

Notes for TRADE & SPONSORS - Taupo Christmas Classic 2018

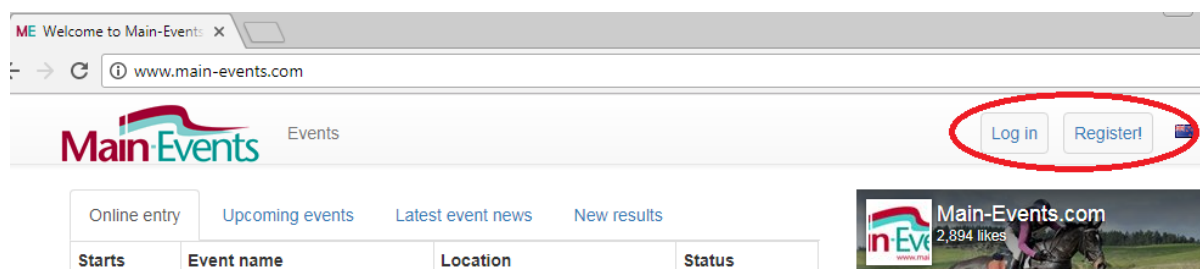
Thank you for trying out our new online entry portal for trade and sponsors for the Taupo Christmas Classic Show. Using this portal ensures that our secretary has consistent and accurate information about your business, the services you provide as an exhibitor and all contact details including logos.

This system was set up primarily for online entry into equestrian and A&P type shows so please understand the terminology related to these type of shows MAY appear at times. Do not let this worry you. For example, the following

- **Classes** = Section/type of involvement
- **Competitors** = your business and person to contact
- **Business** (sometimes referred to as Entry or Horse) = Your company/trading name
- **Exhibitor** (sometimes referred to a Exhibitor or Rider) = Person show is to deal with (Manager)

Register as a User of the Main-Events website (FREE)

If you have never used the Main-Events.com website before, you will have to REGISTER as a user. Do this by clicking on the REGISTER! button at the top right. Follow directions and wait for your confirmation email to come through based on the email you provided as your login.



If you do not get an email within 5 minutes, email support@main-events.co.nz and we can activate your email for you.

Once you have your login activated, come back to the Main-Events.com form and click on LOG IN at the top right. Once logged in, you can start the online process.

Start the online entry

Login as above. Find the Taupo Christmas Classic 2018 Show in the list on the front page under ONLINE ENTRY. Click on the name. Shows are listed in date order so this show will be near the bottom.

NATIONAL YOUNG HORSE SHOW		
13 Dec 2018	Taupo Christmas Classic 2018	National Equestrian, New Zealand
25 Dec 2018	Northland Jumping Mini Circuit Rd 2	Barge Showground, New Zealand

Enter now!

Once at the "show", click on the tab ONLINE ENTRY on the far right and then from the lower part of the screen, click on the big green button - ENTER NOW!



TAUPO CHRISTMAS CLASSIC 2018

It's time to celebrate!

Dec 13 -16, 2018 * NEC, Taupo

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Online Entry

Intro

NEW ... TRADE AND FOOD COURT online application

Full step by step instructions will be posted later this week but in the meantime, register as a USER at the login has been activated (check your spam folder if notice doesn't arrive in 5 minutes), then login and start

and on the bottom of the page

- Bank deposit

Online Entry Steps

- **Step 1:** Add class entries
- **Step 2:** Add miscellaneous items, e.g. stabling, schedules, etc
- **Step 3:** Customer and general entry information
- **Step 4:** Contact details
- **Step 5:** Payment option selection
- **Step 6:** Entry summary and confirmation
- **Finish!**

[Enter Now!](#)

STEP 1 - Online Entry process

The first step is to choose what you are entering for - in this case an application for the Food and Trade area.

The information for each area of "entry" will vary slightly for example:

Trade and Sponsors (3 classes)

- Will ask about your business and if you have a food license
- Will ask that you upload your logo and/or an advertisement as a PDF

Photographer (2 classes)

- Will ask what days and sections you intend to cover at the show

Showjumping Competition (55 classes)

- For the riders!



TAUPO CHRISTMAS CLASSIC 2018
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Details News Documents Classes Competitors

Intro **Step 1** Step 2 Step 3

Step 1: Class registration

Adding class entries is an easy 5 part process - select category, se confirm.

Part 1: Select Category

Trade and Sponsors (3 classes)

Photographers (2 classes)

Showjumping Competition (55 classes)

Click on the Blue Button under **Select Category** for Trade and Sponsors.

Business Name and Contact Person

If this is a second or subsequent entry for a show, the business and contact person will be filled in - if you have more than one business or contact person, select from the drop list.

If this is your first time through, then you must add your BUSINESS/FARM name by clicking on the **+ Add a new Business/Farm** button on the right.

Intro **Step 1** Step 2 Step 3 Step 4 Step 5 Step 6 Finish!

Step 1: Class registration

Adding class entries is an easy 5 part process - select category, select competitors, enter competitor information, select classes, and confirm.

Part 2: Select Competitors

The table below shows the different competitors that are required to enter classes for in the Trade and Sponsors category.

Use the drop down lists to select which competitors you want to enter.

Business/Farm

Contact Person

Continue - Add/Edit Competitor Info ►

+ Add a new Business/Farm

+ Add a new Contact Person

Online Entry Summary

Edit current selections

Category:
Trade and Sponsors

Clear all entries and restart entry process

Adding a NEW Business or Adding a new Contact Person

When you click on either of the blue buttons on the right, you will be prompted with a small popup form as follows. Type in the trading name of your business and then click on the Search button.

Add Business/Farm

To create a Business/Farm, you need to search our database first to see if it already exists.

* Name:

Real Fruit Icecream

Search

Cancel

The search will then go looking for a possible match. As this is YOUR business it does not need to be linked to another with a similar name *so even if your business name pops up*, choose NONE OF THE ABOVE ARE A MATCH.

Add Business/Farm

To create a Business/Farm, you need to search our database first to see if it already exists.

* Name:

Real Fruit Icecream

There were some potential matches found in the system.

Is 'Real Fruit Icecream' a match? ☒ Yes

☒ None of the above are a match.

Note:

- If you **do** find a match, please click the "Yes" link.
- If you **do not** find a match, please click the "None of the above are a match" link at the bottom of the list of potential matches.

The next screen will ask what your relationship is to the business (eg Owner), and what country and region. Obviously New Zealand and whatever.

Click on **Submit**.

Add Contact person

Repeat the process to **add a new Contact Person**. This should be the person that will be on the trade stand or attending the show. Your "relationship" in this case could be 'ITS ME' or "owner" again.

* Your relationship:

Owner

* Country:

New Zealand

State/region:

Wairarapa

Once your Business/Farm has been created, you can edit and add as much detail as you want!

Submit

Reset

Cancel

Finished adding

Make sure both the Business and Contact Person are displayed. Then click on **CONTINUE - ADD/EDIT COMPETITOR INFO** (for you, this means BUSINESS INFO).

Part 2: Select Competitors

The table below shows the different competitors that are required to enter classes for in the Food and Trade category.

Use the drop down lists to select which competitors you want to enter.

Business + Add a new Business/Farm

Contact Person + Add a new Contact Person

Continue - Add/Edit Competitor Info ▶










The form that pops up next shows both the Business and the Contact Person (although labelled competitors!) and the information that you should provide the show organisers. Anything with a gold star/asterisk to the left of the name is a REQUIRED item that must be filled in.

Part 3: Competitor Information

Below are the various competitors you have selected for online entry. You must enter all the required information before you can continue and select the classes you want to enter.

✱ denotes a required field.

Real Fruit Icecream (Business)

Name	Value
 ✱ Products/Services 	Real fruit icecream, frozen yoghurt, smoothies, milkshakes and American hotdogs.
 Will have food license at show? 	
 Announcers Script 	We have been travelling around North Island A&P shows for 6 years offering a top quality selection of real fruit icecream, yoghurt, smoothies and milkshakes. Come and see us on the right of the main grandstand.
 Website 	http://www.marysfruiticecream.co.nz

Mary Masters (Contact Person)

Name	Value
 Contact Person's Mobile Phone	027 123 4567

Continue - Select Classes ▶

To edit or add information, click on the blue pencil to the left or just click into the VALUE column next to the item name.

IMPORTANT - you should tick to make this information public - except for the Contact Person's Mobile phone number. The show organisers will be able to see this but no one else.

Announcers Script:

We have been travelling around North Island A&P shows for 6 years offering a top quality selection of real fruit icecream, yoghurt, smoothies and milkshakes. Come and see us on the right of the main grandstand.

☒ **Make this information public?**

WEBSITE? If you are filling in the website, be sure to put in the http:// and the address in full. This will be a live link that riders can click to view information (IF the show makes this info available to view!)

When finished, click again on the big green button CONTINUE - SELECT CLASSES (but you are to read as Select Area).

Select what section of the trade/display you want

From here, select ONE of the options provided as appropriate. In this case, the Food court. You don't pick the size of your trade stand here. That is in the next step. If you are sponsoring a class as well, then tick both options. Click on green button CONTINUE.

Part 4: Select classes

	Name	Notes	EF
<input type="checkbox"/>	Trade Display Area	Location preference and size are selected as a fee later in this online application.	\$0.00
<input checked="" type="checkbox"/>	Food Court	As above. You must have a current certification to supply food to the public.	\$0.00
<input type="checkbox"/>	Sponsorship	Thank you!	\$0.00

Continue ►

Check the summary

The next form that opens is a summary of what you have selected to date.

Step 1: Class registration

Adding class entries is an easy 5 part process - select category, select competitors, enter competitor information, select classes, and confirm.

Part 5: Entry Summary

This is a summary of your current entry.

Category	Food and Trade		
Competitors	Real Fruit Icecream (Business)		
	Mary Masters (Contact Person)		
Classes	Food Court		\$0.00
Total:			\$0.00

+ Confirm this entry and add another

Confirm this entry and continue to next step (fees) ►

You should click on the green button to confirm this entry UNLESS you have two or three different trade display types which is not likely. Email for help with this if you do.

Miscellaneous Items and Fees

This is where you book the space requirements which will incur a fee or charge to the business. In our example, as Real Fruit IceCream, we are looking for 1 site of 3m frontage. This 3m MUST include all marquee ropes and towbars.

When you first come into this area, the first group of fees that shows up is related to the horses and riders competing at the show. You ignore this and move down the screen until you see the FEES FOR TRADE, PHOTOGRAPHERS AND FOOD COURT.

IMPORTANT - please note there are 4 fees that are compulsory (gold star) for the riders - this means they can't leave blank or put in a 0. This also means you will have to leave 1 in the QTY column as well, but there

is a REFUND of the \$40 set under the FEES FOR TRADE, PHOTOGRAPHERS AND FOOD COURT that cancels that out. Make sure you use that to offset these compulsory fees.

Step 2: Misc Items

* denotes a required field.

Fees for SHOWJUMPING COMPETITORS

Name	Description	Price	QTY	EL
* Facility Fee (FF)	COMPULSORY	\$30.00 per horse 4 days	<input type="text" value="1"/>	—
* Compulsory Catalogue (CAT)	COMPULSORY. Contains messages from our VIP sponsors.	\$5.00 each	<input type="text" value="1"/>	—
* Jumping Levy (JL)	COMPULSORY.	\$5.00 per horse/pony	<input type="text" value="1"/>	—
2ND ENTRY SAME HORSE REFUND (REF2)	Ground fee, jumping fee & catalogue are compulsory for showjumpers SO if this is 2nd entry for same horse use this to subtract from that total.	-\$40.00 per equine	<input type="text" value="0"/>	—
* PoliPay Direct Credit Service Fee (PP)	COMPULSORY for all payments including PoliPay or Direct credit.	\$1.00	<input type="text" value="1"/>	—
PUREPINE SHAVINGS (PS)	Premium product made from best quality Radiata Pine	\$16.00 per 19 kg	<input type="text" value="0"/>	—

Move down the screen to find the FEES FOR TRADE, PHOTOGRAPHERS AND FOOD COURT

Fees for TRADE, PHOTOGRAPHERS AND FOOD COURT

Name	Description	Price	QTY	EL
FREE Trade/Food site as arranged (FT)	If you have a special arrangement with the show then tick this. All others are expected to pay at time of booking.	\$0.00 for site	<input type="text" value="0"/>	—
REFUND COMPULSORY COMPETITOR FEES (REF)	Ground fee, jumping fee & catalogue are compulsory for showjumpers but not for trade. This subtracts from that total.	-\$40.00 per trade site	<input type="text" value="1"/>	—
POWER (PWR)	Every effort will be made to provide power to your allocated site but this is not always possible.	\$50.00 per site for show	<input type="text" value="1"/>	—
TRADE - Gold Sites @ \$75 per metre (TGS)	See map under DOCUMENTS tab. Please specify number of metres frontage required including marquee ropes and towbars.	\$75.00 per m frontage	<input type="text" value="0"/>	34 (OPEN)
TRADE - Silver Sites @ \$60 per metre (TSS)	As above.	\$60.00 per m frontage	<input type="text" value="0"/>	36 (OPEN)
TRADE - Bronze sites @ \$50 per metre (TBS)	As above.	\$50.00 per m frontage	<input type="text" value="0"/>	50 (OPEN)
TRADE - Miscellaneous Sites @ \$30 per metre (TMS)	As above.	\$30.00 per m frontage	<input type="text" value="0"/>	—
FOOD - Gold site @ \$60 per metre (FGS)	See map under DOCUMENTS tab. Please specify number of metres frontage required including marquee ropes and towbars.	\$60.00 per m frontage	<input type="text" value="3"/>	—

Don't forget to claim your refund of rider fees by putting 1 in the QTY column. The QTY for trade space allocation is metres of frontage - in our example 3m frontage in the FOOD court Gold site. Notice under the trade, the space is limited - eg in the Gold Site, there is still 34m of frontage still available so it is still (OPEN). Click on CONTINUE once you have indicated your requirements.

If you want to consider a sponsorship, indicate what level in the SPONSORSHIP you want and someone will contact you.

Customer Requirements

This area is where you add in any notes you want the show organisers to know about. Most of this relates to the competition riders so anything that you feel is not applicable just put a n/a or 0 in the text box.

Notice the **Staying on grounds?** is a required text box - you must enter yes or no. Bank Details are also a required item used to pay out refunds after the show to riders so in your case leave as n/a.

Step 3: Customer Info

* denotes a required field.

* **Staying on grounds?:** ?

No

Other notes or requests: ?

Can we have the space on the right of the new arena as we had last year.

Any special stabling requirements: ?

No.

* **Bank Account Name:** ?

My bank account

Click on the green button CONTINUE.

Address and phone details

The next stage requires that you fill in information on address, name, email (if not the same as login) and phone numbers. If this is the first time through the Main-Events online entry system you will have to do all this. It is saved for the next time however.

To start, click on the blue button upper right **+ add address** and fill in the popup form that appears. Save and close out. The address will then appear in this area.

IMPORTANT - even if this is the only address that appears you **MUST** click into the circle (option) next to the type of address to select it.

Step 4: Contact Info

* denotes a required field.

* Address

Please select one of your addresses below or add a new one.

☒ **Home**

184 Te Kanuka Road
RD 9
Masterton
5840
Wairarapa
New Zealand

☐ **Postal**

PO Box 448
Masterton
5840
Wairarapa
New Zealand

+ add address

Carry on filling in phone and email details. Again, these will be saved to your profile for the next time.

Click on green button to continue.

Select Payment Option

In the next stage, you select a payment option as set by the show organisers. In this case, direct credit only.

Step 5: Payment

Please select a payment option:

☒ Direct Credit

Direct Credit Details

Please use the details below to make a bank deposit to pay for your show entry.

Bank Name:	BNZ
Account Name:	Te Kauwhata A&P Show
Account Number:	02-0444-0016943-00
Reference:	TKWMAF7C ?
Deposit Amount:	\$125.00

Confirm payment method and continue ►

When you select the payment option, the Direct Credit Details appears with the total amount of the direct credit and the Reference code which you should use along with your business name.

Click on the green button to continue.

Direct Credit Details

Please use the details below to make a bank deposit to pay for your show entry.

Bank Name:	BNZ
Account Name:	NZEF NEC
Account Number:	02-0428-0287292-20
Reference:	TCC7CLAA ?
Deposit Amount:	\$231.00

Summary

This is NOT the final step. It is a summary of what you have done.

Step 6: Summary and entry confirmation

Please check over the complete details of your event entries and other details.

NOTE: Your entry hasn't been confirmed yet, you must accept the terms and conditions at the bottom of this page and then submit your entry.

Contact Info

Customer Info

If you are happy with it, then scroll all the way down to the bottom of the form and tick that you are 18 years of age or older and accept the terms and conditions.

The final step is to click on the green button CONFIRM AND SUBMIT ENTRY.

☒ I am at least 18 years of age and I accept the [terms and conditions](#)

Confirm and submit entry ►

Now you are finished!

[Details](#)

[News](#)

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[Classes](#)

[Competitors](#)

[Photos](#)


[Online Entry](#)

Finished!

Congratulations, you have completed the online entry and it has been submitted.

Please print this page for your own reference.

Entry Information

User	 Anne Vallance
Entry Reference	TCC7CLAA
Name	Vallance, Anne
Email	anne@main-events.co.nz
Home	184 Te Kanuka Road RD 9

Payment Option

Bank Deposit

Bank Name:	BNZ
Account Name:	NZEF NEC
Account Number:	02-0428-0287292-26
Reference:	TCC7CLAA ?
Deposit Amount:	\$231.00

The show organiser will receive an email copy of your entry.

You will also receive an email where you can click to view the detail of your entry.

Main-Events online entry confirmation for 'Taupo Christmas Classic 2018'

Main-Events [no-reply@main-events.com]

[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Sent: Tue 30/10/2018 12:45 p.m.

To: anne@main-events.co.nz

Dear Anne,

Thank you for your entry into the 'Taupo Christmas Classic 2018' event. You can view the details of this entry at anytime at the following address:

<http://www.main-events.com/user/27/anne-vallance/onlineentry/view/102741>

Also, you can always view a list of all your previous events entered from your 'My Main-Events' area.

<http://www.main-events.com/user/27/anne-vallance/onlineentry>

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Thank you,
Main-Events.com Team


MY MAIN-EVENTS - your profile area

Or you can click on MY MAIN-EVENTS just under your login (make sure you are logged in), and from there click on ONLINE ENTRY tab and you will then see the entry under TAUPO CHRISTMAS CLASS 2018.

To view the detail, click on the small blue magnifying button to the left of the line.

Notice that the entry is PND or Pending. The show organiser will ACT (Activate) the entry once payment has been recieved and/or a trade space has been allocated.

EventsAdmin

[Anne Vallance](#)
[My Main-Events](#)

Anne Vallance

[Details](#) [Events](#) [Competitors](#) [Photos](#) [Online Entry](#)

Online Entries

This contains an archive of all your previously submitted online entries.

Showing 1 - 20 of 269

	Customer	Event	Class Entries	Date	Status
	Anne Vallance	Taupo Christmas Classic 2018	1	29/10/2018	PND
	Anne	Wairarapa SJ & SH Labour Weekend Championships	0	22/10/2018	ACT

TO BOOK MARQUEES OR OTHER RELATED HIREAGE
please contact Tracey Thompson at Taupo Hire



Your Local One Stop Hire Shop
Ph 07 378 7251

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Contact Us

All Other Enquiries

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