



# Manawatu Show

## TRADE & FOOD VENDOR SCHEDULE



### Manawatu & West Coast Agricultural & Pastoral Association 128th SHOW

**Saturday 8<sup>th</sup> & Sunday 9<sup>th</sup>  
November 2014**

- **Manawatu & West Coast A & P Association** •
- **Postal** PO Box 501, Feilding 4740 • **Physical Address** Manfeild Events Centre, 75 South Street, Feilding 4702
- **Phone** (06) 323 1886 • **Fax** (06) 323 1887 • **Email** [info@manawatushow.co.nz](mailto:info@manawatushow.co.nz)
- **website** [www.manawatushow.co.nz](http://www.manawatushow.co.nz) •



## Manawatu & West Coast A & P Association



<b>President</b>	–	John Wall <i>JP</i>
<b>Vice President</b>	–	Ashley Hazlitt
<b>Immediate Past President</b>	–	Lawrence Satherley
<b>Treasurer</b>	–	A & P Office
<b>Events Coordinator / Secretary</b>	–	Raewyn Perry

### **Honorary Vice Presidents**

Margaret Kouvelis – Manawatu District Council Mayor,  
Peter Gibbons, Richard Gibson, Maxine Mulligan

### **Section Stewards**

Dairy	–	Brent Crothers
Alpaca	–	Paul Dixon
Beef	–	Phil Robertson
Horse	–	Jill Martin / Ginny MacLeod
Trade	–	Lawrence Satherley
Entertainment	–	Murray Faulding/Raewyn Perry
Sheep	–	Gilbert Timms
Shearing	–	Alan Pretious
Fleece Wool	–	Rachel Humphrey
Pigs	–	Paul Peck
Womens' Institute	–	Bev Williams
Childrens' Activities	–	Anna James
Ag Kids	–	Chelsea Miller
Farriers	–	Maxine Mulligan
Horse Measuring	–	John Wall
Hospitality	–	John Wall
Catering	–	Christine Scott

### **Committee Members -**

Betty Berg, Gary Child, Tom Carroll, Sylvia Claridge, Brent Crothers, David Dench, Paul Dixon, John Dunderdale, Murray Faulding, Peter Gibbons, Richard Gibson, Ash Hazlitt, Rachel Humphrey, Anna James, Jill Martin, Sharon MacLean, Ginny MacLeod, Chelsea Millar, Maxine Mulligan, Paul Peck, Grace Pettit, Alan Pretious, Lucy Russell, Daniel Russell, Lawrence Satherley, Christine Scott, Gilbert Timms, Chris Wall, Bev Williams

**MANAWATU SHOW 2014**  
**128th SHOW**

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**TRADE EXHIBITION SITES**

Start planning your Trade Space Site at the Manawatu & West Coast A & P Associations 128th Show now!

To provide greater public support of your trade site we are holding our show days on Saturday 8th and Sunday 9<sup>th</sup> November 2014.

Gates are open from 9am to 4pm daily for public.

To all of those who supported us last year we thank you very much.

To the newcomers we welcome you and hope you have a fantastic Show experience.

As a result of rising interest in the trade sites and due to the economic trend in NZ at the moment, we are now offering sites at a **discounted rate** for our 128th Show 2014.

The Manawatu & West Coast A & P Association is striving to move the Show forward with more -

- Show Entries
- Trade Sites
- Entertainment
- Food Stalls
- Animal Nursery & Childrens' Activities
- More Competitions
- More Public attending

The Manawatu & West Coast A & P Association would like **you** to be a part of this year's 2014 Spring Show, by taking advantage of this year's Trade Site offer, which will allow you to be part of something very special.

After the success of the previous Shows at Manfeild, we believe that the majority of our Trade Exhibitors will want to be involved again and so we urge you to book your Trade space now!

**The Following outlines the Products we would like to see sold in each area -**

**Exhibition Stadium:** Indoor - Ideal for selling Quality Products of various interest to the Country and City/Town folk alike.

**Outdoor Trade Court:** Suitable for Corporate Tents / Automobiles / Farming Equipment / Machinery / Clothing / Furniture / Garden items / Small Outbuildings / Sports & Leisure.

**Indoor Food Court:** Gala Catering and other Food Suppliers / Coffee Kiosks / Specialty Food Suppliers, also spaces available for the introduction of new and unusual meat/fish/produce to tempt the adventurous eaters.

**Outdoor Food:** This year we've created an outdoor food court for 'alfresco dining' – it's at the entrance to the Outdoor Trade and activity area and handy to the amusements.

***Let us know where you'd prefer to be sited – however, the final decision will be made by the organising committee.***

Refer to pages 5 (Trade) & 12 (Food) for site costs

## PRICES for Trade Sites for 2014

The following prices are for both days of our **Two Day** 128th Show -

All Fees quoted are **GST exclusive**

**NOTE:** *Power connections are extra*

**INDOOR Trade Sites in the Main Stadium** (1.8m Trestle Tables available – \$20 each for 2 day hire)

Size of bare site (4 x 3) 12 square metres - \$80.00 + GST

***Plus Power*** – single phase power (you supply 30m extension cord) – \$40.00 + GST

**OUTDOOR Trade Sites** (You set these up yourselves – Site Holders to supply own overhead cover)

Size of bare site (5 x 5)	25 square metres	\$100.00 + GST
Size of bare site (5 x10)	50 square metres	\$120.00 + GST

Size of bare site (10x10)	100 square metres	\$130.00 + GST
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Size of bare site (20x10)	200 square metres	\$150.00 + GST
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***Plus Power*** –

Single phase power (you supply 30m extension cord) – \$40.00 + GST

3 phase power – \$80.00 + GST

**SEE PAGE 12 FOR AN INDOOR FOOD SITE PRICES.**

**If you opt for an outdoor site the Trade prices above will apply**

### **Public Gate Fees**

- \$20 family (2 adults/2children or 1 adult ticket = 2 children)
- \$10 adult
- \$5 for children under 15 years

## **Power**

To have power supplied to your site, please request this on the Application Form and add to the total payment enclosed.

## **Subletting**

Sub-letting is not permitted without written authority from the Events Coordinator.

## **Food Site Stalls**

Details are included in this Schedule.

## **Ticket Allocation**

ALL Trade Site holders receive 2 wrist bands which are valid for the duration of the show.

Additional wristbands are available from the office at \$12.00 per adult.

**Please Note**      **No Wristband – No Entry**

## **Car Parking**

There will be **NO** vehicles allowed in the trade area between 8.30 am and 4.30 pm each day of the show.

Exhibitors must park their Vehicles in the Exhibitors Car Park provided.

**Cars found inside the show area during the Show, will be towed  
at the owner's expense**

## BOOKING YOUR TRADE SITE

Please include your site and power fee with your application.

Your booking is not confirmed until payment is received.

Three easy options –

### 1. Cheque /post

Please complete your application form, take a photocopy for your own records, then either

Post signed forms, together with your cheque made out to:

Manawatu A & P Association  
PO Box 501  
Feilding 4740

### 2. Email and pay by direct debit

Email your entry to [info@manawatushow.co.nz](mailto:info@manawatushow.co.nz) and pay by

Direct Deposit to: Manawatu A & P Assn, BNZ, Palmerston North Branch

Account number **02-0727-0033284-000**

Reference – ‘T’ (*for Trade*) or ‘F’ (*for food*) and your surname

### 3. Membership to Manawatu & West Coast A & P Association is \$50 + GST per year (\$57.50)

and entitles the Exhibitor to –

- ✓ A special Member's entry fee per animal (*as priced above*)
- ✓ 2 adult passes per day to the Show (*one adult pass= 2 children*)
- ✓ Parking
- ✓ Hosting for you in the Members' lounge upstairs (there's a lift) with tea, coffee and biscuits provided. Lunch is available both days at \$12 per head, with a cash bar

Please contact our secretary, Raewyn Perry (06) 323 1886 or email [info@manawatushow.co.nz](mailto:info@manawatushow.co.nz) or look on our website [www.manawatushow.co.nz/Membership](http://www.manawatushow.co.nz/Membership) to download the membership form. Your trade site plan will be sent to you two weeks before the show.

## Setup Dates / Days and Times

Thursday 6th November - 1.00 pm - 5.00 pm - Trade Set Up **Outdoor only**

Friday 7th November - 8.30 am - 8.00 pm - Trade Set Up **Indoor & Outdoor**

Saturday 8<sup>th</sup> November - 7.00 am - 8.30 am - Trade Set Up **Indoor only**

Sunday 9th November - 7.00 am - 8.30 am - Trade Set Up **Indoor only**

## Break Down Days / Dates and Times

Sunday 4<sup>th</sup> November anytime **after** 4.30pm  
Monday 3rd November 8.30am until 5.00 pm  
Monday 3rd November All Trade Sites **must** be cleared by 5.00 pm

- ✓ ***It is your responsibility to leave your Trade Site in the Condition that it was when you Set-Up***
- ✓ ***No drawing pins/sticky labels/tape/blue tack or other is to be left on panels, walls or floor***
- ✓ ***Please remove any rubbish from your sites. We would really appreciate you helping us with this***

## Corporate Lounge

Free Tea and Coffee is provided throughout the day, upstairs in the Corporate Lounge

Entry by Exhibitor's Identification

A lift is available for wheelchair access

## Lunches

Lunch/food is available for purchase at the Public Food Court or Cafeteria.



## TRADE SITE AWARDS

There are TWO Award Categories

- **Best OUTDOOR Trade Site**
- **Best INDOOR Trade Site**

Award Winners for each of the above categories will receive:

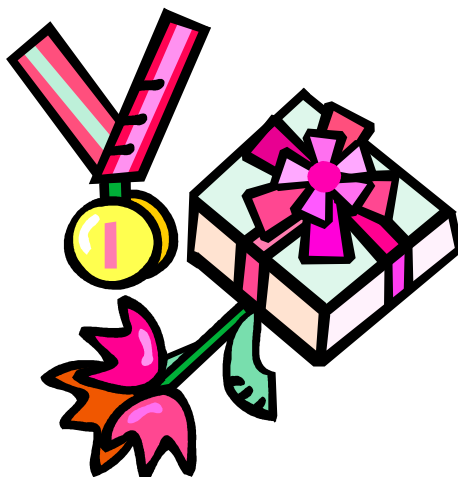
- Champion Show Sash
- Champion Award Certificate
- Gift Pack

These Awards will be judged on Saturday 8th (during the morning) and presented at the Winner's Site at 1pm.

**The Trade Site Award 2014 Winners** will be announced throughout the Show from Saturday afternoon and all day Sunday (*Free Publicity for your Winning Trade Site*).

### **JUDGING CRITERIA:**

- Interest Created
- Eye-Catching Components – The '**WOW**' Factor
- Originality
- Information from your Site to the Public
- Effort put in to Set-up your Site
- Site Presentation and Impact
- Site Promotion e.g., Support, Backup, Advertising
- Staff Presentation and Friendliness
- Other Outstanding Features



# TERMS & CONDITIONS

## 1. Applications

- The Manawatu & West Coast A & P Show Association may accept or decline any application.

## 2. Payment of Trade Site Fees

- All Trade Site fees must be paid in full at time of application.

## 3. Admission wristbands and Vehicle Passes will be posted from Tuesday 28th October 2014.

## 4. Sub Letting

- Sub-letting will only be permitted at the sole discretion of the Events Coordinator and a Fee may be imposed if your request is granted.

## 5. Show Days

- The show gates will open to the public from 9.00am to 4.00pm Saturday 8th to Sunday 9<sup>th</sup> November 2014.
- Exhibitors are expected to have their sites fully operational during the full advertised opening hours of the Show.

## 6. Exhibits

- The Events Coordinator, or any other person appointed by the Manawatu & West Coast A & P Association, has the power to enter an exhibitor's site at any time and remove any article, sign, picture or printed matter which in their opinion may cause offence to the public or is not in keeping with the requirements of the Society.
- Outside exhibits may be set up from 1.00 pm on Thursday 6<sup>th</sup> November 2014.
- Indoor Trade Sites can be set-up from 8:30am until 8.00 pm on Friday 7<sup>th</sup> or 7.00am until 8.30am on Saturday 8<sup>th</sup> November 2014. Indoor Trades must be setup by 8.30am both days of the Show.
- During the Show, restocking of sites can be done at the beginning or close of each day. No vehicle access will be allowed to the show area between 8.30 am – 4.30 pm (Sat/Sun).
- Exhibitors may provide Food and Drink on their Site. Exhibitors may **NOT** charge for these refreshments except registered food site providers.
- The Distribution of any form of promotional material or other forms of marketing outside of the Exhibitors site boundary is prohibited.
- The Manawatu & West Coast A & P Association will send you the necessary information on which gate is best for you to enter in relation to your Trade Site.
- There will be a security check at intervals throughout the night.
- Any trenching or digging up of the grounds must be put back as it was found by the exhibitor. Failure to do this will result in an invoice being sent out for any repairs.
- The use of amplifiers or loud speakers by Exhibitors is restricted to the extent that it does not affect other Exhibitors.
- Camping overnight on your site is at the discretion of the Events Coordinator. If you have any questions about what facilities are available please ask.

## 7. Power

- Power supply is 240v / 3 point plug. Limited 3 phase may be available.
- Exhibitors requiring power must bring with them, a 15 amp extension lead up to 30 metres long with a current safety tag.
- On payment of power charges, Exhibitors will be supplied with a tag which is to be attached to the power supply end of your extension leads.
- Indoor power in the Main Stadium **MUST** be requested when booking. Single phase power will be charged out at \$40 per Trade Site + GST.
- Power for Outdoor Sites **MUST** be requested when booking. Exhibitors must supply their own 30 metre extension lead. An \$80 + GST fee will be added to your account for a 3 phase power. Single phase power will be charged at \$40 + GST per site.

## 8. Insurance and Security

- The Manawatu & West Coast A & P Association does not insure Exhibitors property.
- The Manawatu & West Coast A & P Association arranges Night Security Surveillance from Thursday night to Sunday night 4pm to 8am. Outside these times you are expected to be on your site.
- The Association will not be liable for loss or damage to the Exhibitors property while it is on the Show Site.

## 9. Vehicles

- No vehicles other than Association Service Vehicles are permitted on exhibition sites during the Show hours. Cars and Vehicles parked on roadways between 8.30am and 4.30pm will be removed at the Exhibitor's expense.
- No Vehicles are to be parked on the Trade Sites unless they are part of the Display. Vehicles are to be parked in the designated car parks.

## 10. Exhibitor Admission and Ticket Allocation

- Admission of Exhibitors through the gates on Show days require one day ticket per day per person. **No ticket – No admission. Car passes do not constitute a personal admission ticket.**
- Tickets will be posted from the Manawatu & West Coast A & P Association Show Office from Tuesday 28th October 2014.

## 11. Health and Safety

- Exhibitors must comply with the Health & Safety Employment Amendment Act 1992 and subsequent amendments, and must comply with its provisions.
- All Tent and Marquee pegs, spikes or protruding objects must be covered.

## 12. Advertising and Schedules

- If you would like any advertising to be included in any Show Promotional material or would like to advertise in the Show Catalogues, please include this on the application form.
- Sponsorship opportunities exist for Exhibitors and can be negotiated by contacting the Events Coordinator of the Manawatu A & P Show.

## 13. Use of Exhibitor Information

- By completing a Trade Space Application Form the Exhibitor agrees and the Manawatu & West Coast A & P Association acknowledges that:
  - (a) Exhibitor information details can be shown as part of the Manawatu & West Coast A & P Association information.
  - (b) Exhibitor details can be made available to the media for use in newspaper supplements, for human interest stories, for programme preparation and for the Manawatu & West Coast A & P Association to use in promotional / educational material about the Show.
  - (c) Exhibitor details can be made available to nominated companies that have exhibit resource materials, provided the Manawatu A & P Association believes them to be reputable.

## 14. Cancellation

- The Manawatu & West Coast A & P Association shall not be liable to the Exhibitor for any compensation whatsoever as a result of the cancellation or postponement of the Show. Any refund to Exhibitors as a result of cancellation or postponement will be at the discretion of the Manawatu & West Coast A & P Association.

## 15. Exhibitor Cancellation

- Exhibitor cancellations must be made in writing – Fax and Email will be accepted.
  - i. If on or after Friday 24th October 2014, the Manawatu & West Coast A & P Association shall retain all monies received.
  - ii. Prior to Friday 24th October 2014, any refund shall be at the Manawatu & West Coast A & P Associations discretion, notwithstanding that a portion shall be retained to cover any expenses or costs.
- The Manawatu & West Coast A & P Association has the right to cancel this contract and to retain any monies paid in relation to this contract if the Exhibitor infringes any of the exhibiting conditions.

## 16. Animals

- Dogs other than those in organised show activities are not permitted on the Manawatu & West Coast A & P Showgrounds / Manfeild Park Complex.

**Please complete the Trade or Food Application form at the back of the schedule and return ASAP**

## FOOD SITES

The following prices are for 2-day hireage at the Show: All fees quoted are **GST Exclusive**.

**Full Payment per site is required with this booking.**

**Please Note:** There are limited Sites available and booking early is recommended however this year we are having an outdoor Food Court for Alfresco Dining – refer to page 5 for the the outdoor site sizes & fees

### Price

#### **INDOOR FOOD COURT**

Size of site (4 x 3) 12 square metres  
\$200 + GST

Size of site (6 x 3) 18 square metres  
\$250 + GST

#### **OUTDOOR FOOD COURT - NEW FOR 2014 & close to the ACTION !!**

Size of site (4 x 3) 12 square metres  
\$150 + GST

Size of site (6 x 3) 18 square metres  
\$200 + GST

### Power

The Power connection and Usage \$80 + GST (3 phase); \$40 + GST (single phase).

### Payment of Site

Full payment at time of application with a copy of your Food Licence is required.

### Ticket Allocation

Two wristbands per site for the duration of the show will be allocated, with additional wristbands available from the office at a standard rate of \$20.00 per adult.

### Placement of Site

Food outlets will be sited together in the designated Food Court area, with the decision on placement being the responsibility of the Manawatu & West Coast A & P Association. ***This year we will also have an Outdoor Food Court – handy to the action & amusements, so let us know which you prefer on your booking form.***

### Setting Up

Exhibitors must not move on to their sites until it has been verified by an Association Representative. **Please check in at the office on Set Up day. If you do not fit the site size you have applied for, no other sites will be available.**

### Health & Safety

Please also refer to Clause 10 of the Terms and Conditions for Health & Safety requirements.

### Environmental Health

#### **/ Food Licence**

You are required to provide a copy of your Food Licence (covering the period of the Show in November 2014) with your application form. Bookings without a Licence will not be accepted.

**Each Food Trader /handler requires its own Health Licence. You are required to contact Manawatu District Council at least 6 weeks before our event to apply for any trading permits and licences.** Food Traders will incur a charge to receive the permit. All the forms are on their website [www.mdc.govt.nz](http://www.mdc.govt.nz) Email MDC - [public@mdc.govt.nz](mailto:public@mdc.govt.nz) or phone 06 323 0000 or write to them at -

Manawatu District Council  
Private Bag 10001  
Feilding 4743

The Manawatu District Council Offices are situated at 135 Manchester Street in Feilding.

For other Licence enquiries Contact The Palmerston North Verification Agency by phoning 029 894 5002.

**Sale of Foodstuffs** Items related to sideshow food, eg: hotdogs on a stick, candy floss, waffles, may not be sold (these items are a matter of contract with our sideshow operators).

**Sale of Liquor is restricted to Association outlets and under their Licence**