

Owned And Operated By The Poverty Bay Agricultural & Pastoral Association - Since 1875



Poverty Bay A & P  
Spring Show  
October 18th - 19th 2024

It's where you **NEED** to be!



# 2024 **TRADE EXHIBITORS SCHEDULE**





## 2024 POVERTY BAY A&P SHOW TRADE EXHIBITOR PACK

To Secure your Same Site as 2023 please ensure  
we receive your Non-Refundable Deposit of \$150  
along with your Completed Application Form  
**NO LATER THAN – FRIDAY 14<sup>th</sup> JUNE 2024**

Your Site Map is included in this Exhibitor Pack, and all applications are invited to indicate your preferred location on the site map. Exact boundaries will depend on all applicants' requirements – those shown are indicative only, based on the 2024 layouts, and subject to change.

Please Note that if you have a 3m x 3m Marquee you will need to have a larger site to fit this on to allow for your guy ropes – as these cannot encroach on your neighbour's site. Please respect our Grounds and your Neighbours.

There can be no Guarantee that the indicated preference will result in that site being allocated, but as is customary, 2023 Show Exhibitors will receive preference in the allocation of sites. The wishes of others will be followed as far as is practical and equitable.



### ADVANTAGES of being a SPONSOR of the PBA&PA

- 10% Discount off the Total Space Rental of any Trade Site at the Annual Show
  - Reserved Car Park(s) related to tier levels, within the Showgrounds perimeter
    - Adult & Children's Admission Passes for each day of the Show
      - Please contact our General Manger
- Lana Davy [info@gisborneshow.co.nz](mailto:info@gisborneshow.co.nz) for more information

**It's where you want to be!**

## 2024 TRADE EXHIBITOR TERMS & CONDITIONS

**ACCESS** - Via Gate 1 & 3 from 8.30am – 5pm

**BUILD UP** – will be marked out by and may start to do your setup from 8.30am Monday 7<sup>th</sup> October 2024

**BREAKDOWN** – must not start before 4pm Saturday 19<sup>th</sup> October, and must be completed no later than 4pm Wednesday 16<sup>th</sup> October 2024

### **ALCOHOL FREE AREAS -**

- Mahons Amusement Park
- Poynters 'Trade' Park
- Public Car Parks

These areas are designated 'Alcohol Free Zones'.

Those carrying or consuming alcohol in these areas will be liable to have it confiscated. Minors doing so will be subject to an instant fine. No one is allowed to carry alcohol in any open or unsealed containers within Showgrounds Park.

**BALLONS & BLIMPS** – any Exhibitor wishing to fly a balloon or blimp during the Show must have the approval of PBA&PA and comply with the requirements of the Civil Aviation Authority (see [www.caa.govt.nz](http://www.caa.govt.nz)).

**BEST SITE AWARDS** – PBA&PA Annually awards certificates for the 'Best Site' in each of these locations.

- Event Centre Site
- The Gum's
- House & Garden Pavilion
- Lawson Field
- Lifestyle Marquee
- Poynters Park Outdoor Site
- Wine & Food Pavilion

**A Special Sash is awarded to the 'Best Site of the Show'.**

**CANCELLATION by PBA&PA** – If the PBA&PA should find it necessary to cancel or postpone the Show, this contract will cease to operate upon notice to that effect signed by the General Manager being served on the Exhibitor or handing or offering it to any person, who appears or is thought by the General Manager to be an agent or employee of the Exhibitor, or by emailing or posting to the address listed on the Trade Space Application Form.

The PBA&PA shall not be liable to the Exhibitor for any compensation whatsoever because of the cancellation or postponement of the Show. As a result of cancellation or postponement, any money refunded to Exhibitors shall be at the discretion of the PBA&PA.

**CANCELATION by EXHIBITOR** – *If an Exhibitor should cancel the contract or terminate a site booking (a) after 1<sup>st</sup> September 2023 the PBA&PA shall retain monies received, or (b) prior to 1<sup>st</sup> September 2023 any refund shall be at the discretion of the PBA&PA, notwithstanding that a portion shall be retained to defray expenses/costs.*

The PBA&PA reserves the right to cancel this contract and to retain any monies paid in relation to it, if the Exhibitor (a) infringes any of these conditions or (be) does not occupy the site during the full period of the Show to which this contract applies.

**DOGS** – except for "Service Dogs" or those for display or entertainment purposes, dogs will not be admitted into the park.

**EFTPOS** – is available CABIN A (by Entrance to the Farmers Air Event Centre) and in the Wine & Food Pavilion.

**GISBORNE DISTRICT COUNCIL REQUIREMENTS** – a GDC Flyer detailing Council requirements will be part of your Exhibitor Pack you will collect upon arrival to setup. It is your responsibility to ensure that these are adhered to as appropriate.

**HOURS OF OPENING** – ALL Trade Exhibitors will be *OPEN to Public from 8am to 4pm daily* and ALL Exhibits must be Fully Operational during that time. ALL Gates will be locked by 8pm daily.

**INSURANCE** – All Exhibitors must have a Public Liability cover for an amount not less than \$2,000,000 (two million dollars). Proof of this cover or an affidavit is to be produced for the PBA&PA if requested.

The PBA&PA will not be responsible for any claim for loss or damage on or to your site or the products thereon. It is recommended that Exhibitors take out their own personal and other appropriate insurance covering their display, their employees, and unforeseen events. Contact your insurance company for an extension cover note.

**MEDIA** – Representatives of our local newspaper 'The Gisborne Herald' and local radio stations associated with the Show will have special promotional packages available. Each will be informed of the names of all Exhibitor Applicants, and they will contact you directly to discuss whether or not you wish to take advantage of their offers.

**NOISE / MANNERS** – The sounds of the carnival are part of the atmosphere and excitement of the A&P Show. Please be tolerant of others on the one hand, and respectful towards others on the other.

**POWER CONNECTIONS** – *To meet safety requirements, Exhibitors must provide their own 14AMP Extension cords displaying a current safety tag. Only when payment is made, and the tag sighted, will the A&P tag be approved for the power (male) end of your lead. Without this tag, your power will have to be disconnected.*

Urns & kettles use a lot of energy. It is in every Exhibitors interest to determine what their own power needs are, do not exceed that which is available.

The costs of any Special Arrangements needed such as the metering of heating a spa/swimming pool, use of 3-phase connections only available at limited locations, or any repairs required because of incorrect connections made, will be charged to the Exhibitor.

PBA&PA cannot guarantee supply without possible interruption, and always recommends the use of surge and spike protectors on sensitive electronic equipment.

**PROHIBITED SALES & ACTIVITIES** – a Policy Statement is available from, this is a 'family event' where sales of the following products or activities are prohibited and will be tolerated:

Food & Confectionery from outlets other than approved and licensed food operators

NO Candy Floss or Hot Dog on a stick to be sold except for Mahon's Amusements

Knives & BB Guns (other than Swiss Army-type) flick knives, swords – ceremonial or otherwise with or without sheaths or scabbards – and any other similar items that would be deemed as weapons and dangerous in the hands of irresponsible people or minors.

Party Drugs and mood enhancers, other forbidden substances, and paraphernalia, including bongos, pipes etc.

Raffles, competitions for prizes of games of chance for which an entry fee is payable or unauthorised fundraising of any type on any Trade Exhibit or any other part of the Showgrounds Park, other than the Mahons Amusement Park.

Water Pistols or any other type of water throwing or water dispensing devices are not permitted on the grounds and therefore may not be sold or distributed.

Distribution of any Unauthorised Promotional Material is restricted to that of Trade Exhibitors from their respective Exhibition sites. Placards posted, or flyers distributed, without authority will be removed.

**RUBBISH REMOVAL** – Bins for Public use will be placed strategically throughout the grounds and every effort made to clear these regularly, there will be a Cardboard Recycling Crate made available for Trade Exhibitors to use, this will be in Poynters Park. HOWEVER, Exhibitors are fully responsible for removal of their own rubbish from the grounds.

#### **SAFETY -**

1. Ensure you adhere to the requirements of the Health & Safety at Work Act 2015, which govern the erection of structures, the display and/or sale of machinery, vehicles and/or other products or goods of the Exhibitor.
2. Trade Exhibitors are responsible for preparing and monitoring a Health & Safety Audit of their site by identifying, isolating, or taking all reasonable steps to manage any potential hazards for staff, volunteers, contractors, and the public.



3. Ensure you comply with all requirements of the GDC in respect to approved fire extinguishers, one of which must be always on all external sites.
4. Exhibitors must display and trade within the space allocated to them, therefore NO Exhibitor must encroach on the public aisles or a neighbouring site in any way, including stock or awnings or guy ropes. This NZ Fire Service ruling must be strictly adhered to.
5. Ensure you are aware of the location of underground power and water services that will be marked above ground, before driving pegs, or digging holes within 500mm of them. Any costs of repair needed, will be charged to the Exhibitor.
6. Ensure you or your marquee contractor fluro marks, or covers with bags, or protects with shrubs or hay bales, all pegs or other dangerous spikes protruding objects.
7. GDC Marquee Building Consent (BCS-23945) Fee may be charged.

**SECURITY** – *Uniformed Security Guards commence patrolling the venue from 5pm on the evening of Thursday 17<sup>th</sup> October and finishing at 8am on the morning of Sunday 20<sup>th</sup> October.*

To check that only Authorised Persons are in the area at night. ALL Exhibitors who intend having staff sleeping on their site, MUST ADVISE the Assistant Show Manager so that necessary ID Passes may be issued.

The cost of this Security Service is included in the base cost of every site. However, the individual security and safety of Exhibitor's goods is your own responsibility and that of their insurer.

**SUB-LETS** – NO Trade Exhibitor may sub-let any space or move to any other location from that which has been allocated. Any infringement of this rule will result in expulsion from the grounds. Sub-letting is defined as involving any third party, other than personnel or product for which the site Exhibitor is a genuine agent or distributor, irrespective of financial or other consideration.

**WIFI CONNECTIONS** – WIFI will be available to Trade Exhibitors. Extra coverage to ALL Exhibitors for EFTPOS or Laptop Presentations will be available from Evolution Wireless (our local provider) A Charge of \$178 + GST will apply which includes setup and breakdown, support and use for the two (2) days. Evolution Wireless will work directly with Exhibitors during setup. Please indicate your requirements on the Application Form.

TERESA TORRIE  
Exhibitor & Assistant Show Manager  
Poverty Bay A&P Association  
[camp@gisobrneshow.co.nz](mailto:camp@gisobrneshow.co.nz)  
027 645 0111

## 2024 SITE FEES, STAFF AND VEHICLE PASSES FOR TRADE EXHIBITORS

### LAWSON FIELD TRADE PARK

**CONSIDER! A 10% DISCOUNT off all prices below is not all that Sponsors of the PB A&P Association receive!**

**NB: Staff allocation is tickets per site for the show. Please indicate total number of passes on Application Form**

**All prices are EXCLUDING GST**

<u>EXTERIOR SITES</u>	<u>STAFF</u>	<u>VEHICLES</u>		<u>EXTERIOR SITES</u>	<u>STAFF</u>	<u>VEHICLES</u>	
<u>5-metre-deep sites</u>			excl GST	<u>20-metre-deep sites</u>			excl GST
5m deep x 5m wide	4	1	\$250.00	20m deep x 5m wide	4	1	\$400.00
5m deep x 10m wide	4	1	\$300.00	20m deep x 10m wide	6	2	\$545.00
5m deep x 1m wide			\$15.00	20m deep x 15m wide	8	3	\$675.00
<u>10-metre-deep sites</u>				20m deep x 20m wide	8	3	\$820.00
10m deep x 5m wide	4	1	\$300.00	20m deep x 25m wide	8	3	\$960.00
10m deep x 10m wide	4	1	\$365.00	20m deep x 30m wide	8	3	\$1100.00
10m deep x 15m wide	6	2	\$455.00	20m deep x 35m wide	8	3	\$1240.00
10m deep x 20m wide	6	2	\$545.00	20m deep x 40m wide	8	3	\$1380.00
10m deep x 25m wide	6	2	\$635.00	20m deep x 1m wide			\$25.00
10m deep x 30m wide	8	3	\$725.00	<b>POWER</b>			
10m deep x 45m wide	8	3	\$955.00	if required – outdoor			
10m deep x 1m wide			\$18.00	sites (inside included)			
<u>15-metre-deep sites</u>							\$60.00
15m deep x 5m wide	4	1	\$345.00	<b>Extra Staff Pass</b>			
15m deep x 10m wide	6	2	\$455.00	Per person per day			\$10.44
15m deep x 15m wide	6	2	\$565.00	<b>Extra Vehicle Pass</b>			
15m deep x 20m wide	8	3	\$675.00	Golf Course – Park G			\$13.04
15m deep x 25m wide	8	3	\$785.00	<b>Display Vehicle Pass</b>			No Charge
15m deep x 30m wide	8	3	\$895.00	Vehicles parked on site			
15m deep x 35m wide	8	3	\$1005.00	for display purposes only			
15m deep x 40m wide	8	3	\$1115.00	<b>Service Vehicle Pass</b>			No charge
15m deep x 45m wide	8	3	\$1225.00	Service / Delivery			
15m deep x 1m wide			\$20.00	vehicles only			
<b>DEPOSITS</b>				No extended parking			
Deposit to accompany				within the grounds			
every application				permitted.			
(refundable only if space				<b>WIFI</b>			\$155.00
unavailable)			\$150.00				





## APPLICATION FOR LAWSON FIELD TRADE SPACE

At the Poverty Bay Agricultural & Pastoral Association Spring Show

**18<sup>th</sup> 19<sup>th</sup> October 2024**

**Fill in details below, sign declaration and return along with your \$150 Deposit**

**BEFORE FRIDAY 14<sup>th</sup> JUNE 2024** to secure your same site as 2023

[camp@gisborneshow.co.nz](mailto:camp@gisborneshow.co.nz) or P O Box 2186, Gisborne 4040

Business Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

Phone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Email: \_\_\_\_\_ Contact Person: \_\_\_\_\_

### NATURE OF DISPLAY:

Please provide a full description of the goods and/or services that will be promoted on the site:

### OUTSIDE TRADE AREA – Note size of site required under Location.

	Lawson Field	Site No
Depth – 5m,10m,15m,20m		
Width – from 5m up		

**Marquee Users:** Ensure you site dimensions allow for tent pegs etc which must be protected.

### ADDITIONAL REQUIREMENTS: - NB: Staff passes are ONE PASS PER PERSON/PER DAY

No. of Staff Passes for 2 days	
No. of Vehicle Passes for 2 days	
WIFI \$155 + GST	Yes No
Power \$60 + GST	Yes No
Extra 3 phase power \$60 + GST	Yes No
Adaptor Chord \$20 + GST	Yes No

**To meet safety requirements:** power users must provide a 15amp extension lead with current safety tag. Only when payment is made, and the tag sighted, will an A&P tag be provided for the power end of your lead. Without this tag, your power will have to be disconnected.

\* I/We have read and fully understand and accept all of the Terms and Conditions and Rental Charges as outlined in the Trade Schedule of the Poverty Bay Agricultural & Pastoral Association and agree to accept the decisions of the Executive and Management in all matters relevant to our site application and allocation.

\* I am/We are fully aware of my/our responsibilities under the terms of the Health & Safety at Work Act 2015, the Sale of Liquor Act 1989, and the Food Hygiene Regulations 1974.

\* I/we will take all practical measures to manage and supervise the health and safety of my / our exhibit, my / our employees, agents, representatives, servicing contractors and the public during the duration of this event.

\* In respect of the Privacy Act 1993, and the Privacy Amendment Act 1994, I acknowledge that my / our name, address, and details are held by the Poverty Bay Agricultural & Pastoral Association and may be used for promotional purposes.

<b>My/Our Deposit of \$150.00 has been credited to ANZ Bank A/C: 06 -0637-0120800-00</b>	Yes	No
I understand that I will be invoiced for the balance of the site, passes, power supply, Wifi, membership subscription if applicable following allocation of my/our site.	Yes	No
I/We wish to apply for membership of the PBA&PA and my/our Subscription is also included	Yes	No

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

