



PO Box 59, Levin

Email: horo.api@xtra.co.nz

Phone: 06 368 6539

July 2018

2019 Horowhenua AP & I Show – Showgrounds Events Park, Levin
Saturday 19th & Sunday 20th January 2019

Applications for the 2019 Horowhenua AP & I show are now being taken for Trade Space sites. If you're new to the show – it is run in our massive venue at the Showgrounds Events Park, and in excess of 12,000 people attend over the 2 days. The gates on Sunday were a 112 year record. For the 2018 show, all sites were sold out due to the high demand. For the next show, I am getting you in nice and early to avoid the demand of space in the months leading up to the 2018 Show.

First in, first served, so if you are interested please return the attached form **ASAP to secure your place with us.**

FOOD SITES: These are very limited

Because of the carnival there are restrictions on some kinds of food that may be sold. Vendors may not sell **Hot Chips, Candyfloss or Hotdogs**. The AP & I Show Committee reserves the right to refuse applications for food sites to maintain a balance of food & drink available.

All food vendors must have the appropriate licences from council. A Council Inspector is generally on site at least 1 day during the event.

EQUIPMENT AVAILABLE:

Chairs are available to use free of charge for indoor display sites. Maximum 4 per site. We have 11 small trestles (1.4m long, 550 wide, 750 high) with fold up legs available for hire – first come first served. Cost \$15 per trestle – limit of 1 per site.

DEADLINE FOR PAYMENT:

Full payment must be made by 20th November 2018. Any site not paid for by this time may be reallocated.

TICKETS:

You will receive 2 exhibitor passes and 1 car per site for small sites, 5 passes for a large site.

SITE ACCESS:

Access to sites is available from Thursday 17th January. Dismantling of sites to take place from 4-6pm Sunday 20th January.

CLEAN UP:

All sites must be left clear and clean. All litter must be removed.

SECURITY:

Security personnel will be on duty Friday / 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 exhibitor goods whilst on site. The Indoor Trade Display areas have an alarm system which is monitored when the building is locked.

INSURANCE:

This is the trade exhibitor's responsibility.

PARKING:

Exhibitors may unload goods onto site but vehicles must be parked in the carpark at the southern end of the grounds prior to Show opening. No vehicle access will be allowed through Victoria Street from 9am on both Show days. **NO VEHICLES ARE TO BE MOVED OR DRIVEN ON THE GROUNDS ANYWHERE BEFORE THE CLOSE OF SHOW ON ANY DAY.**

EFTPOS:

Eftpos will be available for the public at the Show ticket office on Show days. All trade exhibitors require their own facility which is to be organised and paid for by the exhibitor.

ADVERTISING:

Media advertising will begin 3 weeks prior to the show. A newspaper supplement will be prepared and distributed throughout the region during show week and you will be invited to participate in this if you wish. Road signage will be erected early December.

We would love you to be a part of one of the biggest events in the region! If you have any queries prior to booking your site, please contact me.

Kind regards

Jo Wells

Secretary/Manager

E-mail: horosapi@xtra.co.nz

Telephone: (06) 3686539

**NO VEHICLES ARE TO BE MOVED OR DRIVEN ON
THE GROUNDS ANYWHERE DURING SHOWTIME
SATURDAY 9AM – 5PM
SUNDAY 9AM – 4PM**



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**Trade & Food Sites - 2018 Horowhenua AP & I Show
APPLICATION FORM**

NAME OF STALL:

CONTACT:

EMAIL:

ADDRESS:

Description of goods/food to be sold:

TradeSpace Fees	Size	Price for 1 site – For the 2 days	The number req.	Total Price including GST
Car/Van Site – includes space to park vehicle behind stall	3.5 x 6m deep	\$115.00		
Outside Site – no vehicle, no food stalls (confectionary okay)	3.5m x 3.5m	\$95.00		
	6m x 4m	\$135.00		
	10m x 10m	\$500.00		
Indoor Stadium	6m x 3m	\$180.00		
	3m x 3m	\$125.00		
Indoor Auditorium – Smaller building	6m x 3m	\$160.00		
	3m x 3m	\$95.00		
Food Caravan/truck Limited # available	Up to 6m max frontage and 3.4m deep.	\$400.00 Includes power		
Power to your TradeSpace site outside	No generators are allowed on the grounds	\$40.00		
Inside Power		\$20.00		
Total Price				\$