

HELENSVILLE A&P SHOW

**SATURDAY
24TH FEBRUARY 2018**



TRADE INFORMATION

Be part of one of the largest one day A&P show in the Northern District and a Helensville icon.

The Helensville A&P Show provides its trade exhibitors with an amazing selling experience in a unique environment.

24th February 2018 marks the 116^h A&P Show here in Helensville. Come join us and be part of our history.

THE HELENSVILLE A&P SHOW

BACKGROUND TO THE SHOW

The Helensville Agricultural & Pastoral Association has held the Helensville A&P Show almost every year since 1900, with only a polio epidemic and World War II causing a few years to be cancelled. As such, it is one of the longer running A&P Shows in New Zealand, with an enviable reputation and an unabashedly traditional feel.

The Helensville A&P Show has a proud history of promoting Helensville's agricultural and pastoral interests, and showcasing the best of the region. The Show is the largest annual event on Helensville's calendar and continues to build on a long and successful reputation of bringing the country to the town. The Show offers a unique hands-on learning experience and wonderful day out for all ages.

In recent years, the Helensville A&P Show has attracted record numbers of trade exhibitors and visitors. As one of the largest one-day shows in the Northern District (which stretches from Franklin in the South to the top of the North Island) and attracting up to 6,000 people and 3,000 competitor entries, the Helensville A&P Show enables trade exhibitors to....

Reach key target markets.

Generate new customers and sales leads for ongoing business.

Promote products.

Directly interact with a wide audience.

Develop brand loyalty and exposure.

Educate consumers about your product or service.

Transact directly with customers.

We invite you to consider the benefits that supporting this local event can offer your business.

THIS YEAR'S SHOW

The Helensville A&P Association will proudly host the 116th Helensville A&P Show on...

Saturday the 24th of February 2018.

This year's Show continues to build on the successes of the past and introduce new initiatives. Alongside strong competitions in Indoor, Livestock, Equestrian, Woodchopping sections – we expect at least 3,000 entries - the 2018 Show will be once again a zero-waste event and herald many features called for by the public: from guess the weight competitions to livestock displays, live entertainment and local artists, the 2018 Show promises to be an event not to be missed!

BOOKING INFORMATION

SITE OPTIONS AND PRICING NB. ALL PRICES GST INCLUSIVE

TYPE	DESCRIPTION	PRICE
Outside uncovered <i>Our standard site</i>	6m (wide) x 5m (deep). Minimum site frontage is 6 meters wide and frontages to be ordered in multiples of 6m: e.g. a 10m deep site with 6m frontage (2 sites), a 5m deep site with 12m frontage (2 sites), a 12m wide x 10m deep site (4 sites).	\$95 (\$80 if paid in full by 4th January 2018).
Outside uncovered	6m (wide) x 5m (deep)	\$175. No discount
Commercial food	We ask commercial operators to supply their own power. Limited number of these sites.	Available for commercial food sites.
Outside covered food	3m (wide) x 3m (deep) Limited number available.	\$180

- THE SITE AREA MUST INCLUDE ROOM FOR GUY ROPES.
- IF YOUR DISPLAY WILL NOT FIT ON THE SPACE ALLOWED BY THE SIZE, YOU MUST ORDER ADDITIONAL SITES TO ACCOMMODATE YOUR DISPLAY. HELENSVILLE A&P ASSOCIATION RESERVES THE RIGHT TO REMOVE A DISPLAY NOT FITTING WITHIN THE SPACE ORDERED.
- POWER IS AVAILABLE ON A LIMITED NUMBER OF SITES AND IS ALLOCATED ON A FIRST COME FIRST SERVED BASIS. PLEASE BOOK ON THE APPLICATION FORM.
- WATER IS AVAILABLE AT NO CHARGE ON ALL POWER BOX POLES.
- TRADE SITE BOOKINGS RECEIVED BEFORE 12th of JANUARY 2018 WILL BE INCLUDED IN THE TRADE EXHIBITOR'S LIST ON THE SHOW WEBSITE.
- UNLESS OTHERWISE NOTED THE GROUND SURFACE ON ALL SITES IS GRASS.

GATE PASSES

- ✎ You will receive **two gate passes** for the first site booked and one pass for every other additional site ordered.
- ✎ Additional gate passes up to a maximum of five may be purchased prior to the Show at a discounted rate of \$7. **The full admission fee will be charged if buying entry tickets on Show day.**

VEHICLES&PARKING

- For each trade site booked you will be issued with a Gate 2 parking pass (max three) for one vehicle. This pass must be displayed on your dashboard at all times. All other vehicles must park in the free public parking areas. No Gate 2 Parking Pass, NO ENTRY.
- Space permitting your vehicle may be parked on your site. Vehicles not parking on the trade site must be removed from the trade area before 8:30am on Show morning and not return until after 4:00pm.
- Any vehicles in thoroughfares after 8.30am, or creating a hazard, will be towed away at the owner's expense.

BOOKING YOUR SITE

- ✘ Complete the Trade Space Application Form and send it with your payment by cheque or direct credit (ANZ Account # 06 0254 0158414 00) to Helensville A&P Association. P.O.Box 23, Helensville 0840
- ✘ Once your payment is received a site will be allocated and a confirmation package (comprising of site allocation, receipt, gate and vehicle passes, map & Health and Safety checklist) sent to you.
You can download the Trade Space Application Form from our website...
www.helensvilleshowgrounds.co.nz

BEST TRADE EXHIBIT

All trade exhibitors will be eligible for the best trade exhibit award judged on originality, interest created, level of flair and interaction, the information conveyed, and staff presentation and service. The winner of the industrial-type sites will be presented the *Allied Farmers Ltd Best Trade Exhibit Trophy* and \$50, and the winner of the stall-type sites will receive \$25. Both winners will also receive a certificate and ribbon (and the glory that goes with it).

KEY DATES

TRADE BOOKINGS OPEN:	1 NOVEMBER 2017
LAST DAY FOR EARLYBIRD DISCOUNT ON SITES	4 JANUARY 2018
LAST DAY FOR WEBSITE LISTING OF TRADE EXHIBITORS	13 JANUARY 2018
PACK-IN DAY AT SHOWGROUNDS FROM 8AM TO 8PM	23 FEBRUARY 2018
PACK-IN AT SHOWGROUNDS FROM 6.30AM TO 8.30AM	24 FEBRUARY 2018
PACK-IN PACK Down FROM 9AM -12 NOON	25 FEBRUARY 2018

CONTACT

Helensville A&P Association

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TERMS & CONDITIONS

Site Applications

- (i) Applications must be completed in full.
- (ii) Sites will only be allocated to fully paid applications. Anyone arriving on the day without a confirmed paid booking will be asked to leave the grounds.
- (iii) Your signature is required, as this is your agreement to abide by Trade Space Terms & Conditions.
- (iv) Any breach of the conditions will see the trade exhibitor being asked to comply with the conditions. Failure to cooperate will result in the exhibitor being asked to leave the grounds.
- (v) Trade exhibits will be subject to inspection and any requirements to comply will be at the exhibitor's cost.

Allocation

- (i) You are unable to select your own site. Sites are allocated in the following order: sponsors, members of the Helensville A&P Association, repeat trade space customers, new customers.
- (ii) We begin allocating sites on **13 January 2017**. Applications received after this date will be allocated on a first come, first served basis.
- (iii) We reserve the right to change site allocation without notice.

Setting Up & Dismantling

- (i) Sites are available from Friday 24 February 2017 and grounds open between 8:00am and 8:00pm. There will be no access to the grounds after 8:00pm. Gates will reopen at 6:30am, Saturday 25 February 2017.
- (ii) The gates are open from 6:30am till 8:00pm on Saturday 25 February 2017. Please enter via Gate 2. Show Day sites must be completed by 8:30am on Show morning and dismantling must not begin until after 4:30 pm.
- (iii) **The grounds must be vacated by 8:00pm on Saturday 25 February 2017** although pack down may continue on Sunday 26 February 2017 from 9am - 12:00pm.

Sites

- (i) All exhibitors must ensure that their exhibit remains within the boundaries of their paid site(s) and exhibitors must order appropriate space for their display.
- (ii) Helensville A&P Association reserves the right to request a display be removed if it does not fit within the space ordered.
- (iii) Sites are not partitioned and exhibitors are responsible for providing their own partitions,

power (where applicable), signage and hire equipment.

- (iv) All pegs, guy ropes, cords, leads etc. are to be within site boundaries and clearly marked to ensure they do not present a hazard to the public.
- (v) Exhibitors must take all steps to ensure that the site is returned to its original condition following the Show. The exhibitor will be liable for any damage caused to the showgrounds and Association property.
- (vi) **Rubbish on sites:** all exhibitors must comply with the Show's Zero-Waste policy and work alongside ACZWA in meeting this. All rubbish is to be removed from site and disposed according to the Association's policies. Any exhibitor leaving rubbish on site will be liable to a fine of \$500 plus the cost of removing the rubbish.
- (vii) **No animals** (including dogs), excepting those part of a Schedule competition, part of a Trade Display or guide dogs, will be allowed on the Showgrounds.
- (viii) In event of animals forming part of a Trade Display, exhibitors must abide by best practice in caring for the animals and all relevant animal legislation. Copies of NAIT, TB and Brucellosis certificates/ registration as applicable must be provided for relevant animals on application for a site.

Food & Confectionary Sites

- (i) All operators selling food or drink are classed as a commercial food site.
- (ii) Whether your food stall is commercial or a fund-raiser we require a copy of your current food operator's license (commercial) or a letter detailing what facilities you will have on the day and how you will be preparing the food (fund-raisers). If applicable please provide a copy of your current electrical fitness certificate. There are a limited number of food sites available.
- (iii) The sale of food or confectionary items, other than from approved outlets, is prohibited.
- (iv) No food or drink is to be given away to the public from a trade site.
- (v) All stalls selling food as part of a fundraising effort must apply in writing to the Helensville A&P Association for approval. Sites distributing or selling food that without prior approval will be asked to leave.
- (vi) No site (other than the approved licensee) is allowed to sell or distribute hot chips, hot dogs on a stick or candy floss as there is currently an exclusive license in place for these products.

Power & Water

- (i) Exhibitors must provide their own extension cord if power is required. Extension cords for trade sites are plugged into junction boxes with a maximum of 10 amps. Please ensure all electrical equipment and leads meet requisite safety standards (e.g. AS/ NSZ 3760:2003) and are appropriately tagged.
- (ii) Trade space holders are to ensure all cords, plugs and fittings are safe, secure and out of the way of people moving about, and out of the way of water. Water taps are located around the grounds on the power box poles.

Items Not Permitted

- (i) Sales of any of the following types of items are prohibited: water pistols, any other type of firing guns, silly string, water bombs and any sharp objects, i.e. knives and scissors etc are not permitted. The sale of these items will see the trade exhibitor asked to leave the Showgrounds.
- (ii) Any exhibitor selling, distributing or advertising dangerous items will be required to leave the grounds immediately.
- (iii) Exhibitors wishing to host raffles and/or lucky dips must obtain prior written permission from the Executive Committee.

Insurance and Security

- iv) All exhibitors are advised to insure their own property and have public liability insurance.
- v) Please ensure you have adequate insurance cover on all of your property, products, vehicle and equipment while on the grounds. We recommend that ignition keys be removed from all vehicles not actually in use on the grounds. You are advised not to leave moveable items unattended on your site.
- vi) The Helensville A&P Association will take all reasonable care but will not be responsible for any damage or losses incurred at this event.
- vii) There will be security on the grounds for the nights of Friday 24 and Saturday 25 February 2017.
- viii) The Helensville A&P Association takes no responsibility for any claim by or against an Exhibitor.
- ix) The A&P Association accepts no liability for any trade exhibitor's failure to comply with any statutory requirements or any exhibitor's negligence.
- x) Trade exhibitors will be held liable for any damage caused to the grounds or the Association's property.

Health & Safety

- (i) All exhibitors must follow the instructions of Show Officials and Stewards and abide by the Association's Health and Safety policy at all times.
- (ii) Trade Exhibitors must also comply with all relevant local body health and safety bylaws and requirements and any legislation (including OSH Act and its amendments) that governs the erection of structures, sale of liquor, the display and/or sale of machinery, vehicles and/or hazardous substances and/or organisms.
- (iii) All exhibitors are responsible for preparing and monitoring a Health and Safety audit of their site by identifying, isolating or managing any potential hazards for staff, volunteers, contractors and the public.
- (iv) Exhibitors are responsible for briefing all staff and volunteers working on their site regarding the Health and Safety planning and monitoring of their site.
- (v) Exhibitors must ensure their site is a safe environment for any staff, volunteers, contractors and the public.
- (vi) Exhibitors are required to have a suitable and approved fire extinguisher on their stand at all times, if flammable materials are present.**
- (vii) In booking a site, exhibitors are deemed to have accepted the Helensville A&P Association's own Health and Safety rules.
- (viii) All exhibitors must return and sign the Health & Safety checklist sent from the Association on confirmation on booking.**

Cancellation

- (i) In the unlikely event of the Helensville A&P Show being cancelled, the Helensville A&P Association will refund the site application fees.
- (ii) The Helensville A&P Association will not be liable for any compensation to the exhibitor whatsoever as a result of cancellation or postponement.
- (iii) Any money refunded to the exhibitor as a result of cancellation or postponement of the Show will be at the discretion of the Helensville A&P Association.
- (iv) Refunds for exhibitors' cancellations will be issued less 15% if received 14 days before the Helensville A&P Show. After this time there will be no refunds issued except in the case of cancellation of the Helensville A&P Show.

Disclaimer: Every effort has been made to ensure that information is correct at the time of printing. No responsibility is accepted for any changes made

