



2019 MARLBOROUGH A & P SHOW **TRADE SITE TERMS AND CONDITIONS**



For the purpose of these terms and conditions trade exhibitors and/or stallholders shall be referred to as "Exhibitors".

SHOW DAYS AND HOURS

- 1.1 The Marlborough A & P Show will be open to the public on Friday 8th & Saturday 9th November 2019.
- 1.2 The gates will be open to the public from 9.00am to 9.00pm on Friday and 9.00am to 5.00pm Saturday.

SITE PREPARATION AND REMOVAL

- 2.1 Sites will be marked out and available for setting up from 9am - 7pm Thursday 7th November or from 7am on Friday 8th November (or earlier by prior arrangement - please contact the organisers). All set up must be completed by 8am on Friday and all pack down must be completed by 7pm Saturday.
- 2.2 Exhibitors may pack down after 5pm on the Saturday of the Show.
- 2.3 Exhibitors must take all steps to ensure their site is returned to its original condition. All rubbish must be removed.
- 2.4 If you feel you require more space than the offered stallholder size 4x4 and 6x6 you need to complete the trade exhibitor application or contact us for a quote.

PAYMENT

- 3.1 All trade site fees must be paid in full no later than Friday 27th September 2019 to fully confirm sites.
- 3.2 If trade site fees are not received by the due date the site may be offered for resale.
- 3.3 All admission tickets if not received via post will be available for collection at the Trade Office site on arrival provided payment has been received.
- 3.4 Sub-let exhibitors are not issued with tickets.
- 3.5 Additional tickets may be purchased at \$10.00 per day.

SECURITY AND INSURANCE

- 4.1 Exhibitors are advised to arrange personal insurance cover for their own property.
- 4.2 All Exhibitors must have public liability insurance Proof of this cover or an affidavit is to be produced for the Marlborough A & P Association if requested. The Marlborough A & P Association will not be responsible for any claim.
- 4.3 The Association will arrange professional security from Thursday night to Saturday night, but shall not be held liable for loss or damage to Exhibitor property whilst it is on the showgrounds.

SAFETY

- 5.1 Exhibitors must comply with local body bylaws and requirements and Acts of Parliament which govern the erection of structures, the display and/or sale of machinery, vehicles and/or other products or goods of the Exhibitor and any regulations, bylaws or ordinances made under such Acts. This includes Occupational Safety and Health and Aviation Safety Regulations.
- 5.2 Exhibitors must comply with the Health and Safety in Employment Act and its provisions.
- 5.3 All tent and marquee pegs must be covered with bags or shrubs as must other dangerous spikes, protruding objects etc.

- 5.4 Exhibitors must, before digging any holes or driving any objects into the ground, ensure that there are no underground power cables or water pipes that could be damaged or cause injury to the Exhibitors or their staff - please check with the organisers if you are unsure. All damage caused by Exhibitors or their staff will be repaired at the Exhibitor's expense.
- 5.5 Exhibitors are required to have suitable, approved fire extinguishers on their stand at all times.
- 5.6 There is no smoking is allowed in any of the marquees or A & P Buildings.
- 5.7 Water pistols, water bomb balloons, any other water projectile device, silly string or any other item deemed by the Marlborough A & P Association to be dangerous or inappropriate, may **NOT** be sold or given away as prizes.
- 5.8 Due to recent changes in government legislation, all relocatable buildings requiring power supply (i.e. Coffee carts, hot food vans etc) must display a current Electrical Warrant of Fitness. A copy of this must be sent with your application. The Marlborough A & P Association is subject to random audits, with costly consequences for failure to comply. Exhibitors failing to display their Electrical Warrant of Fitness will risk eviction from the show and/or may incur any costs and penalties enforced on the Marlborough A & P Association.
- 5.10 Accidents and hazards must be reported to the Manager at the Marlborough A & P Office.
- 5.11 Exhibitors must ensure that they keep walkways clear and no dangerous equipment or chemicals are accessible to the public.
- 5.12 Each Exhibitor must keep all display equipment, signs, and tent and gazebo guide ropes within their allocated site boundaries.
- 5.13 The President of the Association reserves the right to order immediate removal from the Showgrounds of any Exhibit that is considered dangerous, offensive or unmanageable.
- 5.14 No exhibitor shall install or maintain any LPG container greater than 10kg. All compressed gas cylinders must be secured against tipping and must have snap couplings.
- 5.15 All Exhibitors are responsible for briefing all staff and volunteers working on their site regarding the Health and Safety planning and monitoring of their site.

CANCELLATION/POSTPONEMENT

- 6.1 In the unlikely event that the Association finds it necessary to cancel the show the Marlborough A & P Association shall refund trade site fees but shall not be liable to the Exhibitor for any compensation whatsoever as a result of the cancellation or postponement of the Show.
- 6.2 If the show is abandoned or postponed due to any reason beyond the control of the Association, the Association is under no obligation to refund in whole or in part an payments made by the Exhibitors. Any refund will be at the discretion of the Marlborough A & P Association.
- 6.3 Full payment is required for trade site registrations. If payment is not received at the time of the application, your site is not considered to be confirmed. Exhibitors who cancel their attendance more than 1 month prior to the event will be charged a \$75 administration fee.
Stalls cancelled within 1 month of the show will be non-refundable.

APPLICATIONS

- 7.1 By submitting and signing the Trade Application Form you agree to the Terms & Conditions of the 2019 Marlborough A & P Show.
- 7.2 The Marlborough A & P Association reserves the right to decline any application.
- 7.3 No Exhibitor can move to another space other than what has been allocated. Any person infringing regulations without permission from an authorised officer of the Marlborough A & P Association will incur expulsion from the Showgrounds.
- 7.4 Exhibitors must stay within their allocate site – roving sales are not permitted.

POWER

- 8.1 A fee is charged for each site needing power.
- 8.2 No personal generators will be allowed on site without prior approval.
- 8.3 Current Electrical Warrant of Fitness is required.

STALLHOLDER TICKETS

- 9.1 **Admission through all gates on Show days requires either an Exhibitor or General Admission ticket per person.** Please refer to the Trade Exhibitor/Stallholder Application Form for ticket details. **Exhibitor tickets will be non-transferable**, so please consider this when planning your staff roster and ensure you purchase enough tickets for all staff members.
- 9.2 Exhibitor ticket allocation will be dependent on the size of your stall/site.
- 9.3 Tickets and further information will be posted at least one month prior to the event.

VEHICLES

- 10.1 Any vehicles remaining on site must fit within the allocated space provided.
- 10.2 Any vehicles remaining within your site must NOT be moved at all during opening times of the show.
- 10.3 Any vehicles not remaining onsite during the show must be removed to an alternative parking area by 8.30am each day.
- 10.4 These rules are important for us to ensure public safety and will be strictly enforced.

USE OF STALLHOLDER INFORMATION

- 11.1 By completing a Trade Site Application Form, the Exhibitor agrees and the Marlborough A & P Association acknowledges that contact details will be made available to the media for use in compiling The Show supplements, for programme preparation and for the Marlborough A & P Association to use in any promotional/educational material about The Show.

FOOD AND HOSPITALITY

- 12.1 All food sites selling food for immediate consumption are required to obtain the necessary licences from the Marlborough District Council or their own home Council.
- 12.2 A copy of the licence will be required on application.
- 12.3 Failure to display your licences or meet the criteria outlined in your licence will result in eviction from the Show on the day.
- 12.4 The Marlborough District Council will be onsite to inspect Food Vendors and anyone evicted as a result of failure to comply will not receive a refund of their site fee.
- 12.5 Any Exhibitor supplying or selling alcohol from their site must apply to the Marlborough District Council for a Special Show Liquor Licence.

RAFFLES/GAMES/GIVEAWAYS

- 13.1 On-site activities are encouraged but Exhibitors shall not conduct any raffle, competition, game, sell by auction, or give anything away (including animals) that has not been first approved in writing by the Marlborough A & P Association.