



Terms and Conditions for 2011 A & P Show

ALL EXHIBITORS MUST REGISTER WITH THE TRADE CARAVAN ON ARRIVAL TO RECEIVE YOUR TICKETS AND BE SHOWN TO YOUR SITE.

Road into the Show grounds will be closed from 8.00am – 5.00pm

Application

1. The Upper Clutha A & P Show may accept or decline any application for exhibiting rights.
2. A non refundable admin fee of \$50 must accompany any application.
3. **Sub let exhibitors must complete a separate Trade Space Application Form and forward \$50 with their application.**
4. The Upper Clutha A & P Show will endeavor to offer Trade Space customers the first option of the same site each year. To ensure you have the same site as last year complete the Trade Space Application Form and return it with your \$50 admin fee before the 30th June 10. **Applications received after this date, are NOT GUARANTEED any space at all.**
5. Food providers selling from a stall must send a copy of their Health Certificate of Registration and Stall License with their Trade Space Application Form.

Payment

6. All Trade Space fees must be paid in full no later than **31 October 2010** to fully confirm sites.
7. If full Trade Space fees are not received by the due date the site may be offered for resale.
8. Exhibitors who invite another company or individual (sub let exhibitor) to display or demonstrate on their site, must ensure that the company or individual concerned completes a Trade Space Application form and pays the \$50 administration fee. If sub let notification on a Trade Space application is not received the original exhibitor shall be liable to pay the administration fee.
9. The UCA&P Committee reserve the right to increase charges as and when required.

Showdays

10. The Upper Clutha A & P Show will be open to public Friday and Saturday 12th and 13th March 2010.
11. The gates will be open to the public from 8.00am to 5.00pm on both days.
12. Exhibitors will be required to have their stands fully operational during the full two days of the show between 8.00-5.30pm. Personnel must be in attendance between these hours. No exhibitors display to be removed from the showgrounds until 5.00pm Saturday in view of safety. Note: Public safety is of paramount importance ensure all care taken while setting up and dismantling your site.

Exhibits

13. Any other person appointed by the Upper Clutha A & P Society, has the power to enter an Exhibitors site at any time and remove any article, sign, picture or printed matter which in her/his opinion may cause offence to the public, or is not in keeping with the requirements of the Society.
14. Trade Exhibitors must display Company Name and site number, minimum size A4 in plain view for identification purposes.
15. The grounds will be marked out the week preceding the show and exhibitors will be able to set up from Tuesday March 8 2011.
16. All displays must be set up by 8.00am Friday 11th March 2011.
17. All sites will be measured using the Society's measuring wheel. This measuring wheel will be the official measurement tool for all display sites.
18. All exhibitors must contact the Trade Marshall prior to driving pegs. If an exhibitor causes damage to underground services and has not checked the location of the services with an official they will be liable for all costs to repair the damage.
19. Exhibitors must take all steps to ensure their site is returned to its original condition within four days following the closing of the Show. Failure to do so will result in the exhibitors having to pay extra costs.
20. Any exhibitor leaving rubbish on sites will be invoiced for the cost of removing the rubbish.

Electricity

21. An Electrical Fee is charged for each site needing power. Please indicate whether you are a high medium or low power user. If you require power overnight please arrange this prior with the Show committee.

Insurance, Security and Vehicles

22. Exhibitors are advised to arrange personal insurance cover for their own property.
23. All Exhibitors must have public liability insurance for an amount not less than \$2,000,000 The Upper Clutha A & P Society will not be responsible for any claim.
24. During the hours between 7pm – 7am on Thursday, Friday and Saturday the grounds will be patrolled by security guards.
25. The Upper Clutha A & P Society will take all care but will not be responsible for any losses or damage incurred at this event.
26. Trade Exhibitors are allowed one vehicle only inside the showgrounds to set up their site but it does not allow for the vehicle to be parked inside the showgrounds. All vehicles must be out of the grounds by 8.00am.
27. All vehicles coming into the showgrounds must have their name displayed in the front windscreen.
28. Maximum speed inside the showgrounds during the show is 10 km/h.
29. **All vehicles must be out of grounds by 8.00am.**
30. Vehicles with sheep foot roller and/or weight exceeding 2 ton give notification to the show coordinator

Health and Safety

31. Trade Exhibitors must follow the instructions of show officials and marshals.
32. Any fire or bbq appliance must be fire safe compliant.
33. Trade Exhibitors must comply with local body bylaws and requirements and Acts of Parliament (including OSH Act and its amendments), which govern the erection of structures, the display and/or sale of machinery, vehicles and/or other products or goods of the Exhibitors and Aviation Safety Regulations.
34. Trade Exhibitors are responsible for preparing and monitoring a Health and Safety audit for their site by identifying, isolating or managing any potential hazards for staff, volunteers, contractors and the public.
35. Trade Exhibitors are responsible for briefing all staff and volunteers working on their site regarding the Health and Safety planning and monitoring of their site.
36. Trade Exhibitors are required to have suitable, approved fire extinguishers on their stand at all times.
37. There is to be No Smoking inside any marquees or showgrounds buildings.
38. No Trade Exhibitor shall install or maintain any LPG container greater than 10 kg. All compressed gas cylinders must be secured against tipping and must have snap couplings.
39. The Upper Clutha A & P Society reserves the right to order immediate removal from the showgrounds of any exhibits it considers dangerous, offensive or unmanageable.
40. Trade Exhibitors must ensure that they keep walkways clear and no dangerous equipment or chemicals are accessible to the public.
41. The First Aid Station is located beside the Rugby Club Pavilion.
42. Accidents and hazards must be reported to the Secretary at the Secretary's Office.

Food and Raffle Tickets

43. The sale of food or confectionery lines, other than from approved outlets is prohibited.
44. Raffle tickets can be sold by non profit organizations as long as it is done from their site or prior approval has been sought from the Upper Clutha A & P Society.
45. The provision for food and beverage outlets for Exhibitors will be made available throughout the Showgrounds. It is envisaged that these outlets will be open from 8.00am to 5.00pm Friday and Saturday.
46. Exhibitors offering hospitality should apply the Host Responsibility Policy and be responsible Hosts. The UCA&P accept no responsibility for your guests.

Use of Exhibitor Information

47. By completing the Trade Space Application form the exhibitor agrees that the Upper Clutha A & P Society (Referred to as UCA&P) acknowledges that: (i) Exhibitor information details can be shown as part of the UCA&P information. (ii) Exhibitor details can be made available to the media for use in compiling the show newspaper supplements, for human interest stories, as well as for programme preparation and for the UCA&P to use in promotional and educational material about the Show. (iii) Exhibitors details can be made available to nominated companies that have exhibit resource materials provided that

the UCA&P believes them to be reputable. (iv) Exhibitor and company details given to the UCA&P on the Trade Space Application Form will be directly transferred and used as the company listing in the Trade Exhibitors Director in the programme. Exhibitors should clearly state the correct company name which will be publicized.

Removal

48. No exhibitors display to be removed from the showgrounds until 5.00pm Saturday Dismantling of sites may take place anytime after 5.00pm on Saturday evening. Displays must be completely removed from the grounds by the Wednesday after the show. (Security finishes at 7.00am on Sunday 13th March 2011).
49. Exhibitors whose items remain on the property after the Wednesday will be liable for any costs incurred (legal or otherwise) plus a storage fee of \$50 per day until the items are removed from the showgrounds.
50. Exhibitors are to take special care while setting up and dismantling their display as public and young children are walking freely in the area.

Cancellations

51. In the unlikely event the UCA&P finds it necessary to cancel or postpone the show, this contract will cease to operate upon notice to the effect, signed by the President of the UCA&P, being served on the Exhibitor in any of the following ways: posting to the address listed on the Trade Space Application Form, or by handing or offering it to any person, who appears or is thought by the UCA&P to be an agent or employee of the Exhibitor, or by telephone call to the Trade Exhibitor.
52. The UCA&P shall not be liable to the Exhibitor for any compensation whatsoever as a result of the cancellation or postponement of the Show.
53. If the show is cancelled due to weather or a natural disaster refunds to exhibitors will be at the discretion of the UCA& P Society.

Exhibitor Cancellation

54. If an exhibitor should cancel the contract or terminate a site booking:- (i) on or after 31 December 2010 the UCA&P will retain all monies received. (ii) prior to the 31 December 2010, any refund shall be at the UCA&P discretion, notwithstanding that a portion shall be retained to defray expenses/costs, the \$50 administration fee.
55. The UCA&P has the right to cancel this agreement and to retain any monies paid in relation to this contract if the exhibitor (i) infringes any of the exhibiting conditions, and/or (ii) does not occupy the site during the full period of the show to which this contract applies and/or (iii) does not complete the site by 8.30am on Friday 12th March 2011.