



Manawatu Show

TRADE SCHEDULE



Manawatu & West Coast
Agricultural & Pastoral Association Inc
139th Annual Show

Saturday 1st November 2025

Post PO Box 501, Feilding 4740; at: Manfeild Events Centre, 59 South Street, Feilding 4702
Ph: (06) 323 1886; Email showmanawatuAP@gmail.com; website www.manawatushow.co.nz; [f manawatuandp](#)



MANAWATU ANNUAL SHOW 2025

139th SHOW

Convenor of Trade Vendors:

The Manawatu A&P Office

Phone: 06 323 1886

Email showmanawatuap@gmail.com

TRADE EXHIBITION SITES

Start planning your Trade Space Site at the Manawatu & West Coast A & P Association's 139th **Show** now! To all of those who supported us in previous year we thank you very much. To newcomers, we welcome you and hope you have a fantastic Show experience.

Show day is Saturday 1st November 2025

Gates are open from 9.00am to 4.30pm

The Manawatu & West Coast A & P Association Show continues to strive to grow more each year, including:

- Show Entries
- Trade Sites
- Family-friendly Entertainment
- Variety of Food Stalls
- Animal Farm World & Children's' Activities
- Competitions & Action
- Large public attending

The Manawatu & West Coast A & P Association would like **you** to be a part of this year's 2025 Spring Show.

Available sites:

Indoor Stadium: Indoor - Ideal for selling quality products of various interest to the Country and City/Town folk alike – toys, books, plants, confectionery, garments, Knick knacks, art, craft, educational & information stands, tools, **specialist** foods, home furnishings & decorations, just to name some.

Outdoor Trade: Suitable for Corporate Tents, Automobiles, Farming Equipment, Machinery, Clothing, Furniture, Garden items & Furniture, Small Outbuildings, Sports & Leisure.

The following **prices** are for **One Day**

INDOOR Trade Sites in the Main Stadium

To be charged at \$10.00 per square metre incl. gst

Size of bare sites available: (3 x 3) 9 square metres
(4 x 3) 12 square metres
Or Agreed on by Manawatu A&P.

Additional: Power

Single phase power (you supply extension cord) \$50.00 incl

1.8m Trestle Tables available – \$15 each for 1 day hire – must book prior. Please indicate on your application form.

OUTDOOR Trade Sites

You set these up yourselves. Site Holders to supply own overhead cover.

Size of bare site To be charged at \$10.00 per square metre incl. gst

Outdoor trade site sizes can be determined by the site holder and agreed on with Manawatu A&P

Please indicate the approximate size you would like to have.

Minimum size (3 x 3) 9 square metres.

Additional: Power

Single phase power (you supply extension cord) \$50.00 incl

3 phase power – \$90.00 incl

Public Gate Fees

- \$15 Adults
- \$ 5 5 years- 13 years
- Under 5 Free

Power

To have power supplied to your site, you must request this on the Application Form and it will be added to the invoice.

Subletting

If you are sharing a Trade site, please make sure you let us know who your sharing with, likewise if you are unable to attend and you allow someone else to take over your site. This alleviates any misunderstandings with the Association.

Ticket Allocation

ALL Trade Site holders receive 2 wrist bands and vehicle pass, which are valid for the duration of the show. These will either be posted out or they can be picked up from the office by agreement with the office prior to Saturday. These must be available if required to show at the main entrance gate for entry.

Additional wristbands are available from the office at \$5.00

Car Parking

There will be **NO** vehicles allowed in the trade area between 8.30 am and 4.30 pm. Exhibitors must park their Vehicles in the main Car Park provided.

Cars found inside the show area during the Show, will be required to move them,.

Specialty Liquor Trade Sites:

This will be at the discretion of the The Manawatu & West Coast A & P Association.

Please email showmanawatuap@gmail.com to discuss this further

BOOKING YOUR TRADE SITE

Your booking is not confirmed until payment invoice is received.

Three easy options:

1. Email

Email your entry to showmanawatuap@gmail.com and we will generate an Invoice and send it to you:

2. Post

Please complete your application form, take a photocopy for your own records, then post your signed forms, and an invoice will be sent by your preferred contact method.

Manawatu A & P Association
PO Box 501
Feilding 4740

Confirmation of trade sites will be notified by email/post approximately a week before the show.

Setup Dates / Days and Times

Friday 31 st October	1pm - 6.30pm - Trade Set Up Indoor & Outdoor
Saturday 1 st November	7.00am - 8.30am - Trade Set Up Indoor & Outdoor

Pack Down Days / Dates and Times

Saturday 1 st November	Any time after 4.30pm, until 7pm - Indoors
Sunday 2 nd November	Outdoors 8.30am to 3pm

All Trade Sites **must** be cleared by 5.00pm Monday 3rd November

- ✓ **It is your responsibility to leave your Trade Site in the Condition that it was before you Set-Up**
- ✓ **No drawing pins/sticky labels/tape/blue tack or other is to be left on panels, walls or floor**
- ✓ **Please remove all rubbish from your sites.**

Lunch/food is available for purchase at the outdoor Public Food Court.

TERMS & CONDITIONS

Applications

The Manawatu & West Coast A & P Show Association may accept or decline any application.

Payment of Trade Site Fees

- All Trade Site fees must be paid in full prior to arriving on site.

Sub Letting

If you are sharing a Trade site, please make sure you let us know who your sharing with, likewise if you are unable to attend and you allow someone else to take over your site. This alleviates any misunderstandings with the Association

Show Days

- The show gates will open to the public from 9.00am to 4.30pm.
- Exhibitors are expected to have their sites fully operational during the full advertised opening hours of the Show, unless by prior arrangement.

Exhibits

- The Trades Convener, or any other person appointed by the Manawatu & West Coast A & P Association, 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 Society.
- Set up and pack down times are advised on page 5 or by prior arrangement
- During the Show no vehicle access will be allowed to the show area between 8.30 am – 4.30 pm.
- The Distribution of any form of promotional material or other forms of marketing outside of the Exhibitors site boundary is prohibited.
- The Manawatu & West Coast A & P Association will send you the necessary information re which gate is best for you to enter in relation to your Trade Site.
- There will be a security checks at intervals throughout the night.
- Any trenching or digging up of the grounds must be put back as it was found by the exhibitor. Failure to do this will result in an invoice being sent out for any repairs.
- The use of amplifiers or loud speakers by Exhibitors is restricted to the extent that it does not interfere with show announcements.
- Camping overnight on your site is at the discretion of the Administrator. If you have any questions about what facilities are available, please ask.

Power

- Power supply is 240v / 3 point plug. Limited 3 phase may be available.
Exhibitors requiring power must bring with them an extension lead up to 30 metres long with a current safety certificate. Any Power Lead requiring Safety Inspection on site will be at the exhibitor's expense, and MUST be paid at the time of Inspection.
- Indoor power in the Main Stadium MUST be requested when booking. Single phase power will be charged out at \$50 per Trade Site
- Power for Outdoor Sites MUST be requested when booking. Exhibitors must supply their own extension lead. Single phase power will be charged at \$50 per site; 3 phase power will be charged at \$90 per site.

Insurance and Security

- The Manawatu & West Coast A & P Association does not insure Exhibitor's property.
- There is Night Security Surveillance on site from Thursday night to Saturday night 9pm to 8am. Outside these times you are responsible for your own site security.
- The Association will not be liable for loss or damage to the Exhibitor's property while it is on the Show Site.

Vehicles

- No vehicles other than Association Service Vehicles are permitted on exhibition sites during the Show hours. Cars and Vehicles parked on roadways between 8.30am and 4.30pm will be removed at the Exhibitor's expense.
- No Vehicles are to be parked on the Trade Sites unless they are part of the Display. Vehicles are to be parked in the designated car parks.

Exhibitor Admission and Ticket Allocation

- Admission of Exhibitors through the gates on Show day requires a **one-day ticket/wristband**.
- Additional tickets/wristbands can be purchased at the office.

HEALTH & SAFETY

"The Manawatu A&P Association is required to conform to the **Health and Safety at Work Act 2015**; therefore you are required to carry out your work or undertaking on the Manfeild Park premises to comply with this Act. As a show exhibitor at this venue you are obligated to accept responsibility for ensuring a safe showing venue within the focus of the Act. As a user of these facilities, you are required to manage and supervise all your activities to ensure the good Health and Safety of all people involved in the show, at all times.

Specific Requirements:

- All vehicles, caravans and floats requiring power must have a Warrant of Electrical Fitness that meets legislation standard AS/NZS 3001.
- Any and all electrical equipment, including extension power leads, must be tested and tagged with a current tag. (Standard AS/NZS3760)
Vehicles and leads may be checked and tagged during the show, by appointment, on a strictly 'user pays' basis.
- All Tent and Marquee pegs, spikes or protruding objects must be covered safely.

Advertising and Schedules

- If you would like any advertising to be included in any Show Promotional material or would like to advertise in the Show Catalogues, please include this on the application form.
- Sponsorship or Corporate Membership opportunities exist for Exhibitors and can be negotiated by contacting the Administrator of the Manawatu A & P Show.

Use of Exhibitor Information

By completing a Trade Space Application Form the Exhibitor agrees and the Manawatu & West Coast A & P Association acknowledges that:

- (a) Exhibitor information details can be shown as part of the Manawatu & West Coast A & P Association information.
- (b) Exhibitor details can be made available to the media for use in newspaper supplements, for human interest stories, for program preparation and for the Manawatu & West Coast A & P Association to use in promotional / educational material about the Show.
- (c) Exhibitor details can be made available to nominated companies that have exhibit resource materials, provided the Manawatu A & P Association believes them to be reputable.

Cancellation

- The Manawatu & West Coast A & P Association shall not be liable to the Exhibitor for any compensation whatsoever as a result of the cancellation or postponement of the Show. Any refund to Exhibitors as a result of cancellation or postponement will be at the discretion of the Manawatu & West Coast A & P Association Committee.
- Exhibitor cancellations must be made in writing – Email will be accepted.
Prior to Friday 28th October, any refund shall be at the Manawatu & West Coast A & P Association's discretion, notwithstanding that 30% shall be retained to cover any administrative costs incurred.
- The Manawatu & West Coast A & P Association has the right to cancel this contract and to retain all monies paid in relation to this contract if the Exhibitor infringes any of the exhibiting conditions.

Animals

- Dogs other than those in organised show activities are not permitted on the Manawatu & West Coast A & P Showgrounds / Manfeild Park Complex. Other animals only by request, as part of an exhibition.

**NOTE: Not all outdoor Trade Sites will have power available to them
NB: you must supply a currently certified extension cord.**

Application Form

Indoor / Outdoor Trade Sites

Manawatu A & P Show Saturday 1st November 2025

Please complete this form, take a photocopy for your own records, then return signed, by either post or email to showmanawatuap@gmail.com or Manawatu & West Coast A & P Association, PO Box 501, Fielding, 4740.

- A Tax Invoice will be posted/emailed to you once your application has been received.

Company Name	
Contact Person	
Phone Number	
Email	
Postal Address <i>(required for Tickets/information)</i>	
Product / Service Description:	
Indoor Site Size <i>Please circle</i>	<input type="radio"/> 3m deep x 3m wide <input type="radio"/> 3m deep x 4m wide
Outdoor Sites	Can be Determined by Exhibitor and agreed by Manawatu Show organisers. Minimum 3x3 site. m xm
Power Required: Please indicate if you require power.	Single Phase: YES NO
	3 Phase: YES NO
Additional Wristbands Required: (\$5 each)	YES NO Number:
Contact Person on Event Day <i>If different from above</i>	
Phone Number <i>If different from above</i>	
Signature	

As a Trade Exhibitor

- I /We undertake to abide by the Terms and conditions set out in the Schedule of Conditions and the rules governing the conduct of the 2025 Manawatu Show. In respect to the Privacy Act, I acknowledge that my Company Name, address and details are held by the Association and that these may be released by the Manawatu & West Coast A & P Association for Promotional purposes.