



Trade Exhibitors

SCHEDULE

it's where you need to be!

**A&P SHOW GISBORNE 2019
OCTOBER 18 -19**



POVERTY BAY AGRICULTURAL & PASTORAL ASSOCIATION

Spring Show 18th & 19th October 2019

Schedule of Fees and Plans for Inside Trade Exhibitors

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APPLICATIONS CLOSE MONDAY 19TH AUGUST





SCHEDULE of FEES and PLANS for TRADE EXHIBITORS – 2019

Please read this *Schedule of Fees and Plans* relevant to your Section carefully in conjunction with the *Schedule of Terms and Conditions*. It is your responsibility. They are for your assistance.

Plans of these locations are included in this *Schedule of Fees and Plans* and all applicants are invited to indicate their preferred location on these diagrams. Exact boundaries will depend on all applicants' requirements –those shown are indicative only, based on the 2018 layouts.

There can be no guarantee that the indicated preference will result in that site being allocated, but as is customary, 2018 Show exhibitors will receive preference in the allocation of sites. The wishes of others will be followed as far as is practical and equitable.

SPECIAL NOTE to EVENT CENTRE, LIFESTYLE & FOOD EXHIBITORS: You must ensure that the width **and** depth that you request is sufficient to allow your **entire** exhibit to fit within that space **including, if applicable, your guy ropes**. No one should expect the PBA&PA, or their neighbours who have "got it right", to make any compromise for failure to order enough space for themselves.

**To secure your same site as 2018 please ensure we receive your deposit of \$250 together with your application form
NO LATER THAN 20 July 2019.**

All final applications close on Monday 19th August 2019.

Please Note: The PBA&PA reserves the right to issue or decline Trade space as it sees fit, without having to provide reasons, and to make allocations subject to any conditions considered necessary. Applications received after the closing date will be accepted on a "first come first served" basis provided space is still available.

Your earliest return of the Application Form together with your non-refundable Deposit, and preferably your Membership subscription if not already paid, is therefore strongly advised.

Every effort will be made to confirm site allocation during July. Invoices will be emailed with this advice notice. Your acceptance of the allocation must be made, together with your payment in full, by **1st September 2019**. Your exhibitor pack including staff and vehicle passes, this will be available for collection from the A&P show office prior to Friday of the show.

ADVANTAGES of SPONSORSHIP of the POVERTY BAY AGRICULTURAL & PASTORAL ASSOCIATION

- ✓ 10% Discount off the total Space Rental of any Trade site at the Annual Show
- ✓ Adult and Children's Admission Passes for each day of the Show
- ✓ Reserved Car Park(s) related to tier level, within the Showgrounds perimeter
- ✓ Contact our General Manager today for more information

ERICA MCNEIL
General Manager
Email: info@gisborneshow.co.nz
Mobile 021 1995511

2019 SITE FEES, STAFF AND VEHICLE PASSES FOR TRADE EXHIBITORS

EVENT CENTRE – LIFESTYLE

CONSIDER! A 10% DISCOUNT off all prices below is not all that Sponsors of the PB A&P Association receive!

NB: Staff allocation is tickets per site for the show. Please indicate total number of passes on Application Form

EVENT CENTRE and LIFESTYLE EXHIBITORS

Site Fees:

Event Centre: \$40.00 square metre +GST
Screens included as a back and partition wall

Depth 2m or 3m
Width 2m, 3m, or 4m

Lifestyle Marquee: \$28.00 per square metre + GST

Depth 3m
Width 3, 4.5m or 6m

Staff Passes: 4 passes per site

Extra Staff Passes: 1 pass per day \$12.00 incl. each

Vehicle Passes: 1 pass per site in either Park 8 or the Golf Course

Extra Vehicle Passes: Golf Course – Park G \$15.00 incl. each

Display Vehicle Passes: Vehicles parked on site for display purposes only – No charge

Service Vehicle Passes: Service / Delivery vehicles only – No charge
No extended parking within the grounds permitted.

Power:

Event Centre: This is included in your site fee

Lifestyle Marquee: \$60.00 + GST

Please ensure all your requirements are noted on your application form.

SCHEDULE of TERMS and CONDITIONS for INSIDE TRADE EXHIBITORS – 2019

Please read this Schedule of Terms and Conditions carefully in conjunction with the Schedule of Fees and Plans relevant to your Section. It is your responsibility. They are for your assistance.

ACCESS for BUILD-UP & BREAKDOWN ONLY: -

- via Gate 1 or Gate 3: - Lifestyle Marquee
- via Gate 1 ONLY: - Event Centre

STAFF & VEHICLE PASSES & PARKING: - refer to separate *Schedule*

ALCOHOL: - three areas

- ♦ Mahons Amusement Park
- ♦ Poynter's Trade Park, and the
- ♦ Public Car Parks

are designated "alcohol free". Those carrying or consuming alcohol in these areas will be liable to have it confiscated. Minors doing so will be subject to an instant fine. No one is allowed to carry alcohol in any open or unsealed containers within Showgrounds Park.

Apart from the Wine & Food Expo, exhibitors wishing to offer such refreshments to their customers are requested to do so out of the sight of the passing public.

BALLOONS & BLIMPS: - any exhibitor wishing to fly a balloon or blimp during the Show must have the approval of PBA&PA and comply with the requirements of the Civil Aviation Authority (see www.caa.govt.nz). Permission for applications made after end of June cannot be guaranteed.

BEST SITE AWARDS: - PBA&PA annually awards certificates for the Best Site in each of the five following categories:

- ~ Best Poynter's Park Outdoor Site
- ~ Best Event Centre Site
- ~ Best Lawson Field Site
- ~ Best Wine & Food Expo Site
- ~ Best House & Garden Site
- ~ Best Gum's Site
- ~ Best Lifestyle Marquee Site

Special Sash for the Best Site of the Show

BUILD UP – will be marked out by, and may start from, 7:30am Monday, 14th October 2019.

BREAKDOWN: - must not start before 4:00pm Saturday 19th October, and must be completed no later than by 4:00pm Wednesday 23rd October 2019.

CANCELLATION by PBA&PA: - if the PBA&PA should find it necessary to cancel or postpone the Show, this contract will cease to operate upon notice to that effect signed by the General Manager being served on the Exhibitor by handing or offering it to any person, who appears or is thought by the General Manager to be an agent or employee of the Exhibitor, or by emailing or posting to the address listed on the *Trade Space Application Form*.

The PBA&PA shall not be liable to the Exhibitor for any compensation whatsoever as a result of the cancellation or postponement of the Show. As a result of cancellation or postponement, any money refunded to exhibitors shall be at the discretion of the PBA&PA.

CANCELLATION by EXHIBITOR: - if an Exhibitor should cancel the contract or terminate a site booking (a) after 1st September 2019, the PBA&PA shall retain all monies received, or (b) prior to 1st September 2019, any refund shall be at the discretion of the PBA&PA, notwithstanding that a portion shall be retained to defray expenses/costs.

The PBA&PA reserves the right to cancel this contract and to retain any monies paid in relation to it, if the Exhibitor (a) infringes any of these conditions or (b) does not occupy the site during the full period of the Show to which this contract applies.

Schedule of Terms and Conditions

DISPLAY SCREENS & DIVIDERS: Event Centre Exhibitors – PBA&PA will provide the screens for the back and dividing walls of the display areas in the body of the Event Centre. The outside walls of the Event Centre are concrete but limited fixing points are available. All fixing materials – pins, drawing pins, staples, Velcro, tapes, Bluetac, strings cords and wires – must be completely removed from the wall and screens at the conclusion of the Show or a charge for their removal will be made.

DOGS: - with the exception of "service" dogs or those for display or entertainment purposes, dogs will not be admitted to Showgrounds Park.

EFTPoS: - a transaction charge of \$2.00 will be made for cash available from the Cashier at the EFTPoS Booth next to the General Manager's office. On-site EFTPoS service is your care; but landlines are not available for this purpose.

GISBORNE DISTRICT COUNCIL REQUIREMENTS: - a GDC flyer detailing Council requirements will be sent to those successful in obtaining a site. It is your responsibility to ensure that these are adhered to as appropriate.

HOURS OF OPENING: - All Trade Exhibits will be open to the public from 8:00am to 4:00pm daily and all exhibits must be fully operational during that time. All Gates will be locked by 8:00pm daily.

INSURANCE: - all exhibitors must have a Public Liability cover for an amount not less than \$2,000,000 (two million dollars). Proof of this cover or an affidavit is to be produced for the PBA&PA if requested.

The PBA&PA will not be responsible for any claim for loss or damage on or to your site or the products thereon. It is recommended that exhibitors take out their own personal and other appropriate insurance covering their display, their employees and unforeseen events. Contact your insurance company for an extension cover note.

MEDIA: - representatives of our local newspaper, "*The Gisborne Herald*" and local radio stations associated with the Show will have special promotional packages available. Each will be informed of the names of all exhibitor applicants and they will contact you directly to discuss whether or not you wish to take advantage of their offers.

NOISE "MANNERS": - the sounds of a carnival are part of the atmosphere and excitement of an A&P Show. Please be tolerant of others on the one hand, and respectful towards others on the other.

POWER CONNECTIONS:

To meet safety requirements, exhibitors must provide their own 15amp. Extension cords displaying a current safety tag. Only when payment is made, and the tag sighted, will an A&P tag be provided for the power (male) end of your lead. Without this tag, your power will have to be disconnected.

Urns & kettles use a lot of energy. It is in every exhibitor's interests to determine that their own power needs, do not exceed that which is available.

The costs of any special arrangements needed such as the metering the heating of spa/swimming pools, use of 3-phase connections only available at limited locations, or any repairs required because of incorrect connections made, will be charged to the exhibitor.

PBA&PA cannot guarantee supply without possible interruption, and always recommends the use of surge and spike protectors on sensitive electronic equipment.

PROHIBITED SALES & ACTIVITIES: - a *Policy Statement* is available from, this is "a family event" where sales of the following products or activities are prohibited and will not be tolerated:

Food & Confectionery from outlets other than approved and licensed food operators.

Knives (other than Swiss Army-type), flick knives, swords – ceremonial or otherwise, with or without sheaths or scabbards - and any other similar items that would be deemed as weapons and dangerous in the hands of irresponsible people or minors.

Party Drugs and mood enhancers, other forbidden substances and paraphernalia, including bongos, pipes etc.

Raffles, competitions for prizes or games of chance for which an entry fee is payable or unauthorised fundraising of any type on any trade exhibit or any other part of Showgrounds Park, other than the Mahons Amusement Park.

Water pistols or any other type of water throwing or water dispensing devices are not permitted on the grounds and therefore may not be sold or distributed.

Distribution of any unauthorized promotional material is restricted to that of Trade exhibitors from their respective exhibition sites. Placards posted, or flyers distributed, without authority will be removed.

Schedule of Terms and Conditions

RUBBISH REMOVAL: - bins for public use will be placed strategically throughout the grounds and every effort made to clear these regularly BUT exhibitors are fully responsible for removing their own rubbish from the grounds.

SAFETY: - 1. Ensure you adhere to the requirements of the Health & Safety at Work Act 2015, which govern the erection of structures, the display and/or sale of machinery, vehicles and/or other products or goods of the exhibitor.

2. Trade exhibitors are responsible for preparing and monitoring a Health & Safety audit of their site by identifying, isolating or taking all reasonable steps to manage any potential hazards for staff, volunteers, contractors, and the public.

3. **ensure you comply with all requirements of the GDC in respect to approved fire extinguishers, one of which must be on all external sites at all times.**

4. Exhibitors must display and trade within the space allocated to them, therefore **no exhibitor may encroach on the public aisles or a neighbouring site in any way, including stock or awnings.**

This NZ Fire Service ruling must be strictly adhered to.

5. Ensure you are aware of the location of underground power and water services that will be marked above ground, before driving pegs or digging holes within 500mm of them. Any costs of repair needed, will be a charge to the exhibitor.

6. Ensure you or your marquee contractor fluro marks, or covers with bags, or protects with shrubs or hay bales, all pegs or other dangerous spikes and protruding objects.

IMPORTANT: the surface of Poynter's Park has been vastly improved for your benefit. PLEASE do not remove any excavated material from the site. Any holes dug, must be filled and very well compacted at breakdown. If further compaction is required when checked two weeks later, you will be advised and expected to make good at your cost. If not, the cost of reinstatement will be passed on to you.

SECURITY: - uniformed security officers patrol the venue from 5:00pm to 8:00am nightly commencing on the evening of Thursday 17th October and finishing on the morning of Sunday 20th October.

In order to check that only authorised persons are in the area at night, all exhibitors who intend having staff sleeping on their site must advise the General Manager so that necessary ID passes may be issued.

The cost of this security service is included in the base cost of every site. However, the individual security and safety of exhibitor's goods is their own responsibility and that of their insurer.

SUB-LETS: - no trade exhibitor may sub-let any space or move to any other location from that which has been allocated. Any infringement of this rule will result in expulsion from the grounds. Sub-letting is defined as involving any third party, other than personnel or product for which the site exhibitor is a genuine agent or distributor, irrespective of financial or other consideration.

WIFI CONNECTIONS: Wi-Fi will be available. Extra coverage to all exhibitors for EFTPOS or Laptop presentations will be available from Evolution Wireless (our local provider). A Charge of \$100 + GST will apply which includes setup and breakdown, support and use for the two days.. Evolution Wireless will work directly with exhibitors during set up. Please indicate your requirements on the Application form.

ERICA MCNEIL
General Manager – Poverty Bay A&P Association



APPLICATION FOR EVENT CENTRE TRADE SPACE

At the Poverty Bay Agricultural & Pastoral Association Spring Show
18th & 19th October 2019

Please tick box below, sign declaration and return along with your \$250 deposit
Before 20th July 2019 to secure your same site as 2018
info@gisborneshow.co.nz or P O Box 2186, Gisborne 4040

Office Use

Site:

Sponsor: Yes/No

Business Name: _____

Postal Address: _____

City/Town: _____

Phone No: _____ Mobile No: _____

Email: _____ Contact Person: _____

NATURE OF DISPLAY: Please provide a full description of the goods and/or services that will be promoted on the site, paying particular attention to the 'PROHIBITED SALES & ACTIVITIES', and the "SUB-LETS" sections of the accompanying schedule, and all other relevant information provided there.

Depth & Width of site required	Event Centre	Site No.
Depth – 2m or 3m		
Width – from 3m up to 6m		

ADDITIONAL REQUIREMENTS: - NB: Staff passes are one pass per person per day

Staff Passes – Total for 2 days	
Vehicles – Total for 2 days	
Wifi \$100.00 + GST	Yes No
Power Free	

* I/We have read and fully understand and accept all of the Terms and Conditions and Rental Charges as outlined in the Trade Schedule of the Poverty Bay Agricultural & Pastoral Association and agree to accept the decisions of the Executive and Management in all matters relevant to our site application and allocation.

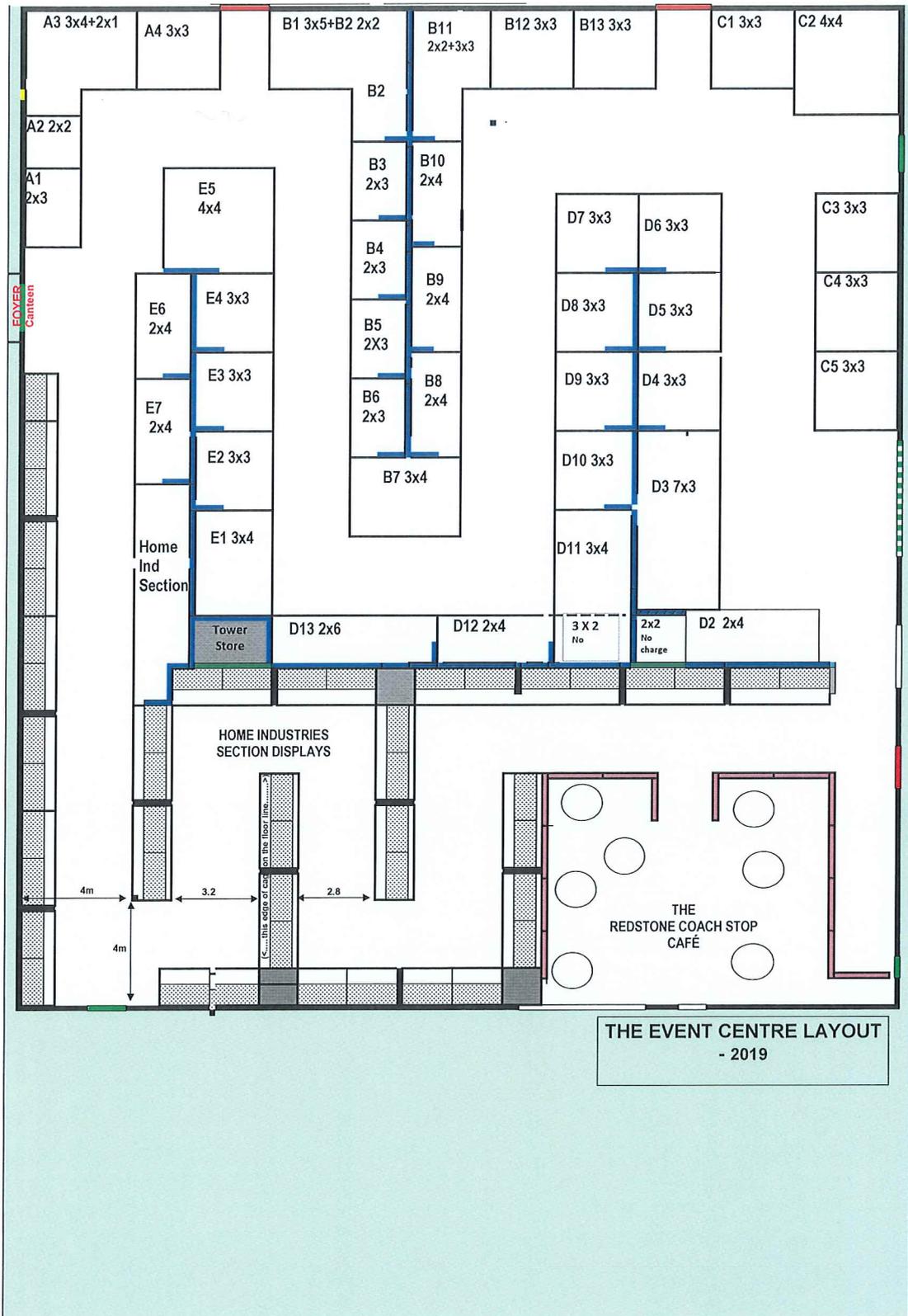
* I am/We are fully aware of my/our responsibilities under the terms of the Health & Safety at Work Act 2015, the Sale of Liquor Act 1989, and the Food Hygiene Regulations 1974.

* I/we will take all practical measures to manage and supervise the health and safety of my / our exhibit, my / our employees, agents, representatives, servicing contractors and the public during the duration of this event.

* In respect of the Privacy Act 1993, and the Privacy Amendment Act 1994, I acknowledge that my / our name, address, and details are held by the Poverty Bay Agricultural & Pastoral Association and may be used for promotional purposes.

My/Our Deposit of \$250.00 is attached	Yes	No
My/Our Deposit of \$250.00 has been credited to ANZ Bank A/C: 06 -0637-0120800-00	Yes	No
I understand that I will be invoiced for the balance of the site, passes, power supply, Wifi, membership subscription if applicable following allocation of my/our site.	Yes	No
I/We wish to apply for membership of the PBA&PA and my/our Subscription is also included	Yes	No

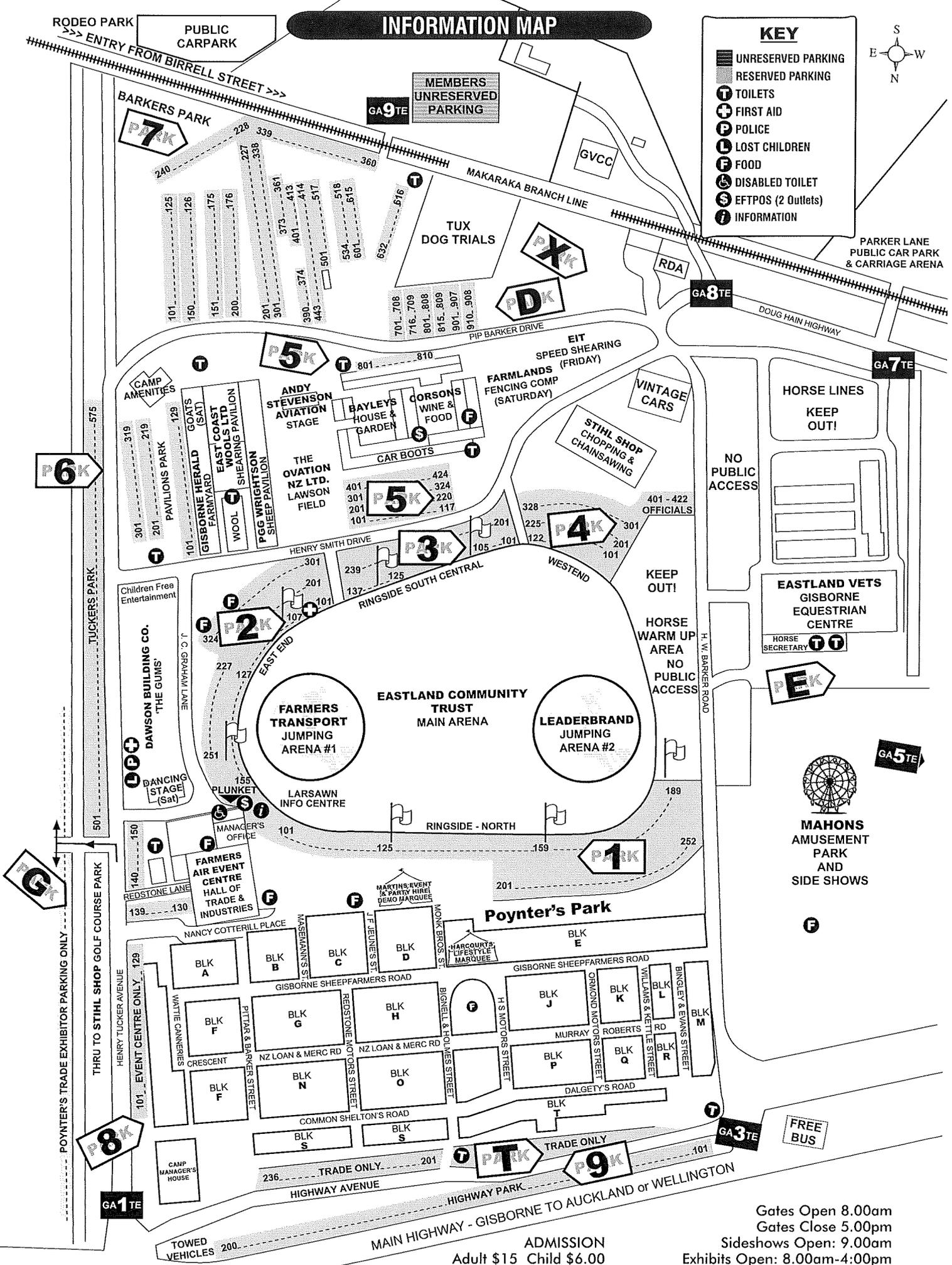
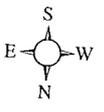
Print Name: _____ Signature: _____ Date: _____



INFORMATION MAP

KEY

- UNRESERVED PARKING
- RESERVED PARKING
- TOILETS
- FIRST AID
- POLICE
- LOST CHILDREN
- FOOD
- DISABLED TOILET
- EFTPOS (2 Outlets)
- INFORMATION



ADMISSION
 Adult \$15 Child \$6.00
 (5yrs to 15yrs; under 5 free)
 Family \$40 (2 adults, 3 children)

Gates Open 8.00am
 Gates Close 5.00pm
 Sideshows Open: 9.00am
 Exhibits Open: 8.00am-4:00pm
 Wine & Food Expo 10am-6pm
 Eftpos & Prize Payout 9am-4.30pm