



# The Bay of Islands Pastoral & Industrial Association

New Zealand's oldest A&P Show

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# 2023 Food Trade Site Application

**Saturday 11 November 2023**

Showground Road, Waimate North

Forms & Payment to be submitted by  
**Friday 20 October 2023**

## 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](mailto:info@bayofislandsshow.co.nz)

**Phone:** 0210 918 8228

**Trade Steward:** Tony Mudford

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



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# 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 **20 October 2023** 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 10 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 4pm on Show Day. This is for safety reasons.

## Food Stalls

Exhibitors wishing to sell food must submit a list of the intended sale items for approval and provide their Food Control Plan Number.

## 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.

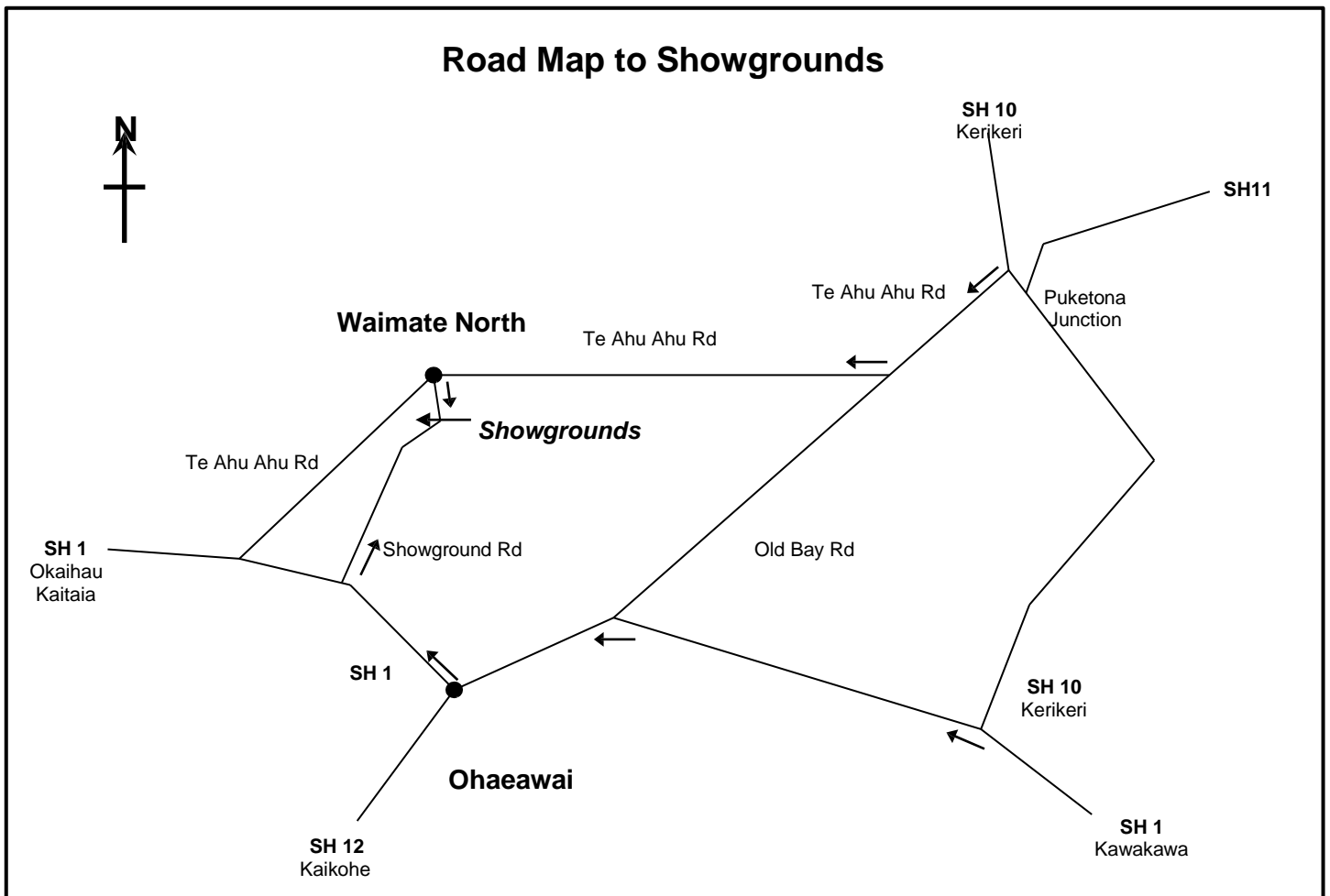
## Gate Passes

Exhibitors will receive the following number of "free" entrance wristbands by post prior the Show:

Food Site 1 wristband

## Membership Subscription

Membership to the Association for 2023/24 is \$30. Members receive two Show Tickets and the opportunity to be involved with the governance of the Show.



# 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 179<sup>th</sup> Bay of Islands Pastoral & Industrial Show

## 2023 FOOD TRADE SITE APPLICATION

*Closing Date for Trade Site Applications is Friday 20 October 2023*

<b>Exhibitor</b> (Business Name)	
<b>Postal Address</b> (Gate entrance wristbands will be posted prior to the Show)	..... ..... .....
<b>Food Control Plan Number</b>	
<b>Phone Number</b>	
<b>Email</b>	
<b>Contact Person</b>	
<b>Exhibit Details</b> Type of food and details that may determine best location (lots of smoke, need quiet location etc). Please tell us anything else that may limit location choice.	..... ..... ..... ..... Please Note: Site numbers may change due to a revised showgrounds layout.

**Please include a copy of your menu when returning this form. If you do not have a printable copy, please list your food above.**

Item	Number	Fee	Amount
Food Site (6m frontage x 9m)		\$60 per site <small>(includes 1 "free" entrance wristband)</small>	
Power for Sites (optional)	(Watts)	\$20 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 returning 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.***

Exhibitor/Business Name \_\_\_\_\_ Signature \_\_\_\_\_

Contact Person \_\_\_\_\_ Date \_\_\_\_\_

Please return this form to:

[info@bayofislandsshow.co.nz](mailto:info@bayofislandsshow.co.nz) or The Bay of Islands P & I Association, PO Box 26, Kerikeri 0245

Payment can be made to:

**The Bay of Islands P & I Association**

**Account No: 03-0334-0011017-000**

**Reference: Exhibitor/Business Name or Inv No.**