

# BAY OF ISLANDS P & I ASSOCIATION

## GUIDELINES FOR HALL EXHIBITORS

1. Entries close at 8.45 on Show day. Hall closes at 9:00 for judging except for Children's art (4:00 p.m. Wednesday before the show) and Photography (5 p.m. Friday before the show).
2. **The Judge's decision will be final and absolute.**
3. Hall opens to General Public at approximately 11.00am or when judging is completed and exhibits displayed.
4. Entry form must be filled in completely and accurately, and the entry fee paid to the hall Supervisor.
5. Please ensure that each exhibit / entry has your number and Show Class number attached according to the system we have at our Show.
6. All entries are to be home grown/homemade unless otherwise stated. There are to be no pre-packaged mixes.
7. Presentation is part of Judging. The Judges will open, cut, and taste all entries.
  - All baking must be in a clear plastic bag or appropriately covered.
  - Cut flowers should be presented in green bottles, or clear bottles with green coloured water.
  - Commercial labels on jars and lids should be removed or covered.
8. Entries in the Hall Section of the Show are Exhibits and are not to be advertised or offered for sale by exhibitors.
9. The hall will be closed for the duration of the Grand Parade, (approximately 3:30 to 4.00 p.m.) to allow the Hall to be prepared for the collection of entries and Prize Money.
10. Entries and Prize money MUST be collected on Saturday on Show Day AFTER 4.00pm and before 5:00 pm.
11. Anything not collected will be disposed of at the discretion of the Chief Hall Stewards.

### **Open Section: Entry Fee 50 cents**

Prize Money (Unless Otherwise Stated)

1st \$5; 2nd \$3; 3rd \$1.

### **Children's Entry Fee -20 cents.**

Prize Money (Unless Otherwise Stated):

1st \$3; 2nd \$2; 3rd \$1.

In the event of a dispute or a protest, the Hall Supervisor or Chief Steward must be called. If he/she is unable to resolve the matter, then it must be taken to the Judicial Committee in accordance with the rules.

Thank you for your exhibits that contributed to making our show so amazing, please come again next year.

# **BAY OF ISLANDS P & I ASSOCIATION GUIDELINES FOR HALL STEWARDS.**

## **BEFORE SHOW DAY**

1. Review classes in your Section to see what was not used in previous year and to decide if you want to include any new ones.
2. Read the Schedule and become familiar with your section. This will include special prizes and trophies that will need to be handed out on Show Day.
3. Find out exactly when and where your Section will operate.

## **ON SHOW DAY**

1. Be there early.
2. Collect your Section bag from the Hall Supervisor. This will include your name tag, prize cards, and entry boards to write results on for your section etc. Any queries please ask the Hall Supervisor or Chief Stewards.
3. Make your Exhibitors feel welcome and make sure they understand the schedule a. Please note on entry boards any changes to exhibitors and/or exhibits so that all results are correct.
4. Welcome your Judge who will be introduced to you by one of the Chief Stewards.
5. If possible, please remain in the hall for approximately 30 minutes after opening your area.
6. The hall will be closed at approximately 3:55 p.m. so Stewards will be permitted to re-enter to organize the collection of exhibits. When the hall is reopened your help will be appreciated to assist exhibitors collect their rightful entries.
7. Clean up your area, collect exhibit labels and return them in your plastic bag to the Chief Stewart or Hall Supervisor

## **SECTION CONTROL**

1. You, the Steward must control your area– not the Judge. You are the Judge’s right hand and obviously you must agree on procedure, but only you know in detail the order and timing of events, number of exhibitors etc. A capable Judge should expect you to control and organize your section for him/her to work in.
2. Discuss with the Judge any Special Awards and Championships. NO EQUAL prizes are to be awarded as we cannot split some prizes. Judges may award Highly Commended cards.
3. Chief Hall Stewards have the right to make a judgment of the appropriateness of an entry into a class and change it if necessary, or split some classes if appropriate.
4. Have all Exhibits in each class area assembled before you allow judging to commence. Then have exhibits organised in Schedule order and displayed as well as possible before the hall opens when the public can view the exhibits.
5. When decisions have been reached, the Judge should tell you, the Steward, in which order they have been placed so you can enter the placing on the Board.

## **AFTER JUDGING HAS BEEN COMPLETED**

1. Complete all place cards according to the Judge’s decisions. Place on matching entries. Display the Rosette and fill out a Champion card if you have a Rosette or a medal in children’s section.
2. Return the Section Board with the results marked on it to the designated Chief Hall Steward.
3. Gather together all the bits and pieces from your bag and return it to the Hall Supervisor
4. Let the Hall Supervisor or Chief Stewards know of any discrepancies etc so they can be rectified for future Shows. Please write these down on the forms provided.

## **DISPUTES**

1. In the event of a dispute or a protest, the Hall Supervisor or Chief Steward must be called. If he/she is unable to resolve the matter, then it must be taken to the Judicial Committee in accordance with the rules.

***The matter should be documented with the name of a witness if possible.***

## **CONCLUSION**

Showing should be an enjoyable occasion for everyone concerned. If the weather is bad and things go wrong, even the red ribbons will be the wrong shade of red, and it is likely that the responsibility for everything, including the weather will fall on your shoulders. If you are properly prepared and willing to help, your events will run like clockwork and everyone will be praised for the success.

HAVE A WONDERFUL SHOW AND THANKS FOR BEING THE STEWARD