



TRADE APPLICATION FORM ELLESMERE A&P SHOW

Saturday 16 October 2021

PO Box 17, Leeston 7656

Tel: 027 424 3807

Email: office@ellesmereshow.co.nz

www.ellesmereshow.co.nz

CLOSING DATE FOR APPLICATIONS: 23 July 2021

Please complete ALL sections of this form.

COMPANY:

CONTACT PERSON:

SITE NAME (if different to company name):

POSTAL ADDRESS:

CITY:

POSTCODE:

TELEPHONE:

MOBILE:

EMAIL:

WEBSITE: www.

DETAILED DESCRIPTION OF SERVICES &/OR PRODUCTS ON DISPLAY:

CIRCLE SITE REQUIRED

| Type | Frontage Size | Depth of Site | Cost | Required Size (m) 6m blocks preferred |
|-------------------------|------------------|--|---|--|
| Trade/Machinery | 6 metres | 11m | \$140 per 6 metre frontage | |
| Trade – power available | 6 metres | 6m | \$140 per 6 metre Frontage \$160 - powered | |
| Craft – no power | 3 metres | 6m | \$70 per 3 metre frontage | |
| Commercial Food Site | Under 4.5 metres | <i>Type of food must be specified</i> | \$150 | Do you have your own power ? |
| Commercial Food Site | Over 4.5 metres | <i>Type of food must be specified</i> | \$210 | Do you have your own power? |
| Total Payable | | | | \$ |

DO NOT SEND PAYMENT WITH YOUR APPLICATION

If your application is successful, your site number will be confirmed by email along with your invoice. **Payment is required in full upon receipt of invoice.** Gate passes will be sent separately upon receipt of full payment. Any trade exhibitor arriving on the day without a prepaid site booking will be asked to leave the grounds. Trade exhibitors must work within the site measurements listed above 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.

SITE LOCATIONS AT THE DISCRETION OF THE COMMITTEE

I have read and fully understand the terms and conditions as detailed in the Ellesmere A&P's Trade Site Information. I am fully aware of my responsibilities under the Terms and Conditions of the Health and Safety in Employment Act 1993. In respect to the Privacy Act, I acknowledge that my name, address and details are held by the Association and that these may be used for promotional purposes.

SIGNATURE:

NAME:

Office Use Only

| | | | | | |
|----------------|--|--------------------|--|---------------|--|
| Date received: | | Site No: | | Tickets sent: | |
| Database: | | Confirmation sent: | | Map: | |

PRICING & SITES

**** NOTE CLOSING DATE FOR APPLICATIONS ****

Key Dates: Applications close: **23 July 2021**

Payment to be made in full by due date as per invoice

Food Stalls – Under 4.5m(wide) x 3m(deep) - \$150 (including GST), Over 4.5m (wide) x3m (deep) - \$210. Type of food **must** be specified. Power may be available on request. **Two gate passes will be issued per small food site and three for a larger one.** As with all applications, the committee reserves the right to decline an application.

Implements and Machinery Sites - 12m(wide) x 11m(deep) - \$140 per 6m frontage (including GST). Power is not available. **Four gate passes will be issued per 12m x 11m site.**

Trade Sites - 6m(wide) x 6m(deep) - \$140 (including GST). Power is available on limited sites for an additional \$20. These sites attract a high level of foot traffic and interest from the general public. **Two gate passes will be issued per 6mx6m site.**

Craft Sites – 3m(wide) x 6m(deep) - \$70. Power is generally not available. You must describe your activity/product on the application form. Sites selling items deemed unsuitable by the Association will not be accepted or asked to leave on the day. Sites will be allocated at the committee's discretion. **Two gate passes will be issued per craft site.**

Fundraising Sites – Four district Charitable Organisations will be given a free 3 x 3m site, **however tickets for people manning the site will need to be paid for.** Information is available on application to the Secretary. If more than four applications are received, a ballot will be undertaken to determine the successful applications.

Every member of your team must have a ticket to enter the Showgrounds during the Show. If you/staff don't have a ticket, you/your staff will be asked to pay.

VEHICLES & PARKING

If space allows, your vehicle may be parked on your site. Vehicles not parking on the trade site must be removed from the trade area before 8:00am on Show morning and not return until after 5:00pm.

BOOKING YOUR SITE

- Download and complete the Trade Space Application Form from www.ellesmereshow.co.nz and post or email back to The Secretary, Ellesmere A & P Association, PO Box 17, Leeston 7656 or office@ellesmereshow.co.nz.
- **SITE LOCATIONS AT THE DISCRETION OF THE COMMITTEE**

PAYMENT FOR YOUR SITE

- Following processing of your application, confirmation and an invoice will be posted or emailed out to you.
- **Payment is required in full by the due date as per your invoice.**
- Payment can be made either by cheque or by direct credit to our bank account: Ellesmere A&P Association, BNZ Leeston, Account Number: 02 0860 0010241 00. Please use your **invoice number as reference** so we are able to locate your payment. Gate passes will be issued separately upon receipt of full payment. ***NOTE: Any trade exhibitor arriving on the day without a prepaid site booking will be asked to leave the grounds.***
- If full site fees are not received by the due date the site may be offered for resale

EXHIBIT AWARDS – a special medal will also be awarded in this section celebrating the 150th show

Trade Exhibitors - All trade exhibitors will be eligible for the G F McEvedy Trophy which is awarded annually for the exhibit or display which shows special merit.

Machinery Exhibitors - The Late R G Allan donated a Silver Cup to be awarded this year for the **best laid out exhibit in the Machinery Section incorporating 150 years of show.** The Cup will be for competition at future shows and may be held by the winner for one year.

Contractor Displays – The J A McLachlan Cup donated by Mr J A McLachlan is awarded for Special Merit in the Machinery Section to Best Contractors Display.

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.
- **Canellation Policy** - In the event of our show being cancelled there will be an 80% refund.
- **Refund Policy** - refunds will be issued less 20% if received 14 days before the Ellesmere A&P Show. After this there will be no refunds issued

Allocation

Site applications close on **23 July 2021**. A confirmation email will be sent once we have received your application. 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 15 October 2021** 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, **16 October 2021**. There will be security on the grounds for the night of **Friday 15 October 2021**.

The gates will be open from 7:00am till 6:00pm on Saturday, **16 October 2021**. 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, 16 October 2021**. 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 027 424 3807.
- 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, any 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 Stuart Stephens (03) 329 1770.