

TRADE APPLICATION FORM EGMONT A&P SHOW 2019

PO Box 29 – Hawera - 06 278 8613 – www.egmontshowgrounds.org.nz – office@egmontshowgrounds.org.nz

FRIDAY 22nd & SATURDAY 23rd NOVEMBER 2019

Please return form to the show office prior to 30th Aug to secure your preferred site

NAME OF BUSINESS: CONTACT NAME

ADDRESS:POSTCODE.....

TELEPHONE.....MOBILE NUMBER FOR THE SHOW.....

EMAIL ADDRESS:

PLEASE STATE WHAT YOU WILL BE SELLING/PROMOTING ON YOUR SITE.....

2019 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 revised trade layout, please see map attached.

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

1 Site 2 Sites 3 Sites (Please circle)

SPORT/COMMUNITY GROUP SITES – Outdoor Sites only 3x3 metres 1 per organisation
Organisation must be a registered Charity, Incorporated Society or Tax Exempt and must provide documentation to prove such.

Organisation that book a site and are a no show on the days of the show will be charged the full site rate of \$50.00. Power is not available to community sites.

Horse or Greyhound Racing and Church Groups are ineligible for community sites.

Clubs may not sell food, drink or raffle tickets.

POWER: Yes / No Please circle as appropriate

Standard power connection **\$40.00** Catering/3 Phase site power connection **\$70.00**

Please state what you require power for? APPLIANCE:WATTS/RATING.....

NZME DISCOUNTED ADVERTISING RATES

Please state if you would like to receive information on advertising rates

Yes/ No

ANNUAL SHOW PARADE: Do you wish to participate in the Annual Show Parade with a float or exhibit, Friday 22nd November 2019

Yes/ No

SITE BOOKINGS: 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 to secure your preferred site and trade guidelines/passes.

ADVERTISING: Details of those who have booked sites are provided to local newspapers and NZME to enable them to contact show exhibitors regarding advertising at discounted rates, for radio, digital and print advertising. *Please advise if you do not wish to have this information released.*

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

TRADE COMPETITION: Sites will be judged by members of the Organising Committee, the site deemed to be the best will win one free 12x12 metres site or smaller as required in 2019.

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 PER SITE:

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 along with a site map and exhibitor guidelines will be available for collection from the office in early November, any additional passes are available at \$5.00 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 unless requested.

TRADE REFUNDS: Will only be made up to 31st October 2018, 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 closed 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 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.

ACCESS TO VENUE: Gates open on Show days at 7am
Set Up - EXPO HALL SITES: Available from 2.00 pm on Thursday 21st November 2018.
Set Up - OUTDOOR SITES: Available from 10.00am on Tuesday 19th November 2018.

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 Association reserves the right to use photographs taken at the event for Website and Facebook promotion, sponsorship and funding proposals and other promotional activities.

Thank you for exhibiting at our show we trust you have an enjoyable time.

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