



Bay of Islands Pastoral and Industrial Association (Inc)
 P O Box 26
 Kerikeri 0245. NZ

email: bayofislandsshow@xtra.co.nz
 web: www.bayofislands.co.nz/show

Savouring The Source. November 14, 2009

Held in the giant marquee at the Showgrounds, Showgrounds Road Waimate North

<u>Information for Exhibitors</u>	Cost per stall space:	\$150.00 .00 (incl GST)
	Stall size approx:	3 x 3 metres
	Cost per half size stall	\$ 75. 00 (incl GST)
	Stall half size:	1.5 x 3 metres

You will be under cover.

You must supply your own tables and chairs

Power is available if you need it. The charge is: \$ 14.00.
Be sure to bring your own heavy duty extension cord

Set up times : **Preferably Friday after mid-day November 13**
 : Must be set up **by 8am** morning of show, **November 14**

A **full** size stall registration receives **2** complimentary passes. Half size, **1** complimentary pass.
 For extra passes at **\$6.00** each please apply to the secretary when you send in your registration

Registration is open now. Last day for registration is **November 7, 2009**

** If you are cooking you must have your own fire extinguisher in your stall

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Registration Form

Please make cheque out to **BOI Pastoral & Industrial Ass.**
PO Box 26 Kerikeri

Name of Company/ Organisation :

Contact person :

Address :

Phone

Fax

e-mail

Stall spaces required :

full size one \$

two \$

half size one \$

I need power (please circle)

Yes

\$

I need extra tickets at **\$6.00** each

No. required

\$

Cheque enclosed : \$

HEALTH AND SAFETY REQUIREMENTS AND GUIDELINES

ALL EXHIBITORS

1.
Please ensure that all power cords, plugs and fittings are safe and are out of the way of people moving about and also out of the way of water. Power cords must be certified by an electrician.
2.
Have guy wires and pegs placed in such a manner that they do not create a hazard for people moving about. Pegs should be covered. Do not attach guy ropes to main equestrian ring guard rail.
3.
Please keep within your allocated site so as to allow access between your site and your neighbour.
4.
Have signs indicating access and exit routes and have access ways clear and safe.
5.
Implement a crowd control strategy and maybe erect security fencing if you think this would help.
6.
Work in conjunction with the Association in ensuring as many hazards as possible can be eliminated for the protection of people from accidental injury or damage.

ADDITIONAL GUIDELINES FOR FOOD STALLS AND MOBILE UNITS

1.
Fire Protection -Have a fire extinguisher handy to cooking facilities. Have a fire/emergency procedure in place.
2.
Appliances -Make sure that all appliances are safe to use including gas safety.
3.
General food safety and hygiene -Be conversant with the local Council's Environmental Health Officer's requirements. (For more information contact Mr Jeff Garnham -021 961 479)
4.
Food Storage and Display Units -All units should be temperature controlled. Protect and cover all food and have hand washing facilities available.
5.
Food Handling -Use safe food service eg, tongs, scoops, clean gloves and serviettes. Wear clean protective clothing.
6.
General Cleanliness -Ensure area is kept clean and tidy including waste collection.
7.
General Safety -Have procedures in place to control infants and children in potentially hazardous area eg, fat fryers, grills and BBQ's.

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

The Bay of Islands P & I Association thanks all exhibitors for their efforts in ensuring the best possible Health & Safety of all people whilst they are on the Association's Showgrounds.