

# NORTH OTAGO A & P ASSOCIATION

Established 1863

## TRADE SPACE APPLICATION FORM

Friday & Saturday – 24<sup>th</sup> and 25<sup>th</sup> February, 2017

### Dates to Note

Closing date for bookings: 17th February, 2017

Exhibits should be set up by Friday, 5pm 24th Feb.

No later than 9am Saturday, 25th Feb

Security commences Thursday, 23rd Feb. 9pm

Trade Space Exhibitors Award–Judging 10am Saturday.

### Contact Details

Telephone: 03 437 1037

[omarushow@xtra.co.nz](mailto:omarushow@xtra.co.nz)

2a Ettrick Street (showgrounds)

PO Box 556, Oamaru 9444

[www.northotagoshow.co.nz](http://www.northotagoshow.co.nz)

### History about the show.

The North Otago A. & P. Association will celebrate its 154<sup>th</sup> year in 2017. The show is held at the A&P showground's, Ettrick Street, Oamaru, and we believe is one of the top five shows in the South Island. We are the second oldest show in New Zealand.

Friday the 24<sup>th</sup> February the show runs from 5pm till 9.30pm and is a carnival night which is especially popular with families and the young people of the district.

It is supported by the whole community and is enjoyed by all competitors, spectators and trade exhibitors. Gate entrants are estimated at around 6,000. Over 100 trade space exhibitors, with a wide and varied range of commodities, support the show.

The North Otago A&P show is a great fun day for all the family.

The North Otago show is being held on Friday & Saturday, 24th & 25th February 17

**Exhibitors wanting the same site as last year must apply for that site by the 20<sup>th</sup> September and pay for the site by 20<sup>th</sup> of October. After the 20<sup>th</sup> October all sites not paid for will be available to any exhibitor.**

Some new sites along south side of driveway are available

### Price structure.

Outside site sizes can be purchased in any multiples of these..

Those sites closer to the ring are charges at \$80.00 GST inclusive per site and those further back are charges at \$70.00. Marquee sites are 3m x 3m @ \$230 GST incl.

**Confirmation of site will be given when site fees are paid in full.**

### Power.

Charge out at separate rates – light usage sites @ \$60.00, or High user sites @ \$80.00.

Please bring sufficient extension cords (if you are a high power user please notify us so that the power can be made available and we do not overload the system).

N.B Power cables and electrical equipment, must have an electrical safety test TAG

### Ticket Allocations.

Trade space passes will be allocated one pass per exhibitor. More passes are available on request at no charge for people who are involved on your site only. (One pass entitles 2 people + one vehicle into the grounds.)

*I fully understand the Terms and Conditions as detailed. I am fully aware of my Responsibilities under the Term and Conditions of the Health & Safety in the Work Place 2015 and that we have a Health & Safety plan covering our attendance at the N.O.A&P Show. In respect to the Privacy act, I acknowledge that the Association holds my name, address and details and that the North Otago A & P Association may release these for promotional purposes.*

**IMPORTANT:** Remember to photocopy your application form and keep it safe.

## TERMS & CONDITIONS.

### Application:

1. The N.O. A & P show may accept or decline any application for exhibiting rights.
2. Food providers selling from a stall must contact the Health Inspector, Waitaki District Council (03) 433 0300.

### Payment:

3. All trade space fees must be paid in full before site booking will be confirmed
4. All admission tickets and vehicle passes will be posted out in January when application is received and paid for.

### Show Days:

5. The North Otago A&P show will be open to the public Friday & Saturday, 24th & 25<sup>th</sup> February.
6. The gates will be open to the public from 8.00a.m.-8.00 p.m. both days
7. N.O. A & P. Association would like exhibitors to have their stands fully operational during Fri. night & Saturday until 4.00 p.m.

### Exhibits:

8. Any other person appointed by the N.O.A&P has the power to enter an Exhibitors site at any time and remove any article, sign, picture or printed matter, which in her/his opinion may cause offence to the public, or is not in keeping with the requirements of the society.
9. Trade Exhibitors should display company name, minimum size A4 in plain view for Identification purpose.
10. The grounds will be marked out three days prior to the show and exhibitors will be able to set up after this time.
11. All displays should be set up by 5pm Friday.
12. All exhibitors should contact Trade Marshall prior to driving pegs. If an exhibitor causes damage to underground services and has not checked the location of the services with an official they will be liable for all costs to repair the damage.
13. Exhibitors must take all steps to ensure their site is returned to its original condition within four days following the closing of the show.
14. Any exhibitor leaving rubbish on sites will be liable for a fine of \$100.00 as well as the costs of removing the rubbish.

### Electricity:

15. An electrical fee is charged for each site needing power. Please indicate whether you are a high or low power user. Please note!!! That red lines on ground on sites indicate live power cable buried below. Don't drive tent pegs near RED LINES.

### Insurance & Security:

16. Exhibitors are advised to arrange personal insurance cover for their own property.
17. All exhibitors should have public liability insurance. The N.O.A. & P Assoc. will not be responsible for any claim.
18. During the hours of 9pm and 6.00am. Thursday & Friday, the grounds will be patrolled by security guards.
19. The North Otago A & P will take all care but will not be responsible for any losses or damage incurred at this event.
20. All vehicles entering grounds should have their name displayed on the windscreen.

### Health and Safety:

21. Trade Exhibitors must follow the instructions of show officials & marshals.
22. Trade Exhibitors must comply with local body bylaws and requirements and Acts of Parliament (including Health and Safety Act and its amendments), which govern the erection of structures, the display and/or sale of machinery, vehicles and/or other products or goods of the Exhibitors and Aviation Safety Regulations. Also all exhibitors must have a health & safety plan covering their attendance at the N.O.A&P Show

23. Trade Exhibitors are responsible for preparing and monitoring a Health & Safety audit for their site by identifying, isolating or managing any potential hazards for staff, volunteers, contractors and the public.
24. Trade Exhibitors are responsible for briefing all staff and volunteers working on their site regarding the Health and Safety planning and monitoring of their site.
25. There is to be NO SMOKING inside any marquees or showground buildings.
26. No Trade Exhibitor shall install or maintain any LPG container greater than 15kg without having a certified Gas-fitters certificate. All compressed gas cylinders must be secured against tipping and must have snap couplings.
27. The N.O. A&P Association reserves the right to order immediate removal from the showgrounds of any exhibits it considers dangerous, offensive or unmanageable.
28. Trade Exhibitors must ensure that they keep walkways clear and no dangerous equipment or chemicals are accessible to the public.
29. The FIRST AID STATION is located on the East side of the Grandstand.
30. Accidents and hazards must be reported to the Secretary at the Secretary's office.

**Food and Raffle Tickets:**

31. The sale of food or confectionery lines, other than from approved outlets is prohibited Please note!!!! That Hot dogs, Hot Chips.and Candy Floss cannot be sold on the ground, The sale of these is reserved for the Side Shows.
32. Raffle tickets can be sold by non-profit organizations as long as it is carried out from their site or prior approval has been sought from the N.O. A. & P. Assoc.

**Advertising:**

33. If the Exhibitor wishes to be included in the ODT supplement, or pre-show catalogue please contact the N.O. A&P Assoc. secretary.
34. Sponsorship opportunities exist for exhibitors and can be negotiated by contacting the secretary.

**Use of Exhibitor Information:**

35. By completing the Trade Space Application form the exhibitor agrees that the N.O.A&P Assoc. acknowledges that:
  - (i) Exhibitor information details can be shown as part of the N.O. A & P information
  - (ii) Exhibitor details can be made available to the media for use in compiling the show newspaper supplements, for human-interest stories, as well as for programme preparation and for the N.O. A & P to use in promotional and educational material about the show.
  - (iii) Exhibitor and details can be made available to nominated companies that have exhibit resource materials provided that the N. O. A & P believes them to be reputable.
  - (iv) Exhibitor and company details given to the N.O. A & P on the Trade Space Application Form will be directly transferred and used as the company listing in the Trade Exhibitors Directory in the program. Exhibitors should clearly state the correct company name, which will be publicized.

**Cancellations:**

36. In the unlikely event the N.O. A & P finds it necessary to cancel or postpone the show; this contract will cease to operate upon notice to the effect, signed by the President of the N.O. A & P being served on the Exhibitor in any of the following ways; posting to the address listed on the Trade Space Application Form, or by handing or offering it to any person, who appears or is thought by the N.O. A & P to be an agent or employee of the Exhibitor, or by telephone call to the Trade Exhibitor.
37. The N.O. A & P shall not be liable to the Exhibitor for any compensation whatsoever as a result of the cancellation or postponement of the show.
38. Money refunded to exhibitors as a result of cancellation or postponement will be at the discretion of the N.O. A & P Association.

**Exhibitor Cancellation:**

39. If an Exhibitor should cancel the contract or terminate a site booking, any Refund shall be at the N.O. A & P discretion; not withstanding that portion may be retained to defray expenses/costs.

40. The N.O.A & P has the right to cancel this agreement and to retain any Monies paid in relation to this contract if the exhibitor infringes any of the exhibiting conditions, and does not occupy the site during the full period of the show.

## **SUMMARY OF KEY INFORMATION**

Exhibitors should be set up by 5.00 p.m. Friday, 24th February

Exhibitors should not dismantle their exhibits prior to 4.00 p.m. Saturday, 25th.

February

Public entry Friday 10.00 a.m. – 10.00 p.m. Saturday, 8.00 a.m. – 5.00 p.m. Please read Terms and Conditions carefully.

## **IMPORTANT DATES TO REMEMBER.**

**20<sup>th</sup> Sept 2016** Closing date for applying for last year's site. Invoices Will be sent out once applications are received.

**20<sup>th</sup> Oct 2016** Sites reserved that are not paid for will be offered too other exhibitors

**Friday 17th February 2017** Closing date for applications, although bookings will taken up to show day if space is available.

**Up until 17<sup>th</sup> February** Invoices/receipts will be sent out with entry passes, please ensure you provide correct postal addresses.

**Friday & Saturday  
24th & 25th February.** N.O. A. & P. Association – show night and show day.

## **TIPS FOR SUCCESS**

Plan your site presentation.

Let your customers know where you are at the show.

Put out a press release prior to the show.

Let your customers know of any “show specials”

Prepare cards or leaflets for your customers with your contact details.

Include a re-order of your products.

Consider giveaways/show specials. If notified N.O.A & P.Assoc. may include these in their advertising.

Make it easy for your customers to see your name and company name Remember – smell, taste and touch appeal.

Ensure your site is well manned.

Try to find ways to make your site interactive.

Keep your stand safe, tidy and inviting.

# NORTH OTAGO AGRICULTURAL & PASTORAL ASSOCIATION ANNUAL SHOW

To Trade Space Exhibitors:

**The North Otago A. & P. show is to be held on Friday, 24th and Saturday, 25th February 2017.**

**You may apply for trade space now, closing date for applications is Friday 17th February, although late applications will be accepted if space available.**

Anyone selling food etc. at their stalls please contact the Health Inspector, Waitaki District Council (03) 433-0300, but no problems are anticipated. Please note: Hotdogs, Hot Chips and Candy Floss cannot be sold. These are reserved for the Side Shows to sell.

All outside sites can be purchased in any multiples of indicated sizes on plan. Those sites closer to the ring are charged at \$80.00 GST. Inclusive per site and those further back are charged at \$70.00 GST. Inclusive per site. Power available at sites marked with red lines.

If you require extra passes these are available to people who are involved with your site at no charge. Please state on application if extra passes needed.

**Trade Space cup/ribbon for best display, judged 10.00 a.m. Sat.**

*Space available in marquee. Sites are 3m x 3m @ \$230.00 GST inclusive.*

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**Space required is.....Site No.preferred.....**

**We would also appreciate brief details of the products you are selling or displaying: e.g. machinery, clothes, craft etc**

.....  
**Do you require power Yes/No**

**If power required, indicate whether                      Space charge: .....**

**High User \$84.00    Power charge: .....**

**Light User \$60.00    TOTAL: .....**

**Number of Passes (Site staff only no charge): .....**

**Please print Name: .....**

**Address: .....**

.....

**Postcode: .....**

**Phone: .....**

**Email address: .....**

**Signed: .....**

*I fully understand the Terms & Conditions as detailed. I am fully aware of my responsibilities under the Terms & Conditions of the Health & Safety in the Work Place 2015 and that we have a Health & Safety Plan in place covering our attendance at the N.O.A&P Show In respect to the Privacy Act, I acknowledge that the Association holds my name, address and details and that the N.O. A. & P. Assoc. may release these for promotional purposes.*