

# SCHOOL SITE APPLICATION FORM EGMONT A&P SHOW 2021

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 19th & SATURDAY 20th NOVEMBER 2021**

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

NAME OF SCHOOL: .....  
CONTACT NAME .....  
ADDRESS:.....POSTCODE.....  
TELEPHONE..... MOBILE NUMBER.....  
EMAIL ADDRESS: .....  
WHAT YOU WILL BE SELLING/PROMOTING ON YOUR SITE.....

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## **2021 SITE SIZING AND PRICING - please circle preferred option**

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Sites Measure 6m x 6m admin cost of \$50 per site apply

**1 Site                      2 Sites                      3 Sites (Please circle)**

**Please state preferred site number/s:.....** Per the attached plan  
(we will endeavour to give your choice but it is not guaranteed)

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**POWER:**      Yes / No                      Please circle as appropriate

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

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

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 reyrole plug. Ensure your maximum demand does not exceed 3000 watts/3 kilowatts. In doubt, contact site electrician through the Secretary.

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## **ANNUAL SHOW PARADE: (through the showgrounds – not in High Street)**

Do you wish to participate in the Annual Show Parade with a float or exhibit, Friday 19th November assemble by 5:30pm in Larlin Drive to enter through Maire St entrance and exit Burnside Ave

**Yes / No**

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**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 12:00m to 8:00pm on Friday and 9:00am to 4:00pm on Saturday. Exhibitor's sites must be manned during these times and no exhibitor may depart their site prior to closing time 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 PASSES ALLOCATED PER SITE:**

**6x6 site** - 1 Vehicle Pass and 4 people passes.

**Trade wristband's, passes, along with a site map and exhibitor guidelines will be available for collection from the office 1 week prior to the event. If you are unable to collect your trade packs, please notify the secretary and these can be mailed out to you. Any additional passes are available at normal gate rates. Please note these passes cover both show days so please keep them. Please display vehicle pass on front windscreen at all times.**

**TRADE REFUNDS:** Once you have confirmed your Trade site booking, we are **unable** to offer a refund.

**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 half an hour before opening to the public and at the closing time on both days. Trade parking is available in the paddock at the rear of The Expo Hall. Vehicles may be left in trade area only if within the confines of your site. Vehicles may not be moved off site during public opening hours.

**ACCESS TO VENUE:**

Gates open on Show days at 7am. Set up available from 2.00 pm on Thursday 18th November

**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.

