

WAIKATO A&P SHOW 2022 – VENDOR TERMS & CONDITIONS



VENDOR APPLICATIONS

All potential vendors must apply for a site space. Application does not guarantee acceptance. Priority will be given to applications that meet the purpose and goals of the Waikato A&P Show, both in terms of rural focus and urban appeal, and must meet professional standards of presentation and service set by SWL.

Payment of deposit indicates acceptance of these Terms & Conditions.

A] Standards for Vendors

- Professional standards of
 - equipment/signage
 - staff conduct/appearance
 - goods/services
- Sites must be open and staffed during public access times each day of the Show unless previously agreed in writing
- Sites/vendors must be up-to-date with current insurance and Health & Safety regulations

B] Application Process

- Complete the Application Form
 - Be specific about the list of products or services you plan to promote, and how they relate to the A&P and/or the Waikato region
- Include a link to your website; failing that, a site design or photo from a previous event and/or send a brochure of your product/service
- You will receive a confirmation receipt of application.
- We will then email you to accept or decline your application. If accepted, we will send an invoice requesting a minimum 25% deposit of the total fee within 10 working days of receiving the invoice.
 - Any remaining balance must be paid by 4th of October 2022 or your site may be re-allocated (deposit is non-refundable)
- If accepted, you must register on our website when directed and fill out all applicable forms. If you cannot access the log-in process, please e-mail or call our Sponsorship, Relationships and Events Manager – 022 3701336 kate@showingwaikato.co.nz

C] Certification

- **Insurance** – vendors should carry their own Public Liability Insurance and must submit a copy of their Certificate of Cover if their stand includes use of electricity, flammables, moving machinery, etc.
- **Food certification** – food vendors must provide current Food Licensing Certification, Food Control Plan, or other applicable document, valid in the current year for the Hamilton area.
- **Medical, veterinary, & supplements** – vendors must provide full Consumer Information/Data Sheets before any form of OTC health products will be considered
- **Health & Safety** – we will need some simple questions answered, and a copy of your existing health and safety policy or document. You will need to go through Site Induction; details will be provided after acceptance.

D] Payment

i. Structure:

Type of Stall	Description	Cost
Market Stall	3m x 3m site	\$150 excl gst
	3m x 6m site	\$250 excl gst
Food Vendor	3m x 3m site	\$350 excl gst

E] Health & Safety

- Vendors must return all requested Health & Safety forms as soon as possible, but no later than 4th October 2022
- Vendors must comply with SWL, Claudelands Events Centre, Parliamentary, and Local Body regulations in respect to Health & Safety and Fire Safety & Emergency Exits; Vendors must keep walkways and fire exits clear at all times
- The contracted signee, or their designated representative, is responsible for the Health & Safety compliance of all staff/volunteers on their site or activity
- Smoking and vaping are NOT permitted within the Claudelands Events Centre or its grounds
- Hazards & Accidents must be reported immediately to the Event Office - Near-Misses must be logged and reported as soon as possible
- SWL reserves the right to remove any vendor, staff member, or volunteer acting dangerously, offensively, or uncooperatively at any time during the pack-in/pack-out or Event period
- In line with our COVID-19 Response Plan – all vendors must provide hand sanitisers for customers visiting the stall. EFTPOS machines for cashless transactions are encouraged but not mandatory.
- Stall holders are expected to take care of their own belongings. SWL should not be held responsible for any theft or loss of property at the venue.

F] Access and Parking

- Each vendor will be issued with 2 x complimentary 3-day exhibitor passes per standard site
 - Additional 3-day Passes may be purchased at \$5 each (GST excl.)
- Parking plans and vehicle passes will be distributed once all required documents are received.
 - Under no circumstances are vehicles to be moved inside pedestrian areas during public hours

G] Site Use/Management

- Sites must be maintained with a “Good Neighbour” policy, including a courteous approach to noise levels, site footprint, etc. Use of loudspeakers/amplifiers, air fresheners/fragrances, working machinery of any kind, etc. must be approved by SWL prior to the Show

- Vendors must operate from within their booked site footprint unless specifically negotiated with SWL (this includes roving vendors, flier distributors, survey takers, etc.)
- Outdoor tents/marqueses must comply with H&S policy and on hard surfaces must be secured with sandbags or concrete blocks (no pegs or spikes; vendors will be liable for any repair costs).
- Vendors may not sell, sub-let or share their site with another organisation or business.
- Stall holders may not display any branding or signage that may conflict with the event sponsors or supporters.

H] Damage, refuse, clean-up

- All vendors and staff must adhere to the Show's rubbish & recycling policies.
- Sites must be returned to the same condition they were prior to occupancy, including removing all rubbish, signage, equipment, packaging, promotional material. Failure to comply will result in a clean-up fee
- Vendors are liable for any damage they cause to the venue & exhibition stands. Pins, nails, screws, staples, tape, Velcro, and other similar items are not to be used on the fixed walls, ceilings or other permanent fittings at the venue
- SWL does not accept liability for any damage incurred to uncollected goods. Any items left behind after Pack-down will be deemed abandoned and disposed of at the vendor's expense unless prior arrangements have been made with SWL

I] Prohibitions

- **Balloons, aerosol string, and similar items are not permitted at any time at SWL Shows or on Claudelands Events Centre grounds.** Any costs associated with these items (*e.g. evacuations/emergency services call outs where fire alarms are triggered by escaped balloons, vet call-outs for animals ingesting Silly String, etc.*) will be sought from vendors providing such items, regardless of end user culpability.
- Raffle tickets and charitable collections are not permitted unless written permission has been obtained from SWL. Where permission is given the activity must remain within the agreed site footprint or area.

J] Power

- All electrical installations must be carried out by the contractor appointed by the Show and arrangements for connection must be included with site application.
- All electrical installations must comply with Standard ASNZS 3002/2008 and carry current electrical test-&-tag certification

K] Food and Beverage

- The sale of food and beverages is only permitted in designated public food areas
- No alcoholic liquor is to be provided without possession/display of all required Liquor Licencing and express prior written permission from Show Management

L] Site Alterations

- Special requests for alteration or accommodations must be approved by SWL/WA&PS
- SWL/WA&PS reserves the right to make changes in site size, contents, location, & layout to any site in the best interests of the Show, in consultation with site holders

M] Indemnity & Insurance

The Waikato A&P Show & Claudelands Events Centre will not be liable for injuries to any person, or damages to property owned or controlled by vendors. Should claims for damages or injuries arise from or be in any way connected with the vendor occupation of the display space, the vendor agrees to indemnify both the Waikato A&P Association and SWL from liability for all such claims

- The vendor agrees to insure themselves at their own expense against property loss or damage and against liability of personal injury and liability for property damage
- Vendors must carry their own public liability insurance unless otherwise agreed in writing. Where required, Vendors must supply a copy of their Certificate of Insurance as proof of cover

N] Publicity & Promotion

- By completing this Trade Vendor Application vendors agree to their name, contact details and product list being published on any list of vendors used in relation to Show publications and the website, and for this information to be made available for media use in creating publicity for the Show
- By completing the Trade Vendor Application vendors agree to their sites, staff and related activities being photographed/filmed for the publicity and promotion of the current and future shows. Exemptions may be requested from SWL at any time.
- SWL must be advised at the time of submission of any information provided by the vendor in the application that is not for publication

O] Security

- Vendors are advised not to leave valuables unattended at any time
- SWL will provide security at the Show venue in addition to existing H3 security processes. SWL will take all reasonable care but will not be responsible for any loss or damage incurred to/by vendors, including Third Party hire equipment

P] 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 vendors. Any refund will be solely at the discretion of Showing Waikato Ltd.

Q] Compliance

- Failure to comply with these terms and conditions may result in the vendor being removed from the show and/or denied right of consideration for applications to future Shows.

R] Disclaimer

- SWL, on behalf of the Waikato A&P Association, has made every effort to ensure the information contained in this document is true & correct at the time of publication, however, SWL has the right to change any details deemed necessary for the good of the Show.

S] Food/Market Stalls Deadlines

- Deposit due: within 10 working days of receiving invoice
- Full payment due: Wednesday 5th October 2022
- Pack-In: From Thursday 27th October 2022
Note: all pack-in must be completed by 8:30am on the show days
- Show Readiness: 08:30 Friday 28th October 2022
- Show Hours
 - Vendor vehicle access: 7:30 am – 8:30 am, 4:30 pm – 6:30 pm

- Public access: 9:00 am – 4:00 pm
- Pack-Out
 - Sunday 30th October, 4:30 – 6:30 pm
 - Monday 31st October, 9:00 am – 5:00 pm