

HAWKE'S BAY ROYAL A&P SHOW

TRADE PACK



Three Day Show

WED 17th • THURS 18th • FRI 19th
OCTOBER 2018 • 8.30am - 5.00pm

hawkesbayshow.co.nz





Invitation

The Hawke's Bay A&P Society would like to extend a warm welcome to you to join us at one of the largest agricultural and pastoral events in New Zealand.

THREE DAY EVENT!

The 2018 Hawke's Bay Royal A&P Show will return to a three day event this year running over 17, 18 & 19 October. Opening hours to the public will be 8.30am – 5.00pm each day.

The team are putting together a comprehensive marketing campaign for the Royal A&P Show and there will be many event features attracting over 20,000* visitors through the gates.

With the Show falling on Hawke's Bay Anniversary Day and Labour Weekend, local families and visiting tourists have an excellent opportunity to come to the Showgrounds and enjoy the event.

We look forward to hosting you at our 2018 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.

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STAFF CHANGES

We have had some staff changes recently with **Sally Jackson**, our new General Manager, joining the team earlier in the year.

Hillary Riches, who many of you will know, will be taking the reins of Director of Events for the Society and will lead the 2018 Show.

Trade will be managed by our new Event Coordinator **Kyla Holt**.

And the friendly behind the scenes team of volunteers, administration and entries remains the same, dedicated and passionate about providing an event we will all be proud of.

**Estimated gate numbers*

BOOKING INFORMATION

An online Application Form is now available: feel free to complete your Trade Site application form online at: www.hawkesbayshow.co.nz

RETURNING EXHIBITOR

All returning exhibitors will have preferential booking of sites **until 31 May 2018**. If you do not book by this date, your site becomes available for other exhibitors to book from 1st June 2018.

Application forms are required by all returning exhibitors and sites will only be confirmed once forms and deposits are received.

NEW EXHIBITOR

If you haven't been to a Hawke's Bay Royal A&P Show before we are more than happy to assist you with your application.

Either complete the **Trade Application Form** yourself and our team will make contact to find out more about your business to help choose the best site for you. Please feel free to get in touch with us and we can talk through some options.

PRICE LIST 2018

The Mall - Exhibition Hall:

The Mall is adjacent to one of the main entrances to the Show attracting large number of visitors upon entry and exit.

3 x 3 (9 sqm)	\$360.00 + GST
4 x 3 (12 sqm)	\$480.00 + GST

Other sizes available by request

Agribusiness:

Marquee supplied set up as a strip marquee in 3m modules. If you require 6m this will be two sites. These sites will be located in the rural area close to the Royal Show livestock competition areas. This marquee area aims to bring together like-minded rural and professional businesses.

3 x 3 (9 sqm)	\$685.00 + GST
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Bay Lifestyle Marquee:

Marquee supplied set up as a strip marquee in 3m modules. If you require 6m this will be two sites. Just the place for your boutique business and lifestyle products.

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.

3 x 3 (9 sqm)	\$450.00 + GST
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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.**

5x5	\$300.00 + GST
10x10	\$400.00 + GST
15x10	\$500.00 + GST
20x10	\$600.00 + GST
20x20	\$800.00 + GST

Food Court:

There are a range of Food Court spaces.

\$55.00 per sqm + GST

- **All prices are exclusive of GST**
- **Some outdoor areas have power available and will be charged at \$80.00 + GST per site**

TERMS AND CONDITIONS

APPLICATIONS: The Hawke's Bay A&P Society has the right to accept or decline any application. A deposit of 30% + 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 site holder as soon as possible.

The 2017 site holder will retain first right of refusal until the 31 May 2018. **From 1 June 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.

SET UP: All site set up from Monday 15 October 2018. Or earlier by approval of the Event Co-ordinator. If you would like access to the Showgrounds prior to these dates, please discuss this with our Hawke's Bay Royal A&P Show team as approval is required.

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 Royal A&P Show management.

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 outdoor extension lead up to 30metres long with a current safety tag.

All power requirements must be confirmed prior to 1 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 1 October 2018. You must have your site paid in full before your Trade Pack will be posted. 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 16 October through to Friday night, 19 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 - see www.showgroundshb.co.nz

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

As an exhibitor at the Hawke's Bay Royal A&P 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.

No vehicles are to be driven inside the Show venue during opening hours

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 31st July 2018, 50% refund.
- Prior to 30th September 2018 25% refund.
- After 30th September 2018, 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

Exhibitor/Company Name:		
Postal Address if changed		
Contact Person:		Phone:
Email:		

PLEASE CONFIRM

- I am a returning Exhibitor
- My invoicing details are unchanged from 2017
- I request the same site location and requirements as 2017
- I have read and agree to abide by the 2018 Hawke's Bay Royal A&P Show terms and Conditions
- I acknowledge the responsibility for the H&S of all people working or visiting the Trade Site

Signed _____ Date _____

PAYMENT

On receipt of your Trade Application one of our Trade Sales team will contact you to discuss and confirm the exact trade site most suitable for your success. Payment of 30% deposit will be required to secure the site as discussed.

An invoice will be forwarded to you once your application has been processed by our Trade Sales team. Full site payment is due on or before 20th August 2018.

ONLINE APPLICATION FORM AVAILABLE

Feel free to complete your trade site application form online at www.hawkesbayshow.co.nz

Exhibitor/Company Name:					
Postal Address					
Contact person pre-Show		Phone:			
Email:					
Contact Person during Show		Mobile:			
Website:					
Description of your business or products					
What do you hope to achieve by attending the Show? <i>ie Brand Awareness, Sales, to Connect with Existing Clients</i>					
Please circle which Trade Zone best fits your business and products	Rural Trades	Home, Garden & Lifestyle	Food & Wine	Carnival	Food Court

INDOOR	✓	Size Required*	Power Required
The Exhibition Hall			
Bay Lifestyle Strip Marquee			
Agri-business Strip Marquee			
OUTDOOR	✓	Size Required	Power Required
Carnival			
Home, Garden and Lifestyle			
Rural Trades			
Food Vendor			

Do you require on-site camping? <i>please circle</i>	Tuesday	Wednesday	Thursday	Friday
Please detail what your camping setup is: <i>eg campervan, caravan etc</i>				
Any additional requirements?				

AGREEMENT *(Please acknowledge and sign)*

- I have read and agree to abide by the 2018 Hawke's Bay Royal A&P Show terms and Conditions attached and available on our website at www.hawkesbayshow.co.nz
- I acknowledge the responsibility for the Health & Safety of all people working or visiting the Trade site

Signed _____ Date _____

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