

## Terms and Conditions for Trade and Food Sites

*By submitting your Application you are agreeing to these Terms and Conditions of the Pukekohe Show.*

### Applications

- The Franklin A & P Society or its agents reserves the right to reject any applications with the decision being final and no correspondence will be entered into with respect of an unsuccessful application.
- **Food Sites and Trade Sites** are not transferable unless permission is given by the Secretary.
- **Food Sites** are required to use **compostable** materials / products in accordance with our recycling and waste minimisation requirements.

### Application Confirmation

- We will confirm if your application was successful.
- If your application was successful, you will be emailed a Tax Invoice. Full payment is required by 20 January 2025. Any site cancellation after 1<sup>st</sup> February 2025 will be non-refundable.
- Parking is free and available close by for Exhibitors.
- THERE WILL BE NO VEHICLE ACCESS TO YOUR SITE DURING SHOW HOURS.

### Hammering or Digging

- When setting up and driving stakes into the ground for marquees etc. please check at the Showgrounds Office where we have a map showing underground services.
- Any damage caused to underground services by not checking the Underground Services Map will be entirely at your cost to repair.

### No Roving Sales

- Sell from your own site only. Sites will be marked out by the Show Organiser.
- If you plan to leaflet or carry out any other promotion within the grounds, clearance must be obtained from the Showgrounds Office when lodging your application.
- Prices are not to be increased during the Show.

### Raffles / Charitable Collections

- Raffle tickets and charitable collections are not permitted unless prior written permission has been obtained from the Secretary.

### Security

- There will be security on site from 8pm Friday 14<sup>th</sup> February 2025 until 4pm Sunday 16<sup>th</sup> February 2025.
- Exhibitors are advised not to leave valuables unattended at any time.

### Power and Electrical Equipment

- The charge for power connection and power used for the two days is charged as per the Application Form.
- All vehicles that require to be connected to the Franklin A & P Society Showgrounds electrical network must have and display a current Electrical Warrant of Fitness (Refer to Electrical Regulations Section 5.1, 5.2 requirements).
- A copy of the Electrical Warrant of Fitness must be forwarded with your application form.
- Our Electrical Contractors may check electrical equipment on site for compliance.
- Exhibitors will be required to disconnect electrical equipment found to be unsafe or not compliant.
- All electrical equipment must carry a current electrical test certificate to comply with NZS3760 wiring regulations.

## **Power Connections and Use**

- Connections to the Franklin A&P Society Showgrounds electrical network must be connected only through the following:
  - Single phase connection only;
  - 10amp 3pin plug; or
  - 16amp caravan plug fitted with an RCD Isolating transformer.
  - Refer to Electrical Regulations Section 4 - Tents.
  - If you have different power requirements, please contact us.
- Exhibitors are to supply their own extension leads. All power cables are to have sufficient length to reach the network supply point.
- All power cables used are to be of approved electrical standard.
- The use of double adaptors is prohibited - please use power boards.
- Restrict entry to the rear of the site where power cables are run.
- Where power cables are in front of the site, they must be covered to prevent a trip hazard.

## **Health and Safety**

- We remind you of your obligations under the Health and Safety legislation.
- That is:
  - Exhibitors must ensure their Site is a safe environment for their staff, those on adjoining sites, and visitors to the Show.
  - Exhibitors must follow the instructions of the Show Officials.
  - Exhibitors must comply with all requirements under the Health & Safety At Work Act 2015.
  - The Show Management reserves the right to remove any Exhibitor acting dangerously, offensively or uncooperatively at any time during the Show.

## **Fire Extinguishers and First Aid**

- Fire Extinguishers are placed at points around the Grounds during the Show as follows:
  - Main Office, Tower, Massey Hall, Old Bar and Gate 6.
- An Ambulance that is staffed at all times during the Show is at the middle Gate on 'The Lane'.
- It is expected that all Exhibitors will supply their own First Aid Kit and have it in a place that is accessible if required at all times.

## **Indemnity and Insurance**

- The Franklin A & P Society or its agents will not be liable for any injuries to any person, or damages to property owned or controlled by exhibitors. Should claims for damages or injuries that may arise from or be in any way connected with the exhibitor occupation of the display space, the Exhibitor agrees to indemnify Franklin A & P Society or its agents from liability for all such claims.
- We recommend that Exhibitors carry public liability insurance.

## **Event Cancellation**

- If the show is abandoned or postponed due to any reason beyond the control of the Show Organiser, the Show Organiser is under no obligation to refund in whole or in part, any payments made by the Exhibitors.
- Any refund will be made at the discretion of the Franklin A & P Society.

## **Show Hours**

- 9am – 4pm. Stands and stalls must be in place by 8.45am Saturday morning, and may not be dismantled before the show ends at 4pm on Sunday.
- Please be careful driving around the Showgrounds when setting up prior to the Show.