



P.O. Box 556, Oamaru 9444 | SHOWGROUNDS - 2 Ettrick Street, Oamaru 9400
Phone 03 437 1037 | Email oamarushow@xtra.co.nz | Facebook page: North Otago A&P

TRADESPACE APPLICATION FORM
SHOWDAY 27 FEBRUARY 2021
HORSE EVENTS CONTINUE 28 FEBRUARY 2021

About the show.

The North Otago A. & P. Association will celebrate its 158th year in 2021. The show is held at the A&P showground's, Ettrick Street, Oamaru, and we believe is one of the top five shows in the South Island. We are the second oldest show in the South Island.

It is supported by the whole community and is enjoyed by all competitors, spectators and trade exhibitors. Gate entrants are **estimated** between 2000 to 3000. Over 80 trade space exhibitors, with a wide and varied range of products support the show. The North Otago A&P show is a great fun day for all the family with plenty of free entertainment provided.

Price structure

Outside site sizes can be purchased in any multiples.

Sites A-T 3mx3m are charged at \$40 GST inclusive

Sites 1-82 5mx5m are charged at \$80 GST inclusive

Sites 100-137 7mx5m are \$80 GST inclusive

Sites 150-249 7mx5m are \$70 GST inclusive

Sites 300 – 325 are \$140 GST inclusive

Confirmation of site will be given when site fees are paid in full.

Power

Charge out at separate rates – light usage sites @ \$60.00, or High user sites @ \$80.00. Please bring sufficient extension cords (if you are a high power user please notify us so that the power can be made available and we do not overload the system).

Power is only available to Sites 1-150 so please book in this area if you are needing power.

N.B Power cables and electrical equipment, **MUST** have an electrical safety test TAG.

Ticket Allocations

Trade space passes will be allocated two pass per site for sites 1 - 325.

A-T sites will be one pass per site.

More passes are available on request at \$7 per ticket.

Dates to Note

Closing date for bookings: 19 February, 2021

Exhibits should be set no later than 9am Saturday, 27th Feb

Security commences Friday 26th Feb. 9pm

Trade Space Exhibitors Award–Judging 10am Saturday.

I fully understand the Terms and Conditions as detailed. I am fully aware of my Responsibilities under the Term and Conditions of the Health & Safety in the Work Place 2015 and that we have a Health & Safety plan covering our attendance at the N.O.A&P Show. In respect to the Privacy act, I acknowledge that the Association holds my name, address and details and that the North Otago A & P Association may release these for promotional purposes.

IMPORTANT: Remember to photocopy your application form and keep it safe.

TERMS & CONDITIONS.

Application:

1. The N.O. A & P show may accept or decline any application for exhibiting rights.
2. Food providers selling from a stall must contact the Health Inspector, Waitaki District Council (03) 433 0300.

Payment:

3. All trade space fees must be paid in full before site booking will be confirmed
4. All admission tickets and vehicle passes will be posted out in January when application is received and paid for.

Show Days:

5. The North Otago A&P show will be open to the public Saturday 27th February.
6. The gates will be open to the public 8am to 8pm Saturday
7. N.O. A & P. Association would like exhibitors to have their stands fully operational on Saturday until 4.00 p.m.

Exhibits:

8. Any other person appointed by the N.O.A&P has the power to enter an Exhibitors site at any time and remove any article, sign, picture or printed matter, which in her/his opinion may cause offence to the public, or is not in keeping with the requirements of the society.
9. The grounds will be marked out three days prior to the show and exhibitors will be able to set up after this time.
10. All displays should be set up by 9am on Saturday.
11. All exhibitors should contact Trade Marshall prior to driving pegs. If an exhibitor causes damage to underground services and has not checked the location of the services with an official they will be liable for all costs to repair the damage.
12. Exhibitors must take all steps to ensure their site is returned to its original condition within four days following the closing of the show.
13. Any exhibitor leaving rubbish on sites will be liable for a fine of \$100.00 as well as the costs of removing the rubbish.
14. Trade Exhibitors should display company name, minimum size A4 in plain view for identification purpose.

Electricity:

15. An electrical fee is charged for each site needing power. Please indicate whether you are a high or low power user.

Insurance & Security:

16. Exhibitors are advised to arrange personal insurance cover for their own property.
17. All exhibitors should have public liability insurance. The N.O.A.& P Assoc. will not be responsible for any claim.
18. During the hours of 9pm Friday and 6.00am Saturday, the grounds will be patrolled by security guards.
19. The North Otago A & P will take all care but will not be responsible for any losses or damage incurred at this event.
20. All vehicles entering grounds should have their name displayed on the windscreen.

Health and Safety:

21. Trade Exhibitors must follow the instructions of show officials & marshals.
22. Trade Exhibitors must comply with local body bylaws and requirements and Acts of Parliament (including Health and Safety Act and its amendments), which govern the erection of structures, the display and/or sale of machinery, vehicles and/or other products or goods of the Exhibitors and Aviation Safety Regulations. Also all exhibitors must have a health & safety plan covering their attendance at the N.O.A&P Show
23. Trade Exhibitors are responsible for preparing and monitoring a Health & Safety audit for their site by identifying, isolating or managing any potential hazards for staff, volunteers, contractors and the public.
24. Trade Exhibitors are responsible for briefing all staff and volunteers working on their site regarding the Health and Safety planning and monitoring of their site.
25. There is to be NO SMOKING inside any marquees or showground buildings.

26. No Trade Exhibitor shall install or maintain any LPG container greater than 15kg without having a certified Gas-fitters certificate. All compressed gas cylinders must be secured against tipping and must have snap couplings.
27. The N.O. A&P Association reserves the right to order immediate removal from the showgrounds of any exhibits it considers dangerous, offensive or unmanageable.
28. Trade Exhibitors must ensure that they keep walkways clear and no dangerous equipment or chemicals are accessible to the public.
29. The FIRST AID STATION is located on the East side of the Grandstand.
30. Accidents and hazards must be reported to the Secretary at the Secretary's office.

Food and Raffle Tickets:

31. The sale of food or confectionery lines, other than from approved outlets is prohibited
32. Raffle tickets can be sold by non-profit organizations as long as it is carried out from their site or prior approval has been sought from the N.O. A. & P. Assoc.

Advertising:

33. If the Exhibitor wishes to be included in the ODT supplement, or pre-show catalogue please contact the N.O. A&P Assoc. secretary.
34. Sponsorship opportunities exist for exhibitors and can be negotiated by contacting the secretary.

Use of Exhibitor Information:

35. By completing the Trade Space Application form the exhibitor agrees that the N.O.A&P Assoc. acknowledges that:
 - (i) Exhibitor information details can be shown as part of the N.O. A & P information
 - (ii) Exhibitor details can be made available to the media for use in compiling the show newspaper supplements, for human-interest stories, as well as for programme preparation and for the N.O. A & P to use in promotional and educational material about the show.
 - (iii) Exhibitor and details can be made available to nominated companies that have exhibit resource materials provided that the N. O. A & P believes them to be reputable.
 - (iv) Exhibitor and company details given to the N.O. A & P on the Trade Space Application Form will be directly transferred and used as the company listing in the Trade Exhibitors Directory in the program. Exhibitors should clearly state the correct company name, which will be publicized.

Cancellations:

36. The N.O. A & P shall not be liable to the Exhibitor for any compensation whatsoever as a result of the cancellation or postponement of the show.
37. Money refunded to exhibitors as a result of cancellation or postponement will be at the discretion of the N.O. A & P Association.
38. NO A&P will follow all Covid 19 guidelines and regulations from the Government. If we were to drop to Level 2 we will not hold a full A&P show and your money will be totally refunded or carried over until the following year at your discretion. Decisions will be made at the time to whether we will continue with sections but this would still mean no public to the event if for example we went into level two.
39. In the unlikely event the N.O. A & P finds it necessary to cancel or postpone the show; this contract will cease to operate upon notice to the effect, signed by the President of the N.O. A & P being served on the Exhibitor in any of the following ways; posting to the address listed on the Trade Space Application Form, or by handing or offering it to any person, who appears or is thought by the N.O. A & P to be an agent or employee of the Exhibitor, or by telephone call to the Trade Exhibitor.

Exhibitor Cancellation:

40. If an Exhibitor should cancel the contract or terminate a site booking, any Refund shall be at the N.O. A & P discretion; notwithstanding that portion may be retained to defray expenses/costs.
41. The N.O.A & P has the right to cancel this agreement and to retain any Monies paid in relation to this contract if the exhibitor infringes any of the exhibiting conditions, and does not occupy the site during the full period of the show.



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To Trade Space Exhibitors:

The North Otago A. & P. show is to be held on Saturday, 27th February 2021. Horse events will continue on Sunday 28th February 2021. You may apply for trade space now, closing date for applications is Friday 19th February, although late applications will be accepted if space available.

Anyone selling food etc. at their stalls please contact the Health Inspector, Waitaki District Council (03) 433-0300, but no problems are anticipated.

All outside sites can be purchased in any multiples of indicated sizes on plan. Two passes are given free with each site so if you purchased two sites this would be 4 tickets. If you require extra passes these are available to people who are involved with your site at \$7 per ticket. Please state on application if extra passes needed.

Trade Space cup/ribbon for best display, judged 10.00 am Sat.

Please email the secretary at oamarushow@xtra.co.nz or send to PO Box 556 Oamaru 9444 with your completed application. An invoice will be sent for payment once your application has been received.

Space required is..... Site Number preferred.....

We would also appreciate brief details of the products you are selling or displaying for advertising purposes: e.g. machinery, clothes, craft etc

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Do you require power Yes/No

If power required, please indicate either High User \$80, Low User \$60

Number of Passes (2 per site free):

Number of additional tickets for staff \$7 a ticket:

Power charge:

Space charge:

Tickets:

TOTAL:

Name:

Address:

.....

Postcode: Phone:

Email address:

Signed:

I fully understand the Terms & Conditions as detailed. I am fully aware of my responsibilities under the Terms & Conditions of the Health & Safety in the Work Place 2015 and that we have a Health & Safety Plan in place covering our attendance at the N.O.A&P Show In respect to the Privacy Act, I acknowledge that the Association holds my name, address and details and that the N.O. A. & P. Assoc. may release these for promotional purposes.

