



Hanmer Springs Fete- Saturday 2nd November 2024

Exhibitor Terms & Conditions

Site Application

- ✿ By submitting the Stallholders Application Form you agree to the Terms & Conditions of the 2024 Hanmer Springs Fete
- ✿ The Hanmer Springs Fete committee may accept or decline any application for exhibiting rights.
- ✿ Sub-let exhibitors must complete a separate Trade Application Form and send to hanmerspringsfete@gmail.com the site fee will be charged to the primary stall holder in one invoice.
- ✿ No Exhibitors can move to any other space other than what has been allocated. Any person infringing regulations without permission in writing or from an authorized officer of the Hanmer Springs Fete will incur expulsion from the grounds.
- ✿ The Hanmer Springs Fete committee will endeavour to offer Trade Exhibitors their first option of the same site each year. Changes to the grounds, growth of the fete and other unforeseen circumstances may alter layout and may impact on this, we do not guarantee corner sites or through sites. To request the same site number as last year complete the Trade Application Form. We will do our best to provide a similar position within the park. Ultimately the committee reserves the right to move any exhibitor as they deem necessary.
- ✿ Any exhibitor supplying alcohol from their site must apply to the Hanmer Springs Fete Committee for a Special Show Liquor License.

Payment

- ✿ All Trade Space fees must be paid in full no later than 20th September 2024 to fully confirm sites.
- ✿ If full Trade Space fees are not received by the due date the site may be offered for resale.
- ✿ All admission tickets must be presented to enter the site on fete day. Each site will be provided with two tickets, additional tickets can be ordered prior to the event for \$15 or purchased on the day for \$20. These tickets will be invoiced to the same entity as your site fee.
- ✿ The HSF Committee reserve the right to increase charges as and when required.

Fete Day

- ✿ The Hanmer Springs Fete will be open to public Saturday 2nd November 2024.
- ✿ The gates will be open to the public from 10.00am to 4.00pm.
- ✿ Exhibitors must have their stands fully operational during the advertised opening hours of the fete. Personnel must be in attendance between the hours 10.00am-4.00pm Saturday. No exhibitor's display to be removed from the grounds until after 4.00pm Saturday in view of safety.
Note: Public safety is of paramount importance so ensure all care taken is while setting up and dismantling your site.

Exhibits

- ✿ The Event Manager or other person appointed by the Hanmer Springs Fete Committee, has the power to enter an Exhibitor's site at any time and remove any article, sign, picture or printed matter which in their opinion may cause offence to the public, or is not in keeping with the requirements of the committee.
- ✿ Trade Exhibitors must display Company Name, minimum size A4, in plain view for identification purposes.
- ✿ The grounds will be marked out the week preceding the show and exhibitors will be able to set up from Thursday (the day prior to the event) unless by prior arrangement.
- ✿ All displays must be set up by 9.30am Saturday 2nd November 2024.



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- ✿ All sites will be measured using the committee's measuring wheel. This measuring wheel will be the official measurement tool for all display sites.
- ✿ All exhibitors must check hazard map prior to driving pegs etc. If an exhibitor causes damage to underground services and has not checked the location of the services with an official, they will be liable for all costs to repair the damage.
- ✿ Exhibitors must take all steps to ensure their site is returned to its original condition one day following the closing of the Fete. Failure to do so will result in the exhibitor having to pay extra costs.
- ✿ Any exhibitor leaving rubbish on sites will be liable for a fine of \$200 +gst as well as the cost of removing the rubbish. This is because this is a public reserve and the Hurunui District Council can enforce this. All trade sites must arrange for the removal of their rubbish. Some bins will be provided on the day by the committee.

Electricity

- ✿ An outline of required electrical appliances needs to be completed. This will be sent to exhibitors that have requested power on their application. A fee is charged for each site needing power. Please complete this form accurately, it is the exhibitors responsibility to ensure the form is accurate with all necessary power clearly stated, additional power will not be able to be provided on the day if you have under estimated your requirements.
- ✿ All portable electrical equipment on site must have a current electrical test and tag, complying with NZS3760 wiring regulations. All catering sites (caravans etc) must have a current electrical WOF NZS3019.

Insurance, Security and Vehicles

- ✿ Exhibitors are advised to arrange personal insurance cover for their own property.
- ✿ All Exhibitors should have public liability insurance for an amount not less than \$2,000,000. Proof of this cover or an affidavit is to be produced for the Hanmer Springs Fete Committee if requested. The Hanmer Springs Fete Committee will not be responsible for any claim. Note: Please contact us if you require further information in regards to insurance requirements. The committee will accept extensions of cover to a domestic contents policy held in New Zealand if the insurer has agreed through imposed term to cover your business under this policy.
- ✿ The Hanmer Springs Fete will take all care but will not be responsible for any losses or damage incurred at this event.
- ✿ Trade Exhibitors are allowed one vehicle only inside the grounds to set up their site but it does not allow for the vehicle to remain parked inside the grounds. All vehicles must be out of the grounds by 9.30am.
- ✿ Public Safety is paramount – authorized vehicles only may driven inside the grounds to a maximum speed of 10km. Exercise extreme care.
- ✿ All vehicles must be out of grounds by 9.30am.
- ✿ No vehicles are permitted to remain inside the fete area during fete hours unless on the Exhibitors site or as part of the overall display.
- ✿ Vehicles must not block access ways anytime including set up.



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Exhibitor Admission

- ✿ Admission tickets will be provided for the event for stallholders in the form of lanyard to be worn on the day. Tickets are only issued if full payment has been received. Tickets are allocated per stall.
- ✿ Additional tickets may be purchased prior to the event for \$15 which will be invoiced to the same entity as your stallholder fee or at the gate for \$20 by cash only.
- ✿ No entry is permitted without a ticket.

Health and Safety

- ✿ Trade Exhibitors must follow the instructions of fete officials and marshals.
- ✿ Any fire or BBQ appliance must be fire safe compliant.
- ✿ Trade Exhibitors must comply with local body bylaws and requirements and Acts of Parliament (including Health & Safety Act and its amendments), which govern the erection of structures, the display and/or sale of machinery, vehicles and/or other products or goods of the Exhibitors and Aviation Safety Regulations. Trade Exhibitors are responsible for preparing and monitoring a Health and Safety audit for their site by identifying, isolating or managing any potential hazards for staff, volunteers, contractors and the public.
- ✿ Trade Exhibitors are responsible for briefing all staff and volunteers working on their site regarding the Health and Safety planning and monitoring of their site.
- ✿ Trade Exhibitors are required to have suitable, approved fire extinguishers on their stand at all times.
- ✿ All Trade Exhibitors using a heating appliance or apparatus must provide an appropriate non-flammable separation area of at least 2 meters wide between the public and the apparatus.
- ✿ There is to be No Smoking inside any marquees or grounds buildings.
- ✿ No Trade Exhibitor shall install or maintain any LPG container greater than 10 kg. All compressed gas cylinders must be secured against tipping and must have snap couplings.
- ✿ The HSF Committee reserves the right to order immediate removal from the grounds of any exhibits it considers dangerous, offensive or unmanageable.
- ✿ Each Trade Exhibitor must keep all display equipment and signs within their allocated site boundaries.
- ✿ All tent and marquee pegs must be covered with sandbags or shrubs as must other dangerous spikes, protruding objects.
- ✿ Trade Exhibitors must ensure that they keep walkways clear and no dangerous equipment or chemicals are accessible to the public.
- ✿ Trade Exhibitors are reminded that no exhibit shall be removed from the grounds until after 4pm on the day of the event.
- ✿ The First Aid Station is located at the Headquarters tent at the main entrance.
- ✿ Accidents and hazards must be reported to the Fete Health & Safety Officer.

Food and Hospitality

- ✿ Any exhibitor supplying from their site must apply to the Hanmer Springs Fete for a Special Fete Liquor License.
- ✿ Special Fete Liquor License hours are from 10am-4pm. No alcohol may be served after this time.
- ✿ No opened alcohol is allowed off any site.
- ✿ The Hanmer Springs Fete Committee has adopted a "No glass" policy for exhibitors offering hospitality.



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- ✿ Exhibitors offering hospitality should apply the Host Responsibility Policy and be responsible Hosts. The HSF accept no responsibility for your guests.
- ✿ The sale of food or confectionery lines, other than from approved outlets is prohibited.
- ✿ Raffle tickets, selling or touting can be sold by non profit organizations as long as it is done from their site or prior approval has been sought from the Hanmer Springs Fete Committee.

Liquor/Alcohol

- ✿ If you are intending on supplying (not selling) Alcoholic Beverage from your trade site you need to apply to the fete committee for a special show liquor licence hanmerspringsfete@gmail.com. You will not be allowed to offer liquor without permission from the committee.
- ✿ If you are selling alcohol from your site you need to contact the Hurunui District Council for a liquor licence for the event.

Advertising

- ✿ Sponsorship opportunities exist for Exhibitors and can negotiated by contacting the Hanmer Springs Fete Committee.
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- ✿ The privilege of distributing advertisements or other documents is restricted exclusively to Exhibitors at their respective stands. Placards or advertisement posted without authority will be removed.

Signage

- ✿ No exhibit shall erect scaffolding above the height of 2m for the purpose of signage. The Committee reserves the right to remove any signage they deem inappropriate. No signage shall be erected outside of their measured site. No signage shall be erected on the security fencing.

Use of Exhibitor Information

By completing the Trade Application form the exhibitor agrees that the Hanmer Springs Fete Committee (Referred to as HSF) acknowledges that:

- ✿ Exhibitor information details can be shown as part of the HSF information.
- ✿ Exhibitor details can be made available to the media for use in compiling the show newspaper supplements, for human interest stories, as well as for programme preparation and for the HSF to use in promotional and educational material about the fete.
- ✿ Exhibitors details can be made available to nominated companies that have exhibit resource materials provided that the HSF believes them to be reputable.
- ✿ Exhibitor and company details given to the HSF on the Trade Application Form will be directly transferred and used as the company listing in the Trade Exhibitors list in the programme and website.
- ✿ Exhibitors should clearly state the correct company name which will be publicised.

Removal

- ✿ No exhibitors display to be removed from the grounds until 4.00pm Friday. Dismantling of sites may take place anytime after 4pm on Friday evening. Displays must be completely removed from the grounds by the Saturday after the Fete.



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- ✿ Exhibitors whose items remain on the property after the Saturday will be liable for any costs incurred (legal or otherwise) plus a storage fee of \$50 per day until the items are removed from the grounds.
- ✿ Exhibitors are to take special care while setting up and dismantling their display as public and young children are walking freely in the area.
- ✿ Any contamination or damage to sites caused by exhibitors will be the responsibility of the exhibitor to rectify.

Cancellations

- ✿ In the unlikely event the HSF finds it necessary to cancel or postpone the fete, this contract will cease to operate upon notice to the effect, signed by the Manager of the HSF, being served on the Exhibitor in any of the following ways: posting to the address listed on the Trade Space Application Form, or by handing or offering it to any person, who appears or is thought by the HSF to be an agent or employee of the Exhibitor, via email to the address provided or by telephone call to the Trade Exhibitor.
- ✿ The HSF shall not be liable to the Exhibitor for any compensation whatsoever as a result of the cancellation or postponement of the Fete.
- ✿ If the fete is abandoned or postponed due to any reason beyond the control of the Committee, the Committee is under no obligation to refund in whole or in part any payments made by the exhibitors. Any refund will be at the discretion of the HSF Committee.

Exhibitor Cancellation

- ✿ If an exhibitor should cancel the contract or terminate a site booking:
 - Prior to 1st October 2024 the HSF will retain \$50 admin/cancellation fee.
 - On or after 1st October 2024 the HSF will retain \$100 cancellation fee.
- ✿ The HSF has the right to cancel this agreement and to retain any monies paid in relation to this contract if the exhibitor
 - infringes any of the exhibiting conditions, and/or
 - does not occupy the site during the full period of the fete to which this contract applies and/or
 - does not complete the site by 9.30am on Saturday 2nd November 2024