



# Horowhenua AP&I Association

## Trade Space Newsletter for 20<sup>th</sup> & 21<sup>st</sup> January 2024

Our show in Levin on the 20<sup>th</sup> & 21<sup>st</sup> of January 2024 is fast approaching and with many new exhibitors, I thought I would touch base with a newsletter with more information.

A map and list of exhibitors is available on our website as to where you will be in the indoor stadium. <https://www.levinapishow.co.nz/page/472526>

The **Indoor Stadium** will be very busy with exhibitors setting up their displays. We hope to be able have the doors open from **midday Thursday the 18<sup>th</sup> January**, entry will be available till 5pm or later but only if arranged prior.

On **Friday 19<sup>th</sup> January**, the Indoor Stadium can be opened 7.00am and we will keep open till 7pm, once again, if you would like to setup outside of these times, do not hesitate to contact us to arrange a time. If you setup during either of these days, please make sure you call into the Secretary's office to collect your exhibitor passes to get in the gate for the weekend. All entry is via the Victoria Street main entrance Thursday & Friday.

**SATURDAY MORNING – this will be extremely busy.** On Saturday there is no entry via Main Gates on Victoria Street (unless you are really really early), you will need to enter the grounds via the South Tiro Tiro Road gate which will be manned from about 7.30am, if you are arriving any later, you will need tickets for entry. Upon payment of invoice you can collect tickets from office outside of show time or we can leave them at the gate for you to collect as post is not always reliable. Its no good everyone arriving at 8.15am and trying to setup as there will not be space for all the vehicles at the door entrance. There will be no entry via the West end of Stadium as there will be other sections using this area. If you could drop the bulk of your setup off to your site and move vehicle to parking area ASAP to allow others to do the same.

We prefer that vehicles do not drive into the stadium as it is a wooden floor, **definitely no work vehicles or heavy loads.** I would suggest a trolley if you have one available. The doors to Stadium will be open from 6.30am, again this area will be extremely busy with vehicles and outdoor exhibitors setting up as well.

**All vehicles need to be vacated from the stadium area by 8.30am** at the very latest as the general public start to arrive and we have a policy of no vehicles driving around during show time. **(I would highly recommend that you setup Friday if possible).**

The parking is on the grounds at the south end near the South Tiro Tiro Road gate entry. If you are staying in a camper van, this will be the same area for parking. I have put a map of the grounds and outdoor area on our website. <https://www.levinapishow.co.nz> We have already uploaded the programme for the two days.

We **do not** have tables or chairs available unless you have already pre arranged these, we have to hire them and these have already been ordered. There is eftpos available for the public to withdraw cash during show time.

The Indoor Stadium is locked after hours but if you have to restock from your vehicles, you will be able to do so after 4pm on Saturday and **there is no movement of vehicles on Sunday until 4pm.**

For **Outdoor Exhibitors & Food Stalls** all of the above entry information is the same, setting up will be more flexible with entry at any time except for restrictions on the Saturday morning and show time already listed. There will be security onsite, obviously they cannot patrol the whole area at once so suggest smaller items stay under lock and key till the Saturday if possible. The Food Stall space will be tight for space again this year so please make sure you arrive early to get slotted into your space. A reminder that the area is not flat so be prepared. I have put a map on our website as to where the outdoor trade space area's are under the Home Tab.

*If you are new to exhibiting at our show, you may not know we have a competition that trade site's will be judged on content, and its presentation. Ribbons will be awarded for best Indoor & Outdoor Exhibit for 1<sup>st</sup> to 3<sup>rd</sup>. This is judged by special guest of the show and presented late Saturday morning so make sure your site is looking bright and colourful with a bit of flair on the side.*



The Horse section starts on the Thursday, this continues till Sunday and several other sections start on Friday due to the size of the show, there will be animals arriving and plenty of foot traffic so please be vigilant when driving around the grounds. **Free entry Thursday & Friday.** Raewyn's Café will be open on Friday, there will also be the Ambo Coffee Cart onsite.