



Hawarden A & P Association

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North Canterbury

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Annual Show – Saturday 16th March 2019

TRADE SPACE APPLICATION FORM

You are invited to apply for trade space at our forthcoming Show.

To avoid disappointment, please forward the completed form with your payment to the Secretary as soon as possible. All Trade Space applications will be forwarded to the Trade Space coordinator for consideration.

The last date to receive applications is 22nd February 2019

There are TWO options for Trade Space available. All charges are GST inclusive.

LARGE TRADE (Farm Equipment, Machinery, Vehicle Promotions, Large Displays):

These sites have a depth of 10 metres and have a maximum frontage of 15 metres.

Charges: \$17.25 per metre frontage, incl GST. A limited number of Trade Sites have access to power for which there is an additional \$25 charge. Sites with power will be allocated in order of receipt of application and payment. All Power Site Exhibitors MUST supply their own RCD fitting – no fitting, NO POWER.

SMALL TRADE (Handcrafts, Food, Small Displays):

These sites have a depth of 5 metres and a maximum frontage of 7.5 metres.

Charges: \$11.50 per metre frontage incl GST, with additional charge of \$25-00 for a powered site. All Power Site Exhibitors MUST supply their own RCD fitting – no fitting, NO POWER. *No Side Show-type foods are permitted* e.g. Hot Chips, Hot Dogs, Candy Floss.

All vendors are expected to supply their own tent and tables.

HEALTH and SAFETY: It is the responsibility of the site holder to ensure that all precautions are taken to ensure their site is hazard free, all exposed tent pegs **must** be covered with appropriate padding. All tents and guy ropes shall be accommodated within the site allocated. Vehicles not required on site are to be parked in the public car park.

Site holders are responsible for the safety of anyone on their site. **All food vendors, amusement ride providers and live animal displays must submit an H&S plan and/or provide a copy or their certificate of compliance /annual maintenance certificate to the secretary prior to the show.**

Hawarden A&P Association is available to offer H&S advice.

If you wish to provide alcohol from your trade site, you will need to operate under a license. Multiple trade sites can operate under one license with one elected duty manager without the need for fencing. For more details contact Tom Costello 027 220 8120.

TIME: Sites may be set up on the Saturday any time after 7am, or by prior arrangement with: Pip Hunter-Weston 314 2082 or 027 245 2731.

We ask that you remain on the show grounds until at least 4.30pm.

PERMITS: It is the responsibility of the site holder to obtain permits required by any Authority.

I acknowledge and agree to the above conditions and wish to apply for a site at the 2019 Hawarden A & P Show as follows: (please print clearly)

Name of Organisation:
Contact Person:
Cell phone number:
Postal Address:
Postal Code:
Telephone:
Email:
Description of Goods / Products:
Select required depth: 5 metres (max frontage 7.5 mts) / 10 metres (max frontage 15 mts)

Frontage required, in linear metres		<i>Metres</i>	Total
5m deep sites (<i>max 7.5 mts</i>)	\$11.50 (inc gst) per metre		
10m deep sites (<i>max 15 mts</i>)	\$17.25 (inc gst) per metre		
Power (additional)	\$25.00	Yes / No	
Additional Admission Tickets (2 provided with all prepaid sites)		<i>Number of tickets</i>	
	\$5 each (pre-purchased)		
Total to Pay			
Method of Payment (click to select)			
<input type="checkbox"/>	An invoice is required before payment is made		
<input type="checkbox"/>	Cheque enclosed payable to: Hawarden A&P Association		
<input type="checkbox"/>	Online payment made to: 03-1582-0022457-00		

Authorising Signature / Name: _____ Date: _____
Signature not required if completing and returning by email.