



PO Box 59, Levin

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22 July 2016

**2017 Horowhenua AP & I Show – Showgrounds Events Park, Levin
Saturday 21st & Sunday 22nd January 2017**

Hi there

Applications for the 2017 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.

There are 3 venues – the Stadium for Trade Exhibits, the Auditorium and limited Outside Trade Space. **First in, first served**, so if you are interested please return the attached form **ASAP to secure your place with us.**

COSTS: There has been a slight increase in price this year.

Prices are: \$175.50 for large site (for 2 days)
 \$120 for small site (for 2 days)
Food Sites: \$400 for 2 days (including power)
Outside space - cost depends on display size

FOOD SITES:

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 2016. 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. If you need additional tickets please indicate on the attached form.

SITE ACCESS:

Access to sites is available from Thursday 19th January. Dismantling of sites to take place from 4-6pm Sunday 22nd 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.

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

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Trade & Food Sites - 2017 Horowhenua AP & I Show APPLICATION FORM

Please complete this form then email or post to us.

You can then deposit your fee online prior to 20th November 2016. Any sites booked after 20 November will be charged a \$20 late fee.Horowhenua A P & I Show: **Bank account number: 02 0668 0018171 – 00****Please clearly put your Company name in the reference field.**Or send a cheque with your form made out to **Horowhenua AP & I, PO Box 59, Levin**

Company:				
Contact Person:				
Address:				
Additional Tickets required:				
Type of product/s being sold:				
Telephone:				
Mobile:				
Email:				
Please indicate which site you require:				
STADIUM	Large site 6 x 3m (\$175.50)	<input type="checkbox"/>	Small site 3 x 3m (\$120)	<input type="checkbox"/>
	AUDITORIUM	Large site 6 x 3m (\$175.50)	<input type="checkbox"/>	Small site 3 x 3m (\$120)
OUTDOOR SITE (Limited availability)		<input type="checkbox"/>		
Please specify size required and we will advise you of cost.				
SIZE REQUIRED: _____				
FOOD SITE (Limited availability)		Outside	<input type="checkbox"/>	
\$400, please send a Cheque or internet back using your name as reference to the above account. Type of food being sold: _____				
Any special requests:				