WATTS/RATING.....

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**ANNUAL SHOW PARADE:** Do you wish to participate in the Annual Show Parade with a float or exhibit, Friday 17th November 2017

**Yes/ No**

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**MEMBERSHIP:** A \$35 membership gives you \$50 worth of free Show passes, a members car pass, three newsletters a year and a copy of the annual report.

**Yes/ No**

**POP UP TENTS:** Any exhibitor using a pop up or other tent must remove the covering from the framework overnight.

**SHOW OPENING HOURS:** The show is open from 9am to 4pm both days. Exhibitors sites must be manned during these times and no exhibitor may depart their site prior to 4pm on either day.

**WIFI INTERNET CONNECTION:** If you require an internet connection to your trade site please contact Primo Wireless on 0800 123 774 or [helpdesk@primowireless.co.nz](mailto:helpdesk@primowireless.co.nz)

**TRADE COMPETITION:** Sites will be judged by members of the Organising Committee, the site deemed to be the best will win the same size site for free in 2017.

**ACCESS TO POWER** \$40.00/\$70.00 for "access" only – any connection costs at exhibitor's expense. Not all sites have a power box beside them and some sites require extension leads up to 30 metres to reach power supply. Please check the distance from your site to the nearest power box – this is your responsibility. Most of the power connections require a single-phase 16 amp rayrole plug. Ensure your maximum demand does not exceed 3000 watts/3 kilowatts. If in doubt contact site electrician through the Secretary.

**TRADE PASSES ALLOCATED:**

12x12 Site	2 vehicle pass and 4 people passes.
6x12 Site	1 vehicle pass and 3 people passes.
6x6 Site	1 vehicle pass and 2 people passes.
3x3 Site	1 vehicle pass and 1 people pass.
Indoor Site	1 vehicle pass and 2 people passes.

Trade wristband passes will be issued along with a site map and exhibitor guidelines in early November, any additional passes are available at \$10.00 per adult. Please note these passes cover both show days, therefore please retain these on Saturday to allow access on the Sunday. Please display vehicle pass on front windscreen at all times. Entry passes will not be posted until trade invoice is paid.

**TRADE REFUNDS:** Will only be made up to 31<sup>st</sup> October 2017, on receipt of written request.

**VEHICLE PARKING:** Vehicles may deliver goods to sites, but must not be left on roadways, access ways or other sites. Gates will be close to trade traffic at 8.30 am on both days of the show and will re-open at 4pm. Trade parking is available in paddock at rear of The Hits Expo Hall. Vehicles may be left in trade area only if totally within the confines of your site and may not be moved off the site between 9am and 4pm.

**ADVERTISING:** Details of those who have booked sites are provided to local newspapers and NZME to enable them to contact you regarding advertising. Please advise if you do not wish to have this information released.

**ACCESS TO VENUE:** Gates open on Show days at 7am  
Set Up - EXPO HALL SITES: Available from 2.00 pm on Thursday 16th November 2017.  
Set Up - OUTDOOR SITES: Available from 10.00am on Tuesday 14th November 2017.

**INSURANCE:** The Egmont A&P Association shall not be held liable for loss or damage to exhibitors property whilst on the Showgrounds site. All exhibitors must have public liability insurance cover. The Association will not be responsible for any claim. Exhibitors are also advised to take out their own personal and other appropriate insurances covering their displays, machinery, stock, property and unforeseen events.

**SITE RELOCATION:** The Association reserves the right to relocate exhibitors as it deems necessary.

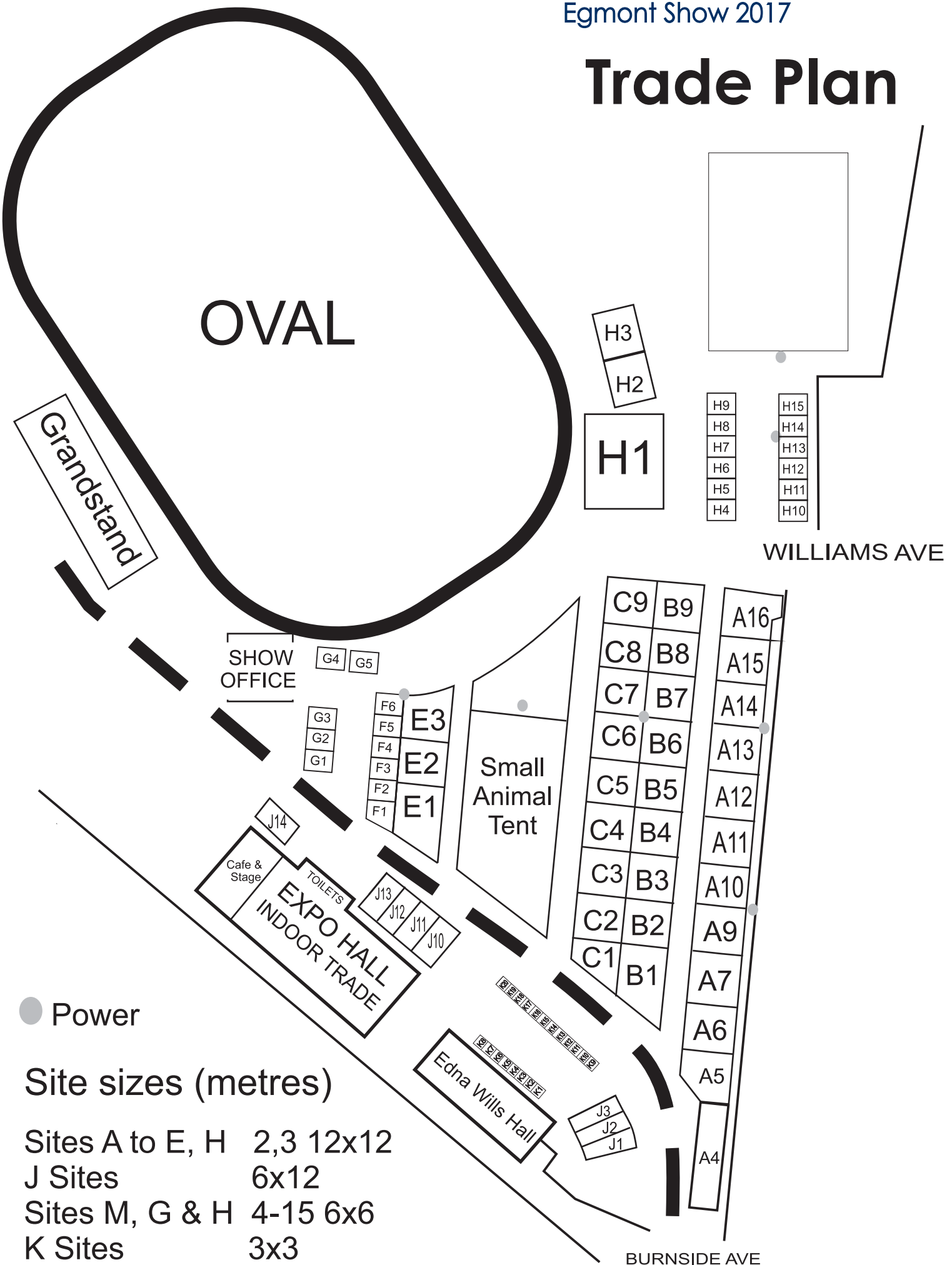
**HEALTH & SAFETY:** Trade exhibitors must have their own Health & Safety policy and comply with Egmont A&P Associations Health and Safety guidelines and the Health & Safety at work Act 2015.

**PHOTOGRAPHS:** The Egmont A&P Assn reserves the right to use photographs taken at the event for Website & Facebook promotion, sponsorship and funding proposals and other promotional activities as it sees fit.

**Thank you for exhibiting with us and we hope you have a successful show.**

**Please return your application form with required site size and preferred site number, the Association will issue an invoice, which is payable by 20th October 2017 to secure your preferred site and trade guidelines/passes.**

# Trade Plan



● Power

## Site sizes (metres)

- Sites A to E, H 2,3 12x12
- J Sites 6x12
- Sites M, G & H 4-15 6x6
- K Sites 3x3

# Expo Trade Hall Layout 2017

4 m wide 3 m deep

Particle Board Partitions 1.9 m high

All sites have access to power

