

2019 Hawke's Bay A&P Show Terms and Conditions

Applications: By submitting the Trade Application Form you agree to the Terms & Conditions outlined herein for the 2019 Hawke's Bay A&P Show. 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. Exhibitors who invite another company or individual to display or demonstrate on their site (sub-let) must ensure that the company or individual concerned completes a Trade application. a sub-let fee may be payable to the Hawke's Bay A&P Society. Please discuss with the Trade Manager during application process. Failure to do so may incur fees to the original Exhibitor.

The 2018 site holder will retain first right of refusal until the 31 May 2019. From 1 June all sites which have not been booked will be made available for sale.

A non-refundable deposit 30% of the total site cost including gst must be paid to confirm your Trade site order.

All Fees must be paid in full to the Hawke's Bay A&P Society no later than the 20th August 2019 to gain the right to occupy. Any Exhibitor not paid in full will not have permission to set-up.

To obtain an early bird discount of 10% all fees must be paid in full by 31st June 2019.

To retain the same or similar site to last year you must have submitted your application and deposit before 31st May 2019.

All un-booked sites will be made available for open purchase on 1st June 2019.

Food vendors: site allocation is per meter square and location distributed by the Trade Manager. Preference can be indicated but the Hawke's Bay A&P Trade Manager retains the right to allocate site locations at her discretion.

All food vendors must have all current & valid safe food handlers and council licences to operate and serve from their premises. These must be presented to the Trade Manager before any confirmation will be issued.

You must notify the Trade Manager if you intend to serve alcohol.

Due to contracts in place no hotdogs on sticks, candy floss or pop-corn can be sold at this show.

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 2019, 50% refund of total site price.
- Prior to 30th September 2019 25% refund of total site price.
- After 30th September 2019, 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.

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.

The separate application form must be completed by all food/drink vendors.

Show Hours: Exhibitors are required to have their sites fully operational and staffed for the entire duration of the advertised opening hours of the Show. Details above.

Set Up: All site set up from Monday 22 October 2019. Or earlier by approval of the Operations Manager.

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. Camping comes with an additional cost.

Power and Water: Power supply is standard 10amp and 15amp. Limited 3phase may be available. All Exhibitors requiring power must indicate on the application form, abide by the safety requirements and pay the addition cost associated with power.

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 included in the Trade Pack. You must have your site paid in full before your Trade Pack will be released. Trade Packs will be made available for collection from the information the main office 1st floor of the Grandstand from 7th - 22nd October or can be posted for an additional courier fee of \$10 per pack.

Entry: All Exhibitors will enter the Showgrounds during showtime through Gates 17A (AKA 1A) or Gate 13/14. The Main Gate 2 & 2A will remain accessible until 12pm (mid-day) 22nd October 2019. We have ample trade car parking available inside Gate 17 via Gate 1 off Kenilworth Road. Vehicle access is available to restock your site each morning prior to the Show opening and after show closes to the public - See time schedule above. **No unauthorised vehicle entry into or around the show is allowed during public open hours.** A courtesy vehicle may be available to assist you to restock when necessary outside of these times. Contact the Trade Manager for details.

Vehicles: All vehicles (except those as part of the exhibition display) must be removed from the trade zone area for parking in the allocated Trade park. No trailers or vehicles are to be left in any other location. The Hawke's Bay A&P society reserves the right to move or have moved at the owner's cost, any vehicle or trailer parked outside the designated parking area. Exhibitors wishing to park in any other location must have an exemption issued by the Event Manager. Please enquire with the Trade Manager.

Public Safety is paramount- No unauthorised movement of vehicles inside the show during show hours.

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Insurance and Security: The Society does not insure Exhibitor's property. The Society arranges night security from Tuesday 22 October through to Friday night, 25 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.

Couriers: No deliveries will be accepted or signed for on the behalf of Trade Exhibitors. Couriers do not have access to the Showgrounds during 23rd -25th October. Arrangements need to be made for deliveries.

Health & Safety: Exhibitors must comply with the current Health & Safety regulations - see www.showgroundshb.co.nz

The exhibitor must take responsibility for briefing and inducting all

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. Exhibitors are asked to confirm location of buried services (power & water) before any excavation or driving of pegs etc. Failure to do so will incur the costs of repairs to these services to the Exhibitor.

Exhibitors must take all reasonable steps to ensure their site is returned to the original ground condition.

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

Rubbish: Recycling protocols have been adopted by the Hawke's Bay A&P Society. Exhibitors are required to sort rubbish and use the appropriate receptacles provided. Any exhibitor leaving rubbish on sites or anywhere other than the appropriate bin will be liable for a fine of \$500 plus the cost of removing the rubbish. This includes leaving rubbish beside or outside of bins. Exhibitors within the NZ Edible Garden Section must maintain a Zero waste site.

Dogs: No dogs except those who are entered in the catalogue, guide dogs, service dogs or performing in a booked performance are permitted on the Showgrounds.

Marquees & indoor venues: Damage caused to any structure during the show by an Exhibitor or their display will be the responsibility of the Exhibitor. Exhibitors are to take due care in the setting up and dismantling exhibits. If partitions are not returned in condition in which they were set up, the cost to restore or replace will be on charged to the Exhibitor.

Electricity: Power is not included in the site fee. An electrical application and charged will be added to your site fees at application.

All electrical appliances and leads must display a current certification tag. The Hawke's Bay A&P Society retains the right to remove any appliance or lead not displaying the correct tag and any lead connecting to the Showgrounds power that is not paid in full. All catering caravans (outside food stands) must have a current electrical WOF NZS3019

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.

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

Security: Security is provided by the Red Badge Group. Commencing 7pm 22nd October through until 8.30am 26th October, the HQ is situated under the Back Grandstand. NZ Police are onsite during the open hours of the show. Exhibitors must take all reasonable measure to ensure the security of their own property whilst on the Showgrounds. The Hawke's Bay A&P Society takes no responsibility for loss or damage of your property whilst on the grounds.

First Aid: Provided by St Johns during the open hours of the show, located under the Back Grandstand. First aid services are available during pack in and pack out through the main office first floor of Grandstand. In the case of an emergency dial 111

Insurance: The Hawke's Bay A&P Society takes all care but no responsibility for exhibitors' property. The society will not take any responsibility for any claims against or by an Exhibitor.

Additional T & C's for NZ Edible Garden Show: All exhibitors in NZEGS must have clear links to the vision of this section (be the right fit); The Trade manager reserves the right to relocate any exhibitor who she feels is inappropriate.

All exhibitors must adhere to creating Zero waste- including all packaging.

Exhibitors must strive to present their site in such a way that adds to the ambiance and special environment within the NZEGS.

Use of Exhibitor Information: By completing the Trade Application Form the Exhibitor agrees and the Hawke's Bay A&P Society acknowledges that: Exhibitor information details can be shown as part of the A&P Show programme. Exhibitor details can be made available to the media for use in compiling the supplements, for human interest stories and promotional/marketing material in future events. Exhibitor displays may be photographed and used in social media posts without further permission being sought.

Information provided will be directly transferred from the application form to any promotional publications- The Hawke's Bay A&P Society takes no responsibility for any errors transferred.

The Hawke's Bay A&P Society retains the right to cancel this contract and to retain any monies paid and seek all monies owed in relation to this contract if the Exhibitor: a) infringes any of the conditions above b) does not occupy their site during the full period of the show which this contract applies c) does not have the necessary permits/Licences to operate d) acts in anyway outside the law or council requirements