



# Manawatu Show

## TRADE SCHEDULE

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Manawatu & West Coast  
Agricultural & Pastoral Association Inc  
**138<sup>th</sup> Annual Show**

## Saturday 2th November 2024

Post PO Box 501, Feilding 4740; at: Manfeild Events Centre, 59 South Street, Feilding 4702  
Ph: (06) 323 1886; Email [showmanawatuAP@gmail.com](mailto:showmanawatuAP@gmail.com); website [www.manawatushow.co.nz](http://www.manawatushow.co.nz); f manawatuandp



# MANAWATU ANNUAL SHOW 2024

## 138<sup>th</sup> SHOW

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### **Convenor of Trade Vendors:**

The Manawatu A&P Office

Phone: 06 323 1886

Email [showmanawatuap@gmail.com](mailto:showmanawatuap@gmail.com)

## TRADE EXHIBITION SITES

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Start planning your Trade Space Site at the Manawatu & West Coast A & P Association's 138<sup>th</sup> **Show** now! To all of those who supported us in previous year we thank you very much. To newcomers, we welcome you and hope you have a fantastic Show experience.

Show day is Saturday 2th November 2024

Gates are open from 9.00am to 4.30pm

The Manawatu & West Coast A & P Association Show continues to strive to grow more each year, including:

- Show Entries
- Trade Sites
- Family-friendly Entertainment
- Variety of Food Stalls
- Animal Farm World & Children's' Activities
- Competitions & Action
- Large public attending

The Manawatu & West Coast A & P Association would like **you** to be a part of this year's 2024 Spring Show. After the success of the previous Shows at Manfeild, we believe that the majority of our Trade Exhibitors will want to be involved again and so we urge you to book your Trade space now!

Please contact our office at the above for an application form.

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**Available sites:**

**Indoor Stadium:** Indoor - Ideal for selling quality products of various interest to the Country and City/Town folk alike – toys, books, plants, confectionery, garments, Knick knacks, art, craft, educational & information stands, tools, **specialist** foods, home furnishings & decorations, just to name some.

**Outdoor Trade:** Suitable for Corporate Tents, Automobiles, Farming Equipment, Machinery, Clothing, Furniture, Garden items & Furniture, Small Outbuildings, Sports & Leisure.

The following **prices** are for our **One Day 138<sup>th</sup> Show**

**INDOOR Trade Sites in the Main Stadium**

**To be charged at \$10.00 per square metre incl. gst**

Size of bare sites available: (3 x 3) 9 square metres  
(4 x 3) 12 square metres  
(6 x 3) 18 square metres  
Or Agreed on by Manawatu A&P.

**Additional: Power**

Single phase power (you supply extension cord) \$50.00 incl

1.8m Trestle Tables available – \$20 each for 1 day hire – must book and pay prior.

**OUTDOOR Trade Sites**

You set these up yourselves. Site Holders to supply own overhead cover.

**Size of bare site To be charged at \$10.00 per square metre incl. gst**

Outdoor trade site sizes can be determined by the site holder  
and agreed on with Manawatu A&P

Please indicate the approximate size you would like to have.

Minimum size (3 x 3) 9 square metres.

**Additional: Power**

Single phase power (you supply extension cord) \$50.00 incl

3 phase power – \$90.00 incl

## Public Gate Fees

- \$15 Adults
- \$5 5 years- 13 years
- Under 5 Free

## Power

To have power supplied to your site, you must request this on the Application Form and add to the total payment enclosed.

## Subletting

If you are sharing a Trade site, please make sure you let us know who your sharing with, likewise if you are unable to attend and you allow someone else to take over your site. This alleviates any misunderstandings with the Association.

## Ticket Allocation

ALL Trade Site holders receive 2 wrist bands and vehicle pass, which are valid for the duration of the show. These will either be posted out or they can be picked up from the office by agreement with the office prior to Saturday.

Additional wristbands are available from the office at \$5.00

**Please Note**

**No Wristband/pass – No Entry**

## Car Parking

There will be **NO** vehicles allowed in the trade area between 8.30 am and 4.30 pm.  
Exhibitors must park their Vehicles in the main Car Park provided.

**Cars found inside the show area during the Show,  
will be required to move them, or face being towed at the owner's expense.**

## Specialty Liquor Trade Sites:

**This will be at the discretion of the The Manawatu & West Coast A & P Association.**

Please email [showmanawatuap@gmail.com](mailto:showmanawatuap@gmail.com) to discuss this further

## BOOKING YOUR TRADE SITE

Your booking is not confirmed until payment is received.

Three easy options:

### 1. Email

Email your entry to [showmanawatuap@gmail.com](mailto:showmanawatuap@gmail.com) and we will generate an Invoice and send it to you:

### 2. Post

Please complete your application form, take a photocopy for your own records, then post your signed forms, and an invoice will be sent by your preferred contact method.

Manawatu A & P Association  
PO Box 501  
Feilding 4740

Confirmation of trade sites will be notified by email approximately a week before the show.

## Setup Dates / Days and Times

Friday 1<sup>st</sup> November 1pm - 6.30pm - Trade Set Up **Indoor & Outdoor**

Saturday 2<sup>nd</sup> November 7.00am - 8.30am - Trade Set Up **Indoor only**

**Vehicles will not be able to access inside the stadium on Saturday morning for pack in due to restricted access. Please ensure you bring trolleys.**

## Pack Down Days / Dates and Times

Saturday 2<sup>nd</sup> November Any time **after** 4.30pm, until 7pm - Indoors

Sunday 3<sup>rd</sup> November Outdoors 8.30am to 3pm

Please be aware that due to another show event on Sunday, this will make it difficult for Indoor trades to access for pack out.

All Trade Sites **must** be cleared by 5.00pm Monday 4<sup>th</sup> November

- ✓ **It is your responsibility to leave your Trade Site in the Condition that it was before you Set-Up**
- ✓ **No drawing pins/sticky labels/tape/blue tack or other is to be left on panels, walls or floor**
- ✓ **Please remove all rubbish from your sites.**

**Lunch/food** is available for purchase at the outdoor Public Food Court or the Indoor Cafeteria.

## TERMS & CONDITIONS

### Applications

The Manawatu & West Coast A & P Show Association may accept or decline any application.

## Payment of Trade Site Fees

- All Trade Site fees must be paid in full prior to arriving on site.

## Sub Letting

If you are sharing a Trade site, please make sure you let us know who your sharing with, likewise if you are unable to attend and you allow someone else to take over your site. This alleviates any misunderstandings with the Association

## Show Days

- The show gates will open to the public from 9.00am to 4.30pm.
- Exhibitors are expected to have their sites fully operational during the full advertised opening hours of the Show, unless by prior arrangement.

## Exhibits

- The Trades Convener, or any other person appointed by the Manawatu & West Coast A & P Association, has the power to enter an exhibitor's site at any time and remove any article, sign, picture or printed matter which in their opinion may cause offence to the public or is not in keeping with the requirements of the Society.
- Outside exhibits may be set up from 1.00 pm on Friday 1<sup>st</sup> November 2024  
Indoor Trade Sites can be set-up from 1pm until 6.30 pm on Friday 1<sup>st</sup> or 7.00am until 8.30am on Saturday 2<sup>nd</sup> November 2024. All Trades must be setup by 8.30am.
- During the Show no vehicle access will be allowed to the show area between 8.30 am – 4.30 pm.
- Exhibitors may not sell food and drink on their Site except registered food providers.
- The Distribution of any form of promotional material or other forms of marketing outside of the Exhibitors site boundary is prohibited.
- The Manawatu & West Coast A & P Association will send you the necessary information re which gate is best for you to enter in relation to your Trade Site.
- There will be a security checks at intervals throughout the night.
- Any trenching or digging up of the grounds must be put back as it was found by the exhibitor. Failure to do this will result in an invoice being sent out for any repairs.
- The use of amplifiers or loud speakers by Exhibitors is restricted to the extent that it does not affect other Exhibitors.
- Camping overnight on your site is at the discretion of the Administrator. If you have any questions about what facilities are available, please ask.

## Power

- Power supply is 240v / 3 point plug. Limited 3 phase may be available.  
**Exhibitors requiring power must bring with them an extension lead up to 30 metres long with a current safety certificate. Any Power Lead requiring Safety Inspection on site will be at the exhibitor's expense, and **MUST** be paid at the time of Inspection.**
- Indoor power in the Main Stadium **MUST** be requested when booking. Single phase power will be charged out at \$50 per Trade Site + GST.
- Power for Outdoor Sites **MUST** be requested when booking. Exhibitors must supply their own extension lead. Single phase power will be charged at \$50 + GST per site; 3 phase power will be charged at \$90 + GST per site.

## Insurance and Security

- The Manawatu & West Coast A & P Association does not insure Exhibitor's property.
- The Manawatu & West Coast A & P Association arranges Night Security Surveillance from Thursday night to Saturday night 9pm to 8am. Outside these times you are responsible for your own site security.
- The Association will not be liable for loss or damage to the Exhibitor's property while it is on the Show Site.

## Vehicles

- No vehicles other than Association Service Vehicles are permitted on exhibition sites during the Show hours. Cars and Vehicles parked on roadways between 8.30am and 4.30pm will be removed at the Exhibitor's expense.
- No Vehicles are to be parked on the Trade Sites unless they are part of the Display. Vehicles are to be parked in the designated car parks.

## Exhibitor Admission and Ticket Allocation

- **No ticket/wristband – No admission. Car passes do not constitute a personal admission ticket.** Additional tickets/wristbands can be purchased at the office.
- Admission of Exhibitors through the gates on Show day requires a **one-day ticket/wristband**.

## HEALTH & SAFETY

“The Manawatu A&P Association is required to conform to the **Health and Safety at Work Act 2015**; therefore you are required to carry out your work or undertaking on the Manfeild Park premises to comply with this Act. As a show exhibitor at this venue you are obligated to accept responsibility for ensuring a safe showing venue within the focus of the Act. As a user of these facilities, you are required to manage and supervise all your activities to ensure the good Health and Safety of all people involved in the show, at all times.

### **Health & Safety Specific Requirements:**

- All vehicles, caravans and floats requiring power must have a Warrant of Electrical Fitness that meets legislation standard AS/NZS 3001.
- Any and all electrical equipment, including extension power leads, must be tested and tagged with a current tag. (Standard AS/NZS3760)  
*Vehicles and leads may be checked and tagged during the show, by appointment, on a strictly ‘user pays’ basis.*
- All Tent and Marquee pegs, spikes or protruding objects must be covered safely.

## Advertising and Schedules

- If you would like any advertising to be included in any Show Promotional material or would like to advertise in the Show Catalogues, please include this on the application form.
- Sponsorship or Corporate Membership opportunities exist for Exhibitors and can be negotiated by contacting the Administrator of the Manawatu A & P Show.

## Use of Exhibitor Information

By completing a Trade Space Application Form the Exhibitor agrees and the Manawatu & West Coast A & P Association acknowledges that:

- (a) Exhibitor information details can be shown as part of the Manawatu & West Coast A & P Association information.
- (b) Exhibitor details can be made available to the media for use in newspaper supplements, for human interest stories, for program preparation and for the Manawatu & West Coast A & P Association to use in promotional / educational material about the Show.
- (c) Exhibitor details can be made available to nominated companies that have exhibit resource materials, provided the Manawatu A & P Association believes them to be reputable.

## Cancellation

- The Manawatu & West Coast A & P Association shall not be liable to the Exhibitor for any compensation whatsoever as a result of the cancellation or postponement of the Show. Any refund to Exhibitors as a result of cancellation or postponement will be at the discretion of the Manawatu & West Coast A & P Association Committee.
- Exhibitor cancellations must be made in writing – Email will be accepted.
  - i. If on or after Friday 20 October 2023, the Manawatu & West Coast A & P Association shall retain all monies received, unless for a genuine/serious reason eg: bereavement.
  - ii. Prior to Tuesday 25th October, any refund shall be at the Manawatu & West Coast A & P Association’s discretion, notwithstanding that 30% shall be retained to cover costs incurred.
- The Manawatu & West Coast A & P Association has the right to cancel this contract and to retain all monies paid in relation to this contract if the Exhibitor infringes any of the exhibiting conditions.

## Animals

- Dogs other than those in organised show activities are not permitted on the Manawatu & West Coast A & P Showgrounds / Manfeild Park Complex. Other animals only by request, as part of an exhibition.

**Application Form**  
**Indoor / Outdoor Trade Sites**

**Manawatu A & P Show Saturday 2<sup>th</sup> November 2024**

Please complete **both** pages of this form, take a photocopy for your own records, then return signed, by either post or email.

Manawatu & West Coast A & P Association, PO Box 501, Fielding, 4740.

Company: .....

Contact Person: .....

Address: ..... Post Code.....

Telephone: ..... Mobile: .....

Email: .....

Yes/No I would like my site information and wristbands to be posted / emailed to the following address  
(If different from above)

.....  
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**Trade Site Application:** I / We require the following (please complete)

**INDOOR:** .....metres by ..... metres      **OUTDOOR:** ..... metres by .....metres

**Additional Wristbands Required:** (\$5 each) Yes / No      Number Required .....

**Power** - \$90 incl for **3 phase power.**      Yes / No      Number of connections .....

**Power** - \$50 incl for **single phase power.**      Yes / No      Number of connections.....

**NOTE: Not all outdoor Trade Sites will have power available to them**  
***NB: you must supply a currently certified extension cord.***

**Product / Service Description:** Please provide details to ensure that sites selling similar products are not situated in close proximity to each other. Please enclose additional information if required.

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I would be happy for you to email all my correspondence regarding the 2024 Manawatu A & P Show to the Email address at the top of this application form. Yes No

**As a Trade Exhibitor**

- I /We undertake to abide by the conditions set out in the Schedule of Conditions and the rules governing the conduct of the 2024 Manawatu Show, hosted by the Manawatu & West Coast A & P Association. I am fully aware of the responsibilities under the terms and conditions of the Health and Safety at Work Act 2015 and any amendments, and indemnify the Association against a claim for loss or damage to person or property.
- In respect to the Privacy Act, I acknowledge that my Company Name, address and details are held by the Association and that these may be released by the Manawatu & West Coast A & P Association for Promotional purposes.

**A Full Schedule of the A & P Association Health and Safety Policy is held at the Show Office**

**Payment of Fees**

- Tax Invoice will be posted/mailed to you once your application has been received.

All Fees are payable to the **Manawatu & West Coast A&P Association.**

Signature .....

Name .....

Company .....If applicable

Your role .....

Date .....