



**2012 OXFORD FINANCE HOROWHENUA
A P & I SHOW
SHOWGROUNDS EVENTS PARK
LEVIN
SATURDAY 21 & SUNDAY 22 JANUARY
TRADE SPACE SITE INFORMATION**



www.levinapishow.co.nz

Supported By:





HOROWHENUA A P & I SHOW SATURDAY 21st & SUNDAY 22nd JANUARY 2012

TRADE SPACE INFORMATION

Applications for the 2012 Horowhenua AP & I Show are being taken for Trade Space sites as follows:-

Show Dates: Saturday 21st & Sunday 22nd January

Hours: Show gates are manned from 8am on both days with access available at all times.

Auditorium & Stadium Hours – 9am-6pm Saturday
9am-4pm Sunday

Sites: We have four options as follows:-

Outdoors – grass areas are limited and shown on the map

Site sizes will be allocated to suit – fill in form accordingly

Outdoors – Carpark in front of Stadium – this is a hot mix area suitable for crafts, food caravans and sites that have free standing gazebos – no stakes allowed obviously. Site sizes will be allocated to your requirements.

Indoors – Auditorium – map showing numbered sites

Wall sites – 4.5 x 3.5m

Middle sites – 3m x 3m

Note - Site sizes are approximate

Indoors – Stadium

Stadium is 60m x 40m – Site sizes will be allocated to your requirements as we have other displays in this building.

Site fees on application determined by area required.

Food Stalls: These will be allocated at the discretion of the AP & I Association and are limited – Food vendors will be invited to attend. Site fee is \$350.00 plus power charge of \$50.

Site Fees: Outdoors - grass area - minimum fee (3m x 3m) \$120
- tarseal area – minimum fee (3m x 3m) \$90
- Larger sites – prices by negotiation

Auditorium – wall sites \$220.00

middle sites \$160.00

Stadium - Prices by negotiation

Prices quoted are GST inclusive

Power: Outdoors - \$50.00 per site
Indoors - No charge
You must indicate on your booking form if you require power and what it is needed for.

Site Payment: A deposit of \$60.00 per site is required with the application form to secure a site. Full payment of site/s to be made by 20 December 2011 – exhibitor passes will not be sent until full payment is made.

Exhibitors requesting their same site from 2011 Show must make application with \$60 deposit by 31st October to secure this site.

Ticket Allocations: 2 tickets, 1 car pass per site - maximum number of tickets 5 per larger site. Any additional tickets required can be purchased from the Office prior to Showtime at a discounted rate.

Site Access: Access to all sites is available from Thursday 19th January
Dismantling of sites from 4pm on Sunday 22nd January with indoor stalls to be cleared by 6pm so cleaning can take place.

Clean Up: All sites must be left in the condition in which they were found. All litter must be removed and any holes made in the grounds must be reinstated.

Security: Security personnel will be on duty on Friday and Saturday nights, however all stands and exhibits are at the risk of the exhibitor and the Horowhenua AP & I Association shall not be held responsible for any loss or damage of exhibitors goods whilst on site. The Auditorium and Stadium have an alarm system which is monitored when the buildings are locked.

Insurance: Insurance is the trade exhibitors responsibility.

Parking: Exhibitors may unload goods onto site but their vehicles must be parked in the carpark at southern end of grounds prior to Show opening. **No vehicle access will be allowed through Victoria Street from 9am on both Show days.**

Eftpos: Eftpos will be available at the Show ticket office on Show days. If trade exhibitors require their own facility they need to organise and pay for this.

Show Promotion: TV advertising will be occur the week prior to the Show and proved a worthwhile exposure for the 2011 Show. A newspaper supplement will be prepared and distributed throughout the region during Show week and you are invited to participate in this to advertise your display.

Contact Details: Horowhenua AP & I Show PO Box 59 Levin 5540
Mary Davis Telephone 063686539 Fax 063686549
E-mail horopi@xtra.co.nz Website www.levinapishow.co.nz

If you have any queries prior to booking your site please contact Mary DON'T DELAY BOOK TODAY by completing the application form and sending your \$60.00 site deposit.

I fully understand the Terms and Conditions as detailed. I am fully aware of my responsibilities under the Terms and Conditions of the Health & Safety in Employment Act 1993. In respect to the Privacy Act, I acknowledge that my name, address and details are held by the Association and that these may be released by the Horowhenua AP & I Association for promotional purposes.

Signature

Name (please print).....

Company Name.....

Date.....

Please forward completed form with \$60.00 per site deposit to confirm booking

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