



# **New Zealand Horse of the Year**

## Trade Site Regulations

To help with the smooth running of the trade site section could you please take note of the following points. (If you have any problems, please do not hesitate to contact us):-

1. Please note that all prices EXCLUDE GST.
2. If you wish to pay by credit card, please use the trade credit card form on the website [www.hoy.co.nz](http://www.hoy.co.nz) under <entry forms>.
3. All bookings must be accompanied by a \$500 deposit (GST inclusive) which becomes non refundable after the 15th December 2009.
4. To assist with meeting your requirements we need the return of your booking form and deposit by 11th September 2009. Booking after this date will be considered depending on space available.
5. Confirmation of your site and invoice will be sent to you on the 30 October 2009, with full payment expected on or before 15 December 2009. The receipt of full payment will give you a guaranteed site.
6. Traders with Trade Exhibitors prior will be given site preference where possible (deposit is required).
7. Please fill in all three preferences, on your booking form.
8. Please indicate if you require power, which is an additional cost to your site. The cost of power is \$200 plus GST.
9. Please note traders using power will have to provide your own extension cords. Also note that power might not be directly outside your door, but will be within extension cord distance.
10. Signage for trade sites is to be kept to the area immediately in front of and adjacent to your marquee. No signage is to be placed on the grandstand front, or on the arena fencing unless authorized by Kelt Capital Horse of the Year Management.
11. EFTPos Machines are the responsibility of the individual trade site personnel.
12. No dogs are allowed on the grounds.
13. If you are sending stock or equipment prior to the show, please ensure that it is clearly labeled as trade site equipment with your **companies name and contact phone number**, to the Hawke's Bay Showgrounds, Kennilworth Road, Hastings. This applies to **all freight**. Please do not send freight to arrive prior to Friday 12th March 2010.
14. Anything sent during the show (that is from Tuesday 16th March) will need to be marked trade site with your companies name, and addressed to Kelt Capital Horse of the Year Secretary's office, Hawke's Bay Showgrounds, Kennilworth Road, Hastings. It will be held there for you to collect.
15. If you are leaving anything from your trade site to be picked up after Sunday evening, please ensure that everything is securely tied together and is left under the grandstand to be picked up. These need to be clearly labeled with their destination, as well as the sender phone number and the means by which they are being dispatched
16. Trade Exhibitors will be issued with car passes that need to be displayed in a prominent position for access into the grounds. There will be a set parking area for trades' people.
17. Each trade site will be issued with a maximum of 4 wrist bands and name tags, plus 2 car passes. Should you require more please contact the office. Extra wristbands (with name tags) will be charged at \$20 each and must be purchased by stall holder, prior to Tuesday 16th March.
18. Trade sites will be available from Monday 15th for setting up. If you require any equipment to assist with your setting up please advice the office prior to the show. All costs are your responsibility.
19. Rubbish is a continual problem. Please ensure that you make arrangements to dispose of ALL your rubbish and leave your trade site tidy. If you need extra bins, please contact the office. Trades site with unnecessary rubbish lying around, during or after the show, will be fined.
20. Sharing: The Kelt Capital Horse of the Year organizing committee must be notified of all sharing of sites. Refer to Shared Trade Site forms.
21. No product or service may be advertised, sold or performed outside the areas designated for this purpose, without the permission of the organizing committee.
22. Kelt Capital Horse of the Year 2010 has a policy of providing a safe and healthy workplace, therefore all Trade Exhibitors will have to sign a Health and Safety Policy for staff, contractors and volunteer workers.
23. The Kelt Capital Horse of the Year committee will endeavour to meet all trade site requests, however they Reserve the right to make alterations, if required.