

# The Bay Of Islands Pastoral & Industrial Show



[www.bayofislandsshow.co.nz](http://www.bayofislandsshow.co.nz)

## Trade Site Application Form

**Saturday 12th November 2011**  
Showgrounds Road  
Waimate North

Forms and Payment to be submitted by:  
Friday 21st October 2011  
(to be included in Trade Directory)

### Contact Details

**Postal Address:**

*Secretary  
The Bay of Islands P & I Assn.  
P O Box 26  
Kerikeri 0245*

**Email:** [info@bayofislandsshow.co.nz](mailto:info@bayofislandsshow.co.nz)

**Phone:** 09 401 7968

**Trade Steward:** Tony Mudford

**Phone:** 09 401 7472

## Exhibitors Information

The Bay of Islands Show continues to be a successful and enjoyable event attracting over 10,000 visitors. There is high demand for the limited number of Trade Sites available so forms should be submitted promptly to secure a Site.

### Terms & Conditions

All exhibitors must comply with the Show rules and Health and Safety Requirements as detailed in this form. All instructions given by Show Officials must be adhered to.

### Setup and Security

Exhibitors may setup their sites on Friday 11th before 7pm and on Show Day before 8am. There will be security at the showgrounds overnight, but no responsibility is attached hereto. The Trade Site Stewards will direct exhibitors to their allocated site. Exhibitors' vehicles must be fully confined within their site or else parked in the main car-park.

### Food Stalls

Exhibitors wishing to sell food must submit a list of the intended sale items for approval.

### Power

Power can be supplied to sites for an additional flat rate fee. Exhibitors must provide an estimate of their peak power usage to ensure their requirements can be met.

### Cancellation

If the show is cancelled 80% of the site fees will be refunded to exhibitors.

### Gate Passes

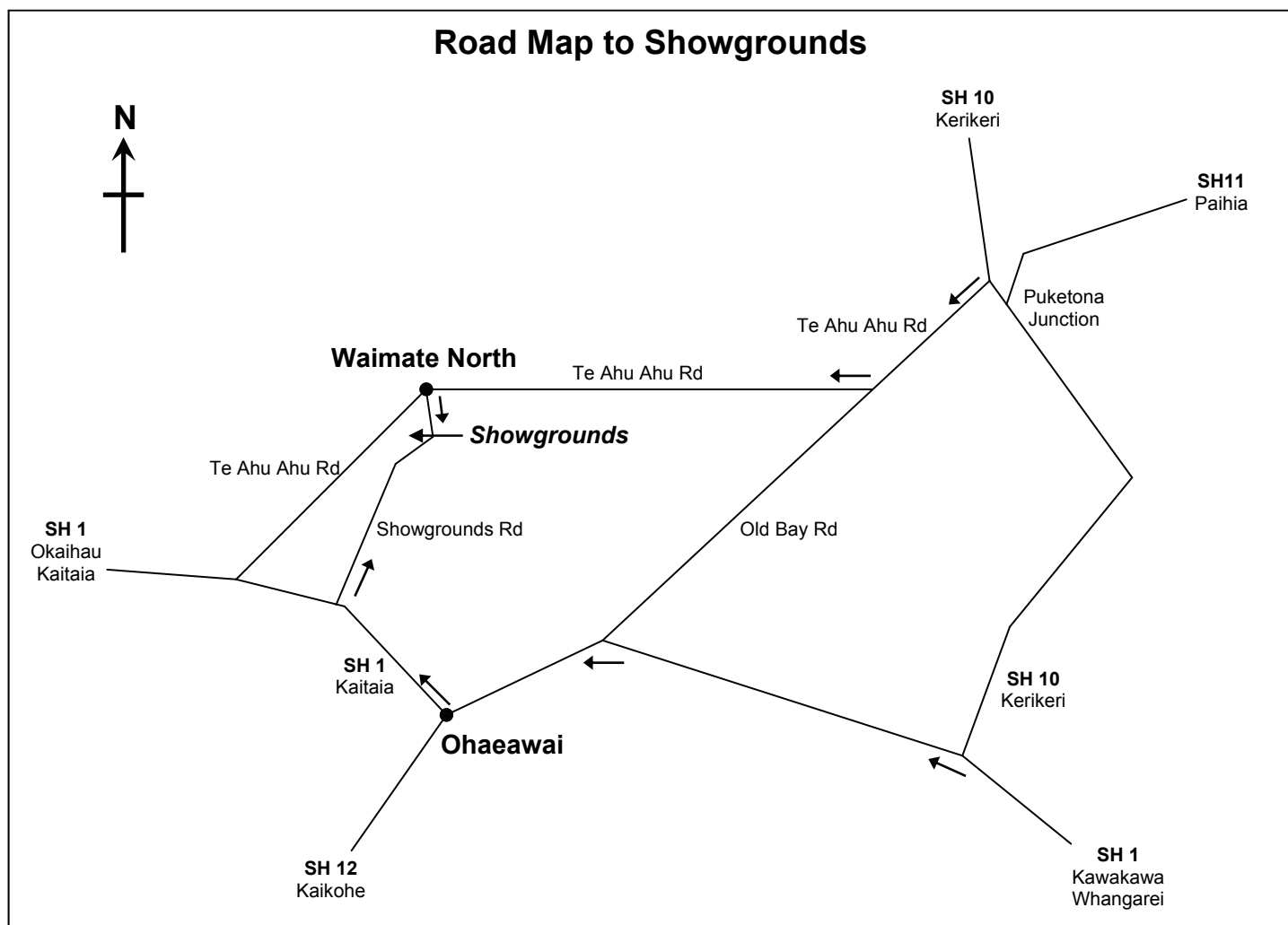
Exhibitors receive one free Show Ticket for each site.

### Membership Subscription

Membership to the Association for 2011 is \$25. Members receive two Show Tickets, a Show Schedule and the opportunity to be involved with the governance of the Show.

### Dogs and Pets

No dogs or other pets are allowed on the grounds.



# Exhibitors Health and Safety Requirements and Guidelines

As a member of the Royal Agricultural Society of New Zealand (RAS), the Bay of Islands Pastoral and Industrial Association is committed to the protection of people from accidental injury or damage whilst they are on the Association's grounds.

The Bay of Islands P & I Association will not be responsible for any accident, loss or damage that may be caused to or suffered by an exhibit, or which may be caused directly by any other exhibit, notwithstanding any alleged negligence on the part of any officer or servant of the Association, and it shall be a condition of entry that each exhibitor shall hold the Association indemnified against any claim in respect of any such accident, loss or damage caused by any exhibit of such exhibitors. All exhibitors are asked to comply with the Health and Safety in Employment Act 1992, Health and Safety in Employment Amendment Act 2002, Hazardous Substances and New Organisms Act 1996.

By signing the application form declaration, exhibitors accept the conditions of entry and indemnify the Bay of Islands P & I Association under the provisions of the Health and Safety in Employment Act 1992 and any amendments since that date.

*The Association requests that all exhibitors abide by the following Health & Safety requirements whilst they are on the Association's Showgrounds.*

1. Work in conjunction with the Association to ensure potential hazards are eliminated for the protection of people from accidental injury or damage.
2. Electrical Power cords, plugs and fittings should be placed where they do not create a hazard for people and be away from water sources. Power cords must be certified by an electrician.
3. Guy wires and pegs must be placed where they do not create a hazard for people. Pegs must be covered. Do not attach guy ropes to main equestrian ring guard rail.
4. Please keep within your allocated site to allow access between your site and the neighbouring sites.
5. Have signs indicating access and exit routes for the exhibit and ensure access ways are clear and safe.
6. Implement a crowd control strategy and if necessary erect fencing to safely control movement of people.

## **Additional Guidelines for Food Stalls and Mobile Units**

1. Have a fire extinguisher handy to cooking facilities and a fire/emergency procedure in place.
2. All cooking appliances must be safe to operate (especially gas equipment) and located away from show visitors.
3. Abide by the Northland District Council Environmental Health Officer's requirements for food safety and hygiene.
4. All Food should be served using suitable tongs, scoops, clean gloves and serviettes. Clean protective clothing should be worn. There must be hand-washing facilities available.
5. Food Storage and Display Units should be temperature controlled and all food should be covered.
6. Ensure your site area is kept clean and tidy including your waste collection.

**A full copy of the Association's Rules and the Health and Safety Rules is available from the Secretary.**

# Trade Site Application - The Bay of Islands P & I Show 2011

Closing Date for Trade Site Applications is 21st October 2011

(to be included in the Trade Directory)

<b>Exhibitor (Business)</b>	
<b>Postal Address</b> (Including Postcode)	..... ..... ..... ..... .....
<b>Phone Number</b>	
<b>Mobile Number</b>	
<b>Email</b>	
<b>Contact Person</b>	
<b>Exhibit Details</b> Provide a description of the exhibit and any details that may determine its best location (noisy ride etc). Exhibitors selling food must include a list of intended sale items.	..... ..... ..... ..... ..... .....

Item	Number	Fee	Amount
Full Site (9m frontage x 12m)		\$140 per site	
Half Site (6m frontage x 9m)		\$80 per site	
Power for Sites (optional)	(Watts)	\$30 per exhibitor	
Additional Gate Tickets (optional)		\$10 per ticket	
Membership to Assn. (optional)		\$25 per subscription	

**Fees include GST. GST No: 55-191-255.** **Total**

*By signing this Trade Site Application I/We have read and understood the Exhibitors Health and Safety Requirements and Guidelines.*

Signed by: \_\_\_\_\_ on behalf of \_\_\_\_\_

Payment can be made by cheque (payable to The Bay of Islands P & I Assn.) or internet banking.  
Please return this form to:  
**The Bay of Islands P & I Assn.**  
**P O Box 26**  
**Kerikeri 0245**

**Email:** info@bayofislandsshow.co.nz  
**Phone:** 09 401 7968

**Internet Banking**  
**Account: 03-0334-0011017-000**

Particulars	Code	Reference
Exhibitor/Business Name	2011	Trade Site

Please write the payment date: \_\_\_\_\_