



# EXHIBITOR CHECKLIST



**PRIOR TO ARRIVAL, GO THROUGH THE FOLLOWING CHECKLIST TO ENSURE THAT YOU ARE ALL SET FOR THE WĀNAKA A&P SHOW**

**CONTACT  
MARIA OTTLEY**



Phone 03 443 9559  
Email [trade@wanakashow.co.nz](mailto:trade@wanakashow.co.nz)  
Post PO Box 79, Wānaka 9343

- Read through exhibitor guide and T&Cs.
- Paid site fee in full – check your invoice for any outstanding balances.
- Confirmed site details (size, power etc) on invoice. Refer to the site map to confirm details of your pitch. Site number is quoted on invoice reference.
- Submitted 'Power Usage Form' if on a powered site or Food Vendor.
- Confirmed marquee and equipment – see our recommended supplier list.
- Liquor licence information submitted.
- ServeWise training course completed if serving alcohol – <https://servewise.alcohol.org.nz>
- QLDC building exemption permit obtained for 100m<sup>2</sup> or larger structures.
- Online H&S Induction completed.
- H&S induction forwarded to any contracted suppliers.
- Ordered any additional trade wristbands before 23rd February.
- Tested and tagged your electrical equipment.
- Booked your loadall/forklift with Upper Clutha Transport for pack in and out.
- Booked your Waste Collection with Wānaka Wastebusters.
- Reviewed our sustainability guide regarding waste and packaging.

