



# ARRIVAL CHECKLIST



**PLEASE ENSURE YOU HAVE READ THROUGH THESE POINTS UPON ARRIVAL TO ENSURE YOU ARE FULLY CHECKED INTO OUR SHOW AND YOU ARE OPERATIONAL FOR THE EVENT**

## CONTACT MARIA OTTLEY



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- **CHECK INTO TRADE OFFICE ON ARRIVAL DURING THE FOLLOWING FOR COLLECTION OF WRISTBANDS AND HEALTH AND SAFETY BRIEFING:**
  - Tuesday 4th 9am - 5pm
  - Wednesday 5th 8am - 5pm
  - Thursday 6th 8am - 8pm
- NO VEHICLE ACCESS AFTER 8AM ON SHOW DAYS
- NO VEHICLE MOVEMENT ON SITE BETWEEN 8.30AM-5.30PM ON SHOW DAYS
- EXHIBITOR STANDS FULLY OPERATIONAL BY 8.30AM
- RESTOCKING BY VEHICLE ONLY AFTER 5.30PM FRIDAY
- TRADE HAPPY HOUR FUNCTION 5.30-7.30PM FRIDAY AT B.EFFECT/PEMBROKE BAR

## TRADE FOOD & DRINKS

QUICK AND EASY REFRESHMENTS ARE AVAILABLE TO PURCHASE AT THE RUGBY CLUB ROOMS FROM FRIDAY MORNING, LOCATED BESIDE THE MAIN RING

A coffee cart will be operating in place from Wednesday evening, located behind the Trade office at the end of row P.

**THE UPPER CLUTHA A&P SOCIETY WISH YOU EVERY SUCCESS AT THIS YEARS SHOW AND THANK YOU FOR YOUR SUPPORT.**

