

TERMS & CONDITIONS

Site Applications

- Please complete the site application form in full as our allocations are based on the information you give us.
- **SITE LOCATIONS AT THE DISCRETION OF THE COMMITTEE**
- Sites will only be allocated on the day to fully paid-up bookings. Anyone arriving on the day without a confirmed paid booking will be asked to leave the grounds.
- Your signature is required, as this is your agreement to abide by the conditions of our Trade Space. Any breach of the conditions will see the trade exhibitor being asked to comply with the conditions and if there is no co-operation the exhibitor will be asked to leave the grounds.
- Trade exhibits may be subject to inspection, and any requirements to comply will be at the exhibitors cost.
- Refunds will be issued less 15% if received 14 days before the Ellesmere A&P Show. After this there will be no refunds issued.

Allocation

Site applications close on **14th July 2017**. Acceptance & allocation of site will not be notified until after the closing date. Applications received after this date will only be allocated a site if there is sufficient space available. ***Your space allocation can be changed at our discretion if required.***

Trade Exhibitors must work within the site measurements listed and exhibitors must order appropriate space for their display. Ellesmere A&P Association reserves the right to request a display be removed if it does not fit within the space ordered.

Setting Up & Dismantling

Sites will be available from Friday, 13th October 2017 and the grounds will be open between 9:00am and 8:00pm. There will be no access to the grounds after 8:00pm. Gates will re-open at 7:00am on Saturday, 14th October 2017. There will be security on the grounds for the night of Friday 13th October 2017.

The gates will be open from 7:00am till 6:00pm on Saturday, 14th October 2017. Show day sites must be completed by 8:30am on Show morning and dismantling must not begin until 4:00pm. **The grounds must be vacated by 8:00pm on Saturday, 14th October 2017.** Please ensure you have adequate insurance cover on all of your property, products, vehicle and equipment while on the grounds. We would recommend that ignition keys be removed from all vehicles when not in use. You are advised not to leave movable items unattended on your site.

Commercial Food Sites

All operators selling food or drink are classed as a commercial food site. We require you display a copy of your current food operator's license (commercial) or, if you are a fundraising site then you will be required to send us details of the facilities you will have on the day and how you will be preparing the food. There are a limited number of food sites available.

Advertising

- Advertising opportunities in the Show catalogue exist for Exhibitors and can be negotiated by contacting the Secretary on 03 3243 807.
- The privilege of distributing advertisements or other documents is restricted exclusively to Exhibitors on their respective stands. Placards or advertisement posted without authority will be removed.

Items Not Permitted

Sales of any of the following items - Hot chips, hot dogs on a stick, candy floss, water pistols, any other type of firing guns, silly string, water bombs and any sharp objects, i.e. knives & scissors, etc is not permitted. The sale of these items will see the trade exhibitor asked to leave the Showgrounds.

Health & Safety

The Ellesmere A&P Association will comply with the Health & Safety in Employment Act 2002, Health and Safety in Employment Amendment Act 2002 Hazardous Substances, New Organisms Act 1996. You must ensure that your site is a safe environment for your staff and visitors.

Fair Trading Act

All trade space exhibitors must operate under this act in all their dealings with the public on Show Day.

Any further site enquiries may be directed to David Birkett (03) 324 4499.