

# NORTH OTAGO A & P ASSOCIATION

## TRADE SPACE TERMS AND CONDITIONS

Friday & Saturday — 24<sup>th</sup> & 25<sup>th</sup> February, 2012

### Dates to Note

Closing date for bookings: 10<sup>th</sup> February, 2012  
Exhibits should be set up by Friday, 5.00 p.m. 24<sup>th</sup> Feb.  
No later than 9.00 am. Saturday, 25<sup>th</sup>. Feb  
Security commences Thursday, 23<sup>th</sup> Feb. 9.00 p.m  
Trade Space Exhibitors Award—Judging 10.00am Saturday

### Contact Details

Telephone: 03 437 1037  
Fax: 03 437 1037  
2a Ettrick Street (showgrounds)  
P.O.Box 556, Oamaru 9444  
Email: oamarushow@xtra.co.nz

### History about the show.

The North Otago A. & P. Association is looking forward to our 149<sup>th</sup>.year. It will be held at the A. & P showground's, Ettrick Street, Oamaru, and I believe is one of the top five shows in the South Island. We are the second oldest show in New Zealand

Our show night on the Friday night 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 7,000. The show is supported by over 100 trade space exhibitors, with a wide and varied range of commodities. 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, 24<sup>th</sup> & 25<sup>th</sup> February 2012

### Price Structure

Outside site sizes are all 5m x 5m, and can be purchased in any multiples of this. Sites close to ring \$80.00. Further back \$70.00. Market Lane 3m x 3m \$45.00. Marquee sites are 3m x 3m @ \$230 GST Inclusive.

### Power

Is charged out at separate rates — light usage sites @ \$60.00, or High user sites \$84.00. 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.)

### Ticket Allocations

Trade space passes will be allocated one pass per site. (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 Terms and Conditions of the Health & Safety in Employment Act 1993. 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 Mil no later than 26<sup>th</sup> February.
4. All admission tickets and vehicle passes will be posted out when application is received.

### Show Days:

5. The North Otago A&P show will be open to the public Friday & Saturday 25<sup>th</sup> & 26<sup>th</sup> February.
6. The gates will be open the public from 8.00a.m. to 5.00 p.m. both days
7. Exhibitors will be required to have their stands fully operational during Fri night & Saturday until 4.00 pm

### Exhibits:

8. Any other person appointed by the N.O. A&P Show has the power to enter an Exhibitors site at any time and remove any article, sign, picture or printed matter, which 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 Five days prior to the show and exhibitors will be able to set up after this time
11. All displays should be set up by 5.00 p.m. 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 user

### 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 9.00 p.m. and 6.00 p.m. 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 OSH 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
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 beside the Secretary's office.
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 an approved outlet is prohibited.
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 ad 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 programme. 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 In 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: notwithstanding 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 10.00am. - 10.00pm. Saturday. 9.00 a.m. - 5.00 p.m.

Please read Terms and Conditions carefully

## **IMPORTANT DATES TO REMEMBER**

Friday 11th February 2011      Closing Date for all applications, although bookings will be taken up to show day if spaces are available

19th February                      Invoices/receipts will be sent out with entry passes

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 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.