

APPLICATION FOR TRADE SPACE

Trade space is available at our Annual Show being held on **SATURDAY, 20th JANUARY 2024** 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 Sun 5th November 2023

(No late applications will be accepted)

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

(All sites are 10m deep)

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

An RCD must be fitted before connecting to the source of power, and all power cables and RCD 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 BANK DEPOSIT (in full)

Please note no refunds will be given if the applicant cancels a site booking after 15 Dec 2023

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.

Description of Services &/or Products on display (Food Sites/Side Show sites available for tender on a separate application)

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

Show Catalogue \$150

Schedule & Catalogue \$200

Schedule

Catalogue

Schedule deadline **18 September 2023**

(If so, please email a copy of your advert.)

Metres \$ _____

Extra Pass \$ _____

Power \$ _____

Advert \$ _____

Return to: Secretary – TRADE SPACE

Banks Peninsula A&P Show

57 Council Hill Rd, RD1

Little River 7591

Email: littlerivershow@xtra.co.nz

TOTAL \$ _____ to 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.

The Little River Volunteer Fire Department will be on site on Show Day. Beside the Little River Community Hall, Awa-iti Domain, Western Valley Rd side.

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 your 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.