



The Bay of Islands Pastoral & Industrial Association

New Zealand's oldest A&P Show

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and funded by Northland Regional Events Fund



2022 Trade Site Application

Saturday 12 November 2022

Showground Road, Waimate North

Forms & Payment to be submitted by
Friday 21 October 2022

Contact Details

Postal Address: Mel Morgan (Secretary)
The Bay of Islands P & I Association
P O Box 26
Kerikeri 0245

Email: info@bayofislandsshow.co.nz

Phone: 0210 918 8228

Trade Steward: Tony Mudford

www.bayofislandsshow.co.nz



Exhibitors Information

The Bay of Islands Show continues to be a successful & enjoyable event attracting around 10,000 visitors. There is high demand for the limited number of Trade Sites available so forms & payment should be submitted by **21 October 2022** to secure a Site.

Terms & Conditions

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

Setup and Security

Exhibitors may set up their sites on Friday 11 November before 7pm & 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.

Site take down

Exhibitors may not take down sites until after the Grand Parade at 3.30pm on Show day.

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

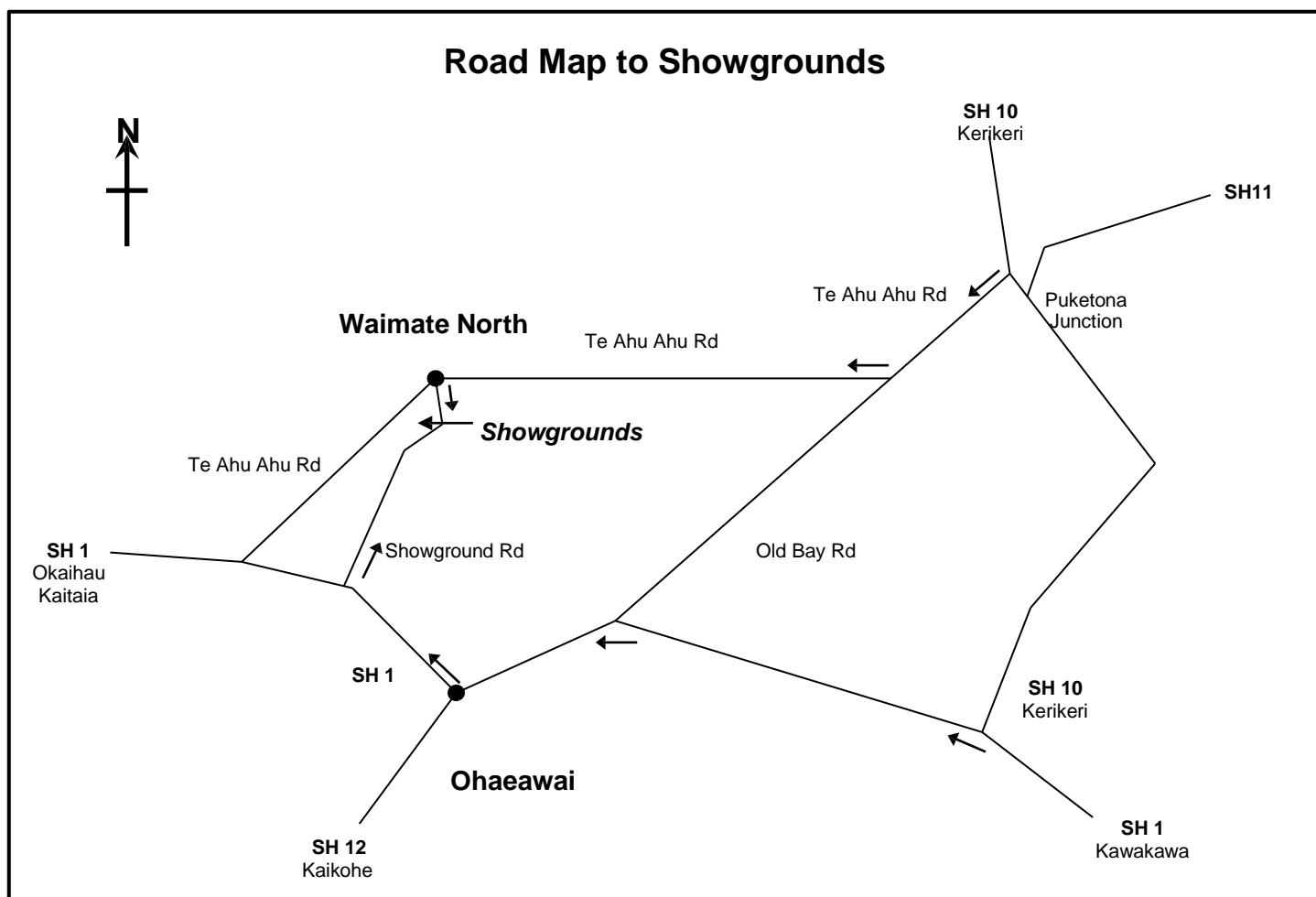
Exhibitors will receive the following number of "free" entrance wristbands by post 2 weeks before the Show:

Full Site	2 wristbands
Half Site	1 wristband

Membership Subscription

Membership to the Association for 2022/23 is \$30. Members receive two Show Tickets and the opportunity to be involved with the governance of the Show.

Road Map to Showgrounds



Exhibitors Health & Safety Requirements & 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 at Work Act 2015, Hazardous Substances & 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 at Work Act 2015 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 risks are eliminated for the protection of people from accidental injury or damage.
2. Trade Exhibitors are responsible for briefing all staff & volunteers working on their site regarding the Health & Safety planning & monitoring of their site. They must also inform the public of any risks when entering and/or participating on that site.
3. Site holders to supply their own electrical power cords, plugs and fittings and 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 and plugged into a residual current device (yours).
4. No Trade Exhibitor shall install or maintain any LPG container greater than 10kg. All compressed gas cylinders must be secured against tipping and must have snap couplings.
5. There is to be No Smoking inside any marquee or showgrounds buildings.
6. 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.
7. Please keep within your allocated site to allow access between your site and the neighboring sites.
8. Have signs indicating access and exit routes for the exhibit and ensure access ways are clear and safe.
9. Implement a crowd control strategy and if necessary erect fencing to safely control movement of people.
10. The Bay of Islands P & I Association reserves the right to order immediate removal from the showgrounds of any exhibits it considers dangerous, offensive or unmanageable.

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 Far North 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.

No food or drink is to be given away to the public from a trade site (unless designated food site).

A full copy of the Royal Agricultural Society of New Zealand's Rules & Regulations and Health & Safety Rules is available from the Secretary.

The 178th Bay of Islands Pastoral & Industrial Show

2022 TRADE SITE APPLICATION

Closing Date for Trade Site Applications is Friday 21 October 2022

Exhibitor (Business Name)	
Postal Address (Gate entrance wristbands will be posted 2 weeks before the Show)
Phone Number	
Mobile Number	
Email	
Contact Person	
Exhibit Details Description of exhibit & details that may determine best location (noisy ride, quiet location etc). Please Note: Site numbers may change this year due to a revised showgrounds layout.

Item	Number	Fee	Amount
Full Site (9m frontage x 12m)		\$200 per site <small>(includes 2 "free" entrance wristbands)</small>	
Half Site (6m frontage x 9m)		\$120 per site <small>(includes 1 "free" entrance wristband)</small>	
Power for Sites (optional)	(Watts)	\$40 per exhibitor	
Pre-paid additional Gate Wristbands		\$8 per wristband	
Membership to Association (optional)		\$30 per subscription	
Fees include GST. GST No: 55-191-255.			Total

By signing this Trade Site Application, I/we have read & understood the Exhibitors Health & Safety Requirements & Guidelines as detailed and are fully aware of responsibilities under the Health & Safety at Work Act 2015.

Signature _____ Exhibitor/Business Name _____

Name (please print) _____ Date _____

<p>Please return this form to:</p> <p>info@bayofislandsshow.co.nz or</p> <p>The Bay of Islands P & I Association PO Box 26 Kerikeri 0245</p>	<p>Payments made to:</p> <p>The Bay of Islands P & I Association Account No: 03-0334-0011017-000 Reference: Exhibitor/Business Name or Inv No. Payment date:</p>
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