



**2017 ROYAL A&P SHOW  
NEW ZEALAND  
HAWKE'S BAY SHOW  
TRADE PACK**



**Thursday 19 October 2017  
8.30am - 10pm**

**Friday 20 October 2017  
8.30am - 5pm**

**For more information**

[trades@hawkesbayshow.co.nz](mailto:trades@hawkesbayshow.co.nz)

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

06 878 3123 (extn 703)

## **HAWKE'S BAY ON SHOW 2017**

**Proud hosts of the Royal A&P Show, New Zealand**

*We are making some exciting changes to this year's Hawke's Bay Show*

*The Hawke's Bay Show is moving to a two day public gate, opening on Thursday and Friday to the public, and extending into Thursday evening with our 'Showtime Spectacular' event, meaning the full Show stays open to the public until 10pm.*

**THURSDAY 19 OCTOBER 8.30am – 10pm**

**FRIDAY 20 OCTOBER 8.30am – 5pm**

Our Show team have been working hard to bring some new ideas together to revitalize Hawke's Bay on Show, adding some great new features and improving what we do already to bring more of Hawke's Bay along to the Show.

Many Hawke's Bay families have both parents working so our 'Showtime Spectacular' event on Thursday evening is a fun new way to create something different within the Show, at the same time giving families and those who work full time the chance to attend the Show later into the evening.

The new two day Show will retain similar features to previous years, but will be busier with the three day programme condensed into two days.

We are putting together a comprehensive marketing campaign in order to better tell the story of the Show and attract a wider audience to attend, including those who do not usually attend the Show.

New features this year include more live music, a special 'Free Kids Zone' for tots and toddlers, a lot more Main Arena non-equestrian entertainment with a special Parade ring in front of the Grandstand.

We are creating food and live entertainment pockets within the Show so there is much more activity around the grounds.

Mahons Amusements are onboard to deliver an exciting "Moonlight Madness" Carnival area on Thursday evening, and we're expecting to draw a big crowd with flashing lights, Sideshows and Carnival atmosphere.

Moving to a two day Show we are confident the Show will attract the same sized audience over the two days, if not more people by including the exciting 'Showtime Spectacular', as it is something different.

The Show falls on Hawke's Bay Anniversary Day and Labour Weekend, so a Thursday evening gives local families an opportunity to enjoy the Show and still escape away for the long weekend if they choose to.

We look forward to hosting you at our 2017 Royal A&P Show. Please support us on this exciting journey and we will continue the hard work to ensure it's a worthwhile experience for you.

### **BOOKING YOUR SITE**

We have made some small changes to the Show Layout to improve the general flow around the Show. Site prices have remained the same as previous years.

Our Hawke's Bay on Show trade areas are zoned in relation to your business or type of products you are selling. This way the public can see a natural flow around the Show and therefore know where to find you.

Our team are ready to assist with this process when you are choosing your site. When completing your Trade Application form please fill in the section about your business type so we know which zone is the best fit for you.

Zones include Rural Trades, Carnival, Home, Garden and Lifestyle or Food and Wine.

Each zone has both indoor and outdoor site options.

**Online Application Form Available** – feel free to complete your trade site application form online at [www.hawkesbayshow.co.nz](http://www.hawkesbayshow.co.nz)

### **Returning Exhibitor**

If you want to be back in the same spot, please complete the Trade Application Form on our to start the booking process and we will do the rest.

### **Returning Exhibitor – new location**

If you have exhibited with us previously but would like to move locations within the Show, please get in touch as soon as you can.

Complete the Trade Application Form with a note that you would like a new location and our team will make contact with you to find out more about your needs to ensure your 2017 site is spot on.

***\*All returning exhibitors, we will hold your site until 30<sup>th</sup> June 2017 for you to rebook. If you do not book by this date, your site becomes available for other exhibitors to book from 3<sup>rd</sup> July.***

### **New Exhibitor**

Haven't been to Hawke's Bay on Show before? Our team are more than happy to assist.

You can either complete the Trade Application Form and our team will make contact to find out more about your business to help choose the best site for you.

Alternatively, please feel free to get in touch with us to talk through some options.

### **Contact us:**

Mell Anderson, Trades Executive  
[trades@hawkesbayshow.co.nz](mailto:trades@hawkesbayshow.co.nz)  
06 8783123 extension 703

## **INDOOR SITES**

### **'The Mall' - Exhibition Hall**

Taking onboard advice from you, our Trade community, we have altered the layout of the Mall to create a maze effect. This will impact on some site locations, but the pay off is that ever important foot traffic past your site as people are directed around the Mall.

The Mall is adjacent to one of the main entrances to the Show these sites are 3mx3m and **wooden** wall partitioning is included in the site cost. We have some premium sites available which carry an additional charge of 20%.

3x3, 9sqm \$485 + GST  
4x3, 12sqm \$645 + GST  
*Plus power on request \$80+GST*

### **Agribusiness Pavilion**

We have moved the Indoor Pavilion to sit along the Avenue, in the heart of the Rural Precinct and Royal Show livestock competition areas. This marquee venue aims to bring together likeminded rural and professional businesses. Sites come with black velcro receptive exhibition style wall panelling.

Various sites available on request, starting from 3x3 site, 9sqm \$685 +GST  
*Plus power on request \$80+GST*



## Bay Lifestyle Marquee

Just the place for your boutique business and lifestyle products and its even bigger this year! The Bay Lifestyle is an exciting premier shopping precinct with a wonderful high end atmosphere. Located in a high profile area off the main Grandstand promenade, Bay Lifestyle is a great spot to be.

Various sites available on request, starting from 3x3 site, 9sqm \$485 +GST

The Bay Lifestyle marquee will be a strip marquee, 3m deep with wall panelling to define each site.

*Plus power on request \$80+GST*

## OUTDOOR SITES

We have plenty of exciting outdoor spaces whether you are Carnival, Home, Garden & Lifestyle, Food or Professional and Rural Trades.

Outdoor sites give you the freedom to set up your own exhibition space, marquees or displays. Outdoor sites are grassed areas and power is additional. *Please note not all sites have power available.*

5x5m site, \$380 + GST

10x10m site, \$485 + GST

15x10m site, \$620 + GST

20x10m site, \$795 + GST

20x20m site, \$1,020 + GST

## Rural Trades

The New Zealand Royal A&P Show brings with it a distinctly rural audience. We have some premier rural trades sites which will be front and centre to foot traffic around our busy livestock areas.

5x5m site, \$380 + GST

10x10m site, \$485 + GST

15x10m site, \$620 + GST

20x10m site, \$795 + GST

20x20m site, \$1,020 + GST

10x10m Premium sites \$685 + GST

15x10m Premium sites \$820 + GST

20x10m Premium sites \$995 + GST

20x20m Premium sites \$1,220 + GST

## Food Court

This year we have a range of Food Court spaces. The Main Food Court is directly behind the Grandstand with a seating area facing the main stage.

There will be food sites located in some other areas around the Showgrounds including a Food Alley located in front of the Grandstand aimed at showcasing Hawke's Bay Produce and products.

Please detail your location preference on your Trade Application form.

Food Court Site prices are \$55 + GST per sq.metre

*Please note: all food vendors are required to submit the current relevant food handling and council permits.*

*Due to contracts in place no candyfloss, popcorn or Hot Dogs (on sticks) are to be sold within the Show venue.*

## Show Tickets

Please note this year we are allocating tickets based on your site size. If you require more than the allocated amount of tickets please contact Mell Anderson.

Indoor site or 5x5m outdoor	3 x 2 two day passes or 6 x one day passes
Outdoor 10x10m or 10x15m	4 x 2 two day passes or 8 x one day passes
Outdoor 20x20m and over	6 x 2 two day passes or 12 x one day passes



Hawke's Bay A&P Society, Hawke's Bay Showgrounds, PO Box 349, Hastings 4156, New Zealand  
Ph: +64 (06) 878 3123, Email [trades@showgroundshb.co.nz](mailto:trades@showgroundshb.co.nz), [www.hawkesbayshow.co.nz](http://www.hawkesbayshow.co.nz)



## TERMS AND CONDITIONS

### Site Applications

The Hawke's Bay A&P Society has the right to accept or decline any application. A deposit of \$200 + GST must accompany an application. Sites will not be confirmed until this has been received.

### Site Allocation

The Hawke's Bay A&P Society will allocate trade space as per each Trade Application form.

The Hawke's Bay A&P Society reserves the right to alter the site map at any time with regard to creating an improved, safe and clear layout for all trade exhibitors and public. Alterations to site placement or site size will be communicated to the siteholder as soon as possible.

The 2016 site holder will retain first right of refusal until the 30 June 2017. From 3 July all sites which have not been booked will be made available for sale.

### Show Hours

Exhibitors are required to have their sites fully operational during the advertised opening hours of the Show including the 'Showtime Spectacular' which is on until 10pm.

Full Show hours are Thursday 19 October 8.30am – 10pm and Friday 20 October 8.30am – 5pm.

### Set Up

All sites are able to set up from Monday 16 October 2017.

If you would like access to the Showgrounds prior to these dates, please discuss this with our Hawke's Bay on Show team as approval is required.

Please note there is no camping on site for exhibitors until Tuesday 17 October.

### Camping

Exhibitors who wish to camp on site during the show may do so upon application and subject to approval. Campers **must** be self-contained and set up in areas as detailed by Hawke's Bay Show management.

Please note this on your application form and our team will confirm details with you.

If your camping set up does not comply with Hawke's Bay Show conditions as above, your camping pass may be revoked.

### Power and Water

Power supply is standard 10amp and 15amp. Limited 3phase may be available.

Some sites do not have access to power, please ensure you confirm your requirements upon booking your site. All Exhibitors who have booked power must bring with them, an extension lead up to 30metres long with a current safety tag.

All power requirements must be confirmed prior to 2 October. There is no guarantee after this date that power will be made available.

### Tickets and Entry

Entry passes and vehicle access passes will be allocated prior to the Show and sent with your Trade packs after 2 October 2017. You must have your site paid in full before your Trade pack will be posted.

Please note on your Trade Application form the number of staff who will require access during the Show.



We have ample trade car parking available and vehicle access is available to restock your site each morning prior to the Show opening.

### **Insurance and Security**

The Society does not insure Exhibitor's property. The Society arranges night security from Tuesday 17 October through to Friday night, 20 October (5pm to 7am).

The Society will not be liable for loss or damage to the Exhibitor's property whilst it is on the Show site.

### **Health & Safety**

Exhibitors must comply with the current Health & Safety regulations.

All tent & marquee pegs must be covered as must other dangerous spikes, protruding objects. Any hazards within your site must be identified.

As an exhibitor at the Hawke's Bay Show, I acknowledge that it is the responsibility of myself, my staff and any appointed agents to take all necessary precautions to ensure the safety of the people and property within the allocated boundaries of the trade site allocated.

### **Exhibitor Cancellation and Refunds**

Exhibitor cancellations must be made in writing, or email. These will be acknowledged by the Hawke's Bay A&P Society.

The following rules will apply:

- Prior to 30th May 2017, 50% refund.
- Prior to 30th June 2017 25% refund.
- After 30th July 2017, no refund.

The Hawke's Bay A&P Society has the right to cancel this contract and to retain any monies paid in relation to this contract if the Exhibitor infringes any of the exhibiting conditions.

### **Dangerous items**

Water pistols or any type of similar water filled products, Toy Guns, Flick Knives, Swords, Sling Shots and inflatables such as hammers, bats and the like are banned for reasons of public safety.

### **Items not for Sale**

Due to contracts in place no candyfloss, popcorn or Hot Dogs (on sticks) are to be sold within the Show venue.

### **Animals**

Dogs other than those in organised show activities are strictly prohibited on the Hawke's Bay Showgrounds.

For a full list of terms and Conditions please refer to the Hawke's bay Show website.

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

### **2017 HURFORD PARKER TRADE SITE AWARDS**

All Trade exhibitors are automatically entered into the **Hurford Parker Insurance** Trade Site competition where the overall winner wins a free site at the 2018 Hawke's Bay Show!

Judging takes place on Thursday at the Show, with an indoor and outdoor site winner selected as well as one overall winner. Sites are judged on overall presentation and staff interaction with Show visitors. Trade site awards will be presented on Friday afternoon, at a time and venue to be confirmed.

\*Prizes are for 2018 sites only and not transferrable.



**2017 TRADE SITE APPLICATION FORM**

**Online Application Form Available** – feel free to complete your trade site application form online at [www.hawkesbayshow.co.nz](http://www.hawkesbayshow.co.nz)

Exhibitor/Company Name						
Postal Address						
Contact Name						
Contact Phone						
Email						
Website						
Description of your business or products						
Please circle which Trade zone best fits your business and products		Rural Trades	Home, Garden & Lifestyle	Food & Wine	Carnival	Food Court

**Payment**

A tax invoice will be sent upon confirmation of your site. Our invoices are seven days.  
 If you would like to pay by credit card, please call our office and we will be happy to assist, 06 878 3123.

*Please include your company or contact name as the reference on all online payments.*

Hawke’s Bay Agricultural & Pastoral Society  
 ANZ Hastings  
 01-0646-0231027-00

All site fees are payable to Hawke’s Bay A&P Society.

**Agreement** (Please acknowledge and sign)

- I/we have read the Hawkes Bay on Show terms & conditions
- I/we undertake to abide by the conditions as set out in the terms and conditions as provided on request and on our website at [www.hawkesbayshow.co.nz](http://www.hawkesbayshow.co.nz), governing the conduct of the 2017 Hawke’s Bay Show.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



## Section A

**Choosing your site.** Please tick which applies to you

I am a returning Exhibitor and would like the same site as last year	
I am a returning Exhibitor but would like a new site location	
I am a new Exhibitor	

## Section B

### Site Allocation

*\*Please only complete this section if you would like a new site location or are a new Exhibitor. Returning Exhibitors who would like the same site as last year do not need to complete section B.*

Indoor	Size required <i>*Standard indoor site sizes are 3x3m</i>
The Mall	
Bay Lifestyle Marquee	
Agribusiness Marquee	

Outdoor	Size required
Carnival	
Home, Garden & Lifestyle	
Rural Trades	
Food Vendor	

**Section C** *\*All Exhibitors to complete this Section please*

### Site requirements

Power required <i>*Please note, not all sites have access to power</i>	10amp	15amp	3 Phase	
Any additional requirements?				
Do you require onsite camping?	Weds	Thurs	Fri	Please detail what your camping set up is? e.g. Campervan, caravan etc

### Show Tickets

Please note this year we are allocating tickets based on your site size. If you require more than the allocated amount of tickets please contact Mell Anderson.

Indoor site or 5x5m outdoor	3 x 2 two day passes or 6 x one day passes
Outdoor 10x10m or 10x15m	4 x 2 two day passes or 8 x one day passes
Outdoor 20x20m and over	6 x 2 two day passes or 12 x one day passes

**You can complete this Application Form online at** [www.hawkesbayshow.co.nz](http://www.hawkesbayshow.co.nz)

**Please return your signed Application form by email** [trades@hawkesbayshow.co.nz](mailto:trades@hawkesbayshow.co.nz) **or post:**

**P O Box 349, Hastings 4156**



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