

BAY OF ISLANDS P & I ASSOCIATION (Inc)
TRADE SITE INFORMATION
&
APPLICATION FORM

BAY OF ISLANDS P & I SHOW (WAIMATE NORTH)
2009

VENUE

Association's Showgrounds at
205 Showgrounds Road, Waimate North

SHOW DATE

Saturday 14th November, 2009

SIGNED APPLICATION FORM TO BE IN BY

Friday 23rd October, 2009

Contact Numbers & Address's:

Bay of Islands P & I Association
P O Box 26, Kerikeri 0245
Email: bayofislandsshow@xtra.co.nz
Web: www.bayofislands.co.nz/show

Secretary:

Mr Selwyn Driver
Phone: 09 407 8143
Fax: 09 407 3463

Trade Stewards:

Tony Mudford 09 401 7472
Ken Thompson 09 405 9470

BAY OF ISLANDS P & I SHOW (WAIMATE NORTH) – 2009

SHOW DATE: SATURDAY 14 NOVEMBER 2009

Dear Trade Exhibitor

Attached is the information that relates to your joining us as an exhibitor on Show Day, November 14th 2009.

The Bay of Islands Show continues to prosper. There were an estimated 10,000 persons visiting the Show in 2008. This growth and the pressure on trade sites pose some challenges.

There will be two types of Sites - a **Full Site** (9m x 12m - 108m²) and a **Half Site** (6m x 9m - 54m²).

As a result of an increase in interest for Trade Sites, the Show Executive has set the closing date for applications to be in by, together with payment, to **Friday 23 October, 2009**. ***This date will be strictly enforced by the Stewards.***

IF YOU WISH TO SECURE YOUR TRADE SITE(S) PLEASE GET YOUR APPLICATION AND PAYMENT IN EARLIER NOT LATER.

Lastly please note that vehicles belonging to exhibitors, must be parked in the main car park – unless they are fully confined to your paid site.

We are looking forward to a most successful Show Day again, and look forward to your company.

If you have any queries, please contact one of us on the numbers below.

Tony Mudford 09 407 9196 (day), 09 401 7472 (after hours).

Ken Thompson 09 405 9470

Thanking you for your participation.

Yours faithfully

**Tony Mudford
Ken Thompson
Trade Stewards**

Information for 2009.

Page 3. The list of Trade Sites available for 2009 and general information.

Page 4. Health and Safety requirements with guidelines.

Page 5. Direction map to Showgrounds

Page 6. Application Form.

If you wish to attend please fill in the application form on page 7 with your details and site requirements. Then cut it off and send it back with your remittance to the address stated on the application form by Friday 23th October, 2009. On receipt of this, a Tax Invoice/Receipt, & tickets etc, will be sent back to you.

SITE DETAILS AND GENERAL INFORMATION

1. 2008 SITE DETAILS.

The following sites are available:

Note: All costs include GST.

(A) - Full Sites.

Sites: 9m (frontage) x 12m (depth). (This is the minimum size.)

Exhibitors to supply their own tents etc if required.

Cost: \$100 per site.

If power is required, there is a flat rate of \$25 for the total area used.

(B) - Half Sites.

Sites: 6m (frontage) x 9m (depth). (This is the minimum size.)

Exhibitors to supply their own tents etc if required.

Cost: \$60 per site.

If power is required, there is a flat rate of \$25 for the total area used.

2. **SITE ALLOCATION:** These will be done by the Trade Stewards and on arrival at the show you will be told and shown where your site(s) are.

3. GATE PASSES.

You will receive **one** free gate pass for every site that you purchase. Additional passes can be purchased from the Secretary for \$6 each.

(NB. - 1 gate pass admits 1 adult only plus children 12 & under).

4. MEMBERSHIP SUBSCRIPTION.

If you wish to become a financial member of the Association, this will cost you \$25 per year. Being a member entitles you to two gate passes and a Show Schedule.

5. SET UP AND SECURITY

If you wish to do so, you can set up your site(s) on Friday and if this can be done by 7pm this would be appreciated. If you are unable to get there on Friday please be there by **8.00am** on Saturday morning. The gates officially open at 7.00am on Saturday morning. There is security organised for Friday night.

6. FOOD STALLS

Anyone wishing to sell food must submit a list of the intended sale items to the committee for approval before applications will be approved and processed.

7. **In the event of the show being cancelled, 80% of site fees will be refunded to exhibitors.**

8. **No DOGS ARE ALLOWED ON THE GROUNDS DURING THE DURATION OF THE SHOW.**

9. HEALTH & SAFETY POLICY

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 at Waimate North. ***(Please refer to guidelines on page 4.)***

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.

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.

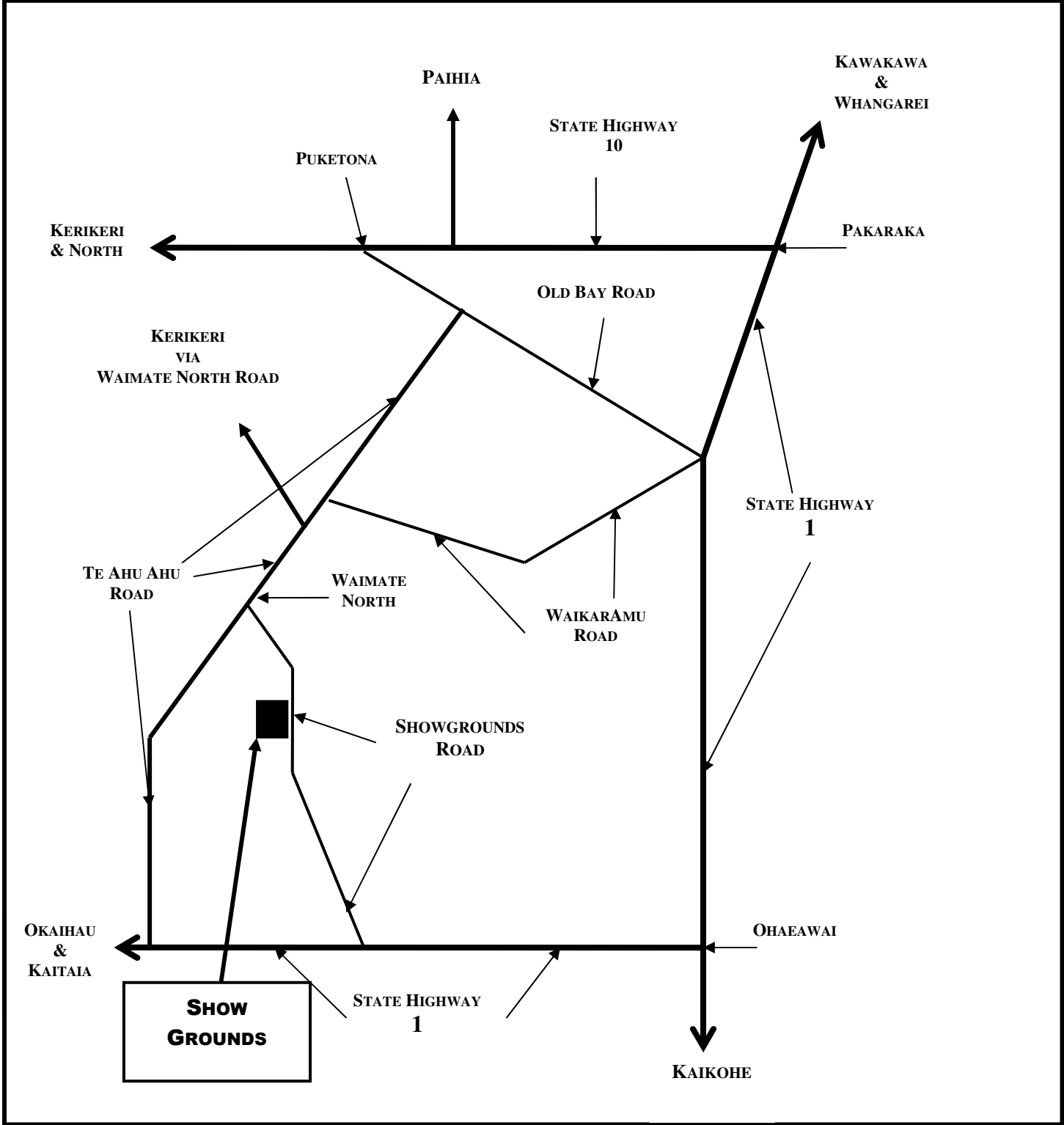
ADDITIONAL GUIDELINES FOR FOOD STALLS AND MOBILE UNITS

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 handwashing 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.

**DIRECTION MAP TO
BAY OF ISLANDS SHOW
(WAIMATE NORTH)
(NOT TO SCALE)**



APPLICATION FORM FOR TRADE SPACE - BAY OF ISLANDS P & I SHOW - 2009

Please fill in form, cut off and return to Bay of Islands P & I Association, Box 26, Kerikeri 0245
by Friday 23rd October, 2009..

Name of Exhibitor
(Business):

Postal Address:

Town & Postcode:

Phone Number & Mobile:

Fax Number:

Email:

Contact Person:

SITE DETAILS

Type of Site Required: (Please tick one.)

Full Site

Half Site

Number of Site(s) Required:

Power for Sites: (Please tick one.)

Yes

No

Brief Description Of Exhibit

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All fees incl GST. GST NO: 55-191-255 A
Tax Invoice/Receipt will be issued

Please use this part of the form to calculate the cost of the site(s) that you require, also if you need more gate passes and if you wish to become a financial member of the Association.

Full Site	No required _____	\$100 per site.	= \$ _____
Half Site	No required _____	\$60 per site.	= \$ _____
Power (all sites)		\$25 Flat Rate per Exhibitor	= \$ _____
Extra Gate Pass Tickets	No required _____	@ \$6 per pass ticket	= \$ _____
Membership Subscription (optional)	No required _____	@ \$25 per subscription	= \$ _____
Total Owing			= \$ _____

Please find enclosed my/our remittance for \$ _____ to cover the Total Owing amount.

I hereby make the above application for a trade site(s) subject to the rules, regulations and the Health & Safety requirements of the RAS and Bay of Islands Pastoral and Industrial Association as if inserted at length and my signature on the application form denotes acceptance of the rules, regulations and the Health & Safety requirements.

Signed by: _____ on behalf of