



TRADE APPLICATION FORM EGMONT A&P SHOW 2024

8 Burnside Ave, Hawera - 06 278 8613 – www.egmontshowgrounds.org.nz – info@egmontshowgrounds.org.nz

Saturday 24th and Sunday 25th February 2024

Please return form to the show office prior to 30th Jan 2024 to secure your preferred site!!

NAME OF BUSINESS: CONTACT NAME

ADDRESS:POSTCODE.....

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

EMAIL ADDRESS:

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

2024 SITE SIZES AND PRICES - please circle preferred option.

OUTDOOR

Main Trade area

12 x12m - \$300	6x6 m - \$100
6 x12 m - \$200	3x3m - \$50.00

Preferred (but not guaranteed) site number/'s:..... see map attached.

INTERACTIVE COMPONENT: We would like to see all Trade Stalls have an interactive component for kids of all ages on their site.

SPORT/COMMUNITY GROUP SITES – FREE OF CHARGE Conditions apply.

- Outdoor Sites only 3x3 metres 1 per organisation
- Must be a registered Charity, Incorporated Society or Tax Exempt.
- Documented proof of charitable status to be provided at time of booking.
- Power is not available to community sites.
- **Horse, Greyhound Racing and Church Groups are not eligible 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**

What do you require power for? **APPLIANCE:** **WATTS/RATING:**.....

ANNUAL SHOW PARADE: Do you wish to participate in the Annual Show Parade with a float or exhibit on Saturday 24th February 2024?

Yes/ No

SITE BOOKINGS: Please return your application form with required site size and preferred site number, the Association will then issue an invoice, which is payable by **20th January 2024** to secure your preferred site and trade guidelines/passes.

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'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.

ADVERTISING: Details of those who have booked sites are provided to local newspapers and Media 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 tent must remove the covering from the framework overnight.

SHOW OPENING HOURS: The show is open from *10am to 8pm on Saturday and 9am to 4pm on Sunday*. Exhibitors' 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 on 0800 123 774 or helpdesk@primo.co.nz

TRADE COMPETITION: This year's show theme is **No#8 Wire**. Sites will be judged by members of the Organising Committee, the site deemed to be the best will win one free 12x12 metres site in the following year.

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

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 - OUTDOOR SITES: Available from 10.00am on Wednesday 21st February 2024.
We provide 24 Hour Security to the **Venue** from Thursday through until closing on Sunday.

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.

INSURANCE: The Egmont A&P Association shall not be held liable for loss or damage to exhibitor's 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.