



A Project of the Ashburton Lions Club

# South Island Motorhome Show

Under 15  
**FREE**

Adults  
**\$5**

**Ashburton Showgrounds**  
Feb 29<sup>th</sup> - Mar 1<sup>st</sup> 2020 | 9am - 4pm

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[southislandmotorhomeshow.co.nz](http://southislandmotorhomeshow.co.nz)

Phone 027 531 9634 Email [enquiries@southislandmotorhomeshow.co.nz](mailto:enquiries@southislandmotorhomeshow.co.nz)

# Trade and Market Site Information Pack



## Introduction

This information pack sets out how to apply for trade and market sites at The South Island Motorhome Show. It includes site application form(s) and information on:

- key dates
- the types of trade and market sites available
- the cost of sites and extras such as power, marquee permits and entrance tickets
- general tips, requirements, terms and conditions

Note that trade and market site holders are not allowed to sell food and beverages. If you are interested in selling food and beverages at the South Island Motorhome Show please refer to our list of contacts highlighted in this information pack.

## The South Island Motorhome Show

The South Island Motorhome Show was the brain child of Murray and Bev Meadows. It has been held annually at the Ashburton A & P Showgrounds for the last 16 years.

The Lions Club of Ashburton became the custodians of this event in 2018.

Our weekend show is being held slightly later this time around, Saturday 29<sup>th</sup> February & Sunday 1<sup>st</sup> March, to fit in with the NZMCA national rally being held in Oamaru the following weekend.

It is the intention of the Lions Club to continue to grow the event and to ensure the profits of the South Island Motorhome Show will be distributed in our town and community through our Club's Charitable Foundation.

## **Contact Details**

### **Convenor**

Brendon Quinn

✉ PO Box 146, Ashburton 7740

☎ 03 308 0078 or 027 433 2864

✉ [coordinator@southislandmotorhomeshow.co.nz](mailto:coordinator@southislandmotorhomeshow.co.nz)

### **Trade and Market Site Convenor**

Rex Whiting

☎ 027 325 5349

✉ [tradesites@southislandmotorhomeshow.co.nz](mailto:tradesites@southislandmotorhomeshow.co.nz)

### **Digital Communications**

General enquiries Mike McAnulty

☎ 027 531 9634

✉ [enquiries@southislandmotorhomeshow.co.nz](mailto:enquiries@southislandmotorhomeshow.co.nz)

### **Private Sellers Convenor**

Michael McAnulty

☎ 027 531 9634

✉ [privatesellers@southislandmotorhomeshow.co.nz](mailto:privatesellers@southislandmotorhomeshow.co.nz)

### **Social Campers Enquiries**

Bruce & Leah Thomson

☎ 027 531 9634 or 021 599 734

✉ [socialcampers@southislandmotorhomeshow.co.nz](mailto:socialcampers@southislandmotorhomeshow.co.nz)

### **Food & Drink Stalls/Sites**

Neill Chapman

☎ 021 265 8357

## Key dates

<b>31<sup>st</sup> January 2020</b>	<b>Trade and market site applications close (applications received after this date cannot be guaranteed acceptance).</b>
<b>September through to December 2019</b>	Trade & Accessory sites are promoted by the South Island Motorhome Show marketing team.
<b>September 2019 to 31<sup>st</sup> January 2020</b>	Registrations of interest are being promoted & advertised for private sellers of motor home and caravans.  Posters being distributed throughout New Zealand, advertising being placed in suitable motor home & caravan magazines and websites.
<b>28<sup>th</sup> February 2020</b>	Ashburton District Council inspects marquees that require this compliance.  <b>(Friday)</b> Gates open from 8 a.m. Trade and market sites will be marked out by this date. Traders and private sellers are also permitted to take up their sites on this day.
<b>29<sup>th</sup> February 2020</b>	<b>First day of show (Saturday)</b> – gates open from 7:30 a.m. to allow access to trade and market sites with all sites to be manned from 9 a.m. The general public are given access from 9 a.m. as well.
<b>1<sup>st</sup> March 2020</b>	<b>Second day of show (Sunday)</b> – trade and market sites must be manned all day from 10 a.m. until 3.00pm, when dismantling of sites can commence.
<b>2<sup>nd</sup> March 2020</b>	Trade and market sites to be cleared by 12.00 noon

## The Types of Trade and Market Sites Available

Exhibitors at the South Island Motorhome Show can choose from a range of different types and sizes of trade and market sites.

- **Exhibitors can choose to apply for a trade or market site:** The trade sites are to be occupied by businesses involved in the motor home & caravan sector (e.g., suppliers of new and second hand motor homes & caravans, associated support businesses and supplies, specialised banking & insurance brokers). **Note: Refer to the site plan on the back page of this handbook**
- **Market sites:** The market sites tend to be occupied by a broader range of exhibitors, including community groups, food vendors, artisan producers and craftspeople. An area is available to a limited number of vendors with a range of items. Vendors do need to provide their own display tables and shelter from the elements. i.e. gazebo. **Note: Due to the nature of this event, exhibitors linked to mobile home & outdoor life-style goods are given preference.**
- **Exhibitors can choose from a range of differently sized sites.** An exhibitor's choice of site may depend on the size of site required.
  - Market sites, all (3 x 3m) are available.
  - Trade sites available range from small sites (5m front x 5m depth), medium sites (10 x 10 metre) up to very large trade sites (20m front x 20m depth). The details of the specific site sizes available are set out on the next page alongside the prices for each site.
  - **Note: Sites areas will be divided into specific themes. i.e. Trade & Accessory/ Private sellers and Market sites.**

## The Cost of Sites and Extras

To have a trade or market site at the South Island Motorhome Show, exhibitors must pay for the cost of the specific site. The cost of site varies depending on its size (as set out in the table below). In addition to the base cost for a site, there are extra costs that an exhibitor may need to pay. The extras (as detailed further below) relate to:

- power for trade sites - **there is no power available for outdoor market sites**
- the cost of an Ashburton District Council permit for marquees larger than 100m<sup>2</sup> (Traders having marques that require a permit need to deal directly with the Council [www.ashburtondc.govt.nz](http://www.ashburtondc.govt.nz))
- additional discounted show entry tickets (over and above those included within base site cost)

The South Island Motor Home Show does not organise for the hire of marquees or gazebos for outdoor market or trade sites. Site holders need to bring their own or organise hireage themselves.

**ALL PRICING INDICATED IS EXCLUSIVE OF GST (Invoices will provide a GST inclusive figure)**

Item	Site size	Cost	Inclusions/Exclusions
<b>Indoor market sites – Sites in Marquee</b>			
Not available 2020			
<b>Outdoor market sites</b>			
Base cost of site (for two days of show)	3m front x 3m depth	\$50.00	1 x 2 day entry tickets Power is not available
<b>Trade sites</b>			
Base cost of site (for two days of show, power and marquee permits are extra costs on top of this amount)	5m front x 5m depth can be combined i.e. 5 x 10m	\$100.00 Or 10 x 5m \$200	2 x 2 day entry tickets
	10 front x 10m depth	\$300.00	2 x 2 day entry tickets
	10m front x 15m depth	\$350.00	2 x 2 day entry tickets
	15m front x 20m depth	\$440.00	2 x 2 day entry tickets
	20m front x 20m depth	\$500.00	2 x 2 day entry tickets
	40m front x 20m depth	\$1,000	2 x 2 day entry tickets
On request	Variations may be possible	By negotiation	2 x 2 day entry tickets
Permit for marquees	Site with a marquee larger than 100m <sup>2</sup>	Arrange via Ashburton District Council	
<b>Additional adult show entry tickets</b>			
On the two days of the show, no one can get onto the showgrounds without an entry ticket. A certain number of entry tickets are included within the base cost of each site, but if you have more people involved with your site you will need to purchase additional event entry tickets.			
Adult show entry tickets \$5 each	Children under the age of 15 years have free entry	Extra site holder entry tickets per adult 1 day – \$5 2 day - \$10	Some adult tickets are included in base site cost as specified above

## How to apply for a trade or market site

To apply to have a trade or market site at the 2020 South Island Motorhome Show, you need to do so no later than **31<sup>st</sup> January 2020**. It is highly recommended applications are made a lot earlier than this date, as all sites from 10 x10m were fully booked by this date for our last show.

**Traders who wish to retain a former site (previously booked 2019) must confirm their site no later than by 15th November. A tax invoice will be sent at the end of November**

- complete the **application form** (template form included as **Attachment A** to this information pack), or fill out the online form on our website - [www.southislandmotorhomeshow.co.nz](http://www.southislandmotorhomeshow.co.nz)
- send your completed form(s) to the South Island Motorhome Show, Trade & Market Site Convener, by e-mail or post (for contact details, see page two of this information pack and/or the application form)

Important things to note regarding an application:

- late applications for trade and market sites (received after 31<sup>st</sup> January 2020) cannot be guaranteed acceptance
- receipt of an application for a trade or market site does not guarantee that the site requested is allocated to you – all applicants for sites will receive advice from the South Island Motorhome Show no later than the 31<sup>st</sup> January 2020 (including the size and location of site/s allocated). **Note: Return traders are offered their site/s from the previous year and confirmation must be no later than 15<sup>th</sup> November 2019 to retain the status quo.**
- once trade and market sites have been applied for, applicants will be sent an invoice for the cost of their site and any extras specified on their application form
- **a trade or market site allocation is not confirmed until a site holder has paid their site fees and extras in full**
- **all site fees and extras must be paid to the South Island Motorhome Show by the 31<sup>st</sup> January 2020.**

## Terms and conditions for site holders

By applying for a site an exhibitor is deemed to have read and accepts the terms and conditions set out below.

1. All precautions must be taken at all times to ensure public safety. Each site holder must be familiar with, and comply with, the provisions of the Health and Safety in Employment Act 2016 and any other act of Parliament, Regulations or Bylaws.
2. Exhibitors of machinery and mechanical equipment of any description must ensure that it is fully guarded so as to be incapable of injuring spectators while on display.
3. All site holders **MUST HAVE PUBLIC LIABILITY INSURANCE COVER FOR THE DURATION OF THE SHOW**. The South Island Motorhome Show will not be responsible for any claim.
4. The delivery of equipment and erection of displays must be completed by **9.00am** on Saturday 29<sup>th</sup> February 2020.

5. Nothing may be removed from sites before 3.00pm on Sunday 1<sup>st</sup> March 2020. No access will be allowed to sites before this unless the MHS Convener agrees to an exception.
6. Vehicles around trade and market sites will **not** be permitted unless they are part of the display. **Site holder's extra vehicles will be directed to allocated parking areas.**
7. There will be **no** vehicle access to sites after **10.00am** on Saturday 29<sup>th</sup> February, during the event, and before 3.00 pm either day. **If goods are to be delivered to sites during the event then the grounds committee (based at the event office) must be contacted and they will assist in delivery to sites.**
8. **All sites must be manned for the full two days of the event**, starting from 9 a.m. on Saturday 29<sup>th</sup> February and 10 a.m. on Sunday 1<sup>st</sup> March, unless there is an exemption granted by the MHS Convener.
9. All sites must be left in the condition in which they are found. If sawdust, bark or woodchip is to be placed on the ground, a tarpaulin or cover **MUST** be provided to protect the grass. It is the responsibility of the site holder to clear **ALL** sawdust, bark, woodchips etc. from their site. Any holes dug must be back filled and compacted with topsoil free of stones.
10. All sites are to be cleared by 12 noon on Monday 2<sup>nd</sup> March 2020 unless prior approval is sought from the site office not later than 4 p.m. Sunday 1<sup>st</sup> March.
11. Each exhibitor must keep all display equipment, signs, marquee rope/pegs etc. within their allocated site boundaries.
12. Site holders are responsible to ensure that all vehicles, equipment and exhibits are secure while not manned. The South Island Motorhome Show shall not be liable for loss of or damage to an exhibitor's property whilst on the show grounds.
13. Site holders requesting power are required to connect to the electricity using a residual current device (RCD). Site holders are required to bring their own power cords, RCD units and multi-boxes. **(Power sites are limited – only available to NZMCA service area, Food area & office).**
14. **Site holders must not sublet sites.** Food or beverages are **not to be sold on trade or market sites.**
15. Exhibitors **MUST** have a fire extinguisher available on their site.

Exhibitors cancelling their site at late notice or failing to appear at the show are not eligible for any refunds.

## **Attachment A: Application Form**

**Please complete the application form below.** The form can be printed, filled in by hand (please print clearly) and posted to: **South Island Motorhome Show Trade & Market Site Administrator, PO Box 146, Ashburton 7740**

Alternatively, you can fill in the online form on our website - [www.southislandmotorhomeshow.co.nz](http://www.southislandmotorhomeshow.co.nz)

Your completed application form (and host responsibilities form, if applicable) should be sent to the South Island Motorhome & Caravan Show Trade & Market Site Convener by **31st January 2020** - final deadline.



## Trade and Market Site Application Form

I wish to apply for a trade or market site at the South Island Motorhome Show to be held at the Ashburton Showgrounds on **Saturday 29<sup>th</sup> February & Sunday 1<sup>st</sup> March 2020**

I understand that all trade and market sites must be manned for the full two days of the show, starting 9:00am Saturday 29<sup>th</sup> February 2020.

### CONTACT DETAILS AND BASIC INFORMATION

Name	
Contact name	
Postal address (including postcode)	
Phone - landline:	
Phone - mobile:	
E-mail address	
Detailed description of services and/or products on display	

### SPECIFIC SITE REQUIREMENTS (PLEASE NOTE WE ARE NOW REGISTERED FOR GST)

I/we require following:

**Prices below are exclusive of GST**

Site type and size:		
Outdoor market site (3m x 3m)	Number of sites (maximum of 2)	Cost per site - \$50.00
Food Sites	Depending on size required - please state size	Cost from \$100.00 per site
Trade site (5m x 5m)		Cost per site - \$100.00
Trade site (5m x 10m)		Cost per site - \$200.00
Trade site (10m x 10m)		Cost per site - \$300.00
Trade site (10m x 15m)		Cost per site - \$350.00

Trade site (15m x 20m)		Cost per site - \$440.00
Trade site (20m x 20m)		Cost per site - \$500.00
Trade Site (40m x 20m)		Cost per site - \$1,000.00

*Same site as last year* **(NOTE GST TO BE ADDED TO ALL SITES WHEN INVOICED)**

Power needs:	Limited sites only in	<i>Likely to be sited away from main trade areas</i>	Cost per site \$30.00 In food area
	Market Sites	<i>No power available at such sites</i>	

Private Seller Sites	<i>Not available</i>
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Marquee permit:	Applies only to sites with a marquee > 100m <sup>2</sup>	TICK IF NEEDED	Must be arranged with Ashburton District Council
	Dimensions of marquee		

Supplier of marquee	
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**Attach** producer statement for marquee fabric and fire retardancy specifications

Additional show entry tickets:	<b>Saturday</b> adult entry tickets	Number of tickets	Cost per ticket - \$5.00
	<b>Sunday</b> adult entry tickets	Number of tickets	Cost per ticket - \$5.00
	<b>2 day</b> adult entry tickets	Number of tickets	Cost per ticket - \$10.00

Application submitted by:	Signature	
	Name	
	Date	

*Please note:* Once trade and market sites have been allocated, those applicants that are successful in being allocated a site will be sent an invoice for the cost of their site and any extras specified on their application form. All invoices must be paid in full prior to the show.

