

TRADE SITE APPLICATION 2020 [Online Application Form Available www.nationalhort.co.nz](http://www.nationalhort.co.nz)

Exhibitor/Company Name			
Postal Address			
Admin/accounts details:	Name:	Phone:	email:
Contact pre-show:	Name:	Mobile:	email:
Contact during-show:	Name:	Mobile:	email:
Purpose for attending?			
Description of your business or products			
Preferred Trade area	<i>Name of preferred venue:</i> Covered/Indoor	<i>Located near arena/pavilion:</i> Outdoor	
Site size required	___m x ___m	Located on/near previous location	YES / NO
Do you require power to your site?		Do you require wifi to your site?	
Number of staff attending (for ticketing purposes)		Number complimentary tickets required for customers?	
Sublet Exhibitor (please tick) <input type="checkbox"/>	<i>Hosted by:</i>	<input type="checkbox"/> I understand I am required to pay a flat rate of \$400+GST for the privilege of exhibiting at the NHFD <input type="checkbox"/> I have read and acknowledge specifically the T&C's applicable to Sublet exhibitors	

Payment

A deposit payment of \$500 is due with this application, an invoice will be issued after site allocation process is completed.

Your deposit fee must be paid to confirm your site.

Payment in full is required no later than the 20th of May 2020, failure to do so may lead to cancellation of your booking and forfeiture of any payments made.

Agreement *(Please acknowledge and sign)*

I/we have read the 2020 BNZ National Horticultural Field Day terms & conditions.

I/we undertake to abide by the conditions as set out in the terms and conditions enclosed, provided on request and on our website: nationalhort.co.nz governing the conduct of the 2020 BNZ National Horticultural Field Day.

Signature _____ Date _____

Please return your signed Application form by email trades@hawkesbayshow.co.nz or post: P O Box 349, Hastings 4156

Trade site & Exhibitor specifications, Terms & Conditions:

Power can be added for a one-off setup cost of \$50 plus gst, power may not be available to all outdoor sites- please enquire at time of booking.

Some indoor trade sites will not allow for heavy machinery and vehicles. Please enquire if this is required.

Outdoor sites will have restricted vehicle access areas to maintain the quality of the grounds for the Field Days. Exhibitors must abide by all access restriction requests, signage and Parking locations.

Fork hoists may be available for pack in and pack out, on request and free of charge. Please notify one of the NHFD crew of your requirements and timings in advance if possible.

Our role is to make your investment a success. Any questions can be directed directly to the Trade Manager Mel Blackmore. Exhibitors are expected to abide by requests made by the Trade Manager.

For additional Marquee and equipment hire please call our preferred supplier Mardi Gras Event Hire:

Phone 06 878 2361 or visit www.mardigrasevents.co.nz

A specialized sound, AV & power technician is available during setup by request and during show hours. This service is free of charge for 'quick fixes'. A charge may be required for larger requirements, please request a quote.

Demonstration stages/spaces and speaking opportunities are available free of charge however spaces are limited, booking a time slot at time of site purchase is recommended. The NHFD Events Team reserves the right to allocate demonstration times around availability.

Subletting: Sublet tenants must complete a separate application form, acknowledging the acceptance of terms and conditions including the Health and safety acknowledgment. All sublet applications must be accompanied with a flat rate fee of \$400 +GST

****Exhibitors who invite/host another company or individual (sublet Exhibitor tenant) to display or demonstrate on their site must ensure that the company or individual concerned completes a Trade Application Form and pays the Sublet fee. If this process is not received the original Exhibitor shall be liable to pay the sublet charge.**

The unique nature of this event as New Zealand's only Horticulture specific business trade show is the key to its' continued growth. We endeavor to maintain this by ensuring only Horticulture related trades are accepted however some retail sites may not be strictly horticulture focused. The NHFD Events Team reserves the right to not accept trade applications due to this requirement.

Site Fees: A deposit of \$500 is due at time of site booking. Complete payment in full is required to secure & confirm your site. An invoice will be sent once your site is allocated. The Trade Manager reserves the right to requisition the site for re-sale if the deposit remains unpaid in full within one calendar month of booking/invoicing.

Site allocation: The BNZ National Horticultural Field Day Trade Manager will allocate trade space as per the requirements of each trade exhibitor. Every Trade site remains subject to improvement/change, even after confirmation.

BNZ National Horticultural Field Day organisers reserve the right to alter the site map at any time to ensure an effective, safe and clear layout for all trade exhibitors and public. Alterations to layout and sites will be communicated to the site holder as soon as possible.

Event hours: Exhibitors are required to have their sites fully operational during the advertised opening hours of the Field Days, Wednesday 17 June 9am-4.30pm & Thursday 18 June from 9am - 4.30pm. Food Vendors may open beyond these hours if desired.

Set up and pack down: Outdoor sites are accessible for set up from Monday 15 June. Indoor sites are available from Tuesday 16 June. If you would like access to the Showgrounds prior to these dates, please discuss this with our team, as approval will be required.

All gear must be removed from the Showgrounds by 5pm Friday 19 June unless prior approval has been granted.

Power: Power will be supplied as per your trade confirmation; supply is standard 3-point plug. Limited 3 phase may be available. All exhibitors are required to bring their own tagged and tested leads (appropriate for their intended use ie outdoor specific) to connect to the Showgrounds supply.

All power requirements must be confirmed at the time of site booking, some outdoor sites do not have power available. There is no guarantee that power will be made available if a late request is made.

Some outdoor sites do not have wifi cover, please confirm your requirements when booking.

Trade Packs: Tickets and entry passes, and vehicle access passes will be allocated prior to the Field Days and will be in your trade packs. You must have your site paid in full before you can obtain your trade pack. Please note on your trade application the number of staff who will require access during the Field Days.

Insurance and Security: The BNZ National Horticultural Field Days organisers do not insure exhibitor's property. Night security is provided overnight Tuesday 17 and Wednesday 18 June. It is anticipated that the site will be vacated the night of Thursday 18 June.

BNZ National Horticultural Field Day organisers will not be liable for loss or damage to the exhibitor's property whilst it is on the Showgrounds site.

Health & Safety: Exhibitors must comply with the current Health & Safety legislation and must comply with its provisions. As an exhibitor at the BNZ National Horticultural Field Day, you must acknowledge on your application form that it is the responsibility of yourself, your 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 & demonstration space as applicable.

Exhibitor cancellation and refunds policy and key dates:

Exhibitor cancellations must be made in writing by email. These will be acknowledged by the BNZ National Horticultural Field Day Trade Coordinator. The following rules will apply:

Prior to 1st March 2020:	50% refund of total fee paid.
Prior to 1st May 2020:	25% refund of total fee paid.
After 1st May 2020:	No refund.

All sites will be retained for last year's site holder with first right of refusal up until and including 13th March. After this date all sites will be offered for general sale.

BNZ National Horticultural Field Day organisers hold 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.

CONTACT US

The BNZ National Horticultural Field Days 2020.
Event proudly owned & managed by the Hawke's Bay A&P Society.

PO Box 349, Hastings 4156 (06) 878 3123 nationalhort.co.nz

TRADE MANAGER - MEL BLACKMORE

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021 703 991

trades@hawkesbayshow.co.nz

GENERAL MANAGER - SALLY JACKSON

(06) 878 3123 Ext 705

0274 704 624

sally.jackson@showgroundshb.co.nz