

# APPLICATION FOR TRADE SPACE

Trade space is available at our Annual Show. Show day is on **SATURDAY, 18<sup>th</sup> JANUARY 2020** at the Awa-iti Domain, which is situated just past the township of Little River on the Main Akaroa Highway.

## **Closing Date for non tendered trade space is Fri 1<sup>st</sup> November 2019**

(No late applications will be accepted)

The cost is **\$18.00** per frontage metre with a minimum of four (4) metres  
The metres are to include side ropes, fixing pegs and display stands.

(All sites are 10m deep)

Limited powered sites are available for an additional **\$25** per connection.

An RCD must be fitted before connecting to source of power, and all power cables must be supplied by trade exhibitors.

**One Exhibitor's Pass (including car) issued for every four (4) metres booked**

**EXTRA PASSES \$5.00 EACH**

**SPACE RESERVED AND PASSES ARE ISSUED – ONLY ON RECEIPT AND  
CLEARANCE OF YOUR CHEQUE/BANK DEPOSIT**

The Association reserves the right to accept or decline any applications for Trade Space.

Registration for a site will be a tacit agreement of the use of the Exhibitor's name for publicity and marketing purposes.



I/We wish to apply for Trade Space at your Show.

Trade Space required: ..... Metres - One Exhibitor's Pass (including car) issued for every four metres booked. Tent pegs, drawbars etc MUST fit within the width detailed above.

Type of Display (limited Food Sites/Side Show sites available for tender – separate application) i.e.: Clothing etc:

Power Required: YES  NO

CONTACT PERSON: Company Name:

ADDRESS:

PHONE: Email Address:

Please indicate below if you are interested in advertising in either our Show Schedule or Catalogue and I will arrange for you to be contacted.

I wish / I do not wish - to be contacted regarding advertising in:

Show Schedule \$100  Schedule  Catalogue  
Show Catalogue \$150  
Schedule & Catalogue \$200

Schedule deadline 20 September 2019  
(If so please email a copy of your advert.)

Metres \$ \_\_\_\_\_  
Extra Pass \$ \_\_\_\_\_  
Power \$ \_\_\_\_\_  
Advert \$ \_\_\_\_\_

**Return to:** Secretary – TRADE SPACE  
Banks Peninsula A&P Show  
82 Western Valley Road  
Little River 7591  
**Email:** littlerivershow@xtra.co.nz

TOTAL \$ \_\_\_\_\_ (Payment attached) or can be made direct into Banks Peninsula A & P Association Bank Account 06-0821-0271705-00. Payment to be made at time of application.

I/We acknowledge our responsibilities to manage the health and safety of ourselves, our employees, and visitors to our trade space and exhibit for the show. We understand our responsibilities to identify and manage hazards. I/We have read, understood and agree to the Banks Peninsula A & P Association's health and safety policy enclosed with this application.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# HEALTH & SAFETY POLICY

NO PERSON WILL PERFORM ANY TASK UNLESS IT CAN BE DONE SAFELY

All signs must be obeyed.

The onus is on the individual concerned to wear and use the correct safety equipment, if any accident occurs when this equipment has not been worn or used the Association cannot be held responsible.

## **FIRST AID CABINET**

The First Aid Kit is located at –

The Secretary's Office, Rugby Clubrooms, Awa-iti Domain, Little River

## **Employees & Volunteers & Exhibitors Duties and Procedures**

\* General Duty

Take all practical steps to ensure that you are safe at work and that you do not harm other people.

## **Report Dangers**

You must eliminate if practicable, or otherwise isolate or minimise all significant hazards and report to your Employer or to the Banks Peninsula A & P Association Health and Safety Officer IMMEDIATELY every hazard or safety problem that you notice associated with the event.

## **Report Accidents, injuries and incidents**

If you witness an accident or incident where someone was or could have been injured, you **MUST** report it immediately to the Banks Peninsula A & P Association Health and Safety Officer on Show Day or the nearest on-site Official.

## **For emergencies dial 111 or report to the Secretaries Office.**

A St Johns First Aid Ambulance and a doctor will be on site on Show Day. In front of the Secretary's Office and by the Rugby Clubrooms.

## **Visitors**

Watch out for visitors and keep them safe. They may not be aware of the hazards that exist on our site or with your exhibit.

**IF YOU ARE UNCERTAIN ABOUT ANYTHING  
DO NOT PROCEED  
ASK!**

## **HEALTH AND SAFETY REQUIREMENTS**

### **NOTICE TO EXHIBITORS & VISITORS**

You must abide by the safety rules and signage at this site.  
Any Health and Safety concerns should be reported to the nearest on-site Official or to the Health and Safety Officer.

**FIRST AID IS AVAILABLE ON-SITE LOCATED IN FRONT OF THE SECRETARY'S OFFICE**

## **SAFETY NOTICE**

### **LIVESTOCK**

Ensure children do not enter pens or animal enclosures.  
Do not poke, hit or irritate animals.  
Do not stand behind horses, cows or bulls – they may not see you there.  
Keep fingers and hands out of pens.  
Only Officials and Exhibitors are permitted in judging rings and restricted areas.  
Report any incidents to the nearest Show Official.  
Any livestock displayed in trade space may be required to be Tb tested where required.